



**London Environmental Health Practitioners**  
trading as  
**Association of London Environmental Health Managers**  
**Annual Report**  
**1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**

Charity Number 1122440  
Company Number 6316667

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**Reference and administrative information**

Charity name: London Environmental Health Practitioners

Charity registration number 1122440

Company registration number 6316667

Alternative name Association of London Environmental Health Managers (Alehm)

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<b>Trustees and other Alehm officials</b>			
<b>Name</b>	<b>Role</b>	<b>Other roles</b>	<b>Re-election date</b>
Steve Miller	Chairman & Trustee	Trustee of CIEH	
Graham Jukes	Elected Trustee	Independent	2019
Paul Morse	Elected Trustee	Independent	2019
Tay Potier	Elected Trustee	London Borough of Greenwich	2019
Gavin Douglas	Elected Trustee	London Borough of Haringey	2021
Jon Averbs	Elected Trustee	City of London	2021
Rick Mason	Elected trustee	Independent	2021
Ellis Turner	Elected Trustee	University of the West of England	2022

Janine Avery	Secretary	Salaried position	
Kath Lewis	Admin officer	Salaried position	
Tay Potier	Project Manager	Salaried position	
Juliet Isitt	Support Officer	Salaried position	

## **Chairman's Statement**

### **Summary of activity and achievements in 2018/19 and plans for 2019-21**

#### **Steve Miller, Chairman of Alehm**

I have had the privilege of being the Chair of the Association of London Environmental Health Managers since its inauguration, overseeing its transfer to a registered charity in 2008 and I continue to support and guide the Alehm team as the activities and priorities evolve in response to the changing local authority environment. I am proud of the work we have achieved during this time and the assistance we continue to provide to environmental health services in all the 33 London local authorities.

Over the last 12 months Alehm has worked with boroughs to identify training needs in local authority regulatory service teams and has provided a programme of low cost training courses to maintain a competent regulatory workforce across London. Alehm delivers regional feed services for London and jointly delivered the funded feed service with London Trading Standards. Alehm have raised issues of significance affecting London, including the likely effects of Brexit on Environmental health services, the FSA's 'Regulating our Future' programme, proposals to improve control of allergens, and feedback on the proposed developments to the FHRs. Alehm carried out research into London's Environmental Health workforce needs. The Board of Trustees scrutinise the activities to ensure Alehm operates within the Company formal Articles of Association. The priorities and activities last year focused on further extending training opportunities for London's environmental health professionals and trainees and updating internal procedures and practices as Alehm took over control of its accounts, banking and payroll. The team work with the CIEH, Middlesex University, the Greater London Authority, London Trading Standards and its member local authorities to deliver services which support the delivery of environmental health services in London.

All London local authorities remain Alehm members and Alehm provides them with a representative voice for London's environmental health services. Alehm raises the profile of a broad spectrum of emerging issues that affect member authorities and provides operational support to enable members to react quickly and effectively to the changing environment. Over the previous 12 months, Alehm has:

- Held 7 members meetings, keeping member authorities up to date with technical and strategic developments.
- Widened the range of training offered to members with a programme of low cost training and 4 free officer CPD training days.
- Published a regular newsletter, keeping members up to date with ongoing activity.
- Established and run local accounts and banking and a new credit card payment facility and set up employment contracts and payroll for 4 employees.
- Improved the web site and added an on line course booking and payment facility.
- Offered placements, projects and learning opportunities for 6 students, helping them gain valuable skills to achieve professional qualification and making them ready for employment within local authorities.
- Supported the professional work of its technical groups and funded London wide coordinated projects on the safety of 'pink duck' and health and safety compliance of band saws in butchers' shops and the control of carbon monoxide from solid fuel ovens in catering establishments.

Alehm has offered a range of information and support to assist local authorities to keep up to date through its regular member meetings and by offering coordinated support for a range of London-wide initiatives, including supporting funded projects to test the viability of intelligence sharing to deal more effectively with rogue landlords supporting the Healthier Catering Commitment project, as well as coordinating London benchmarking exercises and funding a housing project run by Middlesex University to test the effectiveness of local authority support for older people with dementia.

In 2019/21 Alehm will review resource needs of London environmental health services, identify workplace and training needs of London's regulatory services and work with partners to provide training and ensure education providers match the needs and priorities of members. Alehm will offer a support network for member authorities by gathering data on current conditions and emerging problems, raising issues where services are likely to be affected and disseminating information where new initiatives have proved successful. As resources allocated to local government continue to be targeted for further savings, Alehm will take its lead from member authorities and identify emerging risks and raise awareness of issues to protect the public from harm and reduce the impact of health inequalities.

Alehm's membership remains stable and, with the ongoing external funding from coordinated projects, Alehm has enabled local authorities to participate in a range of activities with minimal impact on their services. Examples include:

- The FSA's national animal feed inspection programme, funded through NTS.
- The GLA funded Healthier Catering Commitment pan London project, in partnership with Royal Borough of Greenwich and the 27 other partner local authorities.
- The MHCLG funded rogue land lord project to test data sharing using the IDB intelligence sharing database, in partnership with Royal Borough of Greenwich and 8 partner authorities

The key priorities identified for 2018/19 along with a description of achievements for the year are listed below:

- **Implement, review and adjust the newly established accounts and payroll systems to meet Alehm's operational needs.** Alehm has introduced a payroll and accounts system to support the charity which is now fully operational.
- **Training programme to help maintain competency of local authority officers.**  
A programme of low cost training courses was delivered in 2018/19 (see page 10) along with an expanded programme of free training days for officers. Events training has been cost neutral as excess funds from the more popular courses have been reinvested to provide a number of free training days in 2019. Alehm will continue to provide training courses that are required by member authorities to maintain officer competence.
- **Work with training providers and employers to develop appropriate apprenticeships and training programmes to support future environmental health professionals and provide financial support for students.** 6 students have been supported by Alehm to achieve the practical training element of their professional qualification and Alehm continues to work with training providers to support local authorities to offer practical training for students and trainees.
- **Delivery of the NTS funded feed inspection programmes and any other regional funded programmes for London.**  
Alehm worked with LTS to deliver contracted feed inspection services on behalf of all 33 London Boroughs. The programme was fully delivered.
- **Improve the web site to create a page for courses and training, booking facilities for on-line bookings and payments**  
Alehm's new website now provides information on courses and meetings for members with an on line booking facility.
- **BBFA:** Alehm has provided information and speakers to members on the activity of the BBFA in London and has supported the establishment of a new primary authority group.
- **Consultations:** Alehm has made responses through its technical groups throughout the year on air quality and regulating our future proposals and developments.
- **GDPR compliance:** Alehm has updated its policies and procedures to ensure compliance with the data protection legislation and is registered with the Information Commissioner.
- **Housing project in partnership with Middlesex University:** Alehm has part funded a project run by Middlesex University to assess what practical support is provided to elderly people with dementia by local authorities in relation to housing needs. This report is due to be completed in 2020.

#### Plans for 2019-21:

During the coming year, following calls from members about the difficulty recruiting suitably qualified staff and the reduced numbers of students taking up the environmental health degree, Alehm's focus will be to work with our partners to encourage more school leavers into the profession and also to support local authorities to appoint trainees to become the next generation of environmental health professionals.

Alehm's plans for 2019/21 include the following priorities:

- Undertake a Local Authority environmental health workplace resource needs review for London to identify future training needs.
- Work with our members and partners and provide support to increase training opportunities for student and trainees who want to work in environmental health, including promotion of the degree apprenticeship.

- Provide funding for the London Healthier Catering Commitment Group to support the further development of the second tier scheme, to encourage participation of multi-outlet fast food businesses.
- Establish a lead housing group to advise Alehm's Board on the practical implications of government housing policy.
- Fund a pan London food sampling project to test the effectiveness of allergen controls.
- Develop the communication methods to access members more effectively, including greater use of social media through Linked-In.
- Provide suitable training for trustees and Alehm staff to assist them to manage and scrutinise the charitable activity.
- Promote a more intelligence led approach to enforcement and provide intelligence training.

Our achievements could not have been attained without contributions from many colleagues. Firstly I would like to thank my fellow Trustees for the support they have provided during the year. I thank them both for their dedication and hard work. They have all proved essential in providing strategic direction to the organisation as well as making very positive contribution to the design and delivery of our business plan and ongoing activities.

This year we have held many of our members and topic group meetings in the conference rooms of the City of London environmental health service. I would like to extend my thanks to Jon Averbs, Environmental Health & Public Protection Director, who continues his support for Alehm, as a Trustee, and also in allowing us to use the facilities at Walbrook Wharf. I would also like to thank the staff at Walbrook Wharf for their hospitality and support.

As Trustees, our role is fully supported by the work and contributions of our members. I especially would like to thank colleagues who have taken on roles such as Chairs of topic and technical groups, represented Alehm with our partner organisations or made a positive contribution in any way to the working of our Association.

There are also people from partner organisations that have supported Alehm. I would like to thank Vicki Gracie-Langrick from NTS who has supported us in managing the animal feed work, Susie Child and Ben Searle from LTS, for their work at London Trading Standards. I would like to thank Peter Brett, who has taken on the role of Chair of the London Food Coordinating Group. I would also like to thank the joint chairs of the All Borough health and safety Group, Robin Ramen, Andrew Willis and Toby Thorp.

I also give my thanks to Tay Potier, Janine Avery and Kath Lewis who coordinate the various activities and projects undertaken by Alehm, on behalf of the Board, and Juliet Isitt, who, as Alehm support officer, developed the new training programmes and supported the trainees and students. I also welcome Andrew Bradley, who was appointed as coordinator in July 2019.

I feel that it is an honour to be involved with Alehm; I believe that through our joint action we will continue to make a positive contribution to safeguard the role of environmental health in London. I look forward to continuing to work with you all in the years to come as we continue our services and support the local authority environment.

## **Structure, Governance and Management**

### **Governing Document**

Members of the Association of London Environmental Health Managers (Alehm) decided that, to enable Alehm to better achieve its aims and objectives, the charitable company London Environmental Health Practitioners (LEHP) should be formed and the original activities of Alehm subsumed into LEHP in July 2007.

Although the charity is registered under the name of London Environmental Health Practitioners, it operates under and is recognized by the original name of Alehm. All references to Alehm therefore relate to LEHP, the registered charity name. LEHP was established under a Memorandum of Association which established the objects and powers of the company and it is governed under its Articles of Association. Incorporation was achieved during July 2007. A Chair and Board of Directors were elected to manage the company.

### **Recruitment and Appointment of the executive**

The Trustees are members of Alehm and were approved to undertake the role by members of Alehm. The Articles of Association requires that one third of the Trustees must apply for re-election each year.

The AGM was held on 19<sup>th</sup> November 2019 and 3 trustees, Tay Potier, Graham Jukes and Paul Morse stepped down after completing their 3 year terms. Paul Morse and Graham Jukes volunteered for re-election and were duly elected and Alehm elected a new trustee, Lucy Urquhart, to replace Tay Potier. The Board of 8 trustees includes a mix of local authority employed officers, as well as those in private industry or retired.

### **Trustee training**

The effective induction and training of Trustees poses a challenge for charities. Fortunately two Trustees, including the Chair, currently hold Trustee positions on the boards of other charities and consequently have experience of the responsibilities of the role. The Board has also benefited from the support provided by the Chartered Institute of Environmental Health which is a charity and has many years of experience of operating in this capacity. Trustees new to the role have received the information provided by the Charity Commission. In the coming year Alehm will consider training needs of new Trustees and put in place a training policy. Going forward, support and advice will be obtained from its external accountancy service and specific advice will be sought as and when considered necessary by the trustees.

### **Risk management**

Alehm's executive has agreed the main risks to the charity. The major risks are described below.

Alehm has to date maintained the full membership of all London borough environmental health managers but could face a major risk to its viability and influence if it lost the status of all borough representation. To manage this risk, members and technical groups are encouraged to take part in the preparation and adoption of the annual business plan and approve the fees structure. By adopting this approach members can develop a plan that meets their needs and agree a fee structure that they can afford. Surveys of member needs, attendance at technical group meetings and a regular review of its activities will help ensure Alehm meet the needs of an evolving membership and local authority organisational change. The cost of running Alehm's membership activity will be maintained within its annual subscription income, as far as practical.

The Alehm executive will also ensure that Alehm's routine operational activities are financially sustainable and the organisation's spending reflects its income. Alehm has made use of available grant funding to support a range of local authority activities and will continue to look for other similar opportunities. Members agreed at the December 2018 AGM to increase subscription fees in April 2019 to £1450 for annual subscription and £3675 for 3 years' discounted membership. Local authorities are offered the chance to pay a 3 year membership fee, at a discounted rate to encourage longer term membership. This has been a popular option and helps sustain membership levels.

The financial performance of the Charity is closely monitored and reported to the Executive on a regular basis during the year.

Risks relating to internal control procedures have been minimised by using the services of accountancy and legal firms, internal and external independent reviews and the team regularly review and update internal procedures. In

April 2018, Alehm took a step towards separation from the CIEH. However the accountant remains as an adviser to the Alehm Executive Board during the process of separation, and the executive seeks appropriate advice when needed.

Where Alehm undertakes external funded activities within boroughs and appointed contractors do not meet expected service levels, there is a risk the authorities may claim back the cost of poor quality work or that funding organisations may require payback of some funded work. The executive has agreed it will not take on funded projects, the value of which will put Alehm's financial stability at risk and Trustees will review and agreement sought from the Board before accepting any funded projects over £10,000. Any work completed on behalf of local authority members or other third parties are cleared by lead borough officers, before payment is made to contractors, to minimise the risk of poor quality work. To maintain liquidity when undertaking grant funded projects, which are paid in arrears, the executive agreed to hold £100,000 in its reserves for undertaking future funded activities.

There is a risk that Alehm's partners, organisations or individuals involved in or aggrieved by Alehm's activities, might make claims against the charity. All Alehm's contractors have professional liability insurance and the Board agreed that in March 2015 Alehm would pay for annual trustee liability insurance to minimise the risk to the charity. Alehm have now extended this to employers insurance and also holds £100,000 of professional liability insurance.

### **Organisational structure**

Alehm has 4 employees and pays one Trustee to manage its activities and functions, operated through an internal payroll. Alehm has a number of technical groups that support members' activities. These groups meet regularly and hold minuted meetings.

### **Charitable Objectives, Activities and Public benefit**

#### **Charitable Objectives**

The charity's Memorandum of Association lists Alehm's established objectives which are to help to protect and improve the environment and public health in London and to advance education in environmental and public health matters, for the public benefit, by:-

- (a) Providing a policy and strategy forum for London borough environmental health managers and staff to develop and deliver environmental health services within London;**
- (b) Developing deliver and promote coordinated environmental health across London; and**
- (c) Identifying environmental health service training needs, to develop and deliver appropriate training.**

Alehm publishes a business plan each year which, with other examples of the Association's activities and formal documents, can be found on the Alehm web site at [www.alehm.org.uk](http://www.alehm.org.uk). Records, minutes and other technical and professional supporting information are recorded on a membership section of the Knowledge Hub which is accessible to members of the Alehm community.

#### **Who are the members of Alehm?**

The membership of Association of London Environmental Health Managers (Alehm) is drawn from environmental health practitioners who are responsible for the management of London borough Environmental Health Services. It has been in existence for nearly 20 years and gained an excellent reputation in the environmental health community for supporting the environmental health activity and making a positive contribution to improving standards of environmental health in London.

Members decided that to enable Alehm to better achieve its aims and objectives the charitable trading company London Environmental Health Practitioners (LEHP) should be formed to run parallel with Alehm. London Environmental Health Practitioners was established as an incorporated company in 2007 and obtained charitable status in 2008. The activities of the charity are undertaken using the name Alehm. This document reports on the 10th year of charitable activities.



## **What are London's Environmental Health Services?**

London's Environmental Health Services play a significant role in shaping and improving the lives of communities. Based in the 30 London Boroughs, 2 partnership services and the London Port Health Authority, Alehm members deliver services that enhance and protect the health and well-being of Londoners. Public services include health and safety; food safety and standards; animal feed; pest control; private sector housing and health; licensing; air quality and pollution control, including noise; emergency planning. Over 8 million people and 1 million businesses are recipients of these activities.

## **How do Alehm support London's Environmental Health Services?**

The Association provides a policy and strategy forum to support and develop environmental health services in London; Improvement and effectiveness of service delivery underpins its work. Alehm provides a link between London borough Environmental Health Services, professional organisations, such as the Chartered Institute of Environmental Health (CIEH) and London Trading Standards (LTS) and local government bodies including the office of the London Mayor, London Councils, the Greater London Authority and Public Health England. Links have also been developed and maintained between government bodies including the Food Standards Agency (FSA); Health and Safety Executive (HSE); Department of Health (DH); Ministry of Housing, Communities and Local Government (MHCLG) and the Office for Product Safety and Standards (OPSS).

Alehm has specialist technical topic groups who meet regularly to problem solve, promote best practice and test innovative ways of working. These established specialist groups cover food safety and health and safety. Alehm also has specialist advisers who represent members with external bodies such as BEIS, GLA, HSE and the FSA and provide technical support and advice to members upon request and at meetings. Other groups that are linked to Alehm are the London housing groups, the London Licensing Forum, London Air Quality Network, the noise coordinating group (LANAF), the Pest Liaison Group, and the London Special Treatment Groups.

## **Achievements and Performance**

### **Ensuring our work delivers our aims and objectives to provide public benefit:**

Prior to the beginning of the operational year the executive and members agreed a business plan containing activities that deliver our aims and objectives. The activities are grouped within the themes of-

- Partnership;
- Policy and Strategy;
- Support Services;
- Learning;
- Building Capacity.

Our activities within the themes during 2018/19 are described below.

### **Partnership**

We aim to work with partners to establish and develop alliances that will help us to improve the effectiveness of environmental health related service delivery.

### **Animal Feed**

NTS funded a joint partnership with LTS and Alehm to undertake the regional feed inspection programme for 2018/19 and £57,500 was paid to Alehm for completing the funded activity. Alehm appointed contractors to carry out the inland feed work on behalf of the local authority. Richard Scales has developed a lead feed service for London which is used by many of the London authorities and will provide sustainable support to London should central funding cease in the future.

### **Stac**

Steve Miller is a member of the Stac team and participates in major emergency training events, on behalf of London's environmental health services.

### **Healthier Catering Commitment**

The HCC group represent 28 local authorities and public health teams, and the aim is to make small changes to the food offered in fast food and takeaway premises to make it slightly healthier, and to provide healthier choices. Alehm has helped coordinate the project and maintain its momentum, supporting the chair, minute taking and attending business meetings to promote the aims of the group with food producers and distributors to improve the opportunities of businesses to purchase healthier food and to influence multi-site businesses to change their recipes. Assistance was received from a small grant from the GLA. Some of Alehm's costs were covered by this funding, although Alehm invests significant internal resources in this important project.

### **IDB intelligence sharing project to disrupt activities of rogue landlords**

Alehm, working closely with RB Greenwich and the other partner local authorities of Camden, Westminster, Enfield, Tower Hamlets, Bexley, and Havering managed a proof of concept project to link trading standards and housing regulatory service teams and to gather information and evidence from the individual boroughs and record the information on the IDB intelligence database, which enabled it to be shared with other enforcement partners. This helped identify a number of regularly non-compliant landlords operating cross boundary. The sharing of this information enables local authorities to identify landlords who have previously required enforcement action, and help disrupt their future activities, to the benefit of vulnerable tenants. This has supported the need for wider intelligence led activity across environmental health and will be the focus of Alehm activity in the coming years.

### **Partnership project with Middlesex University to research the support provided within local authorities for the elderly, particularly those suffering from dementia.**

Working within the environmental health degree at Middlesex University with a donation of £1000, students have researched the local authority support for older people, suffering with dementia, to report on what is needed to adequately support these vulnerable people as they try to access the services they need from the local authority. The research was carried out in early 2019 and is due to be reported back in 2020. The funding provided by Alehm provided training and research opportunities for EH students, and will provide valuable public health research to shape services in the future.

### **Policy and Strategy**

We aim to provide a policy and strategy forum for London environmental health services.

A wide ranging programme of Alehm members' meetings was delivered during the year. Members are responsible for a wide range of activities within the generic term of environmental health and, by providing themed meetings, environmental health leaders are able to receive comprehensive updates on topic areas to help inform their operational and strategic decisions.

The AGM was held in December 2018 and Alehm held a managers' update training day to attract a wide range of members to have a stake in the decisions taken at the AGM. The programme included information on the current position of outsourced regulatory services, current partnership services and the development of apprenticeships for regulatory services.

Other meetings included:

17<sup>th</sup> May 2018: The housing themed meeting included an update on housing policy from the Ministry, the GLA and CIEH, information from trading standards on dealing with non-compliant letting agents, demonstrating how Environmental health and Trading Standards services can work together effectively, information from Social Housing Regulation, Homes and Communities Agency on how registered provider status is managed and protects its vulnerable clients from rogue landlords and the Landlords' Association on what landlords are doing to meet their obligations.

4<sup>th</sup> July 2018: The food themed meeting covered primary authority models, the implications of Brexit on the regulation of food, and developments in the Healthier Catering Commitment scheme, as well as the FSA's plans for the future of food regulation, including the 'Regulating Our Future' programme, national inspection strategies and the national UKFSS sampling database.

18<sup>th</sup> September 2018: A health and safety themed meeting which heard from the HSE on its current activity and policy details from the Local Authority Unit on local authority activity, as well as updates on pan London health and safety projects, but the meeting was widened to include policy feedback on Brexit proposals, primary authority and a business model run by Cornwall unitary authority to introduce commercial activities into environmental health services.

29<sup>th</sup> January 2019: A full day's agenda was held to show case air quality activity in London and included updates on air quality policy and practice and the results of emerging projects from the GLA and Kings College London, controlling emissions from generators, air quality issues facing the UK post Brexit, and talks were given by representatives from air quality groups on their local plans and projects.

20<sup>th</sup> March 2019: A Service Managers update meeting showcased a number of activities and strategic developments across the field of environmental health. The recent IDB intelligence sharing project was discussed and the benefits of using an intelligence based regulatory framework demonstrated, Middlesex University described the plans for student training over the coming years and the CIEH explained the changes being introduced to the training and charter status of qualified EHPs. BEIS and the OPS&S attended to outline their recent departmental changes.

**Free one day seminars and training courses for EH practitioners included:**

Health and Safety update one day seminar on 3<sup>rd</sup> May 2018

Food Standards training day 20<sup>th</sup> June 2018

Housing update training day 21<sup>st</sup> November 2018

Meat partnership training courses with Smithfield market, April and May 2018

Series of training course run by Public health England on interpreting sampling results and Listeria

A student practical training workshop with the CIEH to provide students with information to complete their practical training on 24<sup>th</sup> April 2018

**Support Services**

We aim to sustain technical and specialist members groups and help them keep other colleagues advised of their activities and initiatives.

There are four established technical groupings under the Alehm umbrella, the London Food Coordinating Group, dealing with food issues, the Health and Safety Liaison Group, which coordinates health and safety at work regulation and promotion by borough Environmental Health Service, the special treatment groups, which manages the regulation and compliance of the treatments offered in the beauty and therapy sector and the Healthier Catering Commitment Group, which supports the boroughs to run the London HCC programme. Both the food, special treatment and health and safety groups have a structure which consists of sector groups that have representation at a strategic coordination meeting. The strategic coordination meetings also have representatives from the respective government agencies and partner organisations. The food and health and safety groups are supported by paid secretarial support, funded from subscription. Alehm holds the funds for the special treatment group.

The LFCG meets every 3 months and is an Alehm group that is designed to help members comply with the FSA Food Code of Practice enabling regular liaison with individual environmental health services and ensure that coordinated food regulation takes place in the region. This year the group focused on a range of priorities including coordinating a survey to test the safety of pink duck, (to assess if the FSA instruction that caterers should cook all poultry until it is no longer pink is a valid and appropriate safety measure), running primary authority and approved premises group to support consistency across the sectors in London, making representation to emerging FSA proposals within the 'Regulating Our Future' programme and allergens control and examining consistency of approach across different boroughs to identify areas where activities which diverge from Government required standards could be supported by the wider London group.

The health and safety group held 2 training meetings and enabled broader discussion on a range of issues to support the diminishing resources allocated to health and safety within the member boroughs. The training courses managed by Alehm have also helped forge support for the wider group. The successful completion of 2 London wide health and safety projects on carbon monoxide from solid fuel ovens and band saw safety in butchers' shops demonstrated widespread non-compliance which has helped focus local authority activity towards the worst performing sectors and improve health and safety standards across London. The 2018/19 project examined compliance with business parks with workplace transport and results are to be fed back to enforcement teams in 2019/20. The 2019/20 project has been set up to assess the responsibilities of commercial landlords, and aims to test the effectiveness of sharing intelligence across regulatory service teams to identify non-compliant commercial landlords with premises across several local authority boundaries which will help individual authority to tackle poor performers and target their dwindling resources more effectively.

Alehm's web site promotes the work of environmental health in London. The Knowledge Hub is now used to keep documents including meeting minutes and documents connected to association events and initiatives. Access to the Alehm community is provided by the Alehm team, who manage the content. The web site has been improved and the new training course booking system was launched, enabling local authorities to scan the list of courses and easily book onto relevant training. In addition, Alehm now takes credit card payments by telephone and email links, providing easy booking and payment options for customers.

### **Learning – student consortia and continuing professional development**

We aim to enhance the learning and development of London staff and trainees.

#### **Training programme**

Alehm operates student training opportunities with participating boroughs and in 2017/18, two students were appointed at Wandsworth Council with Alehm paying monthly bursaries, funded by the council. These contracts will end in August 2019. Alehm appointed 5 further students to take on work within Alehm and took up a range of project work and minute taking activities on behalf of the technical groups.

Alehm has been working with Middlesex University and consulting with local authorities to identify what students current training needs are, and what local authorities can offer in support. Alehm is working with training organisations and employers to provide apprenticeships to support regulatory services and will continue to offer placement opportunities in the future.

Alehm held 6 members meetings offering a total of 24 hours of CPD training opportunity for 202 EHPs working within London local authorities with over 800 hours of CPD awarded.

The number of people attending the free seminars and training organized by Alehm totaled 363 trainees, with 1532 hours of CPD awarded

A programme of low cost training was also run throughout the year.

Dealing with conflict course on 24<sup>th</sup> April 2018, 18 attendees, with 6 hours CPD awarded

Cooling Tower training 15<sup>th</sup> May 2018, 10 attendees, with 6 hours CPD awarded

Accident investigation on 4<sup>th</sup> October and 16<sup>th</sup> November 2018, 35 attendees with 5.5 hours CPD awarded

Approvals training on 14<sup>th</sup> December 2018, with 23 attendees with 5 hours CPD awarded

Housing legal update training on 7<sup>th</sup> February 2019, with 36 attendees and 6 hours CPD awarded

Total members trained 122 with 692 hours CPD awarded.

#### **Building Capacity**

We aim to develop the business capacity of LEHP to support Alehm's future plans.

Incorporation and charitable status was achieved for London Environmental Health Practitioners. From 1<sup>st</sup> April 2018 Alehm became an employer and appointed 3 key workers on permanent contracts, with an additional 12 month contract, while the future operational arrangements are put in place. The Alehm employees provide secretarial and coordination support, review and implement systems and procedures and external review from accountants to ensure the effective governance of the company.

This annual report, will be placed on the website and the link circulated to members.

#### **How our activities deliver public benefit**

The users of environmental health services are the general public. Effective regulation promotes efficient and productive business and promotes healthier and more sustainable communities. Environmental health services deal with the most fundamental problems these communities face. Environmental health services work to reduce health inequalities; support the vulnerable; improve local opportunities; improve the local environment and, deliver benefits to the public. Alehm provides a London centred professional focal point for all 33 boroughs and supports the delivery of consistent and balanced environmental health services.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives. The significant activities undertaken by the charity to further its charitable purposes for the public benefit are detailed below.

Specifically in relation to Alehm's 5 charitable themes, public benefit is delivered by:

- Identifying and establishing **partnerships** to maximise the use of resources and improve the effectiveness of service delivery to the benefit of the public;
- Supporting members in the development and maintenance of their **policy and strategic** knowledge assists them to design effective services that meet legislative requirements benefiting the public;
- **Support services** by coordinating the technical groups helps to ensure that the expertise in environmental topics are maintained, best practice is shared and developed and that staff are properly trained to enable them to deliver a complete service to the benefit of the public;
- **Promoting learning** by helping to maintain adequate numbers of suitably qualified and competent staff that reflect the demographic makeup of the capital and are essential to delivering sustainable services which safeguard the wider environmental health, benefiting the public;
- **Building capacity** by maintaining an organisation that is effectively governed and satisfies statutory requirements to deliver its objectives for the benefit of the public.

### **Plans for the coming year**

It is anticipated that during 2019/20 income will be based, as normal, on revenue obtained from member's subscriptions and some grant funding. Key priorities identified for 2019/20 are outlined on page 5.

### **Financial Review**

The charitable company made an operating deficit for the year of £22,013, compared to a surplus of £75,491 in 2018. Total income for the year was £135,475 (2018: £221,586)

Member's subscriptions are increased by approximately the rate of inflation each year. 20 local authorities currently use the option of 3 years' discounted membership.

Additional income was received during the year from grant funding for projects on delivery of animal feed and the Healthier catering Commitment.

Some funds are currently held for boroughs for student bursary payments and Alehm continues to offer a bursary payment service to boroughs who offer placements to students.

Total expenditure for the year was £157,488 (2018: £146,095)

General fund expenditure included costs of the coordinator, Alehm meetings, student bursary payments, CIEH financial support and insurance payments. Alehm was awarded grant funding by LTS in 2018/19 for delivery of regional animal feed and the payment for expenditure on this work is mainly made to contractors and to the Alehm officers.

### **Student consortium**

The student consortium no longer presents a viable operational model for local authorities, however Alehm continues to assist in placing students and offering a variety of work opportunities for students to gain PPP experience. In the future, Alehm will work with partners and employers to make best use of the new apprenticeship programme.

### **Principal funding sources**

Funding for the year was from subscription fees levied on members and income for training courses to meet local authority competency training needs, with some funding for specific grant aided projects. In 2018/19, there has been a small amount of funding for animal feed work circa £50,000 and funding from the GLA for HCC work of around £10,000.

### **Investment policy**

Funds are placed in a deposit account with the bank and receive a variable interest rate.

### **Reserves Policy**

The current policy, agreed by Trustees at the Executive meeting held on the 12<sup>th</sup> April 2016 requires that Alehm maintains a financial reserve of the equivalent of one year of subscription income along with 50% of the expected

annual income from grant funded projects. Annual project funding to date has been around £80,000, so a level of reserve of £40,000 was agreed.

Current annual income from subscriptions is approximately £40,000. The trustees also introduced a contingency fund to be an additional part of the reserves, to allow for any unexpected expenditure. This is set at £15,000. The minimum level of reserves for 2018/19 is set at £95,000 to provide an appropriate level of financial stability.

At the year end the charitable company had total reserves of £245,234, comprising general reserves of £68,028, designated funds of £95,881 and restricted funds of £81,325.

### **Responsibilities of the executive**

The board develops and guides the strategic direction of Alehm and manages their financial activities. The Memorandum and Articles of Association were drafted for the purpose of incorporation and for charitable status. Trustees are recruited and appointed in accordance with the rules of the Memorandum and Articles of Association.

### **Statement of responsibilities of the Board of Trustees**

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including its income and expenditure, of the charity for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the requirements of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The aim of the Trustees is to maintain the current financial reserves and ensure income broadly matches expenditure, to ensure that the Charity maintains sufficient reserves to support ongoing projects. Finance reports are reported to the Trustees regularly and any changes which are likely to affect the financial position are brought to Trustee attention and action taken is recorded in minutes. The Company is required to keep reserves at least equivalent to 1 year's income. (see reserves policy, page 14). The work of Alehm is directed by a business plan with progress being regularly reported to the board. Decisions are taken by the board, or where this is impracticable, they are delegated to the Chair. The Chair's decisions are reported at the next convenient meeting of the board.

Alehm reviews and amends its business plan annually. The Mission Statement, Aims and Objectives are also reviewed as necessary. Environmental health is a rapidly developing topic that requires Alehm to regularly review its business plan to ensure that it makes the most effective use of the resources it has. Alehm's performance will be reported regularly to members through secretary and chair's reports presented at members meetings.

### **Independent examiner**

The Trustees elected to have an independent examination of the 2018/19 accounts. The Trustees agreed to appoint Moore Kingston Smith LLP at their meeting of 16<sup>th</sup> August 2019 which was agreed at the Annual General Meeting held on 19<sup>th</sup> November 2019.

In preparing this report, the directors have taken advantage of the small companies exemptions provided by s.415A of the Companies Act 2006.

### **By behalf of the Board**

Steve Miller, Chair

Date: 11/12/19

## Report of the Independent examiner to the Trustees of the London Environmental Health Practitioners

I report to the Trustees on my examination of the financial statements of the charitable company for the year ended 31 March 2019 which are set out on pages 16 to 27.

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ("the 2006 Act"). The trustees are satisfied that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and have chosen instead to have an independent examination.

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed the requirements of the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Andrew Stickland, FCA  
For and on behalf of Moore Kingston Smith LLP  
Chartered Accountants  
60 Goswell Road  
London  
EC1M 7AD

Date: 17 December 2019

**London Environmental Health Practitioners**  
**Statement of Financial Activities**  
**For the year ended 31st March 2019**

	Notes	Unrestricted/ Designated Funds £	Restricted Funds £	Total 2019 £	Restated Total 2018 £
<b>Income from:</b>					
Charitable Activities					
Subscriptions		48,692	-	48,692	117,271
Grants and projects		73,909	12,393	86,302	104,315
Investments					
Investment income		481	-	481	
<b>Total Income</b>		<b>123,082</b>	<b>12,393</b>	<b>135,475</b>	<b>221,586</b>
<b>Expenditure on:</b>					
Charitable activities	3	115,563	41,926	157,488	146,095
<b>Total Expenditure</b>		<b>115,563</b>	<b>41,926</b>	<b>157,488</b>	<b>146,095</b>
<b>Net (Expenditure)/Income</b>		<b>7,519</b>	<b>(29,533)</b>	<b>(22,013)</b>	<b>75,491</b>
Transfers between funds	9	-	-	-	-
<b>Net movement in funds</b>		<b>7,519</b>	<b>(29,533)</b>	<b>(22,013)</b>	<b>75,491</b>
Fund balances brought forward - Restate	9	156,389	110,858	267,247	191,756
Fund balances carried forward	9	163,908	81,325	245,234	267,247

The statement of financial activities includes all gains and losses recognised in the year.

All of the above amounts relate to continuing activities.

The notes on pages 19 to 27 form part of these financial statements.



**London Environmental Health Practitioners**  
**Balance Sheet**  
**As at 31st March 2019**

	Note	2019 £	2019 £	Restated 2018 £	Restated 2018 £
<b>Current Assets</b>					
Debtors	7	81,960		88,366	
Cash at bank and in hand		<u>214,704</u>		<u>232,812</u>	
		296,664		321,178	
<b>Creditors</b>					
Amounts falling due within one year	8	<u>(51,430)</u>		<u>(53,931)</u>	
<b>Total Net Assets</b>			<u>245,234</u>		<u>267,247</u>
<b>Funds of the Charity</b>					
Unrestricted funds:	9		163,909		156,389
Restricted funds:	9		<u>81,325</u>		<u>110,858</u>
<b>Total Charity Funds</b>			<u>245,234</u>		<u>267,247</u>

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- a) ensuring that the company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- b) prepare financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Approved by the Trustees and authorised for issue on 11 December 2019

Signed on their behalf by:

S Miller, Chair

Company Registration Number: 6316667

The notes on pages 19 to 27 form part of these financial statements.

**The London Environmental Health Practitioners**  
**Statement of Cash Flows**  
**For the year ended 31st March 2019**

	2019 £	2018 £
<b>Cash flows from operating activities:</b>		
Net cash (used in)/provided by operating activities	(18,589)	(17,101)
<b>Cash flows from investing activities:</b>		
Interest	481	-
<b>Net cash flow resulting from operations</b>	<u>(18,108)</u>	<u>(17,101)</u>
Cash and cash equivalents at the beginning of the reporting period	232,812	249,913
<b>Cash and cash equivalents at the end of the reporting period</b>	<u><u>214,704</u></u>	<u><u>232,812</u></u>

***Reconciliation of net income/(expenditure) to net cash flow from operating activities***

	2019 £	2018 £
<b>Net (expenditure)/income for the reporting period (as per the statement of financial activities)</b>	(22,013)	75,491
<b>Adjustments for:</b>		
Interest	(481)	-
(Increase)/decrease in debtors	6,406	(87,736)
Increase/(decrease) in creditors	(2,501)	(4,856)
<b>Net cash provided by operating activities</b>	<u>(18,589)</u>	<u>(17,101)</u>

***Analysis of Cash and Cash Equivalents***

Cash in hand	<u><u>214,704</u></u>	<u><u>232,812</u></u>
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# **The London Environmental Health Practitioners**

## **Notes to the Financial Statements**

### **For the year ended 31st March 2019**

#### **1 Accounting Policies**

London Environmental Health Practitioners is a Charity registered in England and Wales. The Charities registered address is 4th Floor, 18 St Cross Street London EC1N 8UN.

##### **Basis of Accounting**

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The charitable company is a public benefit entity for the purposes of FRS 102 and therefore the Charity also prepared its financial statements in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (The FRS 102 Charities SORP), the Companies Act 2006 and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared on a going concern basis under the historical cost convention. The principal accounting policies, which have been applied consistently throughout the year, are set out below.

As per note 15 a prior year adjustment has been made in the comparative figures for 2018.

##### **Going Concern**

The financial statements have been prepared on a going concern basis.

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charitable entity to continue as a going concern. Having carried out a detailed review of the Charity's resources and the current economic challenges facing both the Charity and its members the Trustees are satisfied that the Charity has sufficient cash flows to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements and that it is appropriate for the accounts to be prepared on the going concern basis.

##### **Income**

###### Subscriptions

Subscriptions income is recognised on an accruals basis and runs coterminous to the 31st March. Unpaid subscriptions are assessed as to their collectability at the year end.

###### Revenue Grants

Revenue Grants are credited to incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.

###### Contractual Income

Income from contracts for services is recognised in the period when the services are provided.

##### **Expenditure**

Expenditure is accounted for on the accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

# **The London Environmental Health Practitioners**

## **Notes to the Financial Statements**

### **For the year ended 31st March 2019**

#### **1 Accounting Policies (continued)**

##### **Employment benefits**

The cost of short term employee benefits are recognised as a liability and an expense. The cost of any unused material holiday entitlement is recognised in the period in which the employee's services are received.

##### **Funds accounting**

General Funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are subject to conditions imposed upon them and can only be used for the purpose they are specified.

##### **Cash and Cash Equivalents**

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

##### **Financial Instruments**

The charity only holds basic financial instruments as defined by FRS 102.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

With the exceptions of prepayments and deferred income all other debtor and creditor balances are considered to be basic financial instruments under FRS 102.

##### **Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the Council is required to make judgements, estimates and assumptions

The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant.

**The London Environmental Health Practitioners  
Notes to the Financial Statements  
For the year ended 31st March 2019**

**3 Charitable Activities**

	Direct Costs £	(Note 4) Support Cost £	2019 £
Charitable expenditure	71,555	10,029	81,584
Grants and projects administration	45,403	-	45,403
Bursaries administration	30,501	-	30,501
	<u>147,459</u>	<u>10,029</u>	<u>157,488</u>

During the year, expenditure totalled £157,488 (2018: £146,095) of which unrestricted expenditure was £115,562 (2018: £94,116) and restricted expenditure totalled £41,926 (2018: £51,979).

Comparatives - As Restated	Direct Costs £	(Note 4) Support Cost £	2018 £
Charitable expenditure	68,236	14,141	82,377
Grants and projects administration	40,980	-	40,980
Bursaries administration	22,738	-	22,738
	<u>131,954</u>	<u>14,141</u>	<u>146,095</u>

**4 Support Costs & Governance Costs**

	2019 £	2018 £
Running costs	3,272	11,046
Trustee expenses	157	125
Independent examiners fees	2,400	1,890
Accountancy fees	4,200	1,080
	<u>10,029</u>	<u>14,141</u>

**5 Staff Costs**

	2019 £	2018 £
Wages and salaries	65,135	-
Social security costs	5,339	-
Pension costs	605	-
	<u>71,079</u>	<u>-</u>

The average monthly number of employees during the year were as follows:

	2019 No.	2018 No.
Coordination and administration	1	-
Direct delivery of charitable activities	3	-
	<u>4</u>	<u>-</u>

No single employee received remuneration in excess of £60,000 (2018: Nil)  
At the 31 March 2018 the Charity had no employees.

Key Management Personnel

The Trustees are considered to be the Charities key management personnel.

The total employee benefits, including pension costs, of the charity's key management personnel is £16,615. (2018: £18,336)

**London Environmental Health Practitioners**  
**Notes to the Financial Statements**  
**For the year ended 31st March 2019**

**6 Trustee Remuneration**

One Trustee, Tay Potier received remuneration in the year as disclosed in Note 5.  
 No other Trustee received any remuneration in respect of services provided to the charity in the year. (2018: Nil)

One Trustee was reimbursed travel expenditure totalling £157 (2018: £125)

**7 Debtors**

	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Chartered Institute of Environmental Health	48,140	88,358
Trade Debtors	19,716	8
Accrued Income	14,104	-
	<u>81,960</u>	<u>88,366</u>

**8 Creditors: Amounts falling due within one year**

	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Trade Creditors	885	-
Accruals	6,739	13,014
Deferred income	43,330	40,917
Other creditors	476	-
	<u>51,430</u>	<u>53,931</u>

**Deferred income**

Brought forward	40,917	43,802
Amounts released to income in the year	(40,917)	(43,802)
Amounts deferred in the year	43,330	40,917
Deferred income carried forward	<u>43,330</u>	<u>40,917</u>

Deferred income relates to subscriptions, representing income received for services which are due to start on or after 1st April 2019.

**London Environmental Health Practitioners  
Notes to the Financial Statements  
For the year ended 31st March 2019**

**9 Statement of Funds**

	Restated Balance 01 April 2018	Incoming resources	Outgoing resources	Transfers	Balance 31 March 2019
	£	£	£	£	£
<b>Unrestricted funds</b>					
General funds	63,620	107,076	90,577	(12,091)	68,028
	<u>63,620</u>	<u>107,076</u>	<u>90,577</u>	<u>(12,091)</u>	<u>68,028</u>
<b>Designated funds</b>					
Student consortia	54,909		598		54,311
Public health	6,283		1,933		4,350
Support services	22,942	7,200	6,197		23,945
Surplus food	8,635				8,635
Training courses & events		8,806	15,157	6,791	440
Sampling			500	4,700	4,200
IDB intelligence project			600	600	-
	<u>92,769</u>	<u>16,006</u>	<u>24,985</u>	<u>12,091</u>	<u>95,881</u>
<b>Restricted funds</b>					
Regional feed	15,936				15,936
Work experience	81,713		28,709		53,004
HCC	1,261	10,000	10,824		437
Food fraud	3,176				3,176
Lockdown	8,772				8,772
Bursaries		2,393	2,393		-
	<u>110,858</u>	<u>12,393</u>	<u>41,926</u>	<u>-</u>	<u>81,325</u>
<b>Total funds</b>	<u><u>267,247</u></u>	<u><u>135,475</u></u>	<u><u>157,488</u></u>	<u><u>-</u></u>	<u><u>245,234</u></u>

During the year transfers from general funds to designated funds were made to support new projects the Trustees have identified in the year under review.

**London Environmental Health Practitioners**  
**Notes to the Financial Statements**  
**For the year ended 31st March 2019**

**9 Statement of Funds - Prior Year Restated**

	Balance 01 April 2017	Incoming resources	Outgoing resources	Transfers	Balance 31 March 2018
	£	£	£	£	£
<b>Unrestricted funds</b>					
General funds	20,182	142,018	97,764	(816)	63,620
	<u>20,182</u>	<u>142,018</u>	<u>97,764</u>	<u>(816)</u>	<u>63,620</u>
<b>Designated funds</b>					
Student consortia	56,371		1,462		54,909
Public health	6,283				6,283
Support services	14,295	10,400	1,753		22,942
Surplus food	8,635				8,635
National sampling			816	816	-
	<u>85,584</u>	<u>10,400</u>	<u>4,031</u>	<u>816</u>	<u>92,769</u>
<b>Restricted funds</b>					
Regional feed	15,936				15,936
Work experience	59,001	45,450	22,738		81,713
HCC	-	9,541	8,280		1,261
Food fraud	(7,768)	20,826	9,882		3,176
Lockdown	18,821	(6,649)	3,400		8,772
	<u>85,990</u>	<u>69,168</u>	<u>44,300</u>	<u>-</u>	<u>110,858</u>
<b>Total funds</b>	<u><u>191,756</u></u>	<u><u>221,586</u></u>	<u><u>146,095</u></u>	<u><u>-</u></u>	<u><u>267,247</u></u>

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objects of the charity and which have not been designated for other purposes.

**Purpose of Designated Funds**

Student Consortia

The Student consortia fund was set up to offer students practical training placements in local authorities. ALEHM appoints a number of students each year, and looks for short term placements within local authorities or project work/support work it requires which can be undertaken by a student.

Public Health Funds

This fund supports the Healthier Catering Commitment project.

Support Services

This fund supports the running of liason groups. Boroughs contribute an annual subscription fee to cover the costs of running liason groups.

Surplus Food

This was funding from the National Trading Standards to examine companies that claim to send food to animal feed. The main activities were completed and signed off in April 2015, and residual funding has been allocated by the Trustees to a further study project in line with the charity's objects.



# **London Environmental Health Practitioners Notes to the Financial Statements For the year ended 31st March 2019**

## **Purpose of Designated Funds (Continued)**

### Training Courses and Events

This fund is used to support new training courses and events that have been run by ALEHM.

### Sampling

This fund is used to support a pan London food sampling project to test the effectiveness of allergen controls.

### IDB Intelligence Project

This fund is used to support a proof of concept project to link trading standards and housing regulatory service teams and to gather information and evidence from the individual boroughs and record the information on the IDB intelligence database, which enabled it to be shared with other enforcement partners.

## **Purpose of Restricted Funds**

### Regional Animal Feed

This is funding provided by the Food Standards Agency (FSA), to introduce a London wide feed inspection and enforcement programme for London. Annual funding is now received for a regional feed lead officer and funds are directed to this work.

### Work Experience

Funding from Wandsworth Council is used by ALEHM to recruit student EHO's and TSO's and pay them bursaries, to help overcome the local recruitment restrictions. Bursary monies are paid to ALEHM together with £600 per student to cover recruitment and financial management costs.

### Healthier Catering Commitment (HCC)

This is funding to support a group of 28 local authorities and public health teams to make small changes to food offered in fast food and takeaway premises with the aim to make food healthier and provide healthier choices.

### Food Fraud

This is funding obtained from the FSA fighting fund to establish a project team to investigate intelligence of widespread illegal meat being distributed across London. Alehm provided resources to coordinate the project and a claim to the FSA has been submitted to cover costs.

### Lockdown Project

Lockdown project funding obtained from The Department for Communities and Local Government (DCLG) to investigate rogue landlords operating a distinct business model letting sub-standard housing to homeless people, in order to claim maximum levels of housing benefit.

### Bursaries

This relates to bursaries for placements found on behalf of the London Borough of Camden.

**London Environmental Health Practitioners**  
**Notes to the Financial Statements**  
**For the year ended 31st March 2019**

<b>10 Analysis of net assets between funds</b>	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>2019 Total Funds £</b>
Net current assets	81,325	163,909	245,234
	<hr/>	<hr/>	<hr/>
Net assets	<u>81,325</u>	<u>163,909</u>	<u>245,234</u>
	<hr/>	<hr/>	<hr/>
<b>Restated</b>	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>2018 Total Funds £</b>
Net current assets	110,858	156,389	267,247
	<hr/>	<hr/>	<hr/>
Net assets	<u>110,858</u>	<u>156,389</u>	<u>267,247</u>
	<hr/>	<hr/>	<hr/>

**11 Taxation**

As a charity, London Environmental Health Practitioners is exempt from income and gains falling within section 466-493 of the Corporations Tax Act 2010 to the extent that these are derived from its charitable activities.

No tax charge arose on the ordinary activities for the year ended 31 March 2019.

**12 Capital commitments**

At 31 March 2019 the company had no capital commitments not provided for in the financial statements. (2018: Nil)

**13 Related party transactions**

One trustee, Tay Potier, is employed by Alehm for work on behalf of Alehm and the total remuneration is disclosed in Note. 5 of these financial statements. There were no other disclosable trustees' interests for the 12 months ended 31 March 2019.

**14 Controlling party**

Alehm is governed by its trustees (known as The Executive), who are appointed by the members of Alehm.

**London Environmental Health Practitioners**  
**Notes to the Financial Statements**  
**For the year ended 31st March 2019**

**15 Prior year adjustment**

A prior year adjustment has been made in respect of the charity's funds relating to the year ended 31 March 2018 as detailed below. This has arisen due to a classification error by the charity between unrestricted funds, designated funds and restricted funds. The charity has undertaken an exercise where it has identified individual funds at 01/04/2018 and reviewed these in conjunction with supporting information to ensure the correct classification and restriction of each fund. The Charity is now satisfied that the financial statements show all fund balances correctly classified. The financial statements for the year ended 31 March 2019 have been prepared on the basis of this reclassification.

	As previously stated	1st April 2018 Prior year adjustment	As restated
<b>Unrestricted funds</b>			
General funds	53,595	10,025	63,620
	<u>53,595</u>	<u>10,025</u>	<u>63,620</u>
<b>Designated funds</b>			
Student consortia	54,909	-	54,909
Work experience	81,713	(81,713)	-
Public health	6,283	-	6,283
Support services	22,942	-	22,942
Surplus food	-	8,635	8,635
	<u>165,847</u>	<u>(73,078)</u>	<u>92,769</u>
<b>Restricted funds</b>			
Regional feed	15,936	-	15,936
Feed 16	17,553	(17,553)	-
Feed 17	(13,530)	13,530	-
Work experience - Bursaries Wandsworth	-	81,713	81,713
HCC	1,261	-	1,261
Surplus food	8,635	(8,635)	-
Food fraud	9,178	(6,002)	3,176
Lockdown	8,772	-	8,772
Bursaries	-	-	-
	<u>47,805</u>	<u>63,053</u>	<u>110,858</u>
	<u><u>267,247</u></u>	<u><u>-</u></u>	<u><u>267,247</u></u>

For comparative purposes all funds disclosed in the financial statements for the year ended 31 March 2018 have been disclosed, even if no restatement of that fund was required.

