

## **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

<b>Activity</b>	<b>Timescale</b>
One Branch meeting associated with a study group training event	<b>Annually</b>
One low cost training course/event	<b>Annually</b>
AGM with speaker	<b>January 2009, 2010, 2011</b>
Additional CPD, through other Branch/Study Group events	<b>Annually</b>

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

#### 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.

## Appendix 1

### Financial Estimates for 2009-11

		<b>Expenditure</b>
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
	<b>TOTAL</b>	<b>£1250</b>

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.