



Chartered  
Institute of  
Environmental  
Health

## DRAFT

**London  
Region**

CIEH Region, Branch, SIG Business Plan

Year: **2010**

Name of Region: **LONDON REGION**

### Priority Areas:

The London Region Management Board (LRMB) met in January 2010 to set its priorities and to decide how we could best use the budget we expected to be allocated for regional activities and the support of our members in the coming year. With an anticipated reduced budget for 2010 over the previous year and including our estimated reserves at year end 2009, the Management Board concluded that it would have approximately £16, 3000 to allocate to the activities it wished to support.

It then identified all its current areas of activity and any proposed new initiatives it thought worth while pursuing and allocated appropriate budgets to support those it aimed to deliver during the coming year. It also agreed to withdraw funding from one or two areas of activity which for various reasons would not be viable during 2010 with the proviso that these decisions would be revisited when drafting the Business Plan for 2011.

From the list of activities the LRMB drew up in allocating its budget it identified the following three Priority Areas.

1.	Support for London Region Members – CPD Opportunities / Other Activities
2.	Build on our current Twinning Arrangements / Support for JAPHI
3.	Develop our Student Strategy to more effectively engage with the large number of London EH Degree students

### Rationale:

The rationale behind the choices the London Region Management Board made in identifying its Priority Areas is as follows:

#### **1. Support for London Region Members – CPD Opportunities / Other Activities**

The CIEH is above all a membership organisation, an important role that lost focus in recent years but is now re-emerging as a core priority. Various membership surveys have identified the provision on no-cost / low cost training and CPD opportunities as a key priority as far as the London Region Membership is concerned so it is appropriate that sufficient budget be allocated to deliver this to them.

This Priority Area of activity is provided through subject specific Study Groups which up to a point organise themselves with a high degree of autonomy.

They elect their own Chair's and Secretaries and have delegated responsibility for managing their own budgets within the ceiling set by the Management Board. In addition to the usual CPD training events the London Region will be offering part sponsorship to allow four members to attend this year's Best of the Best-2010 Conference and in a unique opportunity it will also be offering substantial sponsorship for one lucky member in order that they can attend the International Federation of Environmental Health (IEFH) 11th World Congress which this year is being held in Vancouver in September 2010.

## **2. Build on our current Twinning Arrangements /Support for JAPHI**

The London Region is "twinned"with the Jamaican Association of Public Health Inspectors and in 2009 it sponsored two Members of the London Region to enable them to attend JAPHI's Annual Conference held in Montego Bay, Jamaica and reciprocally it also sponsored a JAPHI member which allowed them to visit the UK and attend the Best of the Best – 2009 Conference. While they were in the UK the opportunity was taken to discuss how the Region could enhance and build on the positive relationship that was maturing. Several proposals were put forward which we are using as the basis on which to revise our existing Memorandum of Understanding and progress a number of the ideas which the meeting at Best of the Best-2009 produced.

In 2010 this will include supporting an application from a JAPHI member under the Commonwealth Professional Scholarship scheme. The Management Board has established a small sub-group to drive forward this and the other initiatives outlined above.

## **3. Develop our Student Strategy to more effectively engage with the large number of London EH Degree students**

The LRMB is acutely aware that the level of engagement with the large number of students studying for environmental health degrees at the two learning institutions in the Region, Kings College, London University and Middlesex University is far from satisfactory. In late 2009 it determined that it needed to develop it's own student strategy and as the initial template used the responses it made to the Student Strategy Questionnaire that had been circulated that same year as part of the work being carried out by the Regional Policy Co-ordinating Group.

The LRMB has identified contact points at the two universities to ensure more effective communication with the student body and in 2010 will actively recruit two student representatives to sit on the Management Board. It has already taken over the responsibility for delivering the annual "Freshers" presentations to the incoming cohort of students which amongst other things promotes the opportunity to enjoy free student membership of the Chartered Institute.

The Region benefits from a close working relationship with the London Student Development Officer, (LSDO) Kath Lewis who has been specifically appointed by the Association of London Environmental Health Managers (ALEHM) and will be supporting students who are part of the London Student Programme. She organises a programme of events for the London student body which includes regular ELP briefing sessions and will also be helping to set up a student database, London Student Development Directory and most importantly a work placement database. Kath also acts as the Executive Officer for the London Region and one of the tasks she has completed to support the Region's Student Strategy is to identify valid contact details for all students in the Region including email addresses where none were shown on the Regions membership database.

In addition to the training schemes that individual London Boroughs in the Region may offer to support and train students, Kath also administers three additional pathways for student/trainee recruitment. These schemes have been developed by ALEHM as cross London partnerships. These are: the Training Consortium, PATH Traineeships and Food Enforcement Traineeship. Kath Lewis's joint roles as the London Student Development Officer and Region Executive Officer allow the Management Board direct access to all student resources and enable it to better identify how it can support the next generation of environmental health professionals.

## Objectives and Resources:

Priority area	Key objectives	Funding allocated to achieve objectives - £
One	<ul style="list-style-type: none"> <li>• Minimum of 14 Study Group Meetings / CPD Events across the four specialisms during 2010</li> <li>• Hosting LANAF Meetings. Minimum of 4 Meetings in 2010</li> <li>• 4 Best of the Best – 2010 Sponsored Places</li> <li>• 1 Sponsored Place to IFEH World Congress</li> <li>• AGM / Members Forum – 1 Annually</li> <li>• Increased support to Overseas Members</li> </ul>	<ul style="list-style-type: none"> <li>• 6000</li> <li>• Currently no cost to the LR</li> <li>• 1200</li> <li>• 1000</li> <li>• 200</li> <li>• To be determined</li> </ul>
Two	<ul style="list-style-type: none"> <li>• Support for Commonwealth Professional Scholarship Application by 1 member of JAPHI</li> <li>• Provision for future part sponsorship for JAPHI members to attend Best of the Best 2011</li> <li>• Provision for part sponsorship for LR members to attend JAPHI Annual Conference 2011</li> <li>• Provision to develop programme of Exchange visits</li> </ul>	<ul style="list-style-type: none"> <li>• 500</li> <li>• 300</li> <li>• 500</li> <li>• 500</li> </ul>
Three	<ul style="list-style-type: none"> <li>• To supporting LR Student Strategy / Proposed joint LR / ALEHM Bursary</li> <li>• Delivering 2 "freshers" presentations in 2010</li> <li>• Appoint 2 Student Representatives to the LRMB</li> <li>• Organise a student focused event</li> </ul>	<ul style="list-style-type: none"> <li>• 500</li> <li>• Minimal expense</li> <li>• 50 to cover travel expenses</li> <li>• To be determined and cost met from contingency sum</li> </ul>

In addition to the funding allocated to the three Priority Areas, the LRMB has also allocated £1,000 for the continued employment of the London Region's Executive Officer who will undertake a range of tasks including membership database maintenance, formally welcoming new members to the Region when these are notified to us by the Membership Officer at the CIEH, providing additional support to the Study Group Chairs and Secretaries in helping them to organise meetings and CPD events and in carrying out her role as London Student Development Officer in guiding and informing the LRMB as it further develops and delivers its Student Strategy.

It is anticipated that new issues will emerge during the year that will require funding so the LRMB has set aside a contingency sum of £2,300 which can be called on to meet any necessary expenditure. One such area is the need to development better support services for the increasing numbers of overseas members now joining the CIEH who at this time are automatically enrolled as members of the London Region.

## Consultation and Review:

The London Region Management Board meets to draft the Business Plan for the coming year when the amount of allocated budget is known. This will usually be agreed by Resources Committee at its November meeting but over the last two years the actual overall budget and Regional and SIG allocated funding has not been finally agreed until some months into the New Year. Members are invited to contribute to the Business Planning process at the Regions Annual General Meeting and Members Forum which is usually held in the summer.

In addition, the Business Plan is posted on the London Region website and the improved email communications facilities now available through Chadwick Court means that all members of the Region (for which we hold a valid email address) can be invited to contribute and / or comment on the Board's draft proposals.

The Study Groups maintain their own circulation lists for alerting members of the Groups to meetings and events and the Region will also employ the "e"-Newsletter which CIEH emails monthly to publicise events etc. Events, meetings and sponsorship opportunities are also announced in EHN and in addition the Region from time to time will circulate its own newsletters, notices and bulletins by email for example giving notice of the AGM / Members Forum and inviting members to stand for election to the Management Board.

Business Plan delivery and review will normally be considered at meetings of the LRMB held regularly during the year. This will include reports from the Study Groups on events, meetings and CPD opportunities that have been held or have been arranged and the Region Treasurer will report on expenditure against the original budgets allocated at the beginning of the year to fund the activities the Region hoped to provide its membership.

### Work Plan- How the London Region will achieve its Objectives:

Year:

Priority area	Objective	Lead responsibility	Target/timescale	Funding £	Outcome	Progress
1	No Cost / Low Cost Meetings & CPD events	Study Group Chairs and Secretaries + support from EO	Minimum of 14 Study Group Meetings / CPD Events across the four specialist topic areas during 2010	6000 + any EO support costs		To be reviewed at LRMB Meetings during the year
	Hosting LANAF Meetings	Pollution Study Group Chair & Secretary	Estimate 4 Meetings in 2010	Currently no cost to the LR	2 Meetings already held	To be reviewed at LRMB Meetings during the year
	Best of the Best – 2010 Sponsored Places	Secretary LR	4 sponsored places – delegate fees only @ early-bird rate	1200	3 places allocated 1 under review	Secretary to report to LRMB
	Sponsored Place to IFEH World Congress	Secretary LR and Panel drawn from LRMB	9 applications received – final evaluation to select delegate	1000	Awaiting final confirmation	Secretary to report to LRMB
	AGM / Members Forum	Secretary LR Chair LR Pollution Study Group	1 AGM / Members Forum Annually	200	AGM / Members Forum to be held 21 <sup>st</sup> July 2010	Secretary to report to LRMB

2	<p>Support for Commonwealth Professional Scholarship Application by 1 member of JAPHI</p> <p>Future provision for part sponsorship for JAPHI members to attend Best of the Best 2011</p> <p>Future provision for part sponsorship for LR members to attend JAPHI Annual Conference 2011</p> <p>Future provision to develop a programme of Exchange Visits</p>	<p>LRMB "Twinning" Sub-group</p> <p>LRMB "Twinning" Sub-group</p> <p>LRMB "Twinning" Sub-group</p> <p>LRMB "Twinning" Sub-group</p>	<p>1 Application</p> <p>Aim to provide sponsorship for at least 1 member to attend + assistance to any self-funders</p> <p>Aim to provide sponsorship for at least 1 member to attend + assistance to any self-funders</p> <p>To prepare groundwork to enable Exchange visits to be facilitated including review of existing MOU with JAPHI and gauging impact of increasing numbers of new overseas members in particular from the Far East</p>	<p>500</p> <p>PC sum 300 in 2010</p> <p>PC sum 500 in 2010</p> <p>PC sum 500 in 2010</p>	<p>Successful Application by JAPHI Member</p> <p>These two initiatives to be further progressed when funding position for 2011 is known</p>	<p>Visit, work placement and accommodation arrangements in hand</p> <p>Twinning" Sub-group to report activities to LRMB via Secretary</p> <p>Twinning" Sub-group to report activities to LRMB via Secretary</p> <p>Twinning" Sub-group to report activities to LRMB via Secretary</p>
3	<p>To supporting LR Student Strategy / Proposed joint LR / ALEHM Bursary</p> <p>Delivering "Freshers" presentations in 2010</p>	<p>LRMB / EO working with the LSDO</p> <p>LRMB / LRPO / LSDO</p>	<p>Aiming to provide 1 Bursary during 2010</p> <p>2 Presentations to be made – 1 at each learning institution with the Region offering EH degrees</p>	<p>500</p> <p>Minimal cost currently to LR</p>	<p>Requirements of Bursary Award under development</p> <p>To be delivered at beginning of entry to 1<sup>st</sup> Year – September or October 2010</p>	<p>Secretary to liaise with the LSDO and report progress to LRMB</p> <p>Secretary to liaise with the LRPO / LSDO and report progress to LRMB</p>

	Appoint 2 Student Reps to the LRMB	LRMB / Secretary	Expressions of Interest invited from students via MyCIEH "e"newsletter and LR membership emailing. 1 representative from each university in the Region	50 (anticipate minimal cost to LR - travel expenses occurred in attending meetings)	3 responses received  2 invitations to sit on the LRMB to be extended	Secretary to report to LRMB  Secretary to issue invitations to join LRMB
	Organise a Student focused event	LRMB / LRPO / LSDO	Target is to deliver in 2010 one event specifically directed to meet the needs of students	Cost to be determined and met from Contingency Sum	Scoping exercise required to identify what students would wish to be covered in the event	Secretary to liaise with the LRPO / LSDO and report progress to LRMB