

# **CIEH - East of England Region**

## **Business Plan – 2011 to 2014**

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## **East of England Region** **Business Plan – 2011 to 2014**

### **1.0 Introduction**

The East of England Region encompasses five Branches: Hertfordshire and Bedfordshire, Essex, Cambridgeshire, Norfolk and Suffolk. It equates geographically to what was the East of England Regional Government Office.

### **2.0 Vision Statement**

The purpose of the Region is to engage with the membership and to ensure that high quality, effective information and training in all aspects of Environmental Health are available to all regional members. This will be achieved through the following objectives:

- the provision of opportunities to meet members' needs at a local/regional level; including networking, the sharing of best practice, and the provision of quality CPD activities;
- the provision of opportunities for members to contribute to the governance and policy development of the CIEH;
- to act as a conduit for information to pass between the CIEH and regional members;
- to ensure opportunities to access CPD activities across the region and keep up to date with current professional developments;
- to maintain regular contact with, and provide information to, members.

Branches have been and remain the primary delivery vehicle for regional activity. The Region's role is deemed to be that of CIEH governance, regional administration, and support to Branches in their local delivery of CPD activity. Where Branches have become inactive the Region will endeavour to revive local interest and participation, and support the membership to ensure that CPD remains accessible to all.

### **3.0 Proposals for contributing to national policy issues**

The Region will contribute to the governance of, and provide expertise to, the CIEH through the regionally elected representatives and other appointees serving on the various Boards and Task Groups, and through the Expert Advisory Panels. The Regional Management Board (RMB) will contribute to and co-ordinate the regional response to consultation documents and other technical requests from CIEH. Additionally, the Region will endeavour to engage with other relevant stakeholders such as the Local Government Office, the Heads of Service group and other agencies and contacts as deemed appropriate.

## **4.0 Composition and Appointment of the Regional Management Board**

### **4.1 Composition of the Management Board**

The Board comprises the following members:

- Chairman/ Secretary\*
- Treasurer
- Student Liaison Officer
- Students Representative
- C&I SIG Representative
- Deputy Chairman
- The 3 Regional Trustees
- Two Representatives from each Branch
- International SIG rep

\* The post of Secretary is merged with that of Chairman following the appointment of an Executive Officer.

### **4.2 Election of the Regional Management Board**

The RMB was established in January 2008 The Board was reconstituted in February 2011 for a new 3 year period.

## **5.0 Consultation with members**

The annual Spring Forum is the focal point for consultation with the members, supported by publication of documents on the website and regular communication via email.

## **6.0 Communication**

The Region has produced a communication policy; this can be viewed at <http://www.cieh.org/eastofengland>. The Region will ensure that members are kept informed of the Regional events and activities principally by email but also by:-

- maintaining the Regional Web Site,
- the Members Spring Forum,
- attendance at Branch meetings by Regional Management Board Officers
- use of the Events Section in EHN, and via CIEH communication tools such as myCIEH and the CIEH e-newsletter.

## **7.0 Work programme**

7.1 Each year the Region will ensure that affordable training events are available to all regional members to contribute to CPD requirements. The Region will also ensure that opportunities exist for members to engage with the CIEH at a Regional level. To this end, **the Region will**

- (i) hold an annual members forum in the Spring to provide an opportunity for consultation with the membership, allow discussion on the business plan, and provide a day of topical CPD;
- (ii) arrange an annual ELP event. This is a well established autumn event; and,

- (iii) consider demand and, subject to this, arrange such other regional events as are deemed appropriate and relevant.

## **7.2 General Objectives for the Region – 2011 to 2014**

In addition to the specific activities identified above the Region aims to:-

- (a) provide support as appropriate to the Branches in the delivery of their business plans, including the delivery of events as mandated by the membership;
- (b) oversee and complement the activities of the Branches to ensure access to CPD opportunities for all members;
- (c) ensure that support to students is given particular attention regionally;
- (d) provide such annual reports and work plans as are required by CIEH HQ by the determined date each year.

## **7.3 Additional Specific objectives for the Region for 2011**

- (a) to provide practical support to Branches within the Region that have become inactive. The Region will assist in the arrangement of local events and help to promote interest and participation locally. The Region will ensure that where local Branch activity is low, CPD and networking opportunities are still accessible.
- (b) Continue to provide support to students and maximise opportunities available to them. In particular, the Region will ensure that students are helped to gain practical experience and complete the experiential qualifying requirements. The Region will establish and maintain a link with the University of Bedfordshire, which now offers an accredited environmental health course of study. The Region will continue to provide opportunities for ELP advice and information sharing.
- (c) To establish links with other agencies and bodies that have shared interests and professional concerns. This will to add value to, and enhance the outcomes of, Regional activity and help to raise the profile of the CIEH and environmental health Regionally.
- (d) To facilitate the provision of at least 6000 CPH hours across the region over the three year period.

## **8.0 Finance**

### **8.1 Regional funding:**

The Region is allocated funds from the CIEH based on the funding formula. The formula takes into account the geographical size if the

Region, the number of members, and the level of CPD that the Region has provided over a twelve month period.

**8.2 Branch Funding:** Branches may make a request for funding to the Regional Management Board. The Branch should provide details of the current level of funds and the purpose(s) identified for the money requested.

**8.3 Regional CPD events:**

The Region aims to provide CPD that represents good value for the CIEH and for members. This may be low cost or free of charge. In some instances it may be deemed appropriate to generate a surplus whilst still ensuring a competitive price.

**8.4 Paid Support to the Region and Branches**

**8.4.1** Regional Paid Support: An Executive Officer is paid to provide administrative, financial, and communication services, and to co-ordinate Regional and Branch activity. The payment is currently £4,500 p.a.. A payment of £500 is also made by the Region for the annual collation of accounts and preparation and submission of Regional Accounts.

**8.4.2** Branch paid support: the Herts and Beds Branch pay an Executive Officer the sum of £1,500 p.a. to arrange events and administer the Branch. The Branch also pays the sum of £250 to the Treasurer to maintain the accounts and prepare and submit the annual accounts.

**8.5** It is recognised that financial and time constraints on individuals and their employers make reliance on volunteer support increasingly difficult. This is reflected in the expenditure on paid support.

**9.0 Monitoring of achievements and ensuring value for money**

**9.1** The RMB will monitor the delivery of the objectives, programme of events and other targets it has set out to achieve. In monitoring and evaluating activities within the Region, the RMB will have regard to value for money for the membership and satisfaction of needs in the area. Access to affordable CPD will be a particular concern in this respect.

9.2 The Spring Forum provides an opportunity for members to raise issues and discuss the draft Business Plan. Members are invited to comment on Regional information issued on the website. The Executive Officer provides a conduit for raising matters identified by the membership with the RMB and for providing feedback.

9.3 In measuring performance, key indicators of success will be the range of CPD opportunities provided, the cost incurred in doing so, the uptake of these opportunities by members, and the post-event feedback received.

9.4 The annual CPD returns provided to CIEH allow for the monitoring and comparison of Regional CPD provision.