

# Minutes

## Annual General Meeting

17 June 2021

By Zoom

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### **1 Welcome**

Terenja Humphries welcomed members to the meeting and introduced Julie Barratt (President) and Phil James (Chief Executive) and other members of the CIEH management team. She explained that CIEH's governance adviser was present in the event that governance advice was needed by the meeting.

She went on to explain how members could submit questions by using the chat facility in Zoom. As many questions as could be answered in the meeting would be, with others followed up after the meeting if that were not possible. She explained how voting online would operate.

### **2 Minutes of 2019 and 2020 AGMs**

Terenja explained that the minutes of the meeting held in June 2019 had not been formally presented in 2020, in the absence of voting arrangements at that digital meeting. She invited the meeting to confirm the accuracy of the minutes of the AGMs held on 20 June 2019 and 17 September 2020.

The resolution to approve was carried.

### **3 Strategy update**

Phil James explained that, although he had only been appointed to his role in January 2021, he would reflect briefly on the achievements of 2020, say something about his early impressions and look forward to the future.

It was clear that 2020 had brought significant financial challenges to CIEH. Prior to then, CIEH had had to make some deep and significant changes to the way in which it operated. These had been painful for the organisation, but had helped it survive through the testing time of the COVID-19 pandemic. He observed that they had

meant that CIEH had not only been able to survive but had had the flexibility to adapt.

It was clear that the commitment of governance office holders, volunteers and staff had made a huge contribution in addressing the challenges of 2020.

Julie Barratt observed that she thought that CIEH was in a strong position to face inevitable future challenges and described progress with the President's Challenge and the work that she and Phil were doing to develop the idea of a President's Commission.

#### **4 Questions and answers session**

In response to questions, members of the executive management team and Board:

- Explained that CIEH was engaged in positive discussions with the new leadership at REHIS in Scotland and was looking for opportunities in which we might work together more closely.
- Explained that the directors for Cymru/Wales and Northern Ireland were working across the organisation as well as on their 'own' patch and that the position in Scotland would be informed by our partnership approach with REHIS.
- Confirmed that CIEH enjoys a good, practical working relationship with Food Standards Scotland.
- Explained that our membership development plans did not have a particular geographic focus.
- Confirmed that CIEH's approach to events as we came out of the pandemic was likely to include a mix of virtual, hybrid and face-to-face.
- Confirmed that CIEH was open to collaboration with organisations that would support its mission and values.
- Explained that CIEH would continue to draw on the broadest range of experience in developing its policy positions.
- Confirmed how valuable practitioner input was in the development of case studies and background information about the profession and encouraged members to engage in this area.
- Explained that four universities were now offering a degree apprenticeship and that an employer toolkit was planned for launch in the near future.
- Acknowledged that plans for environmental protection qualifications were not a short term priority.

#### **5 Fellowships awarded in 2020**

The meeting noted that the following members had been awarded fellowship in 2019:

Carol Archibald  
Andy Bowles

Colin Cobbing  
Tobin Cook  
Surindar Dhesi  
James Fawcett  
Jason Hall  
Lisa Harvey-Vince  
Tom Hullock  
Nilesh Lad  
Matthew Morris  
Gary Moyes

Terenja offered each of them congratulations on behalf of the Board and all members.

## **6 Annual report and financial statements**

Christine Kanu (Executive Director of Finance and Corporate Services) explained CIEH's 2020 financial performance to the meeting.

She outlined that CIEH had reported an operating loss of £1.0m, compared to £0.8m in 2019. She went on to explain that, prior to the income loss associated with the pandemic, financial performance indicated that the organisation would have returned to profit in 2020. That having been said, the diversified income streams that CIEH enjoyed had been important in ensuring its financial sustainability in such challenging times.

She explained that the movement in CIEH's balance sheet affected investment gains, a revaluation of property and an actuarial loss in respect of the defined benefit pension scheme.

There were no questions from members.

Terenja explained that the annual report of the Board of Trustees and the Annual Financial Statement for 2019 had not been formally presented in 2020. She invited the meeting to receive them and those for 2020.

The resolution to receive was carried.

## **8 Election of auditors**

Terenja invited the meeting to re-appoint Haysmacintyre LLP as auditors and to authorise the trustees to fix its remuneration.

The resolution to re-appoint was carried.

**9 2021 AGM**

The meeting confirmed the date of the next annual meeting as Thursday 16 June 2022, to be held online. Terenja thanked everyone for attending and closed the meeting.

**Chartered Institute of Environmental Health  
Result of 2021 AGM online voting**

Date: 17/06/21



Total Number of Voters	5,470
Number of Votes	111
% Turnout	2.03%

Resolutions to be Voted on	Total
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Ordinary Resolution 1 - Minutes of the AGM held on 20 June 2019	
For	104
Against	1
Abstain	6

Ordinary Resolution 2 - Minutes of the AGM held on 17 September 2020	
For	103
Against	1
Abstain	7

Ordinary Resolution 3 - Annual Report of the Board of Trustees and the Annual Financial Statements for the year ended 31 December 2019	
For	103
Against	2
Abstain	6

Ordinary Resolution 4 - Annual Report of the Board of Trustees and the Annual Financial Statements for the year ended and 31 December 2020	
For	107
Against	1
Abstain	3

Ordinary Resolution 5 - To re-appoint Haysmacintyre LLP as auditors and to authorise the trustees to fix their remuneration	
For	107
Against	1
Abstain	3

Ordinary Resolution 6 - To confirm the date of the next Annual General Meeting as Thursday 16 June 2022 and that it will be held online	
For	107
Against	1
Abstain	3

Yours Sincerely,

Craig Poyser