



## TSI Southern Branch Exec Meeting

Tuesday 5<sup>th</sup> March 2019

Held at Hampshire County Council Trading Standards Office, Montgomery House  
Monarch Way Winchester SO22 5PW

**Present:** Elaine Lucas, Michelle Smith, Christine Hill, Sarah Stevens, James Potter, Ian Savill, Dean Cooke.

**Apologies:** Rob Abell, Heather Parsons, Peter Morgan, Stephen Lawford, Honor Ryan, Joanne Sheath, Mark Vallender, Laura Tambling

### Welcome and Apologies

ESL ran through the house keeping. CH thanked ESL for organising the venue and thanked everyone for attending.

### 1. Minutes of the last meeting and a review of actions arising

The previous meeting was held at Hampshire County Council Trading Standards Office, Montgomery House Monarch Way Winchester SO22 5PW

CH went through the action points from that meeting.

Minute point	Person	Action required	By when	Done
1	SP	To send out email re Branch paying first year of CTSI membership	January 2019	Yes
2	RA	To look at adding SL to the KHub Group	ASAP	TBC
3	SP	To email Branch Business Plan and Chairman's Report to Exec to be forwarded to all Branch members	21 <sup>st</sup> September	Yes

4	SL	To circulate CTSI Council Meeting agenda to Exec	17 <sup>th</sup> September	Done 14/9
5	MS	To prepare the Branch proposal for sponsorship for CTSI Symposium in 2019 for February Exec meeting	5 <sup>th</sup> February 2019	Yes
6	MS	To email all Branch members asking for expressions of interest for Branch Sponsorship for the 2019 CTSI Symposium	January 2019	Yes
7	SP	To ask Davina Walkin if Oxfordshire want to host the food training on 13 <sup>th</sup> November	17 <sup>th</sup> September	Yes
8	CH	To see if there are any suitable venues for the November food training in Southampton	21 <sup>st</sup> September	Yes
9	MS	To contact DC around arrangements for the Package Travel Update Course, which is being held in Winchester	21 <sup>st</sup> September	Yes
10	SP	To pass MV's comments re illegal puppy farms training to DC	21 <sup>st</sup> September	Yes
11	SP	To send email to DC thanking him for all his work as Training Co-ordinator	21 <sup>st</sup> September	Yes
12	JPo	To generate Branch newsletter when possible		Yes
13	All	To submit articles to JPo for the Branch Newsletter	Ongoing	Yes
14	RA	To update Branch website with documents from this Exec meeting	28 <sup>th</sup> September	Yes

15	RA	To bring the Chair's Chain of Office to the Joint Branches Conference for CH	2 <sup>nd</sup> October	Yes
16	RA	To investigate the potential use of a Doodle poll for delegates to indicate preferred sessions	21 <sup>st</sup> September	Yes
17	RA	To forward details of speaker's expenses to MS	19 <sup>th</sup> October	Yes
18	EL	To contact hotel re parking spaces. Do the hotel need registration numbers in advance to get free parking?	17 <sup>th</sup> September	Yes
19	EL	To advise RA of parking requirements at hotel	18 <sup>th</sup> September	Yes
20	EL	To confirm delegate numbers with hotel (40)	17 <sup>th</sup> September	Yes
21	RA	To circulate the updated agenda and advise of extended booking deadline	14 <sup>th</sup> September	Yes
22	EL	To notify hotel of actual final numbers if less than 40	24 <sup>th</sup> September	Yes
23	EL	To generate signing in sheet for both days	2 <sup>nd</sup> October	Yes
24	RA	To purchase labels and pens for name badges	2 <sup>nd</sup> October	Yes
25	RA	To investigate the provision of CPPD certificates	2 <sup>nd</sup> October	Yes
26	RA	To generate an email with final joining instructions, to include requests for any dietary requirements, travel disruption into Bournemouth, hotel parking and arrangements for an evening meal	24 <sup>th</sup> September	Yes

27	CH	To generate paper feedback forms	2 <sup>nd</sup> October	Yes
28	RA	To generate an electronic feedback form	2 <sup>nd</sup> October	Yes
29	SP	To email HP and ask her to take some photos at the event	21 <sup>st</sup> September	Yes
30	CH	To generate a report for the Branch Newsletter	12 <sup>th</sup> October	Yes
31	SL	To check restaurants for the evening meal	2 <sup>nd</sup> October	Yes
32	All	All Exec members attending to be at the venue by 8.30am to help with set up		Yes
33	CH	To contact Rob Quinlan at SW Branch	21 <sup>st</sup> September	Yes
34	CH and SP	To discuss arrangements for a physical Branch meeting in 2019	End of December 2018	Yes

CRH working on Southampton new members

SP to pass puppy farm notes to Dean

CH checked and found there had been a good job done with the Southern Branch website.

SS Good feedback from PDS just one speaker issue and technology issue, ESL - need to check with venue what technology they can provide next time.

The minutes had been previously circulated. The minutes were agreed to be a true record of the meeting. Minutes signed by CH as accurate.

## 2. Branch Chairman's Report

Details what SB have done, 2008 typo to be 2018.

CH mentioned the business plan and that not all money from TSSE was spent but this would be discussed later. Provided training already, engaged with

members in different ways. All discussed training dominated by TSSE, networking issue for members could be addressed.

CRH mentioned loss of SP, very grateful for all her work over many years doing many jobs, often more than one and wish her well. Welfare gift sent to her including a branch clock, a card which everyone had the opportunity to sign and a garden centre voucher.

### **3. Branch Rep's Report**

Nothing to report, wished SL a speedy recovery

### **4. Branch Treasurer's Report**

MS reported that there's an increase in assets.  
Current bank account balance £14,247.01.

Joint conference all paid in and out. £107.31 was South West branches share, total £429.25 profit made.

TSSE money left over is £1761.46 as well as a roll over of approx. £550 from last year.

Report to TSSE each year what spent it on.

Now spent less, produce report and send to CH, TSSE don't require report.

PDS – no charge to members as we can use the TSSE funding for this.

DC suggested setting up training online – with CTSI to take on admin – us pay them for this. On going maintenance issues discussed as over burdensome.

IS – suggested LA's to be paid per exec branch members as a possible way to use the TSSE money. MS pointed out that at least some exec members do a large amount of their role in their own time so that would seem not quite right.

Conference funding rules to stay, £200 per person, £250 for min half day stewarding. Evidence of CPD required for funding. No food limit. MS sending out rules and application forms for this.

College of fellows £750, MS agreed to propose a donation of the same again this year.

Bursary information to go out in next newsletter

TSSE 5K will also be used for funding members to attend symposium

ESL SB conference again suggestion to fund all members that want to go

Specialist training also put forward as an idea for spending the TSSE money, targeting authorities where they need the training and ask them to host it.

#### **5. Branch Training Officer's report**

DC workload increased and difficult to be competitive with TSSE and other training that is available, therefore struggling to get bookings. Role for training officer is to set up 10 courses a year but this is not feasible, ESL to change role profile to delete this requirement as no longer feasible.

LA to ask for advice on training, offers from LA to host events which gets bums on seats.

Be member lead training role?

Officer report explained – had to postpone some training and Package Travel Regs trainer has been very ill but it is hoped this training is still in the pipeline. Package Travel Regs training to be run free of charge for members when it becomes available.

#### **6. College of Fellows Liaison Officer's Report**

SL no report as stand in since SP departure

#### **7. Southern Branch newsletter**

Personal matters over taken this, but now has window of opportunity, have material but will also add in more recent items. JP agreed he will add bursary information as this is a regular feature.

Ask ideas for training, joint conference feedback and photos to be included as well as advertising the AGM.

Once complete College of Fellows would like a copy of the newsletter.

#### **8. Southern Branch website**

RA to continue keeping up to date with that, exec mins to be sent to RA to load up – ESL.

#### **9. AGM**

Shaw house booked by CRH for Wednesday 15th May 2019, costings are with MS, £18.50 hour for Shaw House, which we have between 9am - 4pm.

Plan for the day:

09:30 Registration

10am start

AM: Brian Lewin not yet booked in writing - general update in the morning

1pm lunch

AGM after lunch 30 mins

13:30-14:00 CTSI Leon Livermore 30mins – ESL send this to CTSI  
2.30 – 4pm Barrister – new RIPA and case studies, common pitfalls – Elaine or Apex, Lee Renaulds, if not then PA talk from OPSS possibly. Need bios for all speakers

By end march nomination forms are needed from officers and notification need to go out to members and request for branch officer reports. Need nominations back by 7<sup>th</sup> April 2019. Then agenda out and proposed officers out before 15<sup>th</sup> April.

IS to create poster for general promotion to go out now to all re: save the date for AGM, ESL to send this out with nomination forms.

Charges for non members agreed at £20 plus VAT to cover food. CRH – We need 17 voting members at the AGM.

DC to speak to Apex chambers about Brexit

ESL - Booking forms to go out by end of March with full details. Ensure PO number included on booking form.

DC – List of attendees for the day. CTSI CPD ratifications charged if officer not member.

Feedback discussed, easier by online poll, SS to do survey monkey after event, no CPD to members until online poll done to encourage feedback.

## **10. Officer roles**

All officer roles available apart from branch rep as SL stands for 3 years.

21/5/19 next exec meeting – for new officers to change training officer role

ESL update nominations form before sending it out with save the date

Signatories on bank account – SP left, exec agreed ESL to be second signatory for now, to do form after meeting to remove SP and add ESL.

MS happy to stand as Treasurer this year (unless anyone else desperate to do it) but not keen to continue too long after that. Can always do a handover over a year.

Honor happy to continue as auditor, Pete wants to stand down, JP happy to step in year after next as auditor but not yet.

AGM proposal requirements – CRH to look into that – college of fellows etc?

ESL to look up SP report from virtual AGM

ESL feedback to RA re: his suggested website updates

Thanks to RA for continuing website updates.

## 11. Retention of documents

Keep mins forever electronically and nomination forms for 1 year  
Newsletters keep for 6 years electronically

Use knowledge hub to store – SS to upload

Knowledge hub exec members access needs updating.

Do CTSI archive documents? ESL to ask.

Reports retained for 6 years

## 12. AOB

IS suggested LA round up to be on agenda for each exec member.  
IS – Reading have new STSO, in reasonable position, council might have hit bottom, cuts easing. Savings not as dramatic as last few years.  
MS - Hampshire– savings for 2019 made, lost posts that weren't filled so no redundancies, more savings over next 2 years. New HOS as Jane leaving end of April 2019. New HOS Felicity Roe says savings won't be across the board so may be bigger cuts now. Lost another layer of TS management.  
JP - IOW – new TS manager, current one retiring. Senior going and not replaced but due restructure, part time TSSE regional feed visit officer, FT animal health officer, PT officer on Fair Trading, PT officer training to be FI and does intel. Financially more savings to make, not looking to cut services, borrowing to invest in regeneration. Cut down on council buildings, maybe moving into old prison. New director, EH background, positive and supportive of TS.  
CRH - Southampton - new manager in May 2019, will be for port health and TS. 2 new FTOs, possibly doing apprenticeships.  
SS – RBWM – New CEO, positive but more cuts. Only 4 staff. Lots of contested seats, spending £20,000 on ANPR????  
DC – Slough – HOS taken on licensing and >????, possible restructure. New CEO, 6 officers left but 2 seconded. 40 Pas.

### a. Date and location of next and future exec meetings

RBWM 21/5/2019  
IOW – Sept , TBC

## IMPORTANT – Action points

Minute point	Person	Action required	By when
1	SP	Pass puppy farm notes to Dean	ASAP

2	CRH	Chairman report – update date 2008 to 2018	31/3/2019
4	MS	Produce report on TSSE spending and send to Chair	31/3/2019
4	JP	Bursary information to be in the next newsletter	ASAP
5	ESL	Update and Exec roles and responsibilities document	Done
6	JP	Gather old and new news items and put together news letter	April 2019
8	ESL	Send mins to RA for website once they are agreed	May 2019
9	ESL	Send timings of Leon talk to CTSI	Done
9	ESL/DC/CRH	Contact speakers for AGM and bios for the agenda	ESL Done
9	ESL	Nomination forms and roles document out to all members	Done
9	ESL	All paperwork out to members for AGM	15/4/2019
9	IS	Create save the date poster for AGM and send to ESL	Done
9	IS	Create advert for AGM and send to ESL	31/3/2019
9	MS	Take bookings for AGM	May 2019
9	DC	Organise CPD certificates from CTSI	May 2019
9	SS	Organise online feedback after AGM to be sent to all attendees	May 2019
10	ESL	Update nomination forms for officers before sending them out	Done
10	ESL/MS	Change signatory on branch bank account to ESL, remove SP	Done
10	CRH	Look at AGM proposal rules and report back to exec	31/3/2019
10	ESL	Find SP report on virtual AGM and send to RA for website	Done
10	ESL	Feedback to RA on website report and thank for all his work on this	Done
11	SS	Upload all documents to Khub in line with agreed retention periods	On going
6	ESL	Send newsletter to College of Fellows	On going
12	JP	Book room for September exec meeting and confirm to exec	May 2019