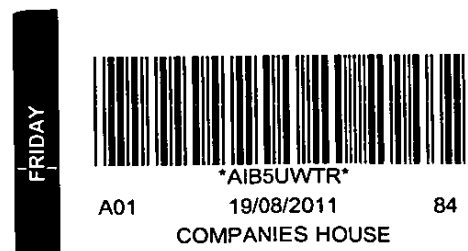


London Environmental Health Practitioners

Annual Report  
2010

Charity Number 1122440  
Company Number 6316667



---

## **Contents**

Charitable Objectives	3
Chair's Introduction	3
How we approach our work	4
Reference and administrative information	5
Ensuring our work delivers our aims and objectives to provide public benefit	5
Partnership	5
Policy and Strategy	7
Support Services	8
Learning – student consortia	8
Building Capacity	9
How our activities deliver public benefit	9
Structure Governance and Management	9
Governing Document	9
Recruitment and Appointment of the executive	10
Trustee training	10
Risk management	10
Organisational structure	10
Responsibilities of the executive	10
Responsibilities of the Trustees	11
Business Planning	11
Financial Review	11
Statement of Financial Activities	14
Balance Sheet as at 31 December 2010	15
Notes to the Financial Statements	16

The Trustees present their report together with the audited financial statements for the year ended 31 December 2010

## **Charitable Objectives**

As stated in the Memorandum of Association the objectives for which Alehm is established is to help to protect and improve the environment and public health in London and to advance public education in environmental and public health matters, for the public benefit, by -

Providing a policy and strategy forum for London borough environmental health managers and staff to develop and deliver environmental health services within London,

Developing, delivering and promoting the provision of coordinated environmental health across London, and,

Identifying environmental health training needs and developing and delivering such training

The Alehm 2010 business plan The business plan and other examples of the Association's activities can be found on the Alehm web site at [www.alehm.org.gov](http://www.alehm.org.gov)

## **Chair's Introduction**

I have had the privilege of being the Chair of the Association of London Environmental Health Managers (Alehm) for several years and have great pleasure in seeing the organisation, during the third year of its charitable status, effectively delivering activities that take forward our organisational aims and bring benefit to the public

We are in unprecedented times for the provision of local government services The 2010 Comprehensive Spending Review (CSR) which requires substantial savings in local authority budgets are expected to impact on environmental health services resulting in less resources being available to address environmental health challenges

The impact on London Borough Environmental Health Services is especially challenging In addition to providing a robust and effective service that protects the environment and contributes to improved public health in a world class city with an expanding multicultural residential and visitor population, we are rapidly approaching the 2012 London Olympics and Paralympics Games where the eyes of the world and media will focus on the capital A safe successful Olympics and Paralympics Games is everyone's desire and environmental health has a vital contribution to delivering that objective

Training and sharing staff and coordinating a response to the Olympics and Paralympics Games is being developed by partner organisations, such as JLARS, CIEH, London Councils GLA with the involvement of Alehm In a climate of limited finance and the rapidly approaching games Alehm is well placed to develop its role in this work and it will feature as a major action in our 2011 business plan

The remodelling of public health activities and their transfer from Primary Care Trusts to local authorities is also expected to have a profound impact on environmental health activities London Environmental Health Services deliver a wide range of regulating functions Their approach, is to encourage compliance, with statutory action being reserved for a situation where persuasion is unsuccessful or where a major contravention posing a risk to the environment or public health exists The development and promotion of action to improve public health, for instance, the introduction of healthy eating awards schemes in catering businesses, the promotion of guidance on the safe use of skin tanning and the public display of food hygiene ratings achieved by food businesses are all examples of this activity Alehm has a significant part to play in the public health agenda and it will be a role that we will be developing further in the year ahead

Before describing our achievements in this report it is important to remember that they could not have been attained without the contributions from many people Firstly I would like to thank my fellow Trustees for the support they have provided during the year Philip Thomson retired from his post of City of London Environmental Health Director and from the Alehm board at the beginning of the year Rob Williams Environmental Health Manager, London Borough of Barking and Dagenham was voted by the membership to the board at the AGM in January My colleagues have proved essential in providing strategic direction to the organisation as well making very positive contribution to the design and delivery of our activities

I must record my special thanks to Philip Thompson who was the chair of Alehm for many years, before it attained charitable status He has been steadfast in supporting and contributing to the work of Alehm providing enthusiasm, sound strategic advice and knowledge making a major contribution to the current success of the charity

From the Chartered Institute of Environmental Health (CIEH) I would like to thank Graham Jukes, Chief Executive, Tay Potier the London Region Policy Officer, and all the staff at the Chartered Institute who have supported our activities during the year and Kath Lewis, our student training officer

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 Avern, Environmental Health & Public Protection Director, who has continued the support Philip Thompson provided, 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 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 Margaret Pretty the Health and Safety Executive (HSE), London Partnership Manager, who has provided Alehm with unfailing support in helping to deliver a coordinated health and safety service in London.

Alehm cannot function without the services of its Secretary, Keith Hill who has been very much the engine of the organisation. He has not only made sure meetings are scheduled, agendas, speakers organised and minutes prepared, he has admirably represented Alehm at a number of key meetings with partners. We would not have fared so well without his continued support and hard work.

I feel that it is an honour to be involved with Alehm, I believe that through our joint action we can make a positive contribution to our aim of improving and safeguarding environmental health in London to the benefit of the public and I look forward to continuing to work with you all in 2011 to take these activities forward.

## **How we approach our work**

### **Who we are**

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 over 10 years and has an excellent reputation in the environmental health community for delivering its action plans and making a positive contribution to improving environmental health in London.

Members decided that to enable Alehm 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 third year of charitable activities.

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

London's Environmental Health services play a significant role in shaping the lives of communities. They work in the 33 London boroughs and at the London Port Health Authority, delivering services that promote and enforce environmental health provisions. Topics covered include health and safety, food safety, pest control, private sector housing standards, licensing, pollution control, and emergency planning. Over 6 million people and 250,000 businesses are recipients of these activities.

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

The Association provides a policy and strategy forum to support and develop environmental health services in London, continuous improvement underpins its work. Alehm provides a link between London borough Environmental Health Managers, professional organisations, such as the Chartered Institute of Environmental Health (CIEH), and, local government bodies including the office of the London Mayor, London Councils and Local Government Regulation (LGR). 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), Health Protection Agency (HPA), Local Better Regulation Office (LBRO) and the Government Office for London (GOL).

Alehm has specialist topic groups who meet regularly to develop and take forward coordinated action. The established specialist groups cover food safety and health and safety. The Association also has specialist advisers.

who, in addition to representing the organisation with external bodies such as LACORS and the FSA, provide technical support and advice to members at upon request and at meetings

#### **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)
Registered address	Chadwick Court 15 Hatfields London SE18DJ
Web address	Alehm gov uk
Email	<a href="mailto:alehm_sec@btinternet.com">alehm_sec@btinternet.com</a>
Telephone	07507 880380
Banker Details	HSBC Bank plc, 60 Queen Victoria Street, London EC4N 4TR

#### **Trustees-**

Steve Miller (Chairman)	Head of Public Protection	London Borough of Newham
Rob Williams	Manager Environmental Health and Trading Standards	London Borough of Barking and Dagenham
Tay Potier	London Region Policy Officer	Chartered Institute of Environmental Health
Graham Jukes	Chief Executive	Chartered Institute of Environmental Health
David Thrale	Head of Environmental Health	London Borough of Brent
Trevor Williams	Head of Environmental Protection	London Borough of Enfield
Paul Morse	Director of Environmental Health	Royal Borough of Kensington and Chelsea

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

At the beginning of the 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 are described below

#### **Partnership**

We aim to work with partners to establish and develop alliances that will help us to improve the effectiveness of service deliver

Alehm has jointly funded with the Health Protection Agency (HPA) a health professional Siân Hale to continue a project to share good practice and develop common approaches to recording and investigation of gastrointestinal disease notifications by environmental health and HPA staff. The project also includes in its work the development of templates to help ensure consistency in the implementation of new legislation that is available to deal with cases of infectious disease that present a serious risk to public health. This work is especially important as the HPA

estimates that gastrointestinal disease may infect one in five people each year and with the media's eyes on London during the 2012 Olympics there will be the need to have in place a robust consistent mechanism to deal with any outbreaks of infectious disease that may occur

During the year Alehm has continued to work with the charity, Healthworks in London (Healthworks). This organisation has the charitable objective of improving health by training and has delivered the projects on behalf of Alehm. Alehm and Healthworks successfully obtained funding for two projects. One initiative supported by the Department of Health (DH) was to deliver a project concerning shisha smoking, the other funded by the Food Standards Agency (FSA), concerns the training of food business proprietors to protect food safety.

Shisha smoking is undertaken using an Arabic water pipe on which is burnt flavoured tobacco. Although all smoking is now banned in confined spaces, shisha use is an increasingly popular social activity. The DH funding was to develop an information resource on the topic and advice for compliance officers on the range of interventions that are available to them. It was also to include advice for shisha premises owners/users on the health impact of the practice and the steps they need to take to comply with the law. The shisha project report was prepared and presented to the DH in the spring.

The FSA funded project concerns the improvement of food safety in restaurants, cafes and other catering premises in preparation for the London 2012 Olympic Games. Funding has been obtained to enable 1200 food businesses in the London Olympic venue and event boroughs to benefit from workshops and one to one coaching at their establishments, in a food safety system known as 'Safer Food Better Business' (SFBB). SFBB is a practical approach to food safety management and has been developed by the agency in partnership with local authorities and business. It is aimed at helping catering businesses comply with food hygiene law and thereby safeguard the health of their customers. The first phase of the project ended in March 2010 with completion in March 2011.

Healthworks experienced financial difficulties during the year due to the delay in receiving payment for the work delivered. The situation that Healthworks found itself in exemplifies how vulnerable charities are to cash flow problems when their funding is limited to the income from a limited number of projects. The viability of the project was put at risk and upon request from Healthworks the Alehm executive agreed to provide an interest free loan of £15,000 to provide working capital to enable the project to continue. The loan is to be repaid at the end of the project in March 2011. This vital funding has enabled the project to proceed and it is expected to meet its performance target.

Partnership working with the Health and Safety Executive (HSE) has flourished during the year. Margaret Pretty, has continued to provide excellent support. This joint working resulted in the delivery of London work plan. More details about this work can be found in the "Supporting Services" section of this report.

Partnership working with Thames Water Utilities and borough environmental health services has continued during the year to ensure the prioritised treatment of rat infestation in sewers. Thames Water Utilities have employed a new pest control company during the year and the existence of a London wide consultation network has enabled this change to be made whilst maintaining the effective control of sewer infestations.

During the year contact with staff of the office of the London Mayor has continued. The CIEH London region policy officer has made a consultation response to the Mayors Transport Strategy consultation in January. Of particular note in this area is the Healthier Catering Commitment, a scheme put together by the CIEH London Regional Policy Officer, Alehm, the GLA and other stakeholders. This project will launch formally in 2011 but is an exciting piece of work targeted at a range of premises, including the fast food sector and ties in with the Mayors Health Inequalities Strategy.

Working with the London Fire Brigade emergency planning service a London Scientific and Technical Advice Cell (STAC) has been developed. Following recent major safety incidents, the Government requires that all UK regions should have a STAC to provide advice to emergency planning teams in the event of a major incident occurring. The vast majority of emergencies have an environmental impact and it is important to ensure that environmental health practitioner expertise is available in the cell to provide advice for incidents in or affecting London.

Following extensive consultation by the London Fire Brigade with Local Authority Chief Executives, and Alehm, the Brigade, launched the London local authority STAC in September 2009. Experienced environmental health practitioners employed by London boroughs have volunteered to be available on call to attend the STAC when required. During the year members taking part in the initiative have been available to attend the STAC and any exercises.

Partnership working is improving public access to the results of the London scores on the doors scheme (SotD). The scheme developed in London and adopted by the majority of London boroughs and some boroughs outside of the capital, scores the standard of food hygiene achieved by a food business. Businesses are asked to display the results on their premises and the scores are placed on a public website. This information enables customers to make an informed choice about where they eat and also provides an incentive to food business to improve the standard of food hygiene in their premises. The website used to display the results required work to improve the appearance and user accessibility. To finance this work an application has been made to London Councils Capital Ambitions Programme however as a result of Public sector savings initiatives, Capital Ambition's funding is no longer available and other sources of funding are being sought. Public access to the scores has also been arranged, on a no cost basis, with Transparency Data Ltd. This company displays scores from the London scheme with data from other local authorities using their own scoring systems. This data can also be accessed from an iPhone App that is linked to a mapping programme enabling instant comparison of scores as a person travels past catering premises.

The CIEH London Policy Officer and the Alehm Secretary/Coordinator are members of the CIEH London Region Management Board. The London Region of the CIEH is a member organisation supported by funding from the Chartered Institute. The London Region has a network of technical groups and during the year worked with Alehm to develop and stage a seminar for London EH staff on Climate Change. The aim of the seminar was to enable interest members to hear presentation from experts on the topic and encourage a debate on the contribution that they can make personally, as well as during their work activities, to address Climate Change issues. The event was well received and it was agreed the initiative should be taken forward into 2011 to develop a detailed London action plan.

## **Policy and Strategy**

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

We arranged a programme of Alehm members' meetings during the year. Managers are responsible for a wide range of activities within the generic term of environmental health and by providing themed meetings they are able to receive a comprehensive updates on topic areas to help inform their operational and strategic decisions.

The first meeting of the year was held in January and incorporated a presentation on the progress with the London scores on the doors scheme (SotD). A debate between the local authority staff implementing the scheme and the FSA is ongoing concerning the implementation of a national scheme. The meeting agreed an Alehm policy statement, which has been published on the Alehm website, to inform future discussion on the topic.

Following the change of national government Lord Young undertook a review of health and safety legislation and included in his report the recommendation that a national food hygiene rating system shall be adopted. The national scheme has been developed by the FSA and differs significantly from the London scores on the doors scheme. Adopting the national scheme will require the boroughs using the London scheme to make changes to their inspection and recording arrangements. A debate between the FSA, Alehm and local authority representatives concerning the design and operation of the scheme has continued with an invitation from the FSA to Alehm members to meet with them to discuss the support they require enabling them to adopt the national scheme in their boroughs.

A frequent meeting topic was the developing debate about addressing health inequalities and public health in London. At the meetings held in March and May members heard presentations from staff from the Greater London Authority, London Councils, London Regional Government and a London borough public health professional on the issue. The general election and the proposals being put forward by the new government to redesign the delivery of public health at a London borough level were considered at a meeting held in November. Services delivered by environmental health staff makes a positive contribution to improving public health in London. Members acknowledged the fundamental changes that these proposals will bring and recognised the challenge and opportunity they bring to the profession to contribute further to the improvement of public health both at a local level and by joint working across the capital.

Environmental Crime was a meeting topic in the summer. A member shared the success of the work undertaken in his borough to address this issue. The effectiveness of the approach was evident with increasing compliance with environmental law and an overall improvement of standards in the borough.

The main topic at the July meeting was food regulation and included a presentation from the chair of the London Food Coordinating group (LFCG) The presentations described the work of the network and the developments in the topic

The September meeting featured health and safety enforcement topics The London Health and Safety liaison group, with representation from the boroughs and the HSE developed and delivered the projects that were reported upon The initiatives included a project to deliver coordinated inspections in food premises, work places where mechanical handling is used and late night entertainment venues, betting shops etc where there is an increased risk of violence to staff A uniform inspection protocol was developed by staff for each topic area and the results of the inspections collated to provide a picture of compliance in the targeted premises This information will be used to help design future inspection initiatives The meeting also included a report on the development of staff guidance on the investigation of workplace fatalities The guidance developed with partners including the police and the HSE, provides staff with advice on undertaking a fatal accident investigation, sensitively dealing with next of kin, collecting evidence, liaising with other enforcement agencies, in order to fully explore the circumstances of an incident in very difficult circumstances Fatal accidents fortunately occur rarely and consequently the guidance promotes the benefit of supporting colleagues in other boroughs by sharing experience and expertise

In addition to the themes, each meeting provided an opportunity for feedback from the Alehm chair, Alehm Secretary/Coordinator, specialist advisors and for managers to brief colleagues on recent developments within their services and on items of mutual interest

### **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 two established technical groupings, the London Food Coordinating Group, dealing with food issues, and, The Health and Safety Liaison Group, which coordinates health and safety at work regulation and promotion by borough Environmental Health Services Both have a structure which consists of sector groups that have representation at a strategic coordination meeting The strategic coordination meeting also has representatives from the respective government agencies and partner organisations Both meeting structures are supported by paid secretarial, funded by an additional member's fee

The LFCG is an Alehm group that is designed to help members comply with the requirement of the FSA to ensure that they have regular liaison with staff from neighbouring environmental health services to ensure that coordinate food regulation takes place in the region

The activities of the Health and Safety Liaison Group have supported service delivery include the dissemination of national news and the support of the network of health and safety liaison groups The group has also developed the London 2010/11 health and safety work plan which enables boroughs to prioritise and coordinate their enforcement resources to deal with the most important health and safety issues within their areas of responsibility This plan has also included an initiative to establish a London network of support for staff involved in the investigation of work related fatalities By sharing investigation experience and expertise between boroughs is an effective way of maintaining high quality service delivery and supporting staff

During the year the Alehm web site has been further developed Members are able to access the site for information about activities, minutes and documents connected to Association events and initiatives

### **Learning – student consortia**

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

The Association operates a student training consortium arrangement with participating boroughs Students undertaking the Environmental Health degree or masters course at university are invited to apply for places on the scheme Students appointed to the scheme receive a small annual bursary to help with their expenses but more importantly access to a managed programme of practical training placements at participating boroughs The placements help them to develop their professional skills and complete their Experiential Learning Portfolio

A new cohort of students was appointed during the year The demand from good quality applicants far exceeded the available places and several days of interviews were necessary to recruit to the posts Alehm is very aware that to ensure that the high standard of competency of the environmental health profession is maintained effective recruitment and training of staff is essential During the year approximately one third of Alehm members take part in the scheme but others are encouraged to join Membership of the consortium is not confined to London, it is



open to boroughs outside of London and to the private sector and when the opportunity arises they are invited to take part

A new initiative this year was the invitation made to students studying in London to apply for Alehm sponsored places at the Chartered Institute of Environmental Health 'Best of the Best' conference held at the Telford International Centre. Several applications were received and three students, selected by drawing names out of a hat, attended the event. They found the event and experience interesting and helpful in the development of their careers and thanked the Association for the opportunity to attend the conference. Due to the success of this initiative it is hoped to make it a regular feature of Alehm activities.

## **Building Capacity**

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

With the support from CIEH and the consultant providing secretarial and coordination support, systems and procedures have been put in place to ensure the effective governance of the company.

This annual report, will be placed on the website, copied to members and made available to journalists of the environmental health professional publications produced by the CIEH for national coverage.

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

The users of environmental health services are the 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, delivers 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 the 5 themes public benefit is delivered because by

- identifying and establishing **partnerships** maximises the use of resources and improves 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,
- **supporting services** by maintaining the technical groups helps to ensure that the expertise in environmental topics are maintained 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 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.

## **Structure Governance and Management**

### **Governing Document**

Members of the Association of London Environmental Health Managers (Alehm) decided that to enable Alehm 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 (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 new company.

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

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

Tay Potier and Rob Williams retired by rotation and, being eligible, offered themselves for re-election at the AGM. They were re-elected.

### **Trustee training**

The effective induction and training of Trustees poses a challenge for charities. Fortunately three Trustees, including the Chair, currently hold Trustee positions on the boards of other charities and consequently have experience of the role and 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 future years it is anticipated that when training needs are identified suitable training will be arranged.

### **Risk management**

The executive (on behalf of the Trustees) has undertaken a review of the major risks that the charity is exposed to. The major risks are described below:-

The charity has maintained membership from all London borough environmental health managers and could face a major risk to its viability and influence if it lost the status of all borough representation. To control this risk, members 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.

The 2010 Government Comprehensive Spending Review (CSR) will reduce the funding of local government by 28% over the next four years. London boroughs are looking at their expenditure and subscriptions to charities including Alehm could be reduced or withdrawn. The possibility of seeking funding from other sources is unlikely to be successful as the impact of the CSR will be felt across the whole of the public sector. To address this pressure the executive at the January 2011 AGM discussed the issue with members and obtained their views on their ability to pay their subscriptions and suggest alternative methods that may be more convenient. In addition the financial performance of the Charity will continue to be closely monitored and reported to the executive on a regular basis during the year.

Internal control risks are minimised by the support provided by the CIEH and the implementation of procedures, developed by the charity, for the authorisation of all transactions and projects.

The Secretary and the Executive, with support from the CIEH, ensure that statutory requirements are being monitored and adhered to.

### **Organisational structure**

Administrative and strategic support for the organisation is provided by a consultant who supplies secretarial and coordination support. Another consultant provides support for student training activities. Alehm has a number of technical groups that support members' activities. These groups meet regularly and hold minuted meetings. Minute takers service these meetings and are paid on a fixed fee basis.

### **Responsibilities of the executive**

The board develops and guides the strategic direction of the organisation and manages the financial activities of the Association. 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.

## **Responsibilities of the Trustees**

The Board meets approximately monthly. Board meetings alternate between Chadwick Court and the Walbrook Wharf offices of the City of London Environmental Health Department.

The trustees of Alehm are responsible for the preparation of accounts for each financial year. In preparing those accounts, the trustees are required to

- (a) select suitable accounting policies and then apply them consistently,
- (b) make judgements and estimates that are reasonable and prudent, and

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of Alehm and which enable the trustees to ensure that the accounts comply with applicable legislation. The trustees are also responsible for safeguarding Alehm's assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Business Planning**

The work of the Association 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.

The organisation reviews and amends its business plan annually. The Mission Statement, Aims and Objectives are also reviewed as necessary. The business plans for 2007 to 2010 can be found at <http://www.alehm.org.uk>

Environmental health is a rapidly developing topic that requires the Association to regularly review its business plan to ensure that it makes the most effective use of the resources it has at its disposal. It is therefore intended that performance will be reported regularly to members.

## **Principal Funding source**

Funding for the year was from subscription fees levied on members.

## **Investment policy**

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

## **Reserves Policy**

The policy requires that the organisation maintains a financial reserve of the equivalent of one year of income.

## **Plans for future period**

It is anticipated that during 2011 income will be based, as normal, on revenue obtained from member's subscriptions. The level of subscription will be agreed at the AGM.

## **Financial Review**

A statement of the financial activities for the year ending 31 December 2010 is provided in this report.

### **Income**

The FSA provided a grant (see page 6) to fund workshops and coaching to improve food safety in preparation for the 2012 Olympics.

Member's subscription has been maintained at the 2008 amount for the year. An additional charge has been made to cover the cost of providing secretarial support for the technical groups supported by the Association. Subscription income was also received during the year to fund the Student training consortium.

## **Expenditure**

General fund expenditure was similar to 2009 apart from the additional payment to the CIEH of £15,000. Some of the funds collected for the London scores on the doors initiative have been spent to support the scheme.

The fund set aside to cover the cost of the health professional has been sufficient to cover the cost of this work until December 2010. An extension of this work into 2011 will depend on the executive agreeing to the expenditure being allocated in 2011.

The student consortium has been supported by contributions from 8 local authorities, (Brent, Croydon, Greenwich, Hackney, Islington, Newham, Sutton and Kensington & Chelsea) during the year. Students in their second or third year of an accredited BSc course (or year one or two of an accredited MSc course) are invited to apply to the scheme to benefit from the practical training opportunities that they receive before they take their final examinations. This approach maximizes the number of students that can be supported and has enabled the scheme to support 10 students with bursary payments and practical training opportunities during 2010. Borough membership of the scheme was renewed in the autumn of 2010 with 5 boroughs subscribing enabling another 6 students to be selected to join the scheme. Additionally, the CIEH Policy team and Alehm also joined the scheme as organisations.

As mentioned elsewhere in this report Healthworks experienced financial difficulties during the year and the Alehm executive agreed to provide an interest free loan of £15,000 to the charity to provide working capital to enable the project to continue. As part of this arrangement Healthworks invoices and payments have been recorded in the Alehm accounts.

## **Financial Pressures**

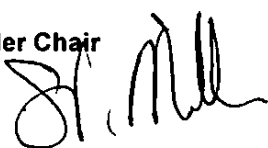
The Association has an ambitious and challenging work programme. In addition to supporting the profession, London is to be the venue for the Olympic and Paralympics in 2012 which will have a significant impact on the future development of environmental health.

It is essential that adequate financial reserves are maintained and a reserves policy of the equivalent of one year's income has been adopted.

Member's subscriptions have been maintained at £995 for three years and in the current financial climate it is unlikely that they will be subject to increase in the near future.

## **By Order of the Board**

**Steve Miller Chair**



## **Independent examiner's report to the trustees of London Environmental Health Practitioners**

I report on the accounts of the company for the year ended 31 December 2010, which are set out on pages 14 to 18

### **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 accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

(2) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Charles Cox, FCA  
PKF (UK) LLP,  
Farringdon Place, 20 Farringdon Road, London EC1M 3AP

Date 8 August 2011

# London Environmental Health Practitioners

## Statement of Financial Activities Year ended 31 December 2010

	Note	2010 £	2009 £
<b>Incoming Resources</b>			
From charitable activities			
Subscriptions	2	76,520	78,514
Grants	2	<u>141,928</u>	<u>49,550</u>
		<b>218,448</b>	128,064
<b>Resources Expended</b>			
From charitable activities			
Expenses	2	214,359	127,162
Bursary	2	<u>24,359</u>	<u>19,342</u>
Governance Costs		<u>2,125</u>	<u>2,542</u>
<b>Total resources expended</b>		<b><u>240,843</u></b>	<b><u>149,046</u></b>
<b>Net outgoing resources for the year</b>		<b>(22,395)</b>	(20,982)
Funds and reserves brought forward at 1 January 2010		<b><u>175,099</u></b>	<u>196,081</u>
<b>Funds and reserves carried forward at 31 December 2010</b>		<b><u>152,704</u></b>	<u>175,099</u>

None of the charitable company's activities were acquired or discontinued during the above two financial years. There were no recognised gains or losses other than those shown above. All incoming and expended resources are in respect of unrestricted funds

The notes on pages 16 to 18 form an integral part of these financial statements.

## London Environmental Health Practitioners

### Balance Sheet as at 31 December 2010

Charity Number 1122440  
Company Number 6316667

	Note	2010 £	2009 £
<b>Current Assets</b>			
Healthworks loan		15,000	-
Debtors	4	6,700	22,237
Cash at bank and in hand		<u>157,295</u>	<u>162,339</u>
		<b>178,995</b>	184,576
<b>Creditors:</b> amounts falling due within one year	5	<u>(26,291)</u>	<u>(9,477)</u>
<b>Total net assets</b>		<u><b>152,704</b></u>	<u><b>175,099</b></u>
<b>Funds and Reserves</b>			
		2010 £	2009 £
Student consortia	2	92,601	88,465
HPA EH Professional	2	11,429	24,247
Support services	2	3,360	-
Scores on the doors	2	18,285	33,080
General funds	2	<u>27,029</u>	<u>29,307</u>
<b>Total funds</b>		<u><b>152,704</b></u>	<u><b>175,099</b></u>

For the year ending 31 December 2010 the company was entitled to exemption under section 477 of the Companies Act 2006.

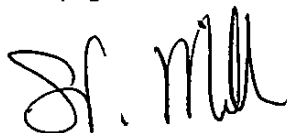
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006

The director's acknowledge their responsibility for complying with requirements of the Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

The financial statements on pages 14 to 18 were approved and authorised for issue by the board and signed on their behalf

Steve Miller, Chair



Date

28/7/11

The notes on pages 16 to 18 form an integral part of these financial statements.

## **London Environmental Health Practitioners**

### **Notes to the Financial Statements (Year ended 31 December 2010)**

#### **1 Accounting Policies**

##### **1.1 Basis of accounting**

These financial statements have been prepared under the historical cost convention. They are also in accordance with applicable accounting standards, and the Statement of Recommended Practice (SORP 2005), Accounting and Reporting by Charities issued in March 2005.

##### **1.2 Resources expended**

All expenditure is accounted for on an accruals basis.

Expenditure is directly allocated to specific activities and has been included in those cost categories.

Governance costs relate to the general running the charity as opposed to those costs associated with fund raising or charitable activity. These costs include Board costs, audit costs and other strategic management costs.

##### **1.4 Subscriptions**

Subscriptions income is recognised on an accruals basis. Unpaid subscriptions are assessed as to their collectability.

##### **1.5 Fund 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. The aim of the use of each designated fund is set out in the notes to the financial statements.

**Restricted funds** are funds subject to a specific trust, restrictions as to use placed on the funds by the donor. Alehm has no restricted funds.



## London Environmental Health Practitioners

### Notes to the Financial Statements for the year ended 31 December 2010 - continued

#### 2 Charitable Activities

<b>2010</b>	<b>SFBB (page 6) £</b>	<b>Student Consortia (page 8) £</b>	<b>HPA EH Prof (page 5) £</b>	<b>Support Services (page 8) £</b>	<b>Scores on the doors (page 7) £</b>	<b>General Funds £</b>	<b>Total Funds £</b>
<b>Income from charitable activities</b>							
Subscriptions	-	30,150	-	12,540	-	33,830	76,520
Grants	<u>141,928</u>	-	-	-	-	-	<u>141,928</u>
Total income	<u>141,928</u>	<u>30,150</u>	-	<u>12,540</u>	-	<u>33,830</u>	<u>218,448</u>
<b>Charitable resources expended</b>							
Expenses	141,928	1,655	12,818	9,180	14,795	33,983	214,359
Bursaries	-	24,359	-	-	-	-	24,359
Governance costs	-	-	-	-	-	<u>2,125</u>	<u>2,125</u>
Total expended	<u>141,928</u>	<u>26,014</u>	<u>12,818</u>	<u>9,180</u>	<u>14,795</u>	<u>36,108</u>	<u>240,843</u>
<b>Movement in the year</b>	<u>-</u>	<u>4,136</u>	<u>(12,818)</u>	<u>3,360</u>	<u>(14,795)</u>	<u>(2,278)</u>	<u>(22,395)</u>
Funds 1 <sup>st</sup> January 2010	-	88,465	24,247	-	33,080	29,307	175,099
<b>Funds 31<sup>st</sup> December 2010</b>	<u>-</u>	<u>92,601</u>	<u>11,429</u>	<u>3,360</u>	<u>18,285</u>	<u>27,029</u>	<u>152,704</u>
<b>2009</b>	<b>SFBB</b>	<b>Student Consortia</b>	<b>HPA EH Prof</b>	<b>Support Services</b>	<b>Scores on the doors</b>	<b>General Funds</b>	<b>Total Funds</b>
	£	£	£	£	£	£	£
<b>Income from charitable activities</b>							
Subscriptions	-	33,764	-	12,920	-	31,830	78,514
Grants	<u>49,550</u>	-	-	-	-	-	<u>49,550</u>
Total income	<u>49,550</u>	<u>33,764</u>	-	<u>12,920</u>	-	<u>31,830</u>	<u>128,064</u>
<b>Charitable resources expended</b>							
Expenses	49,550	7,058	15,753	15,060	2,011	37,730	127,162
Bursaries	-	19,342	-	-	-	-	19,342
Governance costs	-	-	-	-	-	<u>2,542</u>	<u>2,542</u>
Total expended	<u>49,550</u>	<u>26,400</u>	<u>15,753</u>	<u>15,060</u>	<u>2,011</u>	<u>40,272</u>	<u>149,046</u>
<b>Movement in the year</b>	<u>-</u>	<u>7,364</u>	<u>(15,753)</u>	<u>(2,140)</u>	<u>(2,011)</u>	<u>(8,442)</u>	<u>(20,982)</u>
Transfer of funds	-	-	-	720	-	(720)	-
Funds 1 <sup>st</sup> January 2009	-	81,101	40,000	1,420	35,091	38,469	196,081
<b>Funds 31<sup>st</sup> December 2009</b>	<u>-</u>	<u>88,465</u>	<u>24,247</u>	<u>-</u>	<u>33,080</u>	<u>29,307</u>	<u>175,099</u>

Restricted funds – SFBB (safer food better business), the student consortia, HPA, support services and scores on the doors funds are all designated funds. While no specific trust is in operation the subscription income received is maintained in different funds in furtherance of the wishes of the Alehm members.

## London Environmental Health Practitioners

### Notes to the Financial Statements for the year ended 31 December 2010 - continued

#### 3 Employee Costs

Alehm has no employees

No Trustee received any remuneration for services.

#### 4 Debtors

	2010 £	2009 £
Trade debtors	6,700	380
Chartered Institute of Environmental Health	-	21,857
	<u>6,700</u>	<u>22,237</u>

#### 5 Creditors

	2010 £	2009 £
<b>Amounts falling due within one year</b>		
Trade creditors	-	3,504
Chartered Institute of Environmental Health	13,294	-
Accruals and deferred income	<u>12,997</u>	<u>5,973</u>
	<u>26,291</u>	<u>9,477</u>

#### 6 Capital Commitments

At 31 December 2010 the company had no capital commitments

#### 7 Related Party Transactions

No trustee received payments for work on behalf of Alehm.

There were no other disclosable trustees' interests for the year ended 31 December 2010.

#### 8 Controlling Party

Alehm is run by its Trustees (who are the executive), who are appointed by the members of Alehm.