CIEH South East Region
Policy & Practice

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JOB DESCRIPTIONS OF REGIONAL CHAIRMAN TREASURER AND EXECUTIVE OFFICER

REGIONAL CHAIRMAN

Duties may include:-

- Chairing the Regional Management Board
- Chairing the Annual Members Forum
- Chairing Regional Business/Members Forums
- Representing the Region at CIEH Events
- Representing the Region at meetings with the Regional Government Office
- Leading the direction of the Business Plan
- Ensuring Business Plan objectives are achieved each year
- Management of Executive Officer and any other staff employed by the Region

Person Specification:-

Member of CIEH and Committed professional
Strategic Management Ability
Confidence of Wider Membership
Team Player
Working knowledge of CIEH at National and Local level
Good interpersonal and influencing skills
IT skills (Word, Excel PowerPoint)

TREASURER

Duties may include:-

- Maintaining the Regions Income and Expenditure Records
- Dealing with invoices, expenses claims and petty cash transactions
- Producing regular Statements of Income and expenditure and Balance Sheets for the Regional Management Board
- Producing an Annual Balance Sheet and Statement of Income and Expenditure for CIEH Director of Finance
- Producing an Annual Consolidated Balance Sheet and Statement of Income and Expenditure for the Region for CIEH Director of Finance
- Liaising with CIEH Finance Department
- Contributing to the Annual Business Plan
- Attending RMB Meetings, Regional Member Forums, and the Annual Members Forum
- Attending Branch Meetings/Executive Meetings where necessary.
- Other duties required by the Chairman

Person Specification:-

Member of CIEH and Committed professional
Numeric Skills
Working knowledge of Book keeping and banking procedures
Working knowledge of CIEH at National and Local level
Working knowledge of CIEH Region and Branch Manual
IT skills (Word, Excel PowerPoint)

EXECUTIVE OFFICER

PURPOSE

The Executive Officer will report to the Management Board, taking on administrative and financial duties as delegated by the Board, plus some additional functions in regards to communication and co-ordination of Regional activity.

Ideally, the person should be a member of CIEH or a non-member with appropriate background knowledge of CIEH. The post will be based on a one year rolling contract, subject to annual review by the Management Board. The post will be based on an average of two hours work per week, accumulative over a 52 week period. An annual contract fee will be agreed annually with the Regional Management Board. Expenses as defined by the Board would also be paid.

DUTIES

- To act under delegation and instruction from the Chairman and Vice Chairman.
- Preparing Agendas and Minutes of the Regional Management Board meetings.
- Preparing Agendas and Minutes of Members' Forums.
- Co-ordinating the preparation of the Annual Business Plan by 1st July each year.
- Drafting an Annual Report by 31st December each year.
- Co-ordinating /arranging a low cost CPD training programme each year in consultation with the Branches throughout the Region.
- Issuing consultation documents to members.
- Liaising with the Chairman, Hon. Treasurer, Trustees, Appointees, Branch Secretaries, and Study Groups.
- Liaising with CIEH HQ staff.
- Representing the Region as required at relevant CIEH meetings.
- Liaising with the "Web Master" and CIEH HQ to ensure the Regional web site is topical.
- Undertaking routine administrative tasks .e.g. booking accommodation, correspondence, mailings/communications to members.
- Maintaining computerised records of members e-mail addresses.
- Ensuring that the Management Boards policies and practices are regularly reviewed.

PERSON SPECIFICATION

- Knowledge of Region/SIG regulations, CIEH Charter and Byelaws.
- Understanding of CIEH and national and local level.
- Ability to liaise with senior officers (i e CEHO groups).
- Good organisational skills.
- IT skills (Microsoft Word and Excel).

- Knowledge of book keeping and banking procedures.
- Committed professional.
- Strategic management skills.
- Team player.
- Confidence of wider membership.

Branch Operating instructions

1. Introduction

The Regional Management Board (RMB) has agreed that Branches will continue to be the main focus for delivery over the years ahead. This document provides some brief guidelines to assist branches. The guidelines will be reviewed as necessary to reflect any changes to constitutions, outcomes from the CIEH Regions and Branches or other relevant developments.

2. Vision Statement

The Region's aim is to actively engage with the membership of the Region and to arrange training in all aspects of Environmental and Public Health, to act as a link for Members with CIEH headquarters and to equip Members to promote environmental and public health.

3. The Objectives of the South Eastern Region

Primarily through the sub structure of Branches:

- To provide opportunities to meet members' needs at a local/regional level.
- To provide networking opportunities for members.
- To provide opportunities to share best practice.
- To provide opportunities for Members to contribute to the governance of the Chartered Institute and to the development of its policies.
- To encourage Branches to arrange training at local level.
- To support Students with their training needs.
- To provide opportunities for members to access CPD activities and keep up to date with developments in technology and environmental health practice.
- To provide opportunities for members to contribute to the governance of the Chartered Institute and to the development of its policies.
- To provide a conduit for information to flow from local to national and vice versa.
- To maintain regular contact with members and provide information
- To arrange at least four Members Forums each year.

4. Work programme

The Region's aim is to ensure that affordable training events are available to all members throughout the Region to contribute towards the annual CPD requirements of all members.

Action Point 1: Branch Secretaries should aim to provide the RMB with a draft work programme for the subsequent year by the end of November the previous year.

In future years Branch Secretaries should provide the RMB with a member endorsed business plan for the financial year ahead, by 1st February.

Without this in place the RMB will be unable to fund branch activity for the following financial year as funding from CIEH becomes dependant on Regional Business Plan bids from 2008.

Action Point 2: Initially Branch Secretaries to provide ratified branch business plan to RMB by 1st February 2007 and by the same date in subsequent years.

5. Finance

It is the Region's policy that Branches should be self-sufficient in financial terms ie:-using reserves and securing sponsorship, generating income from fees to ensure that events break even or make a surplus. Branch Treasurers should accurately maintain accounts and audited accounts are required by CIEH each year in order to release funding to the RMB.

Therefore the RMB will need to receive audited branch accounts annually. The set up of the accounting system to be in accordance with the method used by the Regional Treasurer, Nigel Haverson to assist in year end accounting. The Treasurer can be contacted at: -

nigel.haverson@horsham.gov.uk

Action point 3: Branch Treasurers to provide audited accounts to RMB by 1st February each year.

If branches require funding during the year in planning then the level of funding required, with justification, should be identified in the outline work programmes requested in Action Point 1 above.

6. Communications

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, and
- Correspondence in writing where Members request to be contacted this way, and
- Members Forums throughout the year, and
- Attendance at Branch meetings by members of the Regional Management Board.

Action Point 4: Branch Secretary's to ensure RMB officers are invited to relevant events.

Action Point 5: Branch Secretary's to ensure that information is posted on the regional website as appropriate by e-mail to: david.brown@tunbridgewells.gov.uk

Action Point 6: Branch Secretary's to ensure that all events are published in EHN and are accessible to all members of the Region. (EHN offer a free listing in the events section).

7. Monitoring of achievements

The Regional Management Board will monitor the delivery of the objectives, programme of events and other targets it sets out to achieve, at regular intervals during the year.

The Regional Management Board will hold Members Forum(s) at which the members have the opportunity to comment on the draft annual report and the draft Business Plan. The annual report and business plan will be based on activity at both Branch and Region level and therefore it is necessary for branches to contribute to this process.

Action Point 7: Branch chairs to provide branch annual report to RMB by 1st February 2007.

8. Conference Bursaries

The RMB is keen to continue to offer free/low cost places at CIEH conference and the New Professionals Conference in line with membership requests. The CIEH have allocated 7 free places at conference for the SE region. These will be allocated one per branch with the one additional place to be allocated to the Channel Islands by the RMB. Each Branch should nominate one person to the RMB by the 25th June each year. Please note that the Region will not be providing travel/accommodation costs, which must be met by the person accepting the free place. (This could be self funded, Branch funded, Employer funded, etc.)

Action Point 8: Branch Secretaries to advertise one free place at conference for their Branch. Selection should be conducted by the Branch Committee based on a 250-word submission from those interested in attending. Nomination should be sent to the Executive Officer by 25th June each year. Nominees must be Members

The RMB has also agreed to allocate 7 New Professionals Conference places (one per branch). The selection process should be the same as for conference. The Region will fund expenses to a maximum of: £ 100

(However it is hoped that through car shares or advance booked apex rail fares such costs can be minimised). Accommodation is not included for the New Professionals Conference. Nominees must be Members.

Action Point 9: Branch Secretaries to advertise one free place at the New Professional's Conference for their Branch. Selection should be conducted by the branch committee based on a 250-word submission from those interested in attending. Nomination should be sent to the Executive Officer by 25th June each year.

Branch operation: Funding

The basic policy is for Branches to be self sufficient in financial terms, but where "pump-priming" to re-vitalize a Branch is needed the Region will offer funding but this will be on the basis of a costed Business Plan that will set out the funding requirements, the objectives for which the funding is required and the outcomes to be achieved. Help is available from the Regional Management Board to assist those areas that need revitalisation.

POLICY ON FUNDING OF REGIONAL TRAINING COURSES

Background

The Regional Business Plan identifies that one of the objectives of the South Eastern Region is to: -

> ***"To provide opportunities for members and other professionals to access CPD activities and keep up to date with developments in technology and environmental and public health practice and to support student training"***

The Regional Business Plan has also indicated that

> ***"The Regional Resources will be funded by the Regions allowance from CIEH and surpluses from events during the year."***

The purpose of this paper is to document the Regional Management Board's Policy for the funding of training courses provided through either the Region or Branches so that members are clear of the criteria that are adopted to inform any application they make to the Regional Management Board and are clear as to how training fits within the Regional Management Board's Business Plan.

This Policy document will form part of the Region's Business Plan.

The Regional Policy in relation to the disbursement of the Chadwick Bursary has an impact on the funding of Regional Training Courses and should therefore be read in conjunction with this policy document.

POLICY

Whilst the CIEH South Eastern Region recognises that it has a role to play in providing members with the opportunity to access CPD activities it also recognises that it is the individual responsibility of each member to comply with the membership requirements in relation to CPD hours.

The Region encourages each Branch to provide high access, low cost training locally for members. In providing such training the organisers should be aware of the costs involved and ensure that wherever possible that they aim to break even in their costings of the event so as not to be a call upon resources from either Branch or Regional Funds. It is appropriate for the Region or Branch to "underwrite" courses should they need to launch an event or fail to break even.

Where the Region, Branches or CIEH affiliated Study Groups wish to provide free training to Members this will need to be costed into the Region or Branch Business Plan for that year and funds identified to cover the cost of that training. Branches should realise that there is no such thing as “free training” and that all training carries a cost that has to be funded.

The Region encourages each Branch to consider running a least one training event per year that is run at a surplus and that that surplus is used to subsidise other Branch activities or can contribute to the Region’s source of funding to subsidise other member activities in the Region.

APPLICATION PROCESS

Applications for “underwriting” support with training initiatives will be made in writing to the Regional Treasurer who will consider them against the criteria set out at 2.0 above.

Where the application meets the criteria the Regional Treasurer will approve the application within 14days and advise the Branch accordingly.

Support funding will only be paid against submitted receipts.

The Treasurer will refuse to support training cases where it is considered that a business case has not been made.

Applicants aggrieved by the Treasurer’s decision will have a right of appeal to the Regional Management Board whose decision will be final.

POLICY FOR THE DISUMBURSMENT OF THE CHADWICK BURSARY

Background

Currently each year the Region receives £2000 from Chadwick House Group Limited in the form of a Bursary. The decision for the disbursement of this money rests with the Regional Management Board. The Region is required to account to Chadwick House Group Limited how it spends the grant (it should be used to support CHGL events).

The purpose of this paper is to document the Regional Management Board's Policy for the disbursement of the bursary funds so that members are clear of the criteria that are adopted to inform any application they make to the Regional Management Board. This Policy document will form part of the Regions Business Plan.

POLICY

The Region will use the Bursary for the following Purposes: -

To support members (including students but not retired members) who are not in receipt of a salary to access approved CIEH Training Courses, Study courses, New Professionals Conference, and Annual CIEH Conference. The Support provided includes course fees and reasonable expenses (travelling and accommodation).

To support one colleague from either the States of Jersey or Guernsey to access each of the Regional Meetings twice a year. The support provided includes reasonable travelling expenses (travelling and accommodation).

APPLICATION PROCESS

Applications will be made in writing to the Branch Secretary by the due date and forwarded to the Regional Treasurer who will consider them against the criteria set out at 2.1 above.

Where the application meets the criteria the Regional Treasurer will approve the application and advise the applicant accordingly. If there are more applications than funds allow the applications will be referred to the Regional Management Board.

Expenses and course fees will only be paid against submitted receipts.

Any application falling outside of the agreed policy will be rejected.

Applicants aggrieved by the Treasurer's decision will have a right of appeal to the Regional Management Board whose decision will be final.

INFORMATION TO REGIONAL MANAGEMENT BOARD.

The Treasurer will report to the Regional Management Board as part of the Treasurer's report on activity in relation to the Chadwick Bursary.

5. Membership of the board and Methods of election

From January 2008 the Regional Management Board will comprise:-

Chair:	Alan Higgins
Treasurer	Nigel Haverson:
Trustee -	Alan Higgins
Trustee	Patricia Jefford:
Trustee	Stuart Taylor
Sussex -	Bruce Reynolds
Berkshire	Jane Hancock
Surrey	Hannah Hodges/Justine Fuller
Bucks	*Vacant*
Hampshire	*Vacant*
Oxfordshire –	*Vacant*
Industry SIG	Andrew Colthurst –
Joint Regions Study Course	Paul Hobbs
New professional	*Vacant*
Student	*Vacant*
Co-optee Private Sector EHP	Peter Baverstock:
Co-optee Retired EHP	Alan Martin
Executive Officer	Vicki Gracie-Langrick

Policy for composition of the Regional Management Board

Trustees are elected (if there are more nominees than vacancies)for a period of three years in accordance with CIEH Regulations, by ballot of all members in the South East Region. Trustees shall sit on the Regional Board in addition to their positions on Council for the period of their term. There are currently three Trustee elected by the South East Region. In the event of an election for Trustee(s) being called the Regional Board shall seek to encourage nominations and shall seek to ensure that members are aware of the vacancy and subsequent election.

Branch representatives are to be nominated by each branch at their discretion, though must be voting members of the CIEH. Each branch shall notify the Board of who its representatives are to be (and may substitute another person to represent them should a regular representative be unavailable).

SIGs may nominate local members to the Board at their discretion, though must be voting members of the CIEH by the same procedure as for branch representative.

All other positions shall be filled by nominations from voting members at the invitation of the Board and the final decision on filling the positions shall be at the discretion of the Board. Posts shall be for a period of 3 years, but the member may sit for more than one term.

The Chair will be a rotating position for a period of one year, normally a vice chair will take over the position. These positions are selected by the Management Board.

The Executive Officer will report to and attend the Management Board but will not have voting rights, where these apply. The post will be based on a one year rolling contract, subject to annual review by the Management Board.

JOB DESCRIPTIONS FOR NOMINEES TO THE BOARD

Duties will include:-

- Participating in formulating the direction of the Business Plan and contributing to the boards objectives in ensuring Business Plan objectives are achieved each year
- Attending the Regional Management Board
- Attending the Members Forum (s)

Duties may include, from time to time:-

- Representing the Region at CIEH Events locally (and potentially nationally)
- Representing the Region at meetings with the Regional Government Office
- Chairing the Regional Management Board (see separate description, the Chair is on annual rotation of Board-members)

Person Specification:-

Member of CIEH and Committed professional
Confidence of Wider Membership
Team Player
Organised
Ability to travel (particularly across the region)
Working knowledge of CIEH at Local level and working towards an understanding of the national structure
Good interpersonal and influencing skills