



Chartered  
Institute of  
Environmental  
Health

# Region and Special Interest Group Regulations

Expressions used in these Regulations shall have the same meaning as in the Byelaws of the Chartered Institute (CIEH) unless otherwise provided and references to "Regulation(s)" and "Paragraph(s)" are references to those contained within this document.

# Region and Special Interest Group Regulations

## Part 1 - Regions

1. From 10 September 2009, the regions of the CIEH shall be:
  - North East
  - North West
  - Yorkshire & Humber
  - West Midlands
  - East Midlands
  - East of England
  - South West
  - South East
  - London
  - Cymru Wales
  - Northern Ireland
  - Scotland
2. The boundaries of the regions shall be as defined by the Office of the Deputy Prime Minister as of 9 July 2005.
3. Each member of the CIEH shall be allocated to a region of their choice. Members who do not choose a region will be allocated to a region chosen by the CIEH.
4. The main function of each region is to meet the needs of the members within its area, for example:
  - 4.1 To provide opportunities to meet members' needs on a local/regional level.
  - 4.2 To provide networking opportunities for members.
  - 4.3 To provide opportunities to share best practice.
  - 4.4 To provide opportunities for members to contribute to the governance of the CIEH and to the development of CIEH policies.
  - 4.5 To provide a conduit for information to flow from local to national level and vice versa.
  - 4.6 To provide opportunities for members to access CPD activities and keep up to date with developments in technology and environmental health practice.
5. Council will consider applications for the formation of additional Regions.

## Part 2 - Special Interest Groups (SIGs)

6. Council will consider applications for the formation of a special interest group in the form of a petition, signed by at least 50 members, and if satisfied will establish the SIG for the period until the end of the subsequent year.
7. Council may at any time dissolve a SIG.
8. The petition must demonstrate the need for such a group to be established to operate on a national basis and must provide an outline business plan which sets out, at minimum,
  - 8.1 The objectives of the SIG.
  - 8.2 Its proposals for feeding into national policy.

- 8.3 Justification for requests for representation on any Council board or committee (or sub-board or sub-committee).
  - 8.4 Its proposals for the composition of an initial management board to manage its affairs.
  - 8.5 Its proposed work programme for the remainder of the current and the next year.
  - 8.6 The financial and other resources it would need to operate for the remainder of the current and the next year (i.e. to the end of the next subsequent full calendar year).
  - 8.7 A commitment to consult with its members, once established, and to produce an annual report (as required by regions) for its continuation beyond the end of the next subsequent year.
- 9. The continuation of a SIG beyond the end of the next subsequent year following its establishment by Council will be at the discretion of the Council and will be dependent on the case made by the SIG within its business plan.
  - 10. Each member may join, on request, one special interest group of their choice at no charge.
  - 11. Each member may join additional special interest groups on payment of the appropriate annual subscription fee.
  - 12. As of 10 September 2009, the Special Interest Groups are:
    - 12.1 Commercial and Independent
    - 12.2 International
    - 12.3 Port Health

### Part 3 - Management Boards

- 13. The operation of each region and SIG will be managed by a management board, the composition of which will be determined by the members within that region or SIG, but which will include, as a minimum, a chairman, secretary and treasurer.
- 14. Members of the management board shall be members of the CIEH.
- 15. The elected members of Council shall be members of the management board of their Region.
- 16. The structure within each region or SIG will be determined by each management board, following consultation with its members.
- 17. Each management board shall, as a minimum:
  - 17.1 Ensure that a programme of meetings, seminars, conferences or other training and CPD events is organised within the Region.
  - 17.2 Produce an annual report on the activities of the region/SIG in the previous calendar year and a business plan for the following year, to be submitted by a date determined by the Resources Committee of the CIEH.
  - 17.3 Regularly review its provision for meeting the needs of small groups of members who may have particular training etc. needs or who may be working in emerging aspects of environmental health or in emerging employment sectors.

- 17.4 Hold (at least) one annual Members Forum at which the members of the region/SIG will have the opportunity to comment on the draft annual report and the business plan to be submitted for the ensuing year.

#### Part 4 - Resourcing and supporting Regions and SIGs

18. The annual allocation of funding to Regions and Special Interest Groups will be determined by Council, who will receive a recommendation from Resources Committee.

ADOPTED by the CIEH in General Meeting on 9 July 2005 and amended by Council on 10 September 2009.