



CIEH NOTTINGHAMSHIRE BRANCH BUSINESS PLAN 2010.

1.0 INTRODUCTION

- 1.1 This document outlines the activities that the Nottinghamshire Branch of the Chartered Institute of Environmental Health will commit to providing to their members for the Year 2010.
- 1.2 The document should be read in conjunction with the attached Nottinghamshire Branch Management Plan which outlines the how the branch executive will operate to successfully implement the business plan.

2.0 2010 ACTIVITIES.

Activity	Proposed Date	Cost to Branch	Justification of cost
AMF			
Annual members forum	Wed 13 Jan 2010	£250	Venue, catering, speaker costs
Branch Meetings			
(4 per year)	Wed 3 March 2010	£0	
	Wed 2 June 2010	£0	
	Wed 1 Sept 2010	£0	
	Wed 1 Dec 2010	£0	
Low Cost Training Events (2 per year)			
Lecture / seminar based. Generic Legal	April/May 2010	£100	Catering and subsidy on delegate fee
Lecture / seminar based. Specialist topic	Sept / Oct 2010	£100	Catering and subsidy on delegate fee
Social Events (1 per year)			
Quiz night	Nov-09	£0	Self funding
Awards (1 per year)			
Tony Turton Award. Awarded yearly to the nominated Nottingham Trent student who has shown outstanding dedication during their studies.	Wed. 14 Jan 2009	£60	£50 book token and £10 certificate frame
Newsletters (2 per year)			
e-mail / web newsletter	Spring/summer	£0	Self funding
e-mail / web newsletter	Autumn/winter	£0	Self funding
Student Networking Forum			
Annual 'mini conference' for Nottinghamshire students, mentors, training officers, to help students establish their own networking/support group. Group to feedback to Executive meetings	Oct 2010	£100	Catering costs
		£610	

3.0 RESPONSIBILITY FOR IMPLEMENTATION

- 3.1 This business plan has been produced by the branch executive elected by the members at the annual members' forum on 15 January 2009. The current elected branch executive take responsibility to deliver the current 2009 business plans which includes organising the Annual Members Forum on the Wednesday 13 January 2010.
- 3.2 The responsibility for implementing this plan thereafter will fall to the branch executive as elected at the Annual members Forum on Wednesday 13 January 2010.

Signed: 

Dated: 26 June 2009

Helen Penniston
Secretary of the Nottinghamshire Branch 2009.

DRAFT

CIEH Nottinghamshire Branch Management Plan 2010

1 What we do

The Nottinghamshire Branch of the CIEH is part of the East Midlands Region. The East Midlands Regional Management Board has dissolved responsibility for Local Activity to branches. Officers of the Nottinghamshire Executive are elected by the Nottinghamshire membership through voting at the Annual General Meeting, held each year in January.

The function of the Branch is to provide support to members via its network of representatives primarily in Local Authorities but also in the private sector throughout the County. The key aspects of this support are:-

- Low cost training – to support members to gain their required CPD by providing a minimum of 10 hours training annually.
- Promote networking between members – primarily by organising social events.
- To provide links between the CIEH centre and members – by helping members where possible directly, circulating relevant information, and keeping the website up to date.
- To create and circulate, at least annually, a newsletter to members.

2 Roles of committee members

Chair

- To call meetings and to chair them.
- To provide leadership to the executive

Vice Chair

- To deputise for the chair and support the chair and other members.

Secretary

- To administer the Branch affairs including arranging meetings that have been called and to minute these meetings.
- To act as a central point of contact for all Nottinghamshire members.
- To represent the Nottinghamshire Branch at the East Midlands Regional Management Boards.
- To provide a link with Chadwick Court via Secretary's meetings called by the Chief Executive.
- To distribute relevant information from Chadwick Court and the East Midlands Regional Management Board to the membership of Nottinghamshire via the Local Authority elected representatives, direct circulation or through the website.

- To ensure relevant information is uploaded onto the website in a timely manner

Treasurer

- To administer the branch finances including preparation of the end of year balance sheet to be presented to the Annual Members Forum
- To provide the East Midlands Region Treasurer with the accounts as requested.
- To comply with the requirements of CIEH financial regulations.

3 How the Branch is run

Meetings

- The executive will schedule at least four business meetings per year to plan the activities of the Branch, circulate information, plan and promote courses and organise social events through the membership.
- At least 3 members must be present at an executive meeting for it to be 'quorate'. At an AGM a quorum of at least 10 members is required.
- The executive shall have the power to co-opt members onto the committee as necessary to fill empty posts or provide additional expertise in relevant areas. For additional posts to continue for more than one year approval of the membership must be received at the Annual Members Forum.
- The executive will ensure that the aims of the Branch Business Plan are met.

Annual Members Forum

- The Branch executive officers shall be elected by a majority at the Annual Members Forum. If no Chair or Secretary is elected in any year each meeting will elect a member to fill this role either for each meeting or the rest of the year.

Business Plan

- The executive will provide an annual business plan with costing detail. This will be supplied to the East Midlands Regional Management Board for inclusion in the Regional Business Plan.