



**Chartered Institute of Environmental Health
South Eastern Region
Business Plan 2009-2011**

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1. Introduction

The South-East Region of the Chartered Institute of Environmental Health (CIEH) brings together the previous South East and Southern Centres as part of the CIEH's move towards a Regional approach mirroring the regions of the Government Offices

In the first year as a Region it has pursued many of the agendas of the previous Centres and their Branches whilst beginning to establish a Regional identity through the Regional Management Board. The central focus of this has been the meetings of the Board and the 4 Open Forum meetings held throughout the Region covering a range of topics including food, housing and emergency planning and held in such diverse places as Gravesham, Guildford, Crawley and Milton Keynes.

This emphasises one of the major challenges for the Board which is the extent of the Region and the relatively poor transport links across the area.

Major achievements other than the Forums during 2008 have been the appointment of a new Executive Officer to support the Board, support to the rejuvenation of the Berkshire Branch and the continuation of the Joint Centres seminar, which was again run successfully at the University of Surrey with 50 participants enjoying a wide range of presentations.

The new 3 year Business Plan for 2009-11 represents a major challenge for the Board and the membership, envisaging the appointment of a full time Regional officer by 2011, improved communications between members at all levels, a focus on providing substantial amounts of CPD both at Regional and Branch level, work to improve practical training opportunities and the establishment of links with the Government Office and regional offices of the major statutory agencies and NGO's. In addition the Board will be supporting those Branches of CIEH within the region which are currently not functioning.

The achievement of the objectives within the Business Plan will require a considerable commitment from the Regional Board but also from the membership as a whole.

2. Background

The South Eastern Region covers the same geographical area as the Government Office for the South East and is the UK's largest region both in terms of geographical area and membership with 1327 members. It contains a number of strong and active branches and these branches provide a large amount of training opportunities to the region.

The Region's network comprises the following seven branches: - Berkshire, Buckinghamshire Oxfordshire, Hampshire & Isle of Wight, Kent, Surrey and Sussex including the Channel Islands and Gibraltar and includes those members who are also members of the Commercial and Independent and Port Health Special Interest Groups (SIGs) who either live or work within its area and chose to be part of the Region. The Oxfordshire and Hampshire and Isle of Wight Branches do not currently operate.

However, the region has no natural centre/city with poor cross area transportation links (road & rail) which makes it difficult to draw all members together easily, particularly with the large distances involved. Trustees struggle to cover all the Branches effectively and there is perception by member's that the "new" Region is too large and disjointed.

The Regions Management Board has wide range of experience, sectoral mix and diverse membership.

3. Vision and Aims

The Region's vision is a competent and fully qualified Environmental Health workforce, recognised and fully engaged with all levels of regional and local government and other statutory agencies

The Region aims to achieve this vision by:

- i. Engaging with all the areas of membership of the Region and in particular reviewing the communications with members
- ii. Arranging training in all aspects of Environmental and Public Health
- iii. Acting as a link for and encourage members to actively engage with CIEH headquarters
- iv. Equipping members to promote environmental and public health
- v. Developing links with regional and local government and other statutory agencies and NGO's

4. Objectives

The Regional Management Board intends to work with members, branches, CIEH HQ, Trustees and all levels of regional and local government as well as other statutory agencies. The following objectives outline the way the region intends to work with these partners to achieve its aims.

The Region's objectives, with its stakeholders, are to: -

a. To work with and support members by:

- i. Provide opportunities to meet members' needs on a local/regional level by arranging at least four Members Forums each year throughout the Region's area.
- ii. Providing opportunity for at least 12 hours CPD each year mainly through the Regional Forum meetings
- iii. Provide networking opportunities for members
- iv. Provide opportunities for members to share best practice
- v. Provide opportunities for members to contribute to the governance of the Chartered Institute and to the development of national policies.
- vi. Provide opportunities for members to access APD and CPD activities and keep up to date with developments in technology and environmental and public health practice.

b. To improve communications with members by:

- i. Carrying a review of all communications with members and considering how these may be improved
- ii. Maintaining regular contact with members and provide information. The Region will ensure that Members are kept informed of the Regional events and activities by a number of different means including: The Regional Web Site, attendance at Branch meetings by members of the Regional Management Board Officers, sending key messages from the meetings of the Regional Management Board by e-mail to Members, and direct communication with Members wherever possible.

- iii. Improving the communication from the Region to members via the creation of regular member mailings, a quarterly news email, ad hoc emails when needed to members/branches and improvements to the regional web site
- iv. Continuing upkeep and maintenance of the members database

The Regional Management Board believes that communication with and engagement of the Members is crucial to the success of the new Region and therefore the CIEH both locally and nationally. The RMB will be focussing wholeheartedly on this issue in the next few years.

c. To work with and support the Branches by:

- i. Maintaining regular contact with branches and provide a conduit for information from HQ and other organisations as necessary.
- ii. Attendance by members of the RMB at Branch meetings.
- iii. Encouraging Branches to arrange training courses at local level and provide at least 12 hours of CPD each year.
- iv. Acting as a conduit between branches as necessary
- v. Supporting the revival of branches in Hampshire and Oxfordshire and Hampshire and the Isle of Wight where no branches exist at present

To work with CIEH HQ to make a contribution to national policy issues by:

- i. Participation in a workshop for the SERMB, organised by HQ to consider the organisation and delivery of the Regional agenda
- ii. Contributing to the governance of the Chartered Institute and provide expertise through their Elected Trustees and individuals serving on the various Boards and Task Groups,
- iii. Actively encouraging south east members to participate in membership of the Expert Advisory Panel.
- iv. Actively encouraging HQ policy officers to use the South East Forum meetings as a sounding board for developing policies/ideas/directions.
- v. Contribute to consultation documents and other technical requests from CIEH through the Specialist Study Groups which exist in several of the Branches.
- vi. Provide a conduit for information to flow from a local to national level and vice versa
- vii. Attendance at the national Regions Forum meetings
- viii. To improve communication between members and CIEH HQ through development of the national and regional websites, assistance in maintaining up to date membership records, facilitation of road shows and the distribution of information from HQ.

d. To work with and support the South East Trustees by:

- i. Providing feedback on policy and processes initiated by HQ
- ii. Ensuring that Trustees are kept informed of activities at a Branch level and given the opportunity to attend and support such events
- iii. Supporting Trustees in influencing HQ policy in the interests of the profession and the region

e. To provide for student and newly qualified members by:

- i. Supporting students and newly qualified members with their training needs
- ii. Facilitating ELP workshops on a regular basis
- iii. Working with Environmental Health Managers and employers to increase the number of paid training places
- iv. Supporting students and newly qualified members financially to attend events such as the Best of the Best conference
- v. Maintaining a database of practical training opportunities agreed with Environmental Health Managers freely accessible to students

f. To work with Regional and Local Government, statutory agencies, NGO's and private employers of Environmental Health Professionals to:

- i. Increase the number and quality of paid training places for student Environmental Health Professionals in all agencies and workplaces
- ii. To develop a database of practical training opportunities agreed with Environmental Health Managers and freely accessible to students
- iii. Improve the profile of Environmental Health within the context of Public Health by working with Regional Director of Public Health.
- iv. Improve the profile of Environmental Health with Regional Government by improved contact and communication
- v. Improve the profile of Environmental Health with elected members by working with Environmental Health members to support at least one member event each year
- vi. Develop a working relationship with the HSE, FSA and EA with a view to developing joint project working.

5. Projects for 2009-11

In order to support the broad objectives set out above the South East Region will be undertaking the following projects in 2009/11

Project Description	Timescale	Comments
i. Review the communications processes to and from members and implement improvements	January 2009	Some specific projects below address some elements
ii. Improve the content of the Regional website	January 2009	Subject to work at HQ on national website
iii. Implement a regular Regional newsletter of activities and opportunities to members	January 2009	
iv. To hold 4 Regional Forum meetings at locations throughout the Region	Annual	Programme to be agreed at commencement of each year
v. To provide at least 12 hours of CPD each year mainly through the Regional Forum meetings	Annual	
vi. To encourage Branches to provide at least 12 hours of CPD each year	Annual	

through Branch training events		
vii. Participate in a workshop to consider the organisational and process issues for the region	March 2009	Arranged for October 08
viii. Consider the options for increasing the hours of the Executive Officer to support programme	January 2009	To support increase in activity
ix. Develop a business case, including the funding options, for the appointment of a full time SE Region Policy Officer	2009	Seek appointment commencing in 2010.
x. To hold an Annual Joint Regions (South East & London) Study Course	Annual	Consider future of partnership with London
xi. To develop and implement plans to reinvigorate Hampshire and Oxfordshire Branches	Hampshire 2008-9 Oxfordshire 2009-10	Plan already developed for Hampshire
xii. To ensure a full complement of membership of the SERMB	Annual	Elections and nominations at end of each year for following year
xiii. Hold an event to include employers, local government, Regional Government and other statutory agencies to explore solutions to the shortfall in student training places	April 2009	Modelled on East Midlands Seminar
xiv. In conjunction with Environmental Health Managers develop a database of practical training opportunities for students	January 2010	Modelled on Welsh database
xv. Organise and participate in annual meetings with GOSE, the Regional Director of Public Health, FSA, HSE and EA	January 2010	To develop joint initiatives and collaboration – some of these may develop before 2010
xvi. Provide at least 2 paid places for student or NQ EHP attendance at the Best of the Best Conference	Annual	

Full work programmes for these projects are discussed and minuted at the regions management board meetings, full details can be viewed on the regions website - www.southeast.cieh.org. The development of some of these projects will be dependent on funding being achieved to increase the hours of the Executive Officer and the appointment of a full time Policy officer for the Region

6. Composition of the Regional Management Board

The Board (RMB) will comprise of: -

The size of the Regional Management Board reflects the geographical size and spread of the Region as well as the Region's aim to engage with all the areas of the Region's membership.

Methods of election of the key officers (chair, vice chair treasurer etc, and method of nomination from branches can be found in the South East Policy and Practice document located on the regions website. www.southeast.ciehnet.org

The members listed below for each position are correct as of July 2008. For up to date members please go to the regions website. www.southeast.ciehnet.org

Chair & Trustee :	Alan Higgins	alan.higgins@ehms.co.uk
Vice Chair & Trustee	Patricia Jefford:	p.jefford@cieh.net
Treasurer	Nigel Haverson:	nigel.haverson@horsham.gov.uk
Trustee	Stuart Taylor	stuart.taylor@guildford.gov.uk
Sussex -	Nigel Haverson	
Berkshire	Jane Hancock	je_hancock@hotmail.com
Surrey	Hannah Hodges/Justine Fuller	hannah.hodges@guildford.gov.uk justine.fuller@surreyheath.gov.uk
Bucks	Jennifer Folliard	j.e.folliard@reading.ac.uk
Hampshire	<i>Vacant</i>	
Oxfordshire –	<i>Vacant</i>	
Industry SIG	Andrew Colthurst –	Andrew.Colthurst@WSPGroup.com
Joint Regions Study Course	Paul Hobbs	Paul.Hobbs@horsham.gov.uk
New professional	<i>Vacant</i>	
Student	<i>Vacant</i>	
Co-optee Private Sector EHP	Peter Baverstock:	peterbaverstock@yahoo.com
Co-optee Retired EHP	Alan Martin	alanandgill32@btinternet.com
Executive Officer	Vicki Gracie-Langrick	vickigl@gracielangrick-consulting.co.uk

7. Resources and Finances

The Region has access to the following resources:-

- Personnel - a part – time Executive Officer
- Equipment - none as at 01/01/2009
- Financial Reserves (see Budget Appendix B)

In terms of the annual joint regions study course, whilst it is the intention of the Joint Regions Committee is that it should at least break even it is considered prudent to provide a provision within the budget as a contingency to cover any losses that may be incurred.

Financial support will be required from Headquarters funding to maintain the financial stability of the Region its ability to service the needs of its members.

Financial needs

Based on the cost of the resources and the expenses incurred by the Regional management board attending meetings, printing, stationery, postage and telephone costs, the Region's operating costs will be approximately £44,470 for 2009 (see attached

budget at Appendix A). This will be funded by the Regions allowance from CIEH and surpluses from events during the year.

The region has set out a three year development programme that will require support from CIEH Headquarters if this programme is to be delivered. This will be in addition to the funds currently held within the Branches and which is being used to facilitate CPD and low cost training within the Branches.

Where the Region is to provide low cost training itself, it will seek sponsorship from appropriate organizations in order to meet some or all of the costs that it may incur in providing the training and thereby provide the training free of charge to the membership.

8. Monitoring of achievements

The 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 via use of the work plan at Annex C .

APPENDIX A

FINANCES

BUDGET 2009

	2009 £
<u>INCOME</u>	
Regional Training Courses	8,500.00
Branch Training Courses	19,000.00
CIEH Funding	2,654.00
Bank Interest	150.00
<u>Total Income</u>	<u>30,304.00</u>
<u>EXPENDITURE</u>	
Members Forums	3,090.00
Management Board Expenses	2,060.00
Officer Expenses	260.00
Executive Officer	14,000.00
Regional Training Courses	7,700.00
Branch Training Courses	13,800.00
Branch Support	2,060.00
Student Support	1,500.00
<u>Total Expenditure</u>	<u>44,470.00</u>
DEFICIT	-14,166.00

Appendix B

CIEH Buckinghamshire Branch Business Plan 2009-11

Introduction

The Buckinghamshire Branch of the CIEH has been an active branch for over 25 years. There are five local authorities within the county namely Milton Keynes Council, Aylesbury Vale DC, Wycombe DC, South Buckinghamshire DC and Chiltern DC.

The branch has always been very active in providing training events for both local authority based members and those in the private sector. The number of members registered in the Buckinghamshire branch are circa 100. The aim with training provision is to provide a high standard of relevant training events at a low cost to all members within Buckinghamshire and for colleagues outside Buckinghamshire.

All training is provided between two main sites being Aylesbury and Milton Keynes with occasionally other venues used. Traveling across the county can sometimes be difficult so consideration is given to the frequency that each area is used to facilitate training with ideally whole day events organised.

Vision Statement

- Act as a conduit for information from branch members to CIEH or Region
- Support students and provide relevant training events for students.
- Continue to enter partnerships with other branches to increase the variety and number of training events provided, primarily with the Herts. and Beds Branch.
- Offer an opportunity to all branch members to achieve 30 hours CPD at an affordable cost.
- Support and promote the flow of best practice, experience and knowledge bases across all local authorities within the county.
- Provide networking opportunities via training sessions, AGM and social events

Buckinghamshire Branch Objectives in 2009-2011

- Provide support as necessary to other focus groups in Buckinghamshire including the Food Group, Health and Safety Group and Thames Valley Pollution Advisory Group and the Licensing Group
- Ensure as far as possible all members (LA, retired, maternity leave or C and I) are kept informed of Branch activities throughout the year
- To provide information on courses and contact names on CIEH website(s)
- Arrange a voluntary collection(s) at meetings/training days to support a nominated Charity as voted for annually at the AGM
- Support financially a CIEH Buckinghamshire member attending CIEH Conference or equivalent CIEH national event. (entry fee only)

- The branch executive will meet at least 4 occasions every year

Executive Committee Posts

Members are voted into posts at the Annual General Meeting. For continuity the Chairman, Deputy Chairman and Junior Vice Chairman are voted in for up to 3 years with the incumbent moving from Junior Vice Chairman to Senior Vice Chairman and then Chairman. All other posts are voted for at each Annual General Meeting.

The committee currently comprises of the following posts:

- Chairman
- Senior Vice Chairman
- Junior Vice Chairman
- Treasurer
- Secretary
- C and I Representative
- PRO
- Branch representatives from all 5 Local Authorities
- Student representative

Financial Statement

The Branch accounts will be maintained in credit. It is the intention of the committee to increase the balance to a level of £5000, which should be maintained if possible. This gives a comfortable buffer within the account so the majority of training can be funded without fear of over drawing the account. To allow the account to be maintained at this level, all training will need to be provided at a charge so covering the majority of incurred costs. It would be hoped that any large training event would be supported financially by the South East Region as currently the Region does not financially support the Branch on a per capita basis.

It is recognised that the majority of costs incurred by the branch are set against the provision of training with a reciprocal return following an event. Other costs to the branch are down to travel expenses and refreshments provided for executive meetings and the costs involved in the Annual General Meeting. We aim that at least one executive committee member should attend Interim Board meetings at CIEH.

Financial support will be provided to members as and when required to worthy causes, following representation to and the agreement of the branch executive committee.

APPENDIX WORK PLAN

AGM

The Branch AGM will be held by mid February and ideally the January of each year if the financial accounts have been audited. The event will be advertised in EHN, email and EHCNET. At the AGM, speakers will be provided with ideally a minimum of 2 speakers to ensure the training year begins with an initial CPD allocation to members.

Training

The Branch goal is to provide high grade low cost training across the spectrum of environmental health disciplines to meet the continued needs of members within Buckinghamshire (LA, and C and I). The main thrust of training will be directed at the main core disciplines of food safety, infectious disease, public health, pollution, housing and health and safety. Wherever possible to particularly mitigate travelling time of members and be cost effective full day training will be provided by the Branch with a central geographical location used wherever possible.

Most of the training will be directly organised by committee members, however we will support training which is organised by the Food Group and Health and Safety Group. On occasions local authorities are approached by the Food Standards Agency and similar bodies to provide venues, the Branch will also support such training opportunities as well as requests from South East Region or CIEH to host relevant events.

The committee is committed as in past years to provide **a minimum of 30 hours CPD** training annually to members to meet the requirements of Chartered membership. The theme and direction of training will be under the direction of the Chair who will set the outline of each years training with assistance from the secretary. Events are generally well supported with some events in 2007 attracting the maximum capacity of room/refreshment facilities of 140 delegates.

Wherever possible **each member of the committee** will organise one event a year. Events will be open to all CIEH members and IOSH members and where applicable commercial or interested non-CIEH members.

The Branch is going to explore the option of providing members with a Weekend School style training event in 2010 rather than a number of individual training events throughout the year. Such an event could generate approximately half of the 30 hours CPD required by members with Chartered status. The Branch would provide the remaining hours through its AGM, annual Buckinghamshire Symposium plus individual training events. Such an event will require financial support from the region as it is believed such an ambitious event would require considerable planning and financial support beyond that of a small branch.

The Branch aspires to keep members informed of changes within the CIEH which will affect them such as the development of competency and the specialist degree courses which are being developed. We will invite relevant speakers from the CIEH to training sessions and the AGM to update members.

Potential other training Courses

We regularly consult Buckinghamshire Branch members and attendees at our training events regarding areas where they would like to see further training. To date our list includes:

- (1) Fire Safety training/Visit to Building Research Site Bedfordshire
- (2) Health and safety in the beauty safety
- (3) Managing infection control in leisure facilities
- (4) Food sampling (half day)
- (5) Public health issues
- (6) Health and safety in tyre and exhaust premises
- (7) Fork Lift training

CIEH SURREY BRANCH BUSINESS PLAN 2009-2011

1. Introduction

The Surrey Branch of the CIEH is the local representative body of the CIEH in Surrey. Many of the Branch's active members work in the County at one of its 11 local authorities, namely: Elmbridge BC, Epsom and Ewell BC, Guildford BC, Mole Valley DC, Reigate and Banstead BC, Runnymede BC, Spelthorne BC, Surrey Heath BC, Tandridge DC, Waverley BC and Woking BC.

The Branch aims to locally promote the aims of the South East Region and CIEH to its members, of which there are 191 members in Surrey at the time of writing this report. The Branch also aims 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 (CPD).

The Branch acknowledges that it also contains retired members, those having a career break, students and commercial members who live in the area but may travel extensively out of the area.

In June 2008, the Surrey Branch Committee consulted with all its members via a questionnaire, to try to identify the needs of its members. This business plan was produced with the results of the questionnaire in mind.

2. The Aim of the Surrey Branch

Our aim is to:

- (i) Engage with the membership of the Branch to ensure that we are meeting their needs on a local level;
- (ii) Arrange training in all aspects of Environmental Health to enable members to maintain their CPD;
- (iii) Act as a link for members to the Region and CIEH headquarters;
- (iv) Share knowledge, best practice and joint working among members and local authorities;
- (v) To encourage the recruitment of members into the CIEH;
- (vi) To promote, support and encourage the workings of the study groups;
- (vii) To engage with and offer support to the Surrey Chief EHO's Group.

3. The Objectives of the Surrey Branch

Our objectives are to provide training and CPD opportunities to enable members to meet a proportion of the 20 hours CPD (30 hours for Chartered Members), and to improve communication between the members, the Region and CIEH. The Branch will aim to do this through the following:

TRAINING/CPD

- (i) The Branch will arrange at least one Branch meeting per year, associated with a study group training event, which will be open to all members of the Surrey Branch, and will provide at least 2 hours CPD;
- (ii) The Branch will aim to provide one additional low cost training course/event per year, which will be available to all members of the Surrey Branch, will have a wide appeal to all members and will provide at least 3 hours CPD;
- (iii) The Branch will hold an annual AGM with a speaker, and will provide at least 2 hours CPD;
- (iv) The Branch will aim to provide all members with the opportunity to obtain at least an additional 10 hours CPD, through other Branch/Study Group events;
- (v) The Branch will hold at least 3 committee meetings each year;
- (vi) The Branch will advertise and promote the Regional Events/Joint Regions study course to members via e-mail.

IMPROVING COMMUNICATIONS

- (i) The minutes of the Branch meetings and AGM reports will be e-mailed to members (where the e-mail addresses are available) within 10 working days of each meeting.
- (ii) The minutes of the Regional Management Board will be e-mailed to members (where the e-mail addresses are available) within 10 working days of receipt of those minutes.
- (iii) The Branch will disseminate information to members from the Region regarding CIEH policies, strategies etc within ten working days of the Regional Management Board Meetings/Branch Secretaries Meetings.
- (iv) The Chair and/or Secretary of the Surrey Branch will attend at least 50% of the Regional Management Board meetings.
- (v) The Secretary and Treasurer of the Surrey Branch will attend at least one of the Region and Branch Secretaries and Treasurers meetings, and will report back to members within ten working days of the meeting.
- (vi) The study groups will continue to operate and meet at least 3 times per year. Minutes of these meetings will be passed onto the Secretary of the Surrey Branch and will be put onto the Surrey Branch section of the CIEH website.

- (vii) The Branch will consult with members on CIEH policies and report back to CIEH headquarters within the specified consultation period.
- (viii) The Branch committee will aim to improve communication between the committee and the study groups and in particular will try to work with the Chairs to open up training events organised by those groups, to all members.
- (vii) The Branch will work with the Regional Management Board on improving the website, and promote its use amongst members.
- (viii) We will update information on the Surrey Branch section of the website as and when appropriate, and promote its existence to members.

4. Proposals for contributing to national policy issues

The Surrey Branch intends to contribute to the governance of the Chartered Institute via the Specialist Study Groups.

5. Composition of the Branch Committee

The Branch committee comprises of:

- Chairman
- Secretary
- Assistant Secretary
- Treasurer
- Representatives from each of the 11 Local Authorities

We also aim to have a Public Relations Press Officer and Branch CPD officer.

Election of the Branch committee takes place at the annual AGM which is normally held in January of each year. The 2009 committee will therefore be elected in January 2009.

The Branch will operate in accordance with the Branch Operating Guidelines, issued by the Region in May 2006.

6. Consultation with members

This business plan has been prepared in response to the issues/requirements identified in the membership survey conducted by the Surrey Branch in June 2008.

7. Work programme

Activity	Timescale
One Branch meeting associated with a study group training event	Annually
One low cost training course/event	Annually
AGM with speaker	January 2009, 2010, 2011
Additional CPD, through other Branch/Study Group events	Annually
Branch Committee meetings	3 per year

Minutes of the Branch meetings and AGM reports to be e-mailed to members.	Ongoing – within 10 working days of the meeting
Minutes of the Regional Management Board to be e-mailed to members.	Ongoing – within 10 working days of receipt of the minutes
Dissemination of information from the Region regarding CIEH policies, strategies etc.	Ongoing – within 10 working days of the RMB/Branch Secretaries meeting
Attendance at Regional Management Board meetings.	At least 50% annually
Attendance at Region and Branch Secretaries and Treasurers meetings.	At least one per year Report back to members within 10 working days of the meeting
Study Group meetings	At least 3 times per year
Consultation with members on CIEH policies	Ongoing - Within the specified consultation period
Improvement and promotion of the website	Ongoing

8. Financial needs

Based on costs previously paid out by the Branch, the Branches operating costs is estimated at approximately £1250 (see Appendix 1). We will aim to meet the majority of these costs within the Branch, however we would like to request £300-£400 from the Region, to help provide us with funding to kick-start us into providing some low cost training courses for members.

9. Monitoring of achievements

The Branch committee will monitor the delivery of objectives, programme of events and other targets it sets out to achieve at regular intervals. The Branch Secretary will report back to members at the annual AGM.

Surrey Financial Estimates for 2009-11

		Expenditure
Surrey AGM	Posting, printing, envelopes, refreshments, room hire	£200
Speakers expenses	inc. for AGM and study groups	£300
John Tucker Award	awarded to outstanding student	£150
Travelling expenses	for Branch committee	£75
Hire of rooms for meetings		£400
Communication	Printing, postage etc	£125
TOTAL		£1250

NOTE: Due to current financial situations with Local Authorities, we anticipate that Local Authorities will charge for the use of facilities, travel expenses etc and have accounted for this as best we can. We can no longer assume that Local Authorities will subsidise CIEH related work.

It is impossible to determine exactly how much income can be made between 2009-2011 as it is dependant on the success of each event and the number of members interested in attending.

Kent Branch - Business Plan 2009-2011

Introduction

The Regional Management Board (RMB) for the South Eastern Region has agreed that Branches will continue to be the main focus for delivery over the years ahead. This document is based on the Branch Operating Instructions contained in the South Eastern Region Business Plan 2009-2011. The document will be reviewed as necessary to reflect any changes to constitutions, outcomes from the CIEH Regions and Branches or other relevant developments.

Background

The Kent Branch covers twelve district authorities and one unitary authority in Kent, and includes members of the Commercial and Independent and the Port Health Special Interest Groups (SIGs).

Aim

The Branch aims to actively engage with its membership and 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.

The Objectives of the Kent Branch

The Kent Branch has the following objectives:

- To provide opportunities to meet members' needs at a local 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 provide and / or facilitate Continuing Professional Development (CPD) and training at local level
- To provide opportunities for members to access CPD activities and keep up to date with developments in technology and environmental health practice
- To provide a conduit for information to flow from local to national and vice versa
- To maintain regular contact with members and provide information

Branch Structure

The Branch administration is carried out by the Branch Committee, as detailed in the Kent Branch Standing Orders.

There are a number of Technical Groups (TGs) in Kent and these are joint Kent Branch and Kent Environmental Health Managers Groups. The current TGs and their standing sub-groups are listed below, although temporary sub-groups have and may be formed for a limited time to carry out specific functions:

- Food Safety
- Sampling

- Health and Safety
- Environmental Protection
 - Air Quality
 - Pollution Prevention and Control
 - Contaminated Land
- Housing
- Public Health
 - Healthy Eating

Objectives

The Kent Branch intends to work with members, the South East Regional Management Board (SE RMB), CIEH Headquarters, Trustees and other relevant stakeholders. The following objectives outline the way the Branch intends to work with these partners to achieve its aims.

To work with and support members by:

- Providing opportunities to meet members' needs at a local level by arranging at least five Branch meetings (through the Technical Groups) each year
- Providing opportunities for at least 15 hours CPD each year
- Providing networking opportunities for members
- Providing opportunities for members to share best practice
- Providing opportunities for members to access Assessment of Professional Development and CPD activities and keep up to date with developments in technology and environmental and public health practice.
- Working with Kent Environmental Health Managers to develop understanding of and promote the aims and objectives of the CIEH

To improve communications with members by:

- Maintaining regular contact with members and providing information. The Branch will ensure that members are kept informed of Branch events and activities by a number of different means including: the Branch Web Site, attendance at Branch meetings by members of the SE RMB Officers, attendance at SE RMB meetings by the Branch Secretary (or a deputy).

The Branch Committee believes that communication with and the engagement of the members are crucial to the success of the Branch and the SE Region and therefore the CIEH both locally and nationally.

To work with and support the South East Trustees by:

- Providing feedback on policy and processes initiated by HQ
- Supporting Trustees in influencing HQ policy in the interests of the profession and the Branch.

To provide for student and newly qualified members by:

- Supporting students and newly qualified members with their training needs where possible
- Facilitating ELP workshops where possible

Proposals for contributing to national policy issues

The Kent Branch intends to contribute to the governance of the CIEH and provide expertise both through the SE RMB and directly. This may be through Elected Trustees and other Appointees serving on the various Boards and Task Groups, through the Expert Advisory Panel, and directly. The Branch will, where possible, contribute to consultation documents and other technical requests from CIEH either directly or through the TGs.

Work programme

The Branch aims to ensure that affordable training events are available to all members throughout the Branch to contribute towards the annual CPD requirements of all members.

The Kent Branch Secretary will aim to provide the SE RMB with a Kent Branch Business Plan by 1 February or as otherwise requested by the SE Region.

The Kent Branch aims to provide a number of CPD events throughout the year, in particular:

- The one-day conference
- Seminars, workshops, briefing sessions or similar held in conjunction with Branch meetings. The Branch aims to provide five such sessions throughout the year, each normally organised by a different TG. The details relating to these meetings will be communicated to the TG Secretaries as soon as possible after the Branch AGM by the Branch Secretary. The mechanisms for organising the meeting will be given to Secretaries of the TGs from time to time by the Branch Secretary.
- Ad hoc seminars, workshops, briefing sessions or similar either organised by the TGs or by the Branch.

Kent Projects for 2009-2011

In order to support the broad objectives set out above the Kent Branch will aim to undertake the following in 2009-2011

Description	Timescale	Comments
xvii. To hold 5 Branch meetings at locations throughout the Region. Each session to be organised by a different TG and with the aim of providing a minimum of 2 hours CPD each	Annual	Draft programme to be agreed at the Branch AGM each year
xviii. To work with the TGs with the aim of them each providing a seminar/workshop/training session of a minimum of 2 hours 30 minutes CPD each	Annual	
xix. To hold an Annual one-day conference with the aim of providing at least 4 hours CPD	Annual	
xx. To ensure a full complement of membership of the Branch Committee	Annual	Elections and nominations at the AGM for the following year
xxi. For the Branch Secretary (or deputy) to attend the Kent Environmental Health	Annual	

Managers Group meetings to develop an understanding of and promote the aims and objectives of the CIEH		
xxii. For the Branch Secretary (or a deputy) to attend SE Regional Management Board Meetings	Annual	

Finance

The Kent Branch aims to be self-funding, in line with 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. The Kent Branch Treasurer will accurately maintain accounts, as audited accounts are required by CIEH each year in order to release funding to the SE RMB.

The main source of income for the Kent Branch is the one-day conference: it is the aim of the Branch to run such a conference annually. This will be offered to Members as a (relatively) low-cost event. The day-to-day financial arrangements of the conference will be the responsibility of the one-day conference secretary, although the Kent Branch Committee will ultimately be responsible and may issue detailed guidance as it sees fit.

Each TG may claim up to £250 each year from the Branch to cover reasonable expenses or similar. The TG should liaise directly with the Branch Treasurer about all financial matters and should normally receive his agreement before any monies are committed.

Each TG or any other Member of the Branch may ask the Treasurer and / or the Committee to obtain funding for any matter: this will be determined by the Treasurer and / or Committee and should normally benefit Members of the Branch. Such funding may be provided, for example, to underwrite or provide set-up costs of a CPD event.

The set-up and use of the accounting system used by the Kent Branch will be in accordance with the method used by the Regional Treasurer to assist in year-end accounting.

The Kent Branch Treasurer will provide audited accounts to SE RMB (via the SE RMB Treasurer) by 1 February each year.

Communications

The Branch will ensure that members are kept informed of the Branch events and activities principally by email but also by:

- maintaining the Branch Web Site
- corresponding in writing where members request to be contacted this way

To further these aims, the Branch Secretary will:

- invite RMB officers to relevant events
- send details of all relevant events that are accessible by all Members of the Branch to EHN for inclusion in the diary section of EHN.

The Branch webmaster will ensure that the CIEH is sent information to post on the Branch website, and the regional website as appropriate. It is the responsibility of the

Technical Group Secretaries and Chairs, and other Branch officers, to ensure that suitable information is passed to the webmaster in a timely manner.

Monitoring of achievements

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

Branch Members will have the opportunity to comment on the draft report and the draft Business Plan at the Branch Annual General Meeting. The business plan will be based on activity at both Branch level and it is therefore necessary for TGs to contribute to this process.

The Branch Chair will aim to provide the Branch Business Plan to the SE RMB by 1 February each year, or otherwise on their request.

Monitoring of 2007

In 2007, the following aims were set:

Aim	Comments
Provide a one-day conference	Due to the difficulties of filling the post of 1-day conference secretary, and the time-scales needed to plan a conference, a 1-day conference was not held in 2007, although a successful conference was held in April 2008
Provide 5 seminars etc to be held together with a Branch meeting, each organised by a different TG	5 sessions were held in 2007 (2 on housing, and one each on food, pollution, and competencies / the new curriculum) which provided 12 hours free CPD

Berkshire Branch Business _2009-2011

Background

The Berkshire Branch of the Chartered Institute of Environmental Health (CIEH) covers the Royal County of Berkshire, covering the districts of Reading, Wokingham, West Berkshire, Slough, Windsor & Maidenhead and Bracknell Forest. 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 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 each 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 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 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.

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 fund a place for a student member to attend The Best of the Best Conference

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 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 which will normally be held in January or February of each year. The Committee will therefore be elected in or around February each year.

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 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 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.

Berks **Appendix one**

STRENGTHS

We have support from the EH managers.

We have some experience now of running branch events, what does and does not work, the SE region also been running events in our area this last year and will be doing so during 2008 which will raise our profile.

We're in a better position than 12 months ago, with 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.

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 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.

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 specialized 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.

Berks Appendix two

CIEH Berkshire Branch 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

Berks Appendix Three

CIEH Berkshire Branch Annual Work Programme for 2009 - 2011.

Month	<u>DETAIL</u>	Comment	
April	<u>CMTTE MEETING SET WORK PLAN FOR THE YEAR</u>	Feedback from EH Managers and members will help set this programme	
May	Low Cost Training Event		
June	Guest Speaker at Branch Meeting		
July			
August			
September	<u>CMTTE MEETING</u>		
October	Low Cost Training Event		
November	EH Managers Symposium Branch Meeting	EH Manager led Forum	
December			
January	<u>CMTTE MEETING</u>	Discussion of the draft Business Plan for the coming year	
February	<u>BRANCH AGM + GUEST SPEAKER</u>	Election of Branch Committee	
March	CIEH Low Cost Training Event		

Appendix C

**Chartered Institute of Environmental Health, South East Region
Regional Management Board Monitoring Framework for Business Plan 2008--2011**

ACTION	LEAD PERSON(S)	Performance Measures	Timetable	Action to Date June 08
1.Establish a Regional Management Board	Interim Management Board/Executive officer	Constitution of Board agreed. Appointment of Chairman Appointment of Treasurer. Programme of meetings agreed and scheduled. Representation from all Branches	By end 2007 First meeting 2008 First Meeting 2008 First Meeting 2008 Ongoing	Completed Completed Completed Completed
2.Develop a Business Plan for 2009/011	Executive Officer/ Regional Management Board	Draft Business Plan agreed by Board. Ensure Financial Plan is realistic Plan consulted with Region Monitoring Framework drawn up Submit Plan to CIEH Acceptance Plan by CIEH	June 2008 June 2008 June 2008 By 8 th September 2008	Completed Completed Completed
3.Reinvigorate the three moribund Branches in the Region: Oxfordshire, Hampshire & Isle of White,Berkshire	Regional Management Board/ Members of Region	Hold Regional Forums in relevant areas Branches established, AGMs held Branch business plans produced Branch reps attend Regional management Board meetings	By June 2008 Hampshire by end of 2008. Oxfordshire by end 2009	Forums held in each area. Berkshire Established and rep attends Board meetings. Hampshire offer received from CIEH member to establish

				branch
ACTION	LEAD PERSON(S)	Performance Measures	Timetable	Action to Date June 08
4.Ensure All Branches contribute to Regional programme & Encourage each to provide at least 12 hours of CPD annually	Regional Management Board/ Branch secretaries	Branch Business Plans submitted to region. Branch Reps attend Board meetings Branches assist in organisation of Regional Forums	Ongoing	
5.Review communication with members in the region	Regional Management Board/ Executive Officer/ Webmaster	Improve the content of the website. Produce a regular newsletter for members	Jan 2009 By Jan 2009 and quarterly	
6. Hold at least four regional forums yearly at different places in the region	Board/ Branches	Meetings scheduled at first Board meeting in calendar year. Programme to provide at least 12 hours of CPD annually	Annually, ongoing	2008 programme set. Meetings held in Milton Keynes, Abingdon and Eastleigh
7. Participate in a workshop to consider the organisational and process issues for the Region	CIEH headquarters. Board	Board to discuss at October 2008 meeting. Board reps to attend meeting	October 2008 March 2009	Preliminary discussions at CIEH Roadshow in June 08
8. Hold an Annual Joint Regions (with London) Study Course	Joint regions Committee	Agree rep on committee Ongoing planning meetings , Dates/ programme reported back to Board	Ongoing annual timetable	Rep agreed: Paul Hobbs. Reports received at Board meetings
9.Seek to increase the hours of the Executive Officer to support the business plan	Board	Consider options and cost	By Jan2009	

ACTION	LEAD PERSON(S)	Performance Measures	Timetable	Action to Date June 08
10. Develop a Business Case for a full time Regional Policy Officer	Board	Chairman/ Vice Chairman & treasurer meet to formulate' Report to Board. Report to Chief Executive CIEH Appointment of Officer	Jan 09 March 09 June 09 Jan 2010	
11. Organise and participate in annual meetings with regional agencies –GOSE, FSA etc	Board Members	Approach all agency contacts Arrange meetings Arrange joint seminars	During 2008 2009 and annually ongoing	
12. Hold event to explore shortfall in EH student training placements	Board / Exec Officer	Draw up list of contacts of employers, regional government, businesses and other relevant parties. Plan and hold event. Develop a database of practical training placements	By end 2008 April 2009 Commence October 2008 and ongoing	
13. Support Student, / non- waged Members to gain cpd	Board/ Exec Officer	Provide 2 paid places to Best of the Best for students or non waged members. Encourage student rep. to the Board. Ensure that regional information on all activities is provided to training establishments in the Region,	September 2008 and ongoing. Ongoing October 2008 and ongoing	