

**Governance appointments**

**information pack and application form**

* Membership and the Profession Advisory Group, 2 roles (CIEH members)
* Appointments and Remuneration Committee (One independent member, HR specialist)
* Welfare Fund Committee, 2 roles (One CIEH member, one independent member with fundraising experience)
* Application deadline for all roles – 0900, Friday 21 February 2020.
* 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
* 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
* 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: 6 January 2020

Contents

|  |  |
| --- | --- |
|  |  |
| Introduction from Siraj Choudhury, Chair of CIEH | 3 |
| About CIEH | 4 |
| What is it like to take on a role in CIEH’s governance? | 5 |
| Roles and vacancies | 6 |
| Committee member competencies | 7 |
| Recruitment process and general information | 9 |
| Disqualification from appointment and other conditions | 11 |
| Conflicts of interest | 12 |
| Diversity | 12 |
| Privacy and data protection | 12 |
| Draft meeting schedule, 2020 | 13 |
| Application form and instructions | 14 |
| Equality and diversity form | 22 |
|  |  |
|  |  |

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

Dear Prospective candidate

Like many professional bodies, CIEH has been through a period of transformation.  The working environment in which our members (and the wider profession) operate is ever changing. At this critical time of change 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. As part of that approach the Board commissioned an independent review of CIEH’s governance, in 2016. We implemented each recommendation from that review.  Alongside that, we want to ensure that those with governance roles reflect the diversity of the modern profession and the communities it serves.

As well as making changes to our Board, we 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 vacancies for CIEH members on our Membership and the Profession Advisory Group and looking for an independent HR professional to join our Appointments and Remuneration Committee.

Like many professional bodies, CIEH has a welfare fund designed to help members (or their dependants) who find themselves in difficult circumstances through no fault of their own. Our Fund has been supporting members and their families since 1937.

Day-to-day management of the Fund, and decisions about applications, are made by a Committee that has a large degree of discretion to determine the way in which it works. We are now recruiting to two vacancies on that Committee.

Volunteers play a hugely important role in our 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**

CIEH is the professional body for environmental health representing over 7000 members in the pubic, private and third sectors. Building on its rich heritage, CIEH ensures the highest standards of professional competence in its members, in the belief that through environmental health people’s health can be improved.

Information about our mission, vision and strategy can be found at:

<https://www.cieh.org/about-us/what-we-do/mission-vision-and-corporate-strategy/>

<https://www.cieh.org/media/1171/cieh-corporate-strategy.pdf>

Candidates without an environmental health background can read more about the profession at:

<https://www.cieh.org/what-is-environmental-health/>

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

**Amanda Clarke**

Amanda joined the Appointments and Remuneration Committee in 2016 and has recently been reappointed for a second term. 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 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 committees and the Board 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.”

**Sarah Cripps**

Sarah has been a member of the Learning and Qualifications Advisory Group since 2018. She holds a Masters in Skills and Performance and runs her own apprenticeship and quality assurance company, which she founded in 2014. “At first, I didn’t know what value I could add to the group as I don’t have an EHO background, nor was I familiar with professional body processes. I soon realised that I had joined at a time of exciting and challenging change and input from my specialist area (apprenticeships) has, I hope, contributed to discussions. The Group is diverse and vibrant and I’ve been able to collaborate with other group members from academics to practising professionals and learned a lot. I’ve been made very welcome.”

**Kirpal Tahim**

Kirpal joined the Board as an appointed member in January 2019. As a non-member of CIEH, he was largely unaware of the world of environmental health and of the Chartered Institute which serves these professionals. Looking at the published material, it was clear that CIEH had embarked on a very challenging journey to re-invent itself. This required pushing forward with a major overhaul of its own structure and resources, together with a thorough review the effectiveness of the benefits it offers to its existing and potential members. Kirpal felt that he could offer some help on this journey and learn more about issues facing environmental health. To this end, he aims to draw upon his business and commercial skills together with his experience of helping other charitable organisations as a trustee. He says, “I am beginning to appreciate the wide range of issues and disciplines which CIEH covers. I hope to work with the Board to explore how this renewed focus on professional development can be made more attractive to current and future members, particularly students while they are exploring career options.”

**Roles and vacancies**

**Membership and the Profession Advisory Group**

The key responsibilities of the Group are to:

* Support the Board by contributing to the review and formulation of strategy in relation 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.

There are two roles to be filled, both appointees must be members of CIEH. In order to ensure that the Group represents the whole profession, we are particularly keen to see applications from new professionals, but applications from all parts of the profession are very welcome.

**Appointments and Remuneration Committee**

The key responsibilities of the Committee are to:

* 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.

The vacancy is for an independent member who must not be a member of CIEH or its Board. The Committee would welcome applications from HR specialists, particularly those with experience of effective and fair recruitment processes and/or remuneration matters.

**Welfare Fund Committee**

The primary function of the Welfare Fund Committee (which reports to the Board) is to assess, consider and determine applications for awards made by the Fund. Its rules require it to ensure that there is a clear and transparent process in place and appropriate provision for data management and the confidentiality of applications. It is required to seek approval of its processes from the Board at least once every two years.

There is a vacancy for an independent member, appointed for their experience in fund-raising or grant-making and a second vacancy, which must be filled by a member of CIEH.

## **Committees 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**  |
| --- | --- |
| **Ability to contribute to strategic direction** | * Understanding of the relationship between the purpose and values of CIEH and its strategic direction.
* Knowledge and experience of strategic planning and delivery, with the ability to scrutinise performance data.
* Experience of contributing to the achievement of objectives within time and resource constraints.
 |
| **Awareness of equality and diversity issues** | * Able to explore and work with values of respect, inclusion, fairness and transparency and what these might mean in a professional body.
* Broad awareness of equality, diversity and inclusion issues.
 |
| **Ability to listen and communicate effectively** | * Well-developed listening skills.
* Good communication skills and the ability to put views across clearly and sensitively in a variety of settings.
* Awareness, and acceptance, of diverse views.
* Ability to inspire confidence and support amongst CIEH’s members and other stakeholders.
 |
| **Ability to work effectively as part of a team** | * Experience of participating in group discussions.
* Involving and including others in decision making to achieve the best outcome for an organisation.
* Sharing expertise whilst being able to recognise expertise in others.
* Ability to reflect on own behaviour and impact on others.
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| **Capacity and skill to understand the priorities of our stakeholders** | * Knowledge and understanding of environmental health (CIEH member candidates only).
* Skills and experience to develop an understanding of the sectors in which CIEH members operate and of the profession (Non-CIEH member candidates only).
* Knowledge and understanding of the wider social, political and educational landscape, across the nations of Britain and internationally.
 |

## **Recruitment process and general information**

**Key dates** Applications close 0900, Friday 21 February 2020

Shortlisting outcome by Monday 2 March 2020

Interview date Friday 27 March 2020 (possibly Thursday 28 also)

Interview outcome by Friday 24 April 2020

Appointments start Friday 1 May 2020

Induction Monday 4 May 2020

**Competencies** You must demonstrate that you have the competencies outlined on pages 7 and 8.

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

**Remuneration** Unpaid - travel and subsistence reimbursed in line with CIEH’s policy.

**Time commitment** Membership and the Profession Advisory Group - Up to eight days annually, including meetings, meeting preparation, training and attendance at other events.

 Appointments and Remuneration Committee – Up to eight days annually, including calls to shortlist candidates, meetings and interviews.

Welfare Fund Committee – Up to four days annually (largely remote, considering applications).

Meetings for all groups are held in London at CIEH’s office on the South Bank.

**Making an application** To apply for these roles, you mustsubmit an application form. The form is at page 14 of this pack onwards, including instructions for completion.

**Recruitment panel** Members of our Appointments and Remuneration Committee will shortlist and, subsequently, interview invited candidates. Panel members will be drawn from:

Amanda Clarke (CIEH member)

James Howe (CIEH member)

Steve Othen (Independent member and Chair)

Dawn Welham (CIEH Board member)

**Interview** At interview, the Panel will ask questions about your experience and expertise and to find out whether you meet the specified competencies. Those questions will require answers which include examples of when you have demonstrated these behaviours in your professional or personal life. Interviews will also give you an opportunity to ask questions about the role and its responsibilities.

It is not possible to meet requests for a change of date, other than to meet a ‘reasonable adjustment’ request.

**Expenses** You may claim travel expenses (standard rail, economy air and tube or bus in London) for attendance at interview. A claim form will be included with the invitation to interview.

**Outcome** The Panel will recommend candidates to the Board for appointment. All interviewed candidates will be informed of the outcome by Friday 24 April 2020.

**Induction** Attendance at induction is mandatory for all new committee and advisory group members. Please ensure that you keep this date free to ensure you can attend, if you are appointed.

**Disqualification from appointment and other conditions**

The Appointments and Remuneration Committee will not recommend for appointment to any role anyone 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 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

Applicants who are resident in other countries will be asked to provide evidence that matches, as closely as possible, that requested of those who are resident in England, Wales, Scotland or Northern Ireland.

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

No member of staff of CIEH may 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.

The initial term of office for trustees, committee and advisory group members is three years; the maximum service is six years (consecutive or otherwise).

**Conflict of Interests**

Close relationships with other Board members, members of the interview panel (set out on page 9) 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 you to declare any potential conflicts in your 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. Our approach to blind recruitment is set out on page 14 of this pack.

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 identity, marriage or civil partnership status, parental status, race, religion and belief, sex or sexual orientation. We welcome applications from all sections of the community and value difference

**Privacy and data protection**

Details of how we will use and manage data provided by candidates is at [this link](https://www.cieh.org/privacy-policy/). We will retain your data for no longer than three years after your appointment ends or for no longer than three years from the closing date for applications in the event that you are not appointed.

**Draft meeting schedule, from May 2020**

Whilst this list may be revised (and there may be other occasions where Board, committee and advisory group members attendance is needed), the outline meeting structure may be helpful.

|  |  |
| --- | --- |
|  |  |
| Membership and the Profession Advisory Group | Thursday 4 June |
|  | Thursday 8 October |
|  |  |
| Appointments and Remuneration Committee | Friday 22 May \* |
|  | Tuesday 23 June |
|  | Wednesday 21 October \* |
|  | Tuesday 3 November |
|  | Wednesday 4 November |
|  | Monday 9 November |
|  |  |
| Learning and Qualifications Advisory Group | Thursday 28 May |
|  | Thursday 9 July |
|  | Thursday 3 December |
|  |  |
| Welfare Fund Committee | Arranged as needed |
|  |  |
|  |  |

\* = meeting by conference call

**Application form for CIEH governance roles**

**Spring 2020 campaign**

Instructions

1. Before completing this form, please read carefully the candidate information pack.
2. Please save pages 15 to 23 of this pack as a new document before submitting them as your application.
3. **We use a blind application process. This means that, prior to interview, the shortlisting panel will not see any of your personal data. We do this to help ensure that our governance recruitment process is as fair as possible. For the same reason, we use an application form rather than rely on CVs.**
4. This form contains five mandatory sections. Please ensure that you complete each section in full and provide all requested information.
5. Section 6 provides us with equality and diversity data. Completion is optional, although we would appreciate your help by completing it. None of the information in this section will be seen by the panel, except in aggregate (after the recruitment round is complete) for monitoring purposes.
6. Please send this form as a Word document. Sections 1,2 and 5 will be removed before short-listing and, as a result, any applications which are not editable will not be considered further.
7. Please adhere to the word count; content beyond it will be removed before short-listing.
8. Please provide contact details that you use and check regularly.
9. If you can, please submit your completed application form by e-mail to t.keen@cieh.org
10. If you are unable to submit by e-mail, you may post to Tricia Keen, CIEH, 15 Hatfields, London SE1 8DJ.
11. However you submit your form, you must ensure that it arrives by 0900, on Friday 21 February 2020.
12. Only applications which are submitted on this form will be accepted.

**SECTION 1: PERSONAL DETAILS**

|  |
| --- |
| **Please complete all fields** |
| Title:  | Surname: | Forename: |
| Which role are you applying for? Note that you must submit a separate form for each role. |
| If you are a current CIEH member, include your membership number here: |
| Address:  |
| Phone: | Email: |
| Country of Residence: |

**SECTION 2: CAREER HISTORY**

Please use this section to provide a brief summary of paid employment or volunteer/non-executive roles that you have held. This section will not be seen by the Panel at the shortlisting stage, so you should not cross reference to this from other parts of the form.

|  |  |  |
| --- | --- | --- |
| **Dates from/to** | **Job Title and employer/organisation name** | **Key responsibilities** |
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**SECTION 3: COMPETENCIES**

This section asks you to provide examples which demonstrate how you meet the necessary competencies and the experience you have to serve as a member of the committee or advisory group for which you are applying.

Please fill in each field below for competencies 1 to 5 and refer to the candidate pack for examples of evidence that might be relevant. Please complete each field with 350 words or fewer.

|  |
| --- |
| 1. **Please give an example which shows you have the skills and experience to contribute to CIEH’s strategic direction**
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| 1. **Please give an example that demonstrates your understanding of equality and diversity issues.**
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| 1. **Please provide an example that best demonstrates your ability to listen and communicate with a range of stakeholders**
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| 1. **Please give an example of how you have demonstrated your ability to work effectively as part of a team**
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| 1. **Please give an example that demonstrates that you have the capacity and skill to understand the needs of our stakeholders**
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**SECTION 4: EXPERIENCE**

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| --- |
| **Please give details of any other recent relevant experience that will help us assess your suitability for this role. This experience may be obtained, for example, through your employment, voluntary or charity work.****If there are any desirable criteria/backgrounds listed for the role for which you are applying, please address them in this section.****Please use no more than 400 words.** |
|  |

**SECTION 5: DECLARATION**

By submitting this application, I certify and declare that:

1. all of the information in this application is honest and accurate, to the best of my knowledge and belief.
2. I do not know of any conflict or potential conflict of interest, which would prevent my appointment as a member of one of CIEH’s governance bodies (if not applicable, delete and provide details in the box below).
3. I have reviewed the grounds on which I may be disqualified from appointment, set out in the candidate information pack. None of these apply to me (if not applicable, delete and provide details in the box below).
4. I am aware of the information set out in the candidate pack provided, in particular the interview dates and dates for mandatory induction.
5. I understand that, if appointed, I will be required to make formal, signed declarations that address these points.

|  |
| --- |
| Additional information in respect of (ii) and (iii) above, if required |
|  |

**SECTION 6: EQUALITY AND DIVERSITY DATA**

CIEH aims to treat all applications fairly and in accordance with the provisions of the Equality Act 2010.

Completing this form will help us build an accurate picture of the make-up of applicants for governance roles, in encouraging equality and diversity.

Filling in this form is voluntary; it does not form part of your application. If you wish to complete it, please do. It will be removed before your application is considered by the panel.

**Gender** Man 🗆 Woman 🗆 Intersex 🗆 Non-binary 🗆 Prefer not to say 🗆 If you prefer to use your own term, please specify here …………………….

 **Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

 **Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆 50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

 **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**White**

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

**Mixed/multiple ethnic groups**

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆 Any other mixed background, please write in:

**Asian/Asian British**

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

**Black/ African/ Caribbean/ Black British**

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

**Other ethnic group**

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write in:

 **Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 Prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please type in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please point this out when you submit your application.

 **What is your sexual orientation?**

Heterosexual 🗆 Gay 🗆 Lesbian 🗆 Bisexual 🗆

Prefer not to say 🗆 If you prefer to use your own term, please specify here ……………………………………………….….

 **What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in:

 **What is your current working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

**What is your flexible working arrangement?**

None/retired 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆

Annualised hours 🗆 Job-share 🗆 Flexible working/shifts 🗆 Compressed hours 🗆

Homeworking 🗆 Prefer not to say 🗆 If other, please write in:

 **Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆 Primary carer of a child/children (under 18) 🗆

Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆

Prefer not to say 🗆

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What is your sector working experience?**

Mainly public sector 🗆 Mainly private sector 🗆 Mainly third sector 🗆