

CIEH Berkshire Branch

Business Plan 2009 – 2011

Background

The Berkshire Branch of the Chartered Institute of Environmental Health (CIEH) incorporates the boroughs of Reading, Wokingham, West Berkshire, Slough, Windsor & Maidenhead and Bracknell Forest.

The Branch was not active for a number of years but since 2005 has been re-established with the help 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, 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 links to the South East Regional Management Board 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 special interest groups 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 in the work of our professional institute.

The Branch aims to promote the aims of the South East Regional Management Board and CIEH to its 241 members. To share knowledge and provide training to enable members to maintain their awareness of new legislation, developments in their specialist fields and to maintain their Continuing Professional Development are essential roles for the Branch.

It is also important that the Branch includes retired members, those having a career break, taking maternity leave, students and members working in the private sector in our activities. The Branch aims to actively engage with these groups and to provide an opportunity for networking and information sharing for all our members.

In line with other CIEH Branches we have undertaken a SWOT analysis (Appendix 1). This will help us identify factors that may influence the way in which we implement our work programme.

Outline workplan for each year

The Business Plan covers the period 2009 – 2011. For each year a work programme will be established that will help meet the aims of the Branch.

This will include:

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;

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 is to be organised directly by the Branch (usually associated with the AGM) every year; and we will support the Berkshire Environmental Health Managers Symposium.

To disseminate information to members from the Region and Chadwick Court regarding CIEH policies, strategies etc.

A member of the branch committee will attend at least 2 of the Regional Management Board meetings and will report back to members. The minutes of these meetings will be put on the CIEH South East Region web-site.

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

To support students and non - qualified EHP's via the provision of training opportunities

To encourage all EHP's living in Berkshire to be Branch members

To ensure that all branch members have the opportunity to attend at least 15 hours of CPD training each year

The current work programme is set out in Appendix 3

The Branch Committee

As of the AGM in February 2008, the committee consists of:

- Chair - Jonathan James, Royal Borough of Windsor and Maidenhead
- 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.

Ordinary members may be nominated and elected at the AGM.

Trustees will be invited to the meetings of the branch

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

The committee will present an annual report before the AGM

The Branch will operate in accordance with the Branch Operating Guidelines, contained in the South East Region Business Plan for 2009 - 2011.

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 accounts of the Branch will be submitted to the South East Region on demand.

Chairman's responsibilities

The Chairman will seek liaison 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 have support from the EH managers within Berkshire
- We have experience of running branch events and have learnt from experience what does and does not work.
- The South East Region also run events in our area and this helps to raise our profile.
- We are in a better position than 3 years ago, with more events running, better contact details for local members and a better local cash balance for events.

WEAKNESSES

- Lack of communication from our members as to what they want, where other branches have a strong tradition of holding events etc.
- 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.
- Historically the Special Interest Groups within Berkshire have operated independently in the absence of a Branch mechanism. Now that the Branch has been re-established effective communication with the SIG's is proving difficult
- Limited involvement of Local Authority based members in running the Branch

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 to identify the challenges facing members and the support and training they need to confront these 'new' issues.
- To build up an effective support network that is 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.
- As the Region finances are low, to get any funding we need to put a business plan to the Region, in a tight financial climate.
- Busy workdays making meetings of the committee and the branch in general quite difficult.
- More specialised workforce less willing to take part in events not focused on their own specialism.
- If we don't get used we will fold or be disbanded.

Appendix Two

Financial Plan for 2009 - 2011.

Annual Budget Forecast

Item	Detail	Expenditure	Income
Branch executive committee meetings x 4	Room hire, travel expenses, postage and refreshments.	£200 *	None
Branch AGM	Room hire, travel expenses, postage, and refreshments.	£300*	None
Branch 3 speaker free events x3	Room hire, speaker costs, travel expenses, postage, and refreshments.	£1000	None
CIEH low cost training event X 3	Room hire, speaker costs, travel expenses, postage, and refreshments.	£ 1500	£ 3600
CIEH conference delegate	Free offer to Branch member to attend conference.	£600	None
	Sub total	£ 3600	£ 3600
*Where possible these meetings will be organised in conjunction with other events or meetings to reduce expenditure.		Total: £ 3600	£ 3600

Appendix Three

Annual Work Programme for 2009 - 2011.

Month	Detail	Comment
April	Work plan for the year revised	Feedback from EH Managers and members will help set this programme
May	20th May AGM at Wokingham B.C.	
June	10th June South East Regional Forum to be hosted at Reading University	Speakers to include Julie Barrett Head of CIEH Wales – Pennington Report 2009 Presentations on Imported Food and FP Outbreak
July		
August		
September	Cmtte & Branch Meeting	Speakers to include Marcus Herbert - H&S Joint Working Initiative Further H&S presentations
October	Training Event	Legal training – details to be confirmed
November	EH Managers Symposium Branch Meeting	EH Managers led Forum. Topics for presentation to be advised
December		
January	Cmtte Meeting	Discussion of the updated required for the draft Business Plan for the coming year
February	Branch AGM + Guest Speaker	Election of Branch Committee
March		

