



CIEH Derbyshire Branch Business Plan 2011

1. Priority areas

1.	CPD provision to members
2.	Support students within Derbyshire
3.	Consult/engage members in CIEH activities and encourage membership of CIEH

2. Rationale

The Committee have chosen the above priority areas for the following reasons:

- CPD is required by all members (and non-members) – it is the aim of the Branch to provide low cost CPD (where possible), especially in such hard economical times.
- Students are the EHP's of the future so the Branch will strive to support students within Derbyshire to successfully complete their studies and ELP.
- Feedback has shown that some EHP's do not see any benefit of being a CIEH member. An active Branch provides a local 'face' to CIEH, and a link between Derbyshire members and the Region/CIEH HQ. It is hoped that this will encourage retained and new memberships.

3. Objectives and resources

Priority area	Key objectives	Funding allocated to achieve objectives
1.	Provide three low cost training courses/seminars per year. Take consideration from CEHO study groups on what topics are required.	Utilise existing Branch resources (aim for 10% profit on courses) and request Regional support as/when necessary
2.	a) Co-ordinate the student membership to continue holding their own supportive meetings. b) Encourage the Student Group members to review the list of training opportunities within the county and other accessible venues against the ELP requirements. Opportunities with businesses in Derbyshire should be considered as well as those within local authorities. c) Forge stronger links with Derby University.	Utilise existing Branch resources and any profit made on courses.
3.	a) Ensure that information is distributed to members (e.g. policies, minutes, business plan, strategies) and posted on regional websites. b) Consult members on the annual business plan. c) Invite all members to an annual AGM. d) Encourage members to keep personal details up to date on MyCIEH. e) Offer courses to members at a lower cost than non members (where practical).	Utilise existing Branch resources/capitation fee and request Regional support as/when necessary.

4. Consultation and review

The Branch Committee have formulated the Business Plan and it has been sent to members by e-mail and hard copies sent to those who have not registered an e-mail address. The Plan will be made available on the Regional website. The Plan will be reviewed at each Branch Committee meeting, members notified of any changes, then formally adopted at each AGM.

5. How will you achieve the objectives - work plan

Priority area	Objective	Lead responsibility	Target/ timescale	Funding	Outcome	Progress
1.	<p>Three courses per year</p> <p>a) Cleaning in food premises /tattooing</p> <p>b) To investigate brewery or quarry visit/course</p> <p>c) Pollution based course</p> <p>To be determined at Committee meetings/in conjunction with CEHO subgroups. Aim to hold four Committee meetings per year.</p>	<p>Rebecca Hardiman</p> <p>Lisa Brooks/ Barrie Sheard</p> <p>In conjunction with CEHO Pollution Group</p> <p>Secretary to co-ordinate.</p> <p>Branch Exec Officers to book rooms.</p>	<p>6th January 2011</p> <p>June 2011</p> <p>Before Dec 2011</p> <p>13th April – DDDC 6th July – DCC 2nd Nov – AVBC 12th Jan 2012 – NEDDC (pre AGM)</p>	<p>Self funding (aim 10% profit)</p> <p>As above (but sufficient branch funds available to subsidise if necessary – max £100 per event for refreshments) = £300.</p> <p>£953 ringfenced existing Branch funds</p> <p>Refreshments £50</p> <p>Out of pocket expenses (reviewed annually) Secretary - £250 Treasurer - £100 Set in Jan 2010</p>		
2.	<p>a) Meeting room to be booked at same time as each Branch Committee meeting</p> <p>b) Pass existing list to Student Rep for consideration</p> <p>c) Contact Derby Uni to establish how to progress</p>	<p>Chair/Secretary</p> <p>Chair/Secretary/ Student Rep</p> <p>Secretary/ Student Rep</p>	<p>Set dates in January</p> <p>January – pass list. 12 month aim.</p> <p>January – contact. Determine timescales with Uni.</p>	<p>Refreshments £50</p> <p>Consider student award - £30</p>		
3.	<p>a) Info to distributed info by e-mail</p> <p>b) To send Business Plan with</p>	<p>Secretary</p> <p>Secretary</p>	<p>Within 7 days of receipt. Minutes within 14 days.</p> <p>At least 31 days prior to</p>	<p>None</p> <p>Postage/paper</p>		

	AGM invite		event	£50		
	c) To hold an annual AGM	Chair	Set date in January	Refreshments/ lunch/ speaker £250		
	d) E-mail members	Secretary	Ongoing	None		
	e) To consider cost of each course as appropriate	Branch executive officer organising each course	At outset of organising each course	None		
				TOTAL £2033		

The Branch Secretary and Branch Treasurer will both compile and document an annual report on how the above objectives are met and how the Branch resources are used. Both reports will be distributed to Branch members at the AGM.

This budget shows an estimated operating cost of £1080 as well as £953 already allocated to a pollution training event (£2033 in total). This does not take into account any funding from Region or any monies that may be brought in through training provision. Branch funds may be used to meet any shortfalls.