



Chartered
Institute of
Environmental
Health

Code of Conduct for Elected Members of the Chartered Institute of Environmental Health

Interpretation and definitions

In these regulations, unless the context otherwise requires, references to regulations and paragraphs are to the regulations and paragraphs herein. Expressions used in these Regulations shall have the same meaning as in the Byelaws of the CIEH unless otherwise provided.

Elected member means:

1. A member of the CIEH who is elected to Council by the method described in the Election of Council Regulations; and
2. A member of the CIEH who is appointed to a committee or sub-committee; and
3. A member of the CIEH who is appointed to the Management Board of a region or special interest group; and
4. The President of the CIEH; and
5. Any other person who has expressly undertaken to the CIEH to be bound by this code

Trustee means a trustee of the Chartered Institute of Environmental Health for the purposes of the Charity Commission

Application

This Code of Conduct prescribes minimum standards of conduct applicable to Elected members in carrying out the duties and privileges of their office for the CIEH.

This code, together with the CIEH's Code of Professional Conduct for Members, represents the minimum standards against which the conduct of Elected members will be judged by their fellow Elected members, members of the CIEH and the general public.

Failure to adhere to this Code may also amount to a direct contravention of the CIEH's Code of Professional Conduct for Members. This code should be read in conjunction with the Code of Professional Conduct for Members.

Any alleged breach of this Code of Conduct shall be dealt with in accordance with the Regulations for disciplinary procedures relating to Elected members. If a breach is also alleged to be a breach of the Code of Professional Conduct for Members, the elected member may be also be liable to action under the Regulations for disciplinary procedures relating to members.

Declarations

It is the responsibility of every Elected member to familiarise themselves with their associated responsibilities.

Each Elected member shall be deemed to have accepted this code from the date of commencement of appointment or (if later) the date on which this code was adopted by the Council.

On appointment, each elected member shall be required to:

1. Sign an undertaking in the form set out in Appendix 1.
2. Complete and sign the Declaration of Interests set out in Appendix 2

The Code

1. Trustees shall abide by the guidelines of the charity commissioners
2. Elected members shall act in accordance with guidance issued by Council.
3. Elected members shall act in the best interests of the CIEH and without regard to their personal interests.
4. Elected members shall not take part in the determination of specification of a service for which they may tender or otherwise bid.
5. Elected members representing the CIEH shall not represent their personal views as those of the CIEH, unless they so state at the time.

Commencement and amendment of Regulations

These Regulations shall take effect on the date of adoption by the Council and may only be amended, varied or rescinded by the Council.

These Regulations supersede and replace those made by the Council on 26 June 1999.

ADOPTED as Regulations by the Council on 6 December 2007. Amended by Council on 27 April 2010

Appendix 1



Undertaking of acceptance of the Code of Conduct and Elected Members' disciplinary proceedings by Elected Members

I,	
of (address).....	
.....	
being a duly elected person in the following capacity:	
(Position and region or committee).....	
HEREBY UNDERTAKE and CONFIRM THAT I will:	
1. Abide by the Code of Conduct for the time being of the CIEH, a copy of the current form of which I acknowledge has been provided to me;	
2. Submit to the Elected Members' disciplinary proceedings for the time being of the CIEH, a copy of the current form of which I acknowledge has been provided to me;	
3. Recognise and implement any sanctions ordered or required under the Elected Members' disciplinary procedures.	
Signature:	Dated:

EXECUTED and DELIVERED as a Deed to the CIEH by the above-named in the presence of:

Witness: (Voting Member)	
Signature:	
Address:	
Occupation	

Appendix 2



Declaration of interests pursuant to the Code of Conduct

Name:	
Post held: (Trustee/President/Appointee etc)	
Signature:	
Date:	

(Please tick as necessary)

- I have no declarations
- I have no further declarations to add to previous statement
- My declarations are listed overleaf

Declarations shall include details of:

1. Any elected or honorary post held
2. Any interest in any organisation or undertaking other than posts which that elected member has previously agreed with the Chief Executive bear no relevance to the functions or business of the CIEH.

If such posts or interests shall change, it shall be the duty of the elected member to promptly advise in writing the Chief Executive of such changes, and in the prescribed form.

The details of all declarations made to the Chief Executive shall be maintained in a register at the registered office of the CIEH and shall be available during normal working hours on reasonable notice for inspection by any member and others.

The register may be disclosed to third parties upon written application to the Chief Executive. Any such application should contain specific reasons why the information is requested to be disclosed. The Chief Executive will consider and grant the request if satisfied that the application and reasons are fair and genuine.

Where a declaration has been deemed to be of no relevance, it shall be recorded in a separate register for the sake of future clarity. This should not be available for inspection by the general public.

Are you aware of any investigation or action pending in your personal, professional or occupational life which may affect your professional, personal or employment standing and therefore reflect inappropriately on the reputation of the CIEH in discharging your duties as an elected member?

- No, I am not aware of any such investigation or action
- Yes, I am aware of such investigation or action*

*If yes, please contact the Chairman of Council or the Chief Executive to advise accordingly.