

# **CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH**

## **Derbyshire Branch Business Plan 2009**

### **1. Introduction**

- 1.1 The Derbyshire Branch membership is made up of Environmental Health Practitioners. The majority of the members are employed within the nine Derbyshire local authorities: -
- Amber Valley Borough Council
  - Bolsover District Council
  - Chesterfield Borough Council
  - Derbyshire Dales District Council
  - Derby City Council
  - Erewash Borough Council
  - High Peak Borough Council
  - North East Derbyshire District Council
  - South Derbyshire District Council

Other members also work in the private sector, are retired or are students enrolled on CIEH accredited courses.

### **2. Vision Statement**

- 2.1 The Branch will promote Environmental Health and encourage Environmental Health Practitioners to develop effective information exchange. The Branch will seek to support the professional development of Environmental Health Practitioners with the provision of cost effective, quality training opportunities.
- 2.2 All references in this document to Environmental Health Practitioners include other Members of the Branch such as Environmental Health Officers, Technical Officers and those working in allied professions

### **3. The Objectives of the Derbyshire Branch**

- To meet Environmental Health Practitioners needs at Branch level
- To enable Environmental Health Practitioners to network, share best practice and keep abreast of developments in environmental health practice
- To enable Environmental Health Practitioners to contribute to the governance of CIEH and the development of its policies
- To provide a conduit for information to flow between local and national forums
- Document and compile an annual report on significant Branch activities
- Plan and execute a minimum of two low cost training events for Environmental Health Practitioners attracting at least 10 hours CPD

- Plan and execute one training course utilising the James Button subscription service, offering at least five hours CPD
- Reflective learning will be adopted in relation to training provided by the Branch
- Arrange and execute the AGM, to include two hours CPD
- Continue the support of members (including retired and student members) at county level
- Help full and part-time students to maximise training opportunities
- Help members maintain CPD hours through training at Branch meetings and low cost training events
- Ensure all members are consulted on the Branch and Regional issues at Branch meetings by e-mail and via the website and encourage feedback on such issues from members
- Encourage members to apply for Chartered Status and co-ordinate APD training courses with other Branches within the Region
- Encourage lapsed members to re-join the CIEH
- To support and encourage membership of the International SIG.

#### **4. Composition of the Branch**

4.1 The Branch committee is structured in accordance with the Branch Management Plan. This consists of the following posts:

- President – Steven Bidwell
- Chair – Matthew Boot (North East Derbyshire DC)
- Vice-Chair – Rachael Hughes (Derbyshire Dales DC)
- Secretary – Lisa Forshaw (South Derbyshire DC)
- Treasurer – Richard Cooper (Bolsover DC)
- Regional Management Board Representative – No representative elected for 2009 so this is incorporated into Secretary post. If Lisa Forshaw cannot attend, another Committee member will be asked to attend.
- Student Rep. – Jennifer Hunt (Bolsover DC)
- Retired Rep. – Barrie Sheard
- Press Relations Officer – Vacant
- CPD Officer – Matthew Boot (North East Derbyshire DC)
- Representatives from the nine local authorities within Derbyshire, however currently there is no active/regular representation at meetings from High Peak Borough Council, Erewash Borough Council, Amber Valley Borough Council and Derby City Council.

#### **5. Resources**

5.1 The Branch has access to the following resources:

- i) Personnel

All members of the Branch Committee are members elected by the Branch membership at the Annual General Meeting. Unfilled positions on the Branch Committee may be filled via delegated authority.

The Branch will reimburse reasonable expenses and “out of pocket” expenses incurred by Branch members, in relation to branch related activities.

The Branch Committee may make payment of agreed fees to speakers for Branch meetings.

The Branch will endeavour to provide assistance with travelling and accommodation expenses incurred in association with any free CIEH Conference place allocated to the Branch by the Region.

ii) Equipment

The Branch will maintain an inventory of equipment held as part of the accounts. The Branch may request financial assistance from the Region for some computer equipment but will consider purchasing other equipment considered necessary for the administration and work of the Branch.

iii) Financial Reserves

The consolidated balance held at the end of 2008 amounted to £5633-02. The balance held is split between three accounts. Account No.1 is the general expenditure account, account No.2 is the training account and No.3 account is used for ring-fenced pollution monies. See the Report of the Treasurer for 2008 presented to members at the AGM on 6<sup>th</sup> January 2009.

The monies held in account No.2 are essential for the provision of training events at Branch level. These monies, other than the money transferred to the Branch by the Chief Officer Group (ring fenced for pollution related activities), have been accrued by the activities of the Branch and shall be maintained as a working balance for the provision of training events at Branch level. Monies recouped and/or generated by the provision of training events will remain under the control of the Branch within this account for the future provision of training event at branch level. These reserves shall be maintained to counteract any shortfall in funding or unforeseen cancellation of training events.

**6. Financial Matters**

6.1 The Treasurer will submit accounts to the AGM to report on the finances of the Branch.

6.2 Members will be asked to vote on all matters relating to the accounts at the AGM.

- 6.3 The Treasurer will collate the checked accounts and submit them to the Region by 31<sup>st</sup> January of the year following the year to which they relate, alongside any amendments made to the Branch Business Plan.
- 6.4 The Treasurer will submit a request to the Region for assistance with the funding of the Branch or such lesser sum as the membership agrees. This request for funding will form part of the Business Plan.
- 6.5 The Branch will seek to utilise its financial reserves for the provision of training events for Environmental Health Practitioners. Such events shall aim to generate a 10% profit to support future training opportunities.

## **7. Communications**

- 7.1 The Branch Committee will ensure that Environmental Health Practitioners are kept informed of Branch events and activities by displaying relevant information on the Regional website, in EHN and by direct contact where necessary. The Secretary will disseminate minutes and other useful material to the Regional website co-ordinator. The Branch will be guided by the Region on how best the Regional website can engage with and excite Environmental Health Practitioners.
- 7.2 The Branch Secretary will specifically contact those members who do not receive Branch information by e-mail twice per year to ensure that they are kept informed of any relevant issues.
- 7.3 The Branch Committee shall ensure that all Environmental Health Practitioners are informed and consulted on all relevant Branch and Regional matters.
- 7.4 The Branch Committee will endeavour to keep the Branch membership list updated to ensure that such communications are received by all relevant members. Branch members are requested to ensure that any changes to their contact details are notified to the Branch Secretary.

## **8. Education and Training**

- 8.1 The Branch Committee will strive to provide at least 15 hours continual professional development at low cost to assist members in obtaining the necessary CPD hours. In 2008 the Branch joined the 'James Button Subscription Service' to allow reduced cost training events to be offered to Derbyshire Environmental Health Practitioners. The decision not to renew this subscription was agreed by members at the 2008 AGM. However, 'Bought in' training courses will continue to be used.
- 8.2 The Branch training programme shall strive to provide the following:
- One Branch AGM meeting with at least two hours free CPD
  - Two Low-cost training events with at least 10 hours CPD

- One James Button course (five hours CPD)
  - 1 Notts/Derbys Quiz Night (social event)
- 8.3 The Branch shall aim to provide Environmental Health Practitioners with opportunities to share knowledge, to provide training to enable Environmental Health Practitioners to maintain their awareness of new legislation and developments in their specialist fields and to maintain their continuing professional development. The Branch shall strive to provide at least 15 hours CPD minimum at branch events/training courses.
- 8.4 The Branch training programme will be submitted to the Region by 31<sup>st</sup> January of the year to which it relates, and will give feedback on the delivery of training/awareness of the previous year. The training programme will incorporate training requirements identified by the Branch Committee and the subgroups. Courses offered by the Region's '5+1 pack' will be considered when organising courses to avoid duplication.
- 8.5 The Branch Committee will support members and sub groups in organising and running low cost training events in support of Environmental Health Practitioners.
- 8.6 The Branch will consider utilising the low-cost training courses provided by the Region, depending upon the members training requirements.
- 8.7 The Branch will consider, in its training programme, how members can take advantage of Regionally offered events with minimum travel needs, etc.
- 8.8 The Branch will work with the Region in maximising student training opportunities and will support the Derbyshire student group.
- 8.9 The Branch will regularly review the list of training opportunities within the county and accessible venues. The Branch will use and contribute to the Regional list of training providers.
- 8.10 The Branch will support Derbyshire students through a hardship fund, subject to review and the state of the branch finances.
- 8.11 The Branch will support the co-ordination of the student group meetings.
- 8.12 The Branch will campaign for local authorities to support student Environmental Health Practitioners through their professional training year, either through end on or mid course placements.
- 9. Consultation with members**
- 9.1 Members of the Branch will be consulted via a range of methods dependent on the subject matter. Subject matters will include variations to the Business Plan,

responses to consultation document and training needs. Web based communications will be used where possible.

9.2 The Branch will contribute to the governance of the Chartered Institute through the Region and elected Trustees. The Branch will make every effort to contribute to consultation documents and other technical requests from CIEH.

9.3 The Branch will contribute to debates on Environmental Health issues through involvement with the Region, government and other professional bodies, groups working in the Environmental Health field and offer guidance to the CEHO group.

**10. Branch Structure and Operation**

10.1 The Branch will produce a Business Plan annually, incorporating the training programme, and submit it to the Region. The plan will promote the Regional Business Plan.

10.2 The Branch shall meet at least twice per year to transact the Branch’s business, and shall hold sufficient training events to deliver the training programme set out in the Education and Training section above.

10.3 The Branch understands that the Regional Interim Management Board may reserve the right to act as it feels appropriate if a Branch fails to produce a Business Plan and training programme or if it fails in delivery of the plan and programme to the detriment of the membership.

Annual Business Flow Chart –

<b>Month</b>	<b>Activity</b>
January	The 2008 AGM shall take place: <ul style="list-style-type: none"> <li>- The Branch Treasurers accounts shall be checked and reported to the Branch Annual General Meeting.</li> <li>- On acceptance by the Branch (at the AGM), the Branch Treasurer shall forward the accounts to the Regional Treasurer.</li> <li>- The Branch Secretary will report on the past year’s performance against the Business Plan (the report will be sent to the Regional Secretary).</li> <li>- Officers will be elected into Committee posts;</li> <li>- Members to endorse or amend the existing Business Plan for the coming year at the AGM. The Secretary will then forward any amendments to the Regional Secretary;</li> <li>- The Branch Training plan shall be confirmed by the Branch Committee, and forwarded to the Regional Secretary.</li> </ul>
February	The 3 <sup>rd</sup> James Button training course will take place.
March	The Branch Committee shall meet to evaluate the February training course, review the Business Plan and transact any other Branch

	business.
April	
May	The draft Branch Business Plan for the subsequent year will be submitted to the Regional Secretary.
June	The Branch Committee shall organise and run a low-cost training event offering CPD to attendees.
July	The Branch Committee shall meet to evaluate the June low-cost training event and transact any other Branch business. The Branch will consider the need to hold a Branch meeting.
August	
September	The Branch Committee shall organise and run a low-cost training event offering CPD to attendees.
October	
November	<p>The Branch Committee shall meet to evaluate the September low-cost training event and transact any other Branch business.</p> <p>The Branch Committee will meet to review the Business Plan and make any relevant changes or amendments, along with formulating a training programme for the subsequent year.</p> <p>The Branch Secretary shall organise the Branch Annual General Meeting.</p> <p>The Branch Secretary shall call for nominations for posts of Representatives and (if required by the Branch) substitute.</p>
December	<p>The Committee will meet to hold a pre-AGM meeting.</p> <p>The Branch Treasurer shall prepare year-end accounts and submit them to the Secretary for consideration by the Branch Committee at the Committee meeting.</p> <p>The 2009 AGM shall take place:</p> <ul style="list-style-type: none"> <li>- The Branch Treasurers accounts shall be checked and reported to the Branch Annual General Meeting;</li> <li>- On acceptance by the Branch (at the AGM), the Branch Treasurer shall forward the accounts to the Regional Treasurer (before 31<sup>st</sup> January 2010);</li> <li>- The Branch Secretary will report on the past year's performance against</li> </ul>

	<p>the Business Plan/Branch Strategy (the report will be sent to the Regional Secretary).</p> <ul style="list-style-type: none"><li>- Officers will be elected into Committee posts;</li><li>- Members to endorse or amend the existing Business Plan for the coming year at the AGM. The Secretary will then forward any amendments to the Regional Secretary.</li></ul>
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**Derbyshire Branch Financial Plan 2009**

Estimated expenditure and income for the year ahead

Item	Detail	Expenditure	Income
Branch Committee Meeting x 4	Room hire, refreshments	£50	Nil
Branch AGM (incorporating 2 hours CPD)	Room hire, refreshments, postage, speaker costs	£500	Nil
Communications with Members	Postages	£100	Nil
2 x low-cost training events (incorporating 10 hours CPD)	Room hire, speaker costs, refreshments	£3000	£3600
Out of pocket expenses payments to Secretary and Treasurer	Postage, paper, stationery, travelling costs	£500	Nil
		<b>TOTAL</b>	<b>TOTAL</b>
		<b>£4150</b>	<b>£3600</b>

Note: This budget shows an estimated operating deficit of £550 – Branch reserve funds will be used to meet any shortfall.

A further James Button course will be held but any profit from the course will cover the initial outlay for the subscription paid out of the 2008 budget and is therefore not shown above.