

# South West Regional Management Board and Branches Terms of Reference

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## 1. Purpose of this document

This document aims to set out the vision and objectives of the region, the terms of reference and functioning of the South West Regional Management Board (SWRMB) and to provide guidance on the operation of the branches. The document will be reviewed at least annually and to reflect changes to CIEH regional policy and practice.

## 2. CIEH South West Region- an outline

The South West Region covers the geographical area of the Government Office for the South West and includes the counties of Devon, Cornwall, Somerset, Dorset, Gloucestershire and Wiltshire. It has the largest surface area of any of the English regions (23,837 sq km – more than 18% of England) and the longest coastline (700 miles). The region has a total population of just over 5 million but the lowest population density of any English region. These characteristics are significant in that they represent the greatest challenge to the Regional Management Board in delivering to a diverse membership of 1107, scattered over a huge geographical area

The SWRMB was set up in January 2006 and combines the former Western and South Western Centres.

The region comprises the following branches: - West of England, Somerset, Dorset, Gloucestershire, Wiltshire, Devon and Cornwall. The branches continue to be the main focus for delivery of the regions objectives and business plans.

The SWRNB's primary role is to provide its members with opportunities to share knowledge, provide training to enable members to maintain competence in new legislation and developments in their specialist fields and to maintain their Continuing Professional Development requirements.

## 3. Vision statement

The region's aim is to engage with the membership of the region in order to provide high quality and effective support, information and training in all aspects of environmental health.

## 4. Regional objectives

The South West Region will function to:

- Provide opportunities to support members' needs on a local/regional level
- Provide networking opportunities for all members and in particular Commercial and Industrial SIG members, based in or living in the region, students and retired members
- Provide opportunities to share best practice
- Provide opportunities for members to contribute to the governance of the CIEH and to the development of its policies.
- Provide a conduit for information to flow from local to national and vice versa
- Provide opportunities for members to access CPD activities and keep up to date with developments in technology and environmental health practice.
- Maintain regular contact with members and provide information by electronic and postal services

## 5. Contributing to national policy issues

The South West Region will also contribute to the governance of the CIEH through the elected trustees, individual members serving on the various boards and task groups and through the CIEH Expert Advisory Panels. The region will also contribute to consultation documents and other technical enquiries from CIEH head office. The region will be supported through the work of the Strategic Projects Director CIEH to help co-ordinate and develop environmental policy and practice at the regional level.

## 6. Aims of South West Regional Management Board

The SWRMB oversees the membership support and function within the region to achieve the regional vision and objectives. It supports the work of the branches and facilitates consistency and communication throughout the region. Its main functions are to:

- Discuss and agree CIEH regional activities and policies
- Coordinate and write a regional annual business plan based on the contributions of the branches together with a supporting financial plan
- Discuss and agree a programme of CPD training activities
- Organise regional events such as the CIEH Chief Executive road show
- Organise an annual Members Forum
- Develop projects to advance and support CIEH regional environmental health
- Manage the post of Executive Officer
- Maintain communications to members via branches
- Maintain the regional website
- Attendance by Regional Management Board members to Branches as required
- Produce a regional newsletter to update members on current initiatives
- Monitor achievement of regional vision, regional objectives and business plan
- Attendance at HQ meetings as required

## 7. Regional Management Board composition

The SWRMB comprises:

- Three elected Trustees - These are elected for a period of three years, in accordance with CIEH Regulations, by ballot of all members within the SW Region. Trustees shall sit on the Regional Management Board in addition to any other positions on Council for the period of their term.
- One representative nominated from each of the branches within the region, but must be voting members of the CIEH. Branches may substitute another member to ensure cover:
  - Devon
  - Cornwall
  - Gloucestershire
  - Wiltshire
  - West of England
  - Dorset
  - Somerset
- SIGs may nominate local members to the Board at their discretion and must be voting members of the CIEH

A Chairman is elected from the appointed branch representatives and will serve for a minimum of one year. Normally a deputy chairman will take over the role to facilitate continuity. These positions are selected by the Regional Management Board

Job descriptions of the Chairman, Honorary Secretary/ Treasurer are derived from the template in the current Centre and Branch Secretaries and Treasurers Manual and are attached as annex 1.

The post of Executive Officer will be a paid, part-time appointment on a one-year term contract and subject to annual review. The job description for the SW Executive Officer is attached as annex 2. The Executive Officer will be expected to attend meetings of the SWRMB but will not have voting rights.

Subject to consideration by the board, representatives may also be invited from:

- Academic centres in the region involved in environmental health training
- The commercial and industrial special interest group (to improve and develop liaison between members in public and private sectors)
- Student members
- On an ad hoc basis, representatives from the Regional Public Health Group, other elements of the Government Office for the South West and the South West Regional Assembly

## 8. Meetings of the South West Regional Management Board

The SWRMB will meet a minimum of four times a year. All meetings will be minuted and the minutes posted on the region's web site to ensure transparency of decision making. The meetings will also offer teleconferencing opportunities to members of the board to encourage full participation.

## 9. Regional business planning

The SWRMB needs to comply with the guidance relating to the production of the annual business plan. A draft business plan needs to be agreed and sent to HQ by October each year.

## 10. Regional finance accounts

The SWRMB needs to operate its accounts in accordance with the guidance set out in the SW Financial guidance document. Accounts need to be cleared by HQ by December each year and the final audited accounts sent to HQ Finance by end of January.

## 11. Guidance for branches

The Regional Management Board acknowledges that branches continue to be the main focus for delivery of the regions vision and objectives. Every effort will be made to ensure the effective functioning of the branches. The following guidance aims to facilitate the effective management of branch activity:

- Branch secretaries need to provide the ratified branch business plan to the SWRMB by September each year for the following year. This is to ensure that the region meets the deadlines for the CIEH bidding process
- It is the region's policy that the branches should be financially self-sufficient and be able to generate income to cover expenses incurred through organising events and activities. If any branch needs additional funding to support an activity this needs to be identified within the branch business plan with supporting evidence
- Branch treasurers need to comply with the SW Financial guidelines and maintain accurate and audited accounts. The regional treasurer will need to receive audited Branch accounts each year by September
- Branch secretaries to ensure that information is posted on the website in a timely manner (send to [s.smith@cieh.org](mailto:s.smith@cieh.org))
- Branch secretaries to ensure that all events are advertised within EHN and are accessible to members within the region
- Branch chairs to provide SWRMB a report on the activities undertaken within the branch for that year by end of October to enable feedback at the Members Forum in November each year and to contribute to the business plan evaluation process
- Branches will provide nominations to Regional Management Board for free/low cost places at the CIEH Best of the Best and New Professionals Conference.
- Branches will hold an Annual General Meeting each year to elect relevant representatives

### Summary Time Table for Action

Action	Month	Lead
Branch Business Plan to SWRMB	September	Branch
Branch accounts to SWRMB	September	Branch
Report of Branch achievements to SWRMB	October	Branch
Regional Members Forum	November	SWRMB
Regional Business Plan and accounts to HQ	November	SWRMB
Branch AGM and election of officers	January	Branch/members
Confirmation of SWRMB officers	February	SWRMB

