Appointment of President-Elect Information Pack

- Application deadline: 09.00, Friday 15 May 2020

- This pack can be made available in alternative formats. To arrange this, please contact Tricia Keen on 020 7928 6006 or email t.keen@cieh.org

- If, having reviewed this pack, you have any unanswered questions, please contact Shally Adlakha on 020 7827 6344 or email 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: 2 March 2020
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**Appendix:**

- Application form and instructions
- Equality and diversity form
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, 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.

Now, we seek to appoint a President-Elect (to take office as President from 1 January 2021). We shall apply the same open and transparent approach to this senior appointment as to all others in our governance structure.

Following on from our current President, Dawn Welham, (who reaches the maximum term of office in December) will be no mean feat. Dawn has brought clarity and commitment to this role. We are looking to appoint someone who – like Dawn – can be a strong advocate and voice for the profession, provide support and challenge for our Board and Executive management team and work in a collegiate way with our Chair-Elect (who will take up office at the same time and who our Board will elect shortly). Given the timing of these changes in two key governance roles, we are planning a measured handover programme, running up to the end of the year. The candidate appointed will have the full engagement of Board and Executive colleagues in this important change.

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, Chair of CIEH
About CIEH

CIEH is the professional body for environmental health representing over 7,000 members in the public, 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:


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

www.cieh.org/what-is-environmental-health/

cieh.org

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 practising 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 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 EHP 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 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.”
About the role

The role of the President is to:

- Act as an ambassador for CIEH
- Offer high level advocacy and promotion of CIEH, its mission, aims and values
- Meet with governments and other key stakeholders on behalf of CIEH
- Provide a focal point for CIEH in the media
- Contribute to debates within the Board of Trustees about the priorities of the organisation
- Represent CIEH nationally and internationally

The President is appointed as a member (but not Chair) of the Board of Trustees, 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 appointed as 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

CIEH’s Board consists of 13 trustees. They are:

- President and six trustees, appointed by the Board on the recommendation of the Appointments and Remuneration Committee
- Six trustees, who are members of CIEH – elected by CIEH members
Board of Trustees – member competencies

In addition to the attributes outlined above, candidates for President must demonstrate (in application and at interview) that they meet the competencies for members of the Board of Trustees. Some examples of how these may be met are shown:

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| 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 |
| 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: 09.00, Friday 15 May 2020
Shortlist confirmed by: Friday 29 May 2020
Interviews: Tuesday 23 June 2020
Outcome advised by: Friday 31 July 2020
Induction: Monday 7 December 2020
Take up office: Friday 1 January 2021

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 20 days a year, including meetings, meeting preparation, attendance at stakeholder events, training and other events. Five members of the Board are also appointed to sit on a committee or advisory group. Meetings are held in London at CIEH’s office on the South Bank.

Making an application

To apply, you must submit an application form. The form is provided as a Word document with this pack or is available to download from www.cieh.org/president. Instructions for completion are included with the form.

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)

By the date of interview, it is expected that a further member will have been appointed to the Committee.

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.

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 a candidate to the Board for appointment.

Induction

Attendance at induction is mandatory for all governance office holders. Please ensure that you keep this date free to ensure you can attend, if you are appointed.
These are CIEH’s brand values guiding our operations:

**Inclusive**

**Distinctive**

**Authoritative**

**Professional**

**Bold**

**Recognisable**

**Sustainable**

“Safer, cleaner and healthier environments for the benefit of all”

This simple vision sits at the heart of everything we do. It guides the decisions we make and the actions we take. We never underestimate this ambition or our responsibility.
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 President is one year; the maximum service is three years (consecutive or otherwise).

Conflicts of interests

Close relationships with other Board members, members of the interview panel (set out on page 8) 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 xx 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. 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 2021

Whilst this list may be revised (and there will be other occasions where the President’s attendance is needed), the outline meeting structure may be helpful.

Board of Trustees

Thursday 28 January
Thursday 22 April
Wednesday 19 May (Strategy day)
Thursday 17 June (AGM)
Thursday 15 July
Thursday 23 September
Thursday 25 November