

## **Background**

The Berkshire Branch of the CIEH covers the Royal County of Berkshire, covering the districts of Reading, Wokingham, West Berkshire, Slough, Windsor & Maidenhead and Bracknell Forrester. They have the support of the Berkshire Environmental Health Managers group. The branch committee aim to support their members as the local representative of the Institute by providing opportunities for training and information exchange and Continuing Professional Development (CPD).

## **Purpose:**

The main functions of the Branch are to:

- Provide a focus for CIEH activity in Berkshire;
- Provide CPD opportunities for members;
- Provide opportunities for networking and the exchange of information between members;
- Provide communication channels to the South East Region and Chadwick Court and to act as a link to promote understanding and working between the Region and local members;
- Share knowledge, best practice and joint working among members and local authorities;
- To encourage the recruitment of members into the CIEH;
- To promote, support and encourage the workings of other interest groups working in the area;
- To support the development of student Environmental health Professionals;
- To promote the work of the CIEH with a view to increasing membership participation.

The Branch aims to promote the aims of the South East Region and CIEH to its 130 or so members, and to share knowledge and provide training to enable members to maintain their awareness of new legislation and developments in their specialist fields and to maintain their Continuing Professional Development.

The Branch also acknowledges that it also contains retired members, those having a career break, students and commercial members who live and work in the area but may travel extensively out of the area. The branch aims to actively engage with these members and to provide an opportunity for networking and information sharing for all our members.

A SWOT analysis (Appendix 1) identifies the strengths and weaknesses of the Branch.

**Outline workplan for 2007/08 financial year:**

Engage with the membership of the Branch to ensure that we are meeting their needs on a local level;

Arrange training in all aspects of Environmental Health to enable members to maintain their CPD;

Act as a link for members to the Region and CIEH headquarters;

To maintain contact between members through the arrangement of at least 2 branch meetings each year (minutes of which will be posted on the website and sent to all members); at least one seminar to be organised directly by the Branch (usually associated with the AGM) every year; and will support the Berkshire Environmental Health Managers Symposium.

To disseminate information to members from the Region regarding CIEH policies, strategies etc as appropriate;

A member of the branch committee will attend at least 2 of the Regional Management Board meetings (subject to their agreement) and will report back to members within ten working days of the meeting.

The Secretary and Treasurer of the Surrey Branch will attend at least one of the Region and Branch Secretaries and Treasurers meeting, and will report back to members.

To consult with members on CIEH policies and report back to CIEH headquarters within the specified consultation period, where appropriate.

**The Branch Committee**

**As of the AGM in November 2006, the committee consists of:**

- Chair - Stuart Taylor, Reading Borough Council
- Vice-Chair - Jonathan James, Royal Borough of Windsor and Maidenhead
- Secretary - Jane Hancock (C&I)
- Treasurer - Jonathan James, Royal Borough of Windsor and Maidenhead
- CPD Officer - Vacant
- Public Relations Officer (PRO) - Jennifer Folliard (C&I)

Election of the Branch committee takes place at the annual AGM which is normally held in November of each year. The 2008 committee will therefore be elected in or around November 2007.

Ordinary members may be nominated and elected at the AGM.

Trustees will be invited to the meetings of the branch (and of the committee where appropriate).

The committee will send a representative to meetings of the Regional Management Board.

The committee will present an annual report before the AGM in November 2007 and consult the Environmental Health Managers Group in preparing this.

The Branch will operate in accordance with the Branch Operating Guidelines, contained in the South East region Business Plan for 2007.

### Communication

The Secretary will ensure that minutes, agendas and dates of Branch activities are updated on the appropriate diary section of the CIEH website and distributed to members.

The Secretary will maintain a list of contacts in order to cascade information to members.

### Finances

The Treasurer will seek to obtain finances for the branch from the Regional Board and through other sources (such as running of courses) so as to enable the functioning of the branches activities. A summary of the expected financial needs of the branch are set out in Appendix 2.

The Treasurer will maintain the Branch's accounts and present a report on their finances to members at the AGM.

The Auditors for the Royal Borough of Windsor and Maidenhead.

### Chairman's responsibilities

The Chairman will seek liason with the Region and with other branches in and out of the Region as necessary. To arrange the AGM and when present to lead meetings of the branch, with the assistance of other committee members.

## Appendix one

### STRENGTHS

We are in a unique position as a new set up to do what we want and tailor the branch to what the members want. There's no 'baggage' from the old branch set up as to the way things are done, other than what's in the Branch and centres regulations.

The new Region also has members from our area who we can tap into for resources, as they are new also we might be able to go to them with ideas and be in with a chance of getting support. They've also been running events in our area this last year.

We're in a better position than 12 months ago, when we had no branch structure at all.

### WEAKNESSES

Shadow the strengths, as we're new members aren't used to having a branch to call in on, where other branches have a strong tradition of holding events etc.

As the Region is new our position in the structure is still unclear.

Our finances are non-existent and to get any we need to put a business plan to the Region, which we haven't had to do before.

We have a mix of local authority employers, from quite specialist to quite generalist and different expectation from employees in each as to what they might want and need. One size does not necessarily fit all.

### OPPORTUNITIES

To use the new structure to carve our own way of doing things, taking on the best of what the other local branches have in the way they operate.

To use the changes in environmental health

- New areas of work like smoke free and healthy lifestyles
- Licensing
- Better food project and a more educational role from the profession

To identify the challenges facing members and the support and training they need to confront these 'new' issues.

To build up a support network of real use and value to our members.

### THREATS

Lack of interest from our members, lack of response to our consultation on what they want.

Busy workdays making meetings of the committee and the branch in general quite difficult.

Lack of finance for our activities.

Another regional restructure review that could see some or all branches scrapped.

If we don't get used we will fold or be disbanded.

## Appendix two

CIEH Berkshire Branch financial plan for the 2007/08.

The Branch has yet to set up its banking account. As soon as funding income of Branch is confirmed the account will be set up.

Item	Detail	Expenditure	Income
Branch executive committee meetings x 6	Room hire, travel expenses, postage and refreshments.	£300 *	None
Branch AGM	Room hire, travel expenses, postage, and refreshments.	£300*	None
Branch 3 speaker events x3	Room hire, speaker costs, travel expenses, postage, and refreshments.	£1,000	TBC
CIEH conference delegate	Free offer to Branch member to attend conference.	£600	None
2006/07 carry over expenditure	Postage and prizes for quiz	£17.48	None
	Sub total	£2,217.48	TBC
*Where possible these meetings will be organised in conjunction with other events or meetings to reduce expenditure.		Total	£2,217.48

**Appendix Three**

CIEH Berkshire Branch Work Programme for 2007/08.

Month	Detail	Venue	
April - 2007	<b>Cmtte Meeting</b>	Wokingham D.C.	
May			
June	20 <sup>th</sup> June <b>Branch Seminar</b> - Public Health - APD - Outdoor Noise	T.B.C	
July	<b>Cmtte Meeting</b> (Nomination deadline for conferences)	Wokingham	
August			
September	<b>Branch Event</b> <b>(Possible S.E. Region Member's Forum)</b> Possible topics: - Migrant workers and issues surrounding H&S and Housing - Consistency workshop – HHRs		
October	<b>Cmtte Meeting</b> (Draft Business Plan for 2008/09)	Wokingham	
November	22 <sup>nd</sup> November <b>EH Managers Symposium</b>	Possible topics: - Climate Change - Health & Safety at T5	
December	Option of one of the CIEH "Low Cost" training events		
January - 2008	<b>Cmtte Meeting</b> (Submission of BP08 to Region)		

CIEH BERKSHIRE BRANCH BUSINESS PLAN

February	<p><b>Branch AGM + Event</b></p> <p>Possible topics:</p> <ul style="list-style-type: none"> <li>- Review of Smoking Legislation</li> <li>- Contaminated land</li> <li>- Scores on the Doors Initiative</li> </ul>	Wokingham D.C.	
March			