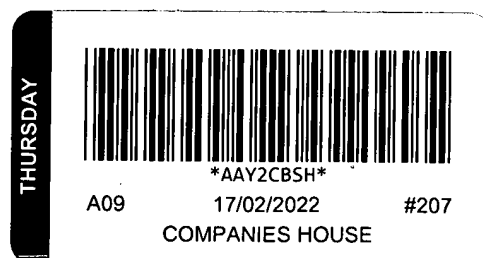




London Environmental Health Practitioners
trading as
Association of London Environmental Health Managers
Annual Report
1st April 2020 to 31st March 2021

Charity Number 1122440
Company Number 6316667



Contents

Trustee Report:

Reference and administrative information	3
Charitable Objectives	4
Summary of activity and achievements in 2020/21 and plans for 2021/22	4
Steve Miller, Chairman of Alehm.....	4
Who are the members of Alehm?	7
What are London's Environmental Health Services?	7
How do Alehm support London's Environmental Health Services?.....	7
Ensuring our work delivers our aims and objectives to provide public benefit:.....	8
Partnership	8
Policy and Strategy	9
Support Services	9
Learning – student consortia and continuing professional development	10
Building Capacity	10
How our activities deliver public benefit.....	11
Structure Governance and Management.....	11
Governing Document	11
Recruitment and Appointment of the executive	11
Trustee training	12
Organisational structure.....	13
Responsibilities of the executive	13
Statement of responsibilities of the Board of Trustees	13
Principal Funding source:	14
Investment policy:	14
Reserves Policy:	14
Plans for the coming year.....	14
Financial Review	14
Report of the Independent examiner to the Trustees of the London Environmental Health Practitioners.....	16
Statement of Financial Activities for the Year Ended 31 March 2021	17
Balance Sheet as at 31 March 2021	18
Cash Flow Statement.....	19
Notes to the Financial Statements	20

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 4th Floor, 18 St Cross Street, London, EC1N 8UN

Web address www.alehm.org.uk

Email secretary@alehm.org.uk

Telephone 07554 425823

Independent Examiner Andrew Stickland, FCA
Moore Kingston Smith LLP, 60 Goswell Road, London, EC1M 7AD

Banker Details HSBC Bank plc, 60 Queen Victoria Street, London EC4N 4TR

Trustees and other Alehm officials			
Name	Role	Other roles	Re-election date
Steve Miller	Chairman & Trustee	Chair of EHRB	
Graham Jukes	Elected Trustee	Independent	2022
Paul Morse	Elected Trustee	Independent	2022
Lucy Urquhart	Elected Trustee	London Borough of Greenwich	2022
Gavin Douglas	Elected Trustee	London Borough of Haringey	2024
Jon Avern	Elected Trustee	City of London	2024
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	
Imogen Darby	Support officer	Salaried Position	

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 health 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, delivering and promoting coordinated environmental health services for London; and**
- (c) Identifying the training needs of London's environmental health services to develop and deliver appropriate training.**

Alehm publishes a business plan which, with other examples of the Association's activities and formal documents, can be found on the Alehm web site at <https://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.

Summary of activity and achievements in 2020-21 and plans for 2021-22

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.

In my role as Alehm Chairman, I work with the elected Board of Trustees to scrutinise Alehm's activities to ensure the charity operates within the Company's formal Articles of Association and comply with the Charity Commission requirements. Alehm's planned priorities and activities for the years 2020-2021 were as follows:

- To undertake a Local Authority environmental health workplace resource needs review for London to identify future training needs and develop an appropriate low cost training programme to meet the local requirements of member authorities.
- To 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.
- To work with regional contacts to develop a national association of chief environmental health officers.
- To provide funding and support for the London Healthier Catering Commitment Group and work with the Greater London Authority to support the further development of the second tier scheme, to encourage participation of multi-outlet fast food businesses.
- To develop links with housing lead officers and create a policy group to advise Alehm's Board on the practical implications of government housing policy.
- To develop the communication methods to access members more effectively.
- To provide suitable training for trustees and Alehm staff to assist them to manage and scrutinise the charitable activity.
- To promote a more intelligence led approach to enforcement and provide intelligence training.

Summary of work completed in 2020-21.

The beginning of the financial year coincided with the Covid 19 pandemic and a national lockdown which had a profound effect on the way Alehm's services were operated. Face to face meetings and all training courses were abandoned and priorities changed as environmental services across London became instrumental in managing the controls and restrictions put in place to reduce the impact of the pandemic and protect the public. It became clear early on that communication and sharing of experiences would be key to supporting local authority services as officers were faced with a continually evolving legal framework and a business community desperate to find a way to survive the strict restrictions placed on their operations.

The national Khub Covid 19 groups were developed to provide a point of access to all enforcement teams to discuss emerging problems and find consistent approaches to enforcement problems. Alehm supported local authorities to sign up and participate in the on line forums and used the information on these forums to inform and advise members on key issues. The advantages of the London regional network became obvious, as we were already set up to take on the role of communicator between regulators on the ground and policy makers and legislators in Government and from the start we were able to collect and collate information from enforcement teams and report details of the emerging situation through the partnership network to influence the direction of government policy.

Of particular note is the early realisation that the system introduced to enforce the prohibition of businesses to operate was ineffective and lobbying and evidence provided by Alehm on behalf of local authorities assisted in the introduction more appropriate legislation to support enforcers such as coronavirus improvement notices to deal with business non-compliance.

As the first lockdown ended in early July, Alehm was invited to be part of Greater London Authority partnership which brought policy makers, enforcers and business representatives together to assist and support London's business community to plan to open up safely. This group also had a number of sub groups and Alehm represented enforcement teams on the licensing and regulation sub-group. This group met weekly during the pandemic and provided environmental health teams with direct access to policy makers and other enforcers to highlight and help resolve issues of concern. The value of the communication between regulators and the business community has been so valuable that the regulation sub-group will continue in the future to support the partnership between London's enforcers (police, environmental health, licensing and trading standards) and the business community in the future.

The fledgling National Association of Chief Environmental Health Officers group also took on a national role during the pandemic and Alehm continues to work on the board and assist the group. It is expected that the Government will fund a regional network of CEHOs going forward, after the value of the national network was recognised during the pandemic, and Alehm will play a key role in this organisation going forward. Alehm members have expressed their desire for Alehm to take on the coordination role on their behalf, going forward.

The Office of Product Safety and Standards (OPSS within BEIS) have funded a strategic regional network of local authority enforcers. London had not previously been part of this network, as its own operational network functioned effectively, but London has now been invited to be part of the national network, which brings together environmental health, trading standards and licensing across all regions in England with the overall aim to make better regulation which supports business. Alehm, along with London Trading Standards have taken on the role of vice chair on the London regional group, to support the chair and deputy chair, who are local authority based. This group provides some funding to the regions for projects which support better regulation.

The work of the HCC has been limited through the year as a result of the pandemic, although funding has been received from the GLA, and the deadline to use the funds has been extended into 2021-22. This includes work with wholesalers to improve the nutritional quality of products provided to takeaways and free food hygiene training for food businesses that take on the HCC standards.

Membership remains stable. All 33 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's membership activities has included:

- 6 on-line members meetings, keeping member authorities up to date with technical and strategic developments in relation to covid.
- 20 training courses on a range of technical areas, mainly in relation to Covid enforcement and marshal training but also on a range of environmental health specific training at the request of members.
- Regular communication through email via contact lists, Khub forum and library, and web site updates to keep members up to date with the ongoing and constantly evolving activity.
- Supporting the professional work of its many technical groups

Plans for 2021-22:

The Covid 19 outbreak has significantly affected the way Alehm operated during the past year and with the appointment of a new coordinator, now is the time to reset and re-evaluate Alehm's role. Alehm will undertake a review of its services and consult its members on how they want the organisation to be taken forward. The information received will be used to agree the format of future meetings and identify services which members find most valuable. From this a new business plan will be developed to direct our activity over the next 3 years.

Low cost training has been of vital importance to the local authority members and Alehm will continue to expand its training services to address this need. In particular the need to upskill officers to undertake enforcement activity in other fields has been identified and we will examine how we can best support this training need.

The shortage of qualified and competent staff became evident during the pandemic as there is insufficient training to replace the aging workforce. Alehm will work with its partners to identify how best to provide the next generation of environmental health professionals.

As lockdown measures are eased, the following planned activities will be taken forward.

- Work with our members and partners and provide support to enable increased training opportunities for student and trainees who want to work in environmental health, including promotion of the degree apprenticeship.
- Healthier Catering Commitment: provide resources to support the London group and further develop the second tier scheme for national chains.
- Work with the GLA to develop the second tier housing policy group.
- Develop the communication methods to access members more effectively, including alternative means of contact such as virtual meetings, virtual training and wider use of social media
- Provide suitable training for trustees and Alehm staff to assist them to manage and scrutinise the charitable activity.
- Widen the training programme for local authority environmental health services to meet local needs.

Chairman's acknowledgement of all who have assisted Alehm during the year.

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.

I would like to welcome Jon Averbs to the role of joint chairman of Alehm, as he prepares to take over the role in the future.

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.

I also give my thanks to the Alehm team, including Tay Potier, Janine Avery and Kath Lewis who coordinate the various activities and projects undertaken by Alehm, on behalf of the Board.

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.

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 11th 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 28 London Boroughs, 2 partnership services consisting of 5 local authorities 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 BEIS (Department of Business, Environment and Industrial Strategy) and their 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 and OPSS, 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.

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. Activities are grouped within the themes of:

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

Our activities within the themes during 2020-21 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.

Healthier Catering Commitment:

The HCC group represent 22 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 options to make it easier to make healthier choices.

Alehm has helped coordinate the project and maintain its momentum by supporting the chair, minute taking and attending business meetings to promote the aims of the group with food producers and distributors. The group aims to improve the opportunities of food businesses to purchase healthier food from their suppliers and to influence multi-site businesses to change their recipes. Financial assistance was received with a grant of £25,000 from the Greater London Authority. A small proportion of Alehm's costs were covered by this funding, although Alehm invests significant internal resources in this important project.

GLA Opening High Streets Safely partnership and Licensing and Regulation sub-group

Created during the Covid pandemic to bring enforcers, policy makers and business representatives together, Alehm's vital role in this dynamic and strategic group enables issues faced by enforcers to be raised and discussed and potential resolutions identified through sharing of information, lobbying and training.

OPSS Strategic Regional Network

London's new SRN is chaired by Valerie Simpson at LBHF and Sarah Newman at LB Southwark. Funded by OPSS, it pulls together enforcers from the regions into a national regional network of regulators.

Association of Chief Environmental Health Officers

Established in 2020, this group gained momentum during the pandemic and all local authorities from across the country are now active members. Alehm will continue to represent London at this group, as it takes on a more formal role with Government in the future.

Policy and Strategy:

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

Alehm membership meetings:

As face to face meetings were halted, Alehm focused on providing email and on-line update sessions for local authorities in relation to covid enforcement.

The AGM was held virtually in January 2021.

Other meetings included a series of health and safety focused meetings on covid enforcement and the application of health and safety legislation in relation to Covid 19 on 1st May, 9th July, 1st October and 8th December.

A food focused meeting looking at local authority priorities, inspection approaches and managing the backlog on 15th October.

In addition Alehm attended and reported back to members on the regular OPSS and LGA meetings to support local authority work on the ground, and which became the main focus of update events for local authorities later in the year

Support Services:

We aim to sustain technical and specialist members groups to inform and engage individual services to share innovative ways of working and help keep colleagues advised of activities and initiatives in London.

London-wide Technical Groups:

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.

London Food Coordinating Group (LFCG) and 4 sector groups:

The LFCG meets every 3 months and is an Alehm supported group to encourage regular liaison between food enforcement services through the 4 sector groups which, working to maintain consistency of approach across enforcement teams, testing innovative work methods and helping ensure that coordinated food regulation takes place in the region. This year the group

focused on a range of priorities including supporting boroughs to undertake urgent food work consistently during the pandemic and identifying resource and backlog issues for government.

All Borough health and safety Group and 4 quadrants:

The health and safety group led 4 members meetings and enabled broader discussion on all issues in relation to Covid 19 restrictions enforcement. Quadrants continued to meet during the year, but the focus for everyone was the enforcement role undertaken to minimize the effects of the pandemic on public health

Healthier Catering Commitment Group:

The GLA continued to provide a financial contribution to the HCC and in 2020/21 although much of this was not used during the year because local authorities had to suspend their work during the pandemic. In the coming year we will look at barriers to local authorities joining the scheme and further work will be undertaken on improving food supplied by wholesalers.

Sharing of information:

Alehm's web site promotes the work of environmental health in London. The Knowledge Hub is 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. Its use has been expanded to help share information in the fast moving lockdown environment, helping local authorities to keep abreast of the rapid changes.

Learning – student consortia and continuing professional development:

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

Training programme:

No training of students was possible during the pandemic. This will be reinstated during 2021/22

A programme of low cost virtual training courses and workshops was also run across the year.

- 2 approvals workshops and 1 case study work shop to upskill officers in relation to inspection of approved premises. 34 delegates
- Asbestos management course for 16 delegates
- Gas safety management course for 16 delegates
- 2 PACE and virtual interviewing courses for 24 delegates
- 2 covid marshal training courses for 39 delegates
- 11 EMM enforcement training courses for using health and safety to enforce covid secure standards with a total of over 200 delegates

Total trained officers approximately 350 persons trained over the year with around 1000 hours of 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 on 2007. From 1st April 2018 Alehm became an employer and appointed 3 key workers on permanent contracts. The Alehm employees provide secretarial and coordination support, review and implement systems and procedures. External review is provided 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 Alehm's activities deliver public benefit:

The users of environmental health services are the general public. Effective environmental health intervention and 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, with local authority teams working to reduce health inequalities, support the vulnerable, improve local opportunities, improve the local environment and deliver environmental and public health 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.

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 trading company London Environmental Health Practitioners (LEHP) should be formed to run parallel with Alehm. In practice the 2 organisations are run as a single body. 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.

Graham Jukes stepped down as a trustee and an election will be held to appoint a replacement. Jon Avern was elected as joint chair with Steve Miller and Gavin Douglas and Jon Avern was re-elected to the Board. The Board of 8 trustees includes a mix of local authority employed officers, as well as those in private industry or retired. There is currently 1 vacancy.

Trustee training:

The effective induction and training of Trustees poses a challenge for new charities. Fortunately one of the chair's has held Trustee position on the boards of other charities and consequently has experience of the responsibilities of the role. Trustees new to the role have received the information provided by the Charity Commission. 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 AGM in January 2021 to increase subscription fees in April 2021 to £1560 for annual subscription and £4060 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.

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.

At the Trustee meeting on the 15th May 2017 the Board agreed to hold a contingency fund of £15,000 to cover any emerging unforeseen costs.

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.

There is a risk in not receiving a clean independent examiner's report. This challenge has been met by the Secretary and the Executive with support from Moore Kingston Smith to prepare the statutory accounts. Alehm will continue to take advice from its accountants and seek legal advice when required. The regular review of ongoing activities by the trustees through the Executive scrutiny enables Alehm to react swiftly to any problem areas and detailed finance reports are provided to trustees quarterly to enable the board to regularly review financial statements. On occasions where regular executive meetings cannot take place, an alternative method of business review is arranged, usually discussion via email.

Organisational structure:

Alehm has 4 employees who 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.

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 evolving function that requires Alehm to regularly review its business plan to ensure that it makes the most effective use of the resources it has at its disposal. Alehm's performance will be reported regularly to members through secretary and chair's reports presented at members meetings.

Principal funding source:

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 2020/21, there has been funding for HCC work of £25,000, although only a small proportion of this has actually been spent and claimed for the year. The bulk of the work will be completed and the remainder of the funding claimed during 2021/22.

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 12th 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 up to £200,000, so a level of reserve of £100,000 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 2020/21 is set at £155,000 to provide an appropriate level of financial stability.

At the year end the charitable company had total reserves of £216,922 comprising general reserves of £50,687, designated funds of £87,212 and restricted funds of £79,023.

Plans for the coming year:

It is anticipated that during 2021/22 income will be based, as normal, on revenue obtained from member's subscriptions and some grant funding. Key priorities identified for 21/22 are outlined on page 6-7.

Financial Review:

The charitable company made an operating deficit for the year of £20,685, compared to a deficit of £7,627 in 2020.

Total income for the year was £64,102 (2020: £129,003), the main reason for the reduction is a fall in grant income in the year.

Member's subscriptions are increased by approximately the rate of inflation each year. 22 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 £84,747 (2020 £136,630).

General fund expenditure included costs of Alehm officers, Alehm meetings and insurance payments and has fallen in line with the reduction in income.

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 practical experience required to obtain their formal qualification through EHRB. In the future, Alehm will work with partners and employers to make best use of the new apprenticeship programme.

Independent examiner:

The Trustees elected to have an independent examination of the 2020/21 accounts. The Trustees agreed to appoint Moore Kingston Smith at their meeting of 16th August 2019 which was confirmed by members at the Annual General Meeting held on 19th November 2019 and Moore Kingston Smith have continued as independent examiner in the current year.

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, Chairman

Date: 10/01/2022

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 2021 which are set out on pages 18 to 26.

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.

Moore Kingston Smith LLP

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

Date: 10/01/2022

London Environmental Health Practitioners
Statement of Financial Activities
For the year ended 31st March 2021

	Notes	Unrestricted/ Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income from:					
Charitable Activities					
Subscriptions and training		52,878	-	52,878	53,922
Grants and projects		4,172	7,052	11,224	74,073
Investment income		-	-	-	448
Other income		-	-	-	560
Total Income		57,050	7,052	64,102	129,003
Expenditure on:					
Charitable activities	3	82,114	2,673	84,787	136,630
Total Expenditure		82,114	2,673	84,787	136,630
Net (Expenditure)/Income		(25,064)	4,379	(20,685)	(7,627)
Transfers between funds	9	-	-	-	-
Net movement in funds		(25,064)	4,379	(20,685)	(7,627)
Fund balances brought forward	9	162,963	74,644	237,607	245,234
Fund balances carried forward	9	137,899	79,023	216,922	237,607

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 20 to 27 form part of these financial statements.

London Environmental Health Practitioners

Balance Sheet

As at 31st March 2021

	Note	2021 £	2021 £	2020 £	2020 £
Current Assets					
Debtors	7	41,524		68,669	
Cash at bank and in hand		<u>261,803</u>		<u>245,602</u>	
		303,327		314,271	
Creditors					
Amounts falling due within one year	8	<u>(86,405)</u>		<u>(76,664)</u>	
Total Net Assets			<u>216,922</u>		<u>237,607</u>
Funds of the Charity					
Unrestricted funds:	9		137,899		162,963
Restricted funds:	9		<u>79,023</u>		<u>74,644</u>
Total Charity Funds			<u>216,922</u>		<u>237,607</u>

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 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 10 January 2022.

Signed on their behalf by:



S Miller, Chair

Company Registration Number: 6316667

The notes on pages 20 to 27 form part of these financial statements.

London Environmental Health Practitioners
Statement of Cash Flows
For the year ended 31st March 2021

	2021 £	2020 £
Cash flows from operating activities:		
Net cash (used in)/provided by operating activities	16,201	30,450
Cash flows from investing activities:		
Interest	-	448
Net cash flow resulting from operations	<u>16,201</u>	<u>30,898</u>
Cash and cash equivalents at the beginning of the reporting period	245,602	214,704
Cash and cash equivalents at the end of the reporting period	<u><u>261,803</u></u>	<u><u>245,602</u></u>

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

	2021 £	2020 £
Net (expenditure)/income for the reporting period (as per the statement of financial activities)	(20,685)	(7,627)
Adjustments for:		
Interest	-	(448)
(Increase)/decrease in debtors	27,145	13,291
Increase/(decrease) in creditors	9,741	25,234
Net cash provided by operating activities	<u>16,201</u>	<u>30,450</u>

Analysis of Cash and Cash Equivalents

Cash at bank	<u><u>261,803</u></u>	<u><u>245,602</u></u>
--------------	-----------------------	-----------------------

Analysis of changes in net debt

	As at 31 April 2020	Cash flows	As at 31 March 2021
Cash at bank	245,602	16,201	261,803
Total	<u><u>245,602</u></u>	<u><u>16,201</u></u>	<u><u>261,803</u></u>

London Environmental Health Practitioners

Notes to the Financial Statements

For the year ended 31st March 2021

1 Accounting Policies

London Environmental Health Practitioners is a private limited company incorporated in England and Wales under the Companies Act. It is a company limited by guarantee and the Charity's registered address is 4th Floor, 18 St Cross Street London EC1N 8UN.

2 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), including Update Bulletin 2, 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 charity is a public benefit entity as defined by FRS 102. It exists solely to pursue its charitable objectives and does not seek to make a financial return.

The principal accounting policies, which have been applied consistently throughout the year, are set out below.

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 in light of the ongoing Covid-19 pandemic and considering the significant reserves available, 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.

The charity receives subscriptions of up to three years in advance, which are disclosed further in note 8 in the notes of the financial statements.

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.

London Environmental Health Practitioners

Notes to the Financial Statements

For the year ended 31st March 2021

Accounting Policies (continued)

Employment benefits

The cost of short term employee benefits are recognised as a liability and an expense. The cost of any material unused 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.

London Environmental Health Practitioners

Notes to the Financial Statements

For the year ended 31st March 2021

3 Charitable Activities

	Direct Costs £	(Note 4) Support Cost £	2021 £
Charitable expenditure	71,408	12,232	83,640
Grants and projects administration	1,147	-	1,147
Bursaries administration	-	-	-
	72,555	12,232	84,787

During the year, expenditure totalled £84,787 (2020: £136,630) of which unrestricted expenditure was £84,072 (2020: £118,125) and restricted expenditure totalled £715 (2020: £18,505).

Comparatives	Direct Costs £	(Note 4) Support Cost £	2020 £
Charitable expenditure	89,233	11,389	100,622
Grants and projects administration	30,958	-	30,958
Bursaries administration	5,050	-	5,050
	125,241	11,389	136,630

4 Support Costs & Governance Costs

	2021 £	2020 £
Running costs	5,182	4,364
Trustee expenses	-	186
Independent examiners fees	4,470	2,500
Accountancy fees	2,580	4,340
	12,232	11,390

5 Staff Costs

	2021 £	2020 £
Wages and salaries	58,195	71,900
Social security costs	558	3,217
Pension costs	1,489	1,537
	60,242	76,654

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

	2021 No.	2020 No.
Coordination and administration	1	1
Direct delivery of charitable activities	3	3
	4	4

No single employee received remuneration in excess of £60,000 (2020: Nil)

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 £nil. (2020: £13,338)

London Environmental Health Practitioners
Notes to the Financial Statements
For the year ended 31st March 2021

6 Trustee Remuneration

No trustees received remuneration in the year as disclosed in Note 5.

No Trustees (2020: Four) was reimbursed travel expenditure totalling £Nil (2020: £186)

7 Debtors

	Total 2021 £	Total 2020 £
Trade Debtors	19,671	57,446
Accrued Income	21,216	10,395
Prepayments	637	828
	<u>41,524</u>	<u>68,669</u>

8 Creditors: Amounts falling due within one year

	Total 2021 £	Total 2020 £
Trade Creditors	36	-
Accruals	7,050	14,114
Deferred income	78,843	62,074
Other creditors	476	476
	<u>86,405</u>	<u>76,664</u>

Deferred income

Brought forward	62,074	43,330
Amounts released to income in the year	(44,572)	(36,616)
Amounts deferred in the year	61,341	55,360
Deferred income carried forward	<u>78,843</u>	<u>62,074</u>

Deferred income relates to subscriptions, representing income received for services which are due to start on or after 1st April 2021.

London Environmental Health Practitioners

Notes to the Financial Statements

For the year ended 31st March 2021

9 Statement of Funds

	Balance 1 April 2020	Income	Expenditure	Transfers	Balance 31 March 2021
	£	£	£	£	£
Unrestricted funds					
General funds	74,131	52,878	70,044	(6,278)	50,687
	<u>74,131</u>	<u>52,878</u>	<u>70,044</u>	<u>(6,278)</u>	<u>50,687</u>
Designated funds					
Student consortia	54,311	-	-	-	54,311
Public health	4,350	-	760	-	3,590
Support services	22,795	-	860	-	21,935
Training courses	-	4,172	10,450	6,278	-
Sampling	7,376	-	-	-	7,376
	<u>88,832</u>	<u>4,172</u>	<u>12,070</u>	<u>6,278</u>	<u>87,212</u>
Restricted funds					
Regional feed	15,936	-	1,243	-	14,693
Work experience	47,954	-	-	-	47,954
HCC	1,982	7,052	1,430	-	7,604
Lockdown	8,772	-	-	-	8,772
	<u>74,644</u>	<u>7,052</u>	<u>2,673</u>	<u>-</u>	<u>79,023</u>
Total funds	<u><u>237,607</u></u>	<u><u>64,102</u></u>	<u><u>84,787</u></u>	<u><u>-</u></u>	<u><u>216,922</u></u>

Transfers between funds

The transfer from general funds to training courses designated fund relates to the charity supporting the overspend on this fund with general funds.

London Environmental Health Practitioners

Notes to the Financial Statements

For the year ended 31st March 2021

9 Statement of Funds

	Balance 1 April 2019	Income	Expenditure	Transfers	Balance 31 March 2020
	£	£	£	£	£
Unrestricted funds					
General funds	68,028	103,767	105,547	7,883	74,131
	<u>68,028</u>	<u>103,767</u>	<u>105,547</u>	<u>7,883</u>	<u>74,131</u>
Designated funds					
Student consortia	54,311	-	-	-	54,311
Public health	4,350	-	-	-	4,350
Support services	23,945	-	1,150	-	22,795
Surplus food	8,635	-	-	(8,635)	-
Training courses	440	10,236	11,428	752	-
Sampling	4,200	-	-	3,176	7,376
	<u>95,881</u>	<u>10,236</u>	<u>12,578</u>	<u>(4,707)</u>	<u>88,832</u>
Restricted funds					
Regional feed	15,936	-	-	-	15,936
Work experience	53,004	-	5,050	-	47,954
HCC	437	15,000	13,455	-	1,982
Food fraud	3,176	-	-	(3,176)	-
Lockdown	8,772	-	-	-	8,772
Bursaries	-	-	-	-	-
	<u>81,325</u>	<u>15,000</u>	<u>18,505</u>	<u>(3,176)</u>	<u>74,644</u>
Total funds	<u><u>245,234</u></u>	<u><u>129,003</u></u>	<u><u>136,630</u></u>	<u><u>-</u></u>	<u><u>237,607</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.

Transfers between funds

The transfer of the Food fraud fund represents historic amounts that have been agreed to be transferred to a new project within designated funds by the original donor.

The transfer from the Surplus food designated fund relates to the charity undesignating this fund.

London Environmental Health Practitioners

Notes to the Financial Statements

For the year ended 31st March 2021

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.

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.

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.

This fund was transferred to a designated fund in the year, after agreement from the donor.

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 2021

10 Analysis of net assets between funds

	Restricted Funds £	Unrestricted Funds £	2021 Total Funds £
Net current assets	79,023	137,899	216,922
Net assets	<u>79,023</u>	<u>137,899</u>	<u>216,922</u>

	Restricted Funds £	Unrestricted Funds £	2020 Total Funds £
Net current assets	74,644	162,963	237,607
Net assets	<u>74,644</u>	<u>162,963</u>	<u>237,607</u>

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 2021.

12 Capital commitments

At 31 March 2021 the company had no capital commitments not provided for in the financial statements. (2020: Nil)

13 Related party transactions

There were no disclosable trustees' interests for the 12 months ended 31 March 2021, nor for the prior year.

14 Controlling party

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