



Chartered
Institute of
Environmental
Health

**London
Region**

London Region Business Plan and Funding Bids – 2010

Revised Procedures for the Submission of Business Plans and Funding Bids

In her last two Reports presented at Region's AGM, Jenny Douse our Chair has spoken on the great difficulties that have been experienced in completing the Business Planning and Funding Bids for the coming year's activities.

This process has been managed via an ad-hoc body called the "Forum" whose origins lie in the Task Force set up to plan and implement the restructuring of the CIEH's membership into Regions and Special Interest Groups. The Forum has no decision making authority; its role is to examine and evaluate the Business Plans and funding bids prepared by the Regions and SIG's and to make recommendations to the Resources Committee.

For the past two years Resources Committee have rejected the Forums recommendations, usually because the total funding requested has exceeded that which is budgeted for Region and SIG activities and this has resulted in having to revisit all of the work prepared earlier in the year and go into the New Year with no agreed funding in place.

It was agreed that this situation could not be allowed to continue so in early 2009, a small Task Group was set up by the Resources Committee to consider:

1. the funding formula to apply to Region/SIG funding from 2010
2. the format for Business Plans
3. the future of the Forum

The Task Group met in April and made the following suggestions which have now been approved by the Membership / Resources Committee. (All subject to Council approval)

Funding

The Task Group resolved to recommend that the funding formula be determined by the following:

- 50% of the base budget funding should be distributed based on capitation
- 20% of the base budget funding should reflect the size of the regions (The 'size' of the SIGS will be a notional 2x size of the biggest region)
- 30% of the base budget funding should reflect and reward the provision of CPD events for members.

The Task Group felt that the decisions around the provision of CPD events and the charging regime attached to them should be left to Region/SIG Management Boards, and be delivered by them, within the resources available; either funded by the allocation from Resources, or from external funding generated by the Region itself.

The Task Group also felt that if CIEH funding was 'healthy' and Resources determined to provide more funding to support Regions' development, Resources Committee might choose to invite competitive bids from Regions/SIGs for projects, the theme of which might be guided by Resources/Membership committees. The Task Group felt that these bids would be assessed by the Chair and Vice Chair of Resources and third trustee (not having an interest), or three trustees similarly independent.

Business Plans

The Task Group felt that the Business plans required from the Regions/SIGs should be greatly simplified and comprise:

- A report of the activities for the previous 12 months, specifically including the numbers of CPD events provided and the numbers of members attending those events
- A succinct plan for the forthcoming 12 months.

A template would be drafted for the submission of the required funding bids.

Future of the Forum

In the light of the above, the Task Group felt that the Forum should be disbanded.

A FAQ note and "Dummy" spreadsheet showing how the funding could be allocated based on the funds available for 2009 were received from the CIEH in the last few days and these are attached. Looking at the "Dummy" funding allocations based on last years budget, London does not do so well.

We appear to have "lost" nearly 200 members now making us the third largest Region numerically instead of the largest; we have the smallest area of any Region with no allowance made for the fact that we support all overseas members who are likely to grow in significant numbers.

It was said in jest at a previous meeting that the London Region's area should be the area of the whole world to reflect the above fact and in all seriousness the Management Board will press for an additional allowance to be made to take account of the position that London does currently support all our members who live and / or work abroad.

As you will see, this new system greatly reduces the burden on Region and SIG Management Boards – we will no longer be required to produce a lengthy annual business plan, and there will be no more meetings of the Forum. Instead we have been asked to produce a simple two page update on your activities, including an indication of how much CPD you have provided for members over the year.

Your incoming Management Board will begin preparing the required information immediately and will be contacting the London Region Study Groups for details of the CPD activities they were able to deliver during 2009 and their proposed programme for 2010.

The London Region Bid has to be submitted by October.

