



## **Appointment of Board and committee members - candidate information pack**

- Board of Trustees
  - Appointments and Remuneration Committee
  - Learning and Qualifications Advisory Group
  - Membership and the Profession Advisory Group
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- Application deadline – 0900, Monday 1 October 2018.
  - This pack can be made available in alternative formats. To arrange this, please contact Tricia Keen on 020 7928 6006 or e-mail [t.keen@cieh.org](mailto:t.keen@cieh.org)
  - If, having reviewed this pack, you have any unanswered questions, please contact Shally Adlakha on 020 7827 6344 or e-mail [s.adlakha@cieh.org](mailto:s.adlakha@cieh.org)
  - If you need any reasonable adjustments to the recruitment process or anticipate adjustments needing to be made to the role or working environment, CIEH is committed to make these.

Date of issue of information pack: 3 September 2018

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## **Introduction from Siraj Choudhury, Chair CIEH**

Dear Candidate

Like most professional bodies, CIEH has been through a recent period of transformation. The working environment in which our members (and the wider profession) operate is ever changing. At this critical time of change, pressure and opportunity for our members, CIEH has reviewed how it can best deliver value as a professional body and has adapted its business focus accordingly.

The CIEH Charter places an important obligation on us to act in the public interest; we are determined to do that in an open and transparent way. More than two years ago, as part of that approach, the Board commissioned an independent review of CIEH's governance; we implemented each recommendation from that review. Alongside that work, we want to ensure that those with governance roles are reflective of the diversity of the modern profession and the communities it serves.

I am in first year as Chair and we have just completed the third annual round of direct member elections to the CIEH Board (six of our 13 Board members come via this route). We now need to make a co-option appointment to the Board (open to both members and non-members) to ensure that we have the best possible combination of skills to manage our business and to lead the profession.

Alongside changes to our Board, we have simplified CIEH's committee and advisory group structure with two key aims – to ensure probity and transparency and to provide CIEH with the best advice in the key areas of its operation. We are currently recruiting to two advisory group roles and for our Appointments and Remuneration Committee.

Volunteers play a hugely important role in the organisation. If you would like to join the team leading and transforming CIEH and the support that it gives to the profession, we would welcome an application from you.

Thank you for your interest.

**Siraj Choudhury**

## **About CIEH**

The Chartered Institute of Environmental Health is a professional membership body dedicated to improving health and wellbeing. We are a registered charity established by Royal Charter, based in the UK with offices in England (London), Northern Ireland (Belfast) and Wales (Cwmbran).

On behalf of our 8,000 members and the wider environmental health profession, we campaign and provide information and evidence on environmental health issues to government and other key decision-makers.

We set standards and accredit courses and qualifications. We provide training to educate, inform and boost the skills of environmental health professionals and the general workforce across the public and private sectors. Our training also assists employers to comply with legal requirements and best practise, to ensure that businesses can enhance the health and wellbeing of staff and clients.

## **Board of Trustees - Role**

The Board of Trustees is the ultimate decision making body of CIEH.

CIEH has a wholly owned subsidiary company (CIEH Limited), the directors of which are the members of the Board of Trustees plus the Chief Executive. Members are also trustees of the Environmental Health Welfare Fund.

The role of the Board is to:

- ensure that the organisation complies with its Charter, Byelaws, charity law and other relevant legislation or regulations.
- review and approve the strategic objectives of the organisation in collaboration with the Chief Executive and her management team.
- ensure that the needs of members and other stakeholders are considered.
- appoint the Chief Executive, co-opted Board members, defined committee and advisory group members and the chairs of committees and advisory groups.
- uphold and apply principles of equality and diversity.
- safeguard the wellbeing of CIEH's staff.
- approve the annual budget.
- ensure probity in all of CIEH's business operations.

The Board aims to ensure that, amongst its 13 members, it has the wide range of experience, capacity and skills needed to provide leadership to CIEH, support its Chief Executive and her team and ensure robust governance. Board members also play an important role in stakeholder communications, supporting the Executive team.

## Board of Trustees, committees and advisory groups - member competencies

Candidates must demonstrate (in application and at interview) that they meet the competencies below. Some examples of how these may be met are shown.

Competence	Evidence
<b>Ability to contribute to strategic direction</b>	<ul style="list-style-type: none"> <li>• Understanding of the relationship between the purpose and values of an organisation and its strategic direction.</li> <li>• Knowledge and experience of strategic planning and delivery, with the ability to scrutinise performance data.</li> <li>• Experience of contributing to the achievement of objectives within time and resource constraints.</li> </ul>
<b>Awareness of equality and diversity issues</b>	<ul style="list-style-type: none"> <li>• Able to explore and work with values of respect, inclusion, fairness and transparency and what these might mean in a professional body.</li> <li>• Broad awareness of equality and diversity issues.</li> </ul>
<b>Ability to listen and communicate effectively</b>	<ul style="list-style-type: none"> <li>• Well-developed listening skills.</li> <li>• Good communication skills and the ability to put views across clearly and sensitively in a variety of settings.</li> <li>• Awareness, and acceptance, of diverse views.</li> <li>• Ability to inspire confidence and support amongst CIEH's members and other stakeholders.</li> </ul>
<b>Ability to work effectively as part of a team</b>	<ul style="list-style-type: none"> <li>• Experience of participating in group discussions.</li> <li>• Involving and including others in a decision making to achieve the best outcome for an organisation.</li> <li>• Sharing expertise whilst being able to recognise expertise in others.</li> <li>• Ability to reflect on own behaviour and impact on others.</li> </ul>

Competence	Evidence
<p><b>Capacity and skill to understand the priorities of our stakeholders</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of environmental health (CIEH member candidates only).</li> <li>• Skills and experience to develop an understanding of the sectors in which CIEH members operate and of the profession (Non-CIEH member candidates only).</li> <li>• Knowledge and understanding of the wider social, political and educational landscape, across the nations of Britain and internationally.</li> </ul>

**For the Board of Trustees role, candidates are sought with a professional HR background. The Board is particularly interested in hearing from candidates whose experience has been developed in a commercial environment.**

## **Board of Trustees – recruitment process**

<b>Key dates</b>	Application deadline:	0900, Monday 1 October 2018
	Shortlisting complete by:	Monday 8 October 2018
	Interviews:	Tuesday 16 October 2018
	Induction:	Monday 10 December 2018
	Appointment starts:	1 January 2019

**Essential Competencies** Candidates must demonstrate that they have the competencies outlined on pages 6 and 7.

**Eligibility** See page 11 for full details of eligibility.

**Remuneration** Unpaid, travel and subsistence reimbursed in line with CIEH's policy.

**Time commitment** Up to 12 days a year, including meetings, meeting preparation, training and attendance at other events. Approximately half of the members of the Board are required to sit on a committee or advisory group. Most meetings are held in London at CIEH's office on the South Bank.

CIEH's Board consists of 13 trustees:

- President
- Six trustees, elected by CIEH members
- Six co-opted trustees

The President and co-opted trustees are appointed by the Board, on the recommendation of the Appointments and Remuneration Committee.

This recruitment exercise is for one-opted trustee, to join twelve already in role.

The initial term of office for trustees is three years; the maximum service is six years (consecutive or otherwise).



## **Committee and advisory groups - roles**

After the 2016 governance review, the Board of Trustees agreed a new committee and advisory group structure. The aim was a robust, transparent and simplified approach to governance, offering the Board expert advice.

The key responsibilities of each group where there is a vacant role are:

### Appointments and Remuneration Committee

- Recommend appointments to the Board, its committees and advisory groups.
- Review the composition of the Board and identify any skills gaps.
- Recommend the framework policy for the remuneration of the Chief Executive.
- Review any significant proposed changes in employment policy and benefits for CIEH staff.

### Learning and Qualifications Advisory Group

- Support the Board in its role as CIEH awarding organisation.
- Provide oversight for CIEH qualifications and learning portfolio.
- Participate in the appointment of the Chief Examiner and oversee the work of the Board of Examiners.
- Assist CIEH in building strong and positive relationships with the HE and FE community.
- Report to the Board on quality assurance compliance.

### Membership and the Profession Advisory Group

- Support the Board by contributing to the review and formulation of strategy in relationship to membership and the wider profession.
- Recommend policies for member recruitment, engagement, retention and services.
- Review the CPD scheme, including regulations and guidance for members.
- Ensure robust, transparent and fair policy for implementation of CIEH's ethical codes.
- Advise the Board on membership grades, fee structures and entry criteria.

In addition, a Risk and Audit Committee supports the Board. There are no vacancies on this committee at present.

## **Committees and advisory groups – recruitment process**

<b>Key dates</b>	Closing date:	0900, Monday 1 October 2018
	Shortlisting complete by:	Monday 8 October 2018
	Interviews:	Monday 12 and, possibly, Tuesday 13 November 2018
	Induction:	Monday 10 December 2018
	Appointments start:	1 January 2019

**Essential Competencies** Candidates must demonstrate that they have the competencies outlined on page 6. They must also outline the specific skills and experience they bring, relevant to the work of the committee or advisory group.

**Eligibility** See page 11 for full details of eligibility.

**Remuneration** Unpaid, travel and subsistence reimbursed in line with CIEH's policy.

**Time commitment** Up to 10 days a year, including meetings, meeting preparation, training and attendance at other events. Most meetings are held in London at CIEH's office on the South Bank.

Applications are sought for the following appointments (candidates should be able to evidence a senior background in the relevant area of expertise with, ideally, experience of providing strategic oversight and working with leadership teams):

Appointments and Remuneration Committee

- A non-member of CIEH, preferably an HR professional

Membership and the Profession Advisory Group

- A member of CIEH

Learning and Qualifications Advisory Group

- One academic member (those who deliver environmental health learning and qualifications, CIEH member or non-member)

The initial term of office for all committee and advisory group members is for up to three years, dependent on the length of any previous service. The maximum service is six years (consecutive or otherwise).

## **What is it like to take on a role in CIEH's governance?**

### **Amanda Clarke**

Amanda joined the CIEH Appointments and Remuneration Committee in 2016. She is a practicing Environmental Health professional with experience in hospitality management, the private sector and local government. She says, "It is a pleasure to sit on the Appointments and Remuneration committee at a very exciting time when so many committed professionals are putting themselves forward to be part of an Institute which has recognised the need for change. To be part of the process ensuring the organisation recruits the best possible candidates on to the committees and boards is both an impressive and rewarding experience. As a Chartered Environmental Health Practitioner, I feel my role on the committee represents the views of CIEH members. My commitment to the role is driven by a rewarding career that the CIEH has supported along the way. CIEH genuinely wants to be more inclusive and welcoming and I'm pleased to be part of that change."

### **Kevin Gould**

Kevin joined the CIEH Risk and Audit Committee in 2015. He is a Chartered Accountant who has worked in internal audit and consulting roles in the financial services industry for 25 years. Kevin wanted to broaden his experience and use his skills in for the benefit of a cause he believes to be important. "I have met interesting people from very different professional backgrounds and found that my expertise is welcome and valued. As someone who has prepared board papers for many years, I have also found it invaluable to see things from the other side and get an insight into the information board and committee members need to perform their role." Kevin became a trustee of CIEH in 2017 and was elected Deputy Chair earlier this year. He is enjoying using his financial experience in a more strategic capacity, which again is something he believes will develop new skills and offer new career opportunities.

### **Andrea Higginbottom**

Andrea is a member of CIEH's Learning and Qualifications Advisory Group - she joined in 2017. She specialises in helping professional service providers identify and make dynamic improvements to their business, so that they achieve their full potential. "When I heard the CIEH was looking for advisors I knew it would be an invaluable opportunity for me to support the transformation of such a respected organisation. As a professional advisor I have had the chance to share the wide range of experience I've gained in industry with a variety of people, to help them further their goals. Personally, the role has been amazingly fulfilling too. I learn something new every day from the many specialist professionals we collaborate with."

## **Disqualification from appointment**

The Appointments and Remuneration Committee will not recommend for appointment to any role any person who:

- Has a criminal conviction or a caution (or the equivalent in any other jurisdiction) which is unspent under the terms of the Rehabilitation of Offenders Act 1974, nor who has an unspent sanction for contempt of Court.
- Has been found guilty of disobedience to an order of the Charity Commission for England and Wales under section 336 (1) of the Charities Act 2011.
- Is subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 (commonly known as being on the sex offenders register).
- Is a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc Act 2010 or the Al Qaida (Asset Freezing) Regulations 2011.
- Is an undischarged bankrupt (or subject to bankruptcy restrictions or an interim order).
- Has been dismissed, other than by reason of redundancy, from any paid employment.
- Has been removed from the membership of any professional body, having been found guilty of a disciplinary offence, or had their membership suspended.
- Has been had their licence to practise suspended or revoked through the fitness to practise arrangements of any regulator.
- Is disqualified from being a company director (as a result of an order under the Company Directors Disqualification Act 1986 or The Company Directors Disqualification (Northern Ireland) Order 2011 or is subject to an order under section 429(2) of the Insolvency Act 1986.
- Has been removed as a trustee, officer, agent or employee of any charity by the Charity Commission for England and Wales, the Scottish Charity Regulator, the Charity Commission for Northern Ireland or the High Court.
- Is disqualified from being a trustee by any provision of the Charities and Trustee Investment (Scotland) Act 2005.
- Is under the age of 16 years at the date of appointment

The Board expects members appointed to it and to its committees and advisory groups to attend all meetings, other than in exceptional circumstances. CIEH's operating procedures include provision for the removal of those who do not attend meetings regularly, without good cause.

No member of staff of CIEH is eligible to become a Trustee or a member of a committee or advisory group during the period of their employment, nor for a further three years after the end of their employment contract.

## **Conflict of Interests**

Close relationships with other Board members, members of the interview panel (set out on page 14) or of the CIEH Executive Management Team may be considered a conflict of interest, as may employment, shareholding or other similar relationships with any CIEH contractor, business partner or competitor.

The onus is on applicants themselves to declare any potential conflicts in their written application. The Panel will explore, fully, any conflicts of interest at interview.

## **Diversity**

CIEH is committed to making appointments on merit alone using an open and transparent process. CIEH's Board wants its membership (and that of its committees and advisory groups) to reflect the profession as a whole.

We aim to offer equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. We welcome applications from all sections of the community.

## **Application process – all roles**

To apply for these posts you must submit (as a single Word document or PDF, if sent by e-mail):

- Your CV (no more than two pages, 11 point).
- A letter of application (also no more than two pages, 11 point). It is vital that this sets out, clearly, how your experience allows you to meet the competency requirements. The Panel will not rely on job titles or similar to assume competence. If you are not explicit in how you meet the competency requirements, the Panel will not be able to short-list you for interview.
- The role applied for must be shown in the heading of the letter and in the subject line of e-mailed applications.

To apply for more than one role, you must submit separate applications for each.

The deadline for completed applications is **0900 on Monday 1 October 2018**.

Applications should be sent by e-mail to: [t.keen@cieh.org](mailto:t.keen@cieh.org)

Or by post to:

Tricia Keen  
CIEH  
15 Hatfields  
London  
SE1 8DJ

After the closing date:

- We will acknowledge receipt of your application (by e-mail if provided).
- We will rely on only the information you provide in your letter and CV to assess whether you have the skills and experience required.
- Our Appointments and Remuneration Committee will shortlist and, subsequently, interview invited candidates. Committee members are: Steve Othen (Independent member), Amanda Porter (CIEH member), Victoria Stubbs (CIEH member and Committee Chair) and Dawn Welham (Board member).
- By Monday 8 October 2018, we will advise candidates invited to interview of the date on which they are required.
- At interview, the Panel will ask questions about your experience and expertise and to find whether you meet the specified competencies. The Panel's questions will require answers which include examples of when you have demonstrated these behaviours in your professional or personal life.
- Interviews will give candidates an opportunity to ask questions about the role and its responsibilities.

- Whilst every effort will be made to accommodate your availability on the days set out in the details of each vacancy, these are the **only** interview dates available.
- Requests for a change of interview date will not be considered unless to meet a 'reasonable adjustment' request.
- Candidates will be able to claim travel expenses only (standard class rail, economy air and tube or bus in London) for attendance at interview. A claim form will be included with the invitation to interview.
- The Panel will recommend candidates to the Board for appointment. Candidates will be informed of the outcome by 30 November 2018.
- Induction for new Board, committee and advisory group members (attendance at which is mandatory) is on Monday 10 December 2018 in London.

## Appendix – Draft meeting schedule, 2019

Whilst this list may be subject to revision (and there will be a number of other occasions where Board, committee and advisory group members attendance is needed), the outline meeting structure may be helpful to candidates.

Board of Trustees	Thursday 24 January
	Thursday 2 May
	Wednesday 5 June (Strategy day)
	Thursday 20 June (AGM)
	Thursday 18 July
	Thursday 26 September
	Thursday 28 November
Appointments and Remuneration Committee (dates connected to recruitment programmes may change)	Tuesday 9 April
	Wednesday 9 October (by phone)
	Thursday 17 October
	Friday 18 October
	Monday 4 November
	Tuesday 5 November
Membership and the Profession Advisory Group	Thursday 28 February
	Thursday 6 June
	Thursday 3 October
Learning and Qualifications Advisory Group	Thursday 16 May
	Thursday 25 July
	Thursday 5 December