

# Governance appointments information pack

**Board of Trustees** (one role: CIEH member or non-member)

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**Learning and Qualifications Advisory Group**  
(two roles: one CIEH member and one training commissioner)

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**Welfare Fund Committee**  
(one independent role: non-member)

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- Application deadline for all roles: 09.00, Friday 8 October 2021
- This pack can be made available in alternative formats.  
To arrange this, please contact Tricia Keen on 020 7827 5824 or [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 [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: 31 August 2021

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## Introduction from Terenja Humphries, Chair of CIEH

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Dear prospective candidate,

I am delighted that you are interested in exploring the vacant governance roles that we have at CIEH. We are the professional body for environmental health, established by Royal Charter “to promote, for the public benefit, the theory and science of environment health”.

The working environment in which our members (and the wider profession) operate has been changing at speed, even more so in the context of the COVID-19 public health emergency.

Environmental health professionals ensure that all the physical environments in which we work, eat, live and play are safe. They work in local authorities and government departments, retailers and hotel chains, regulators and enforcement agencies, the NHS and armed services, academia and the third sector, charities and global corporates.

Like many professional bodies, CIEH has been through a period of transformation, with the pandemic now bringing both challenges and opportunities for us, alongside a need to review again the way in which we operate and the best way in which we can support the profession.

I became Chair of CIEH in January this year and lead our Board of Trustees in the implementation of its strategy and in support and challenge of our Executive Management Team. To help this work, we are now looking to appoint a further trustee to our Board. We also want to appoint two members to our Learning and Qualifications Advisory Group, which advises the Board on CIEH’s approach to qualifications and professional

development more widely. We are also seeking to appoint an independent member to our Welfare Fund Committee, which is responsible for day-to-day management of the Fund, including deciding grant applications.

Our 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. Following our last governance review, 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 key areas of its operation.

Alongside that, we want to ensure that those with governance roles reflect the diversity of the modern profession and the communities it serves.

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. You can find out more about the requirements for each role in this pack.

Thank you for your interest and, if one of these roles is right for you, we look forward to receiving your application.

### Terenja Humphries



## 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.

Our vision is "safer, cleaner and healthier environments for the benefit of us all". This guides all that we do across our broadly-based work in promoting standards and good practice, professional development, member services and our approach to learning and qualifications. We seek to influence public policy to help the profession achieve its aims.

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

[www.cieh.org/about-us/what-we-do/mission-vision-and-corporate-strategy/](http://www.cieh.org/about-us/what-we-do/mission-vision-and-corporate-strategy/)

[www.cieh.org/media/1171/cieh-corporate-strategy.pdf](http://www.cieh.org/media/1171/cieh-corporate-strategy.pdf)

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

[www.cieh.org/what-is-environmental-health/](http://www.cieh.org/what-is-environmental-health/)

[cieh.org](http://cieh.org)

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

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### **Amanda Clarke**

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 an 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."*

### **Andrea Higginbottom**

Andrea is a member of CIEH's Learning and Qualifications Advisory Group and joined in 2017. She currently heads business development for Tracsis Transport Consultancy and specialises in helping professional service providers identify and make dynamic improvements to their business, so that they achieve their full potential. *"When I heard 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."*

## Kirpal Tahim

Kirpal joined the Board as an appointed member in 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.”*

CIEH Excellence Awards 2019 ‘Rising Environmental Health Star’ winner Hassan Alzain, middle. With awards guest speaker Gavin Ramjaun, right, Victoria MacMaus from category sponsor Tascomi Ltd, left.





## Board of Trustees – role and vacancies

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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 along with the Chief Executive. Members are also appointed as trustees of the Environmental Health Officers' Welfare Fund. Around half of the Board also serve as members of a committee or advisory group.

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 their 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
- 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

Board members also play an important role in stakeholder communications, supporting the Executive team.

The Board aims to ensure that, amongst its members, it has the wide range of experience, capacity and skills needed to provide leadership to CIEH, support its Chief Executive and their team and ensure robust governance.

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.

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This recruitment exercise is for **one co-opted trustee** and is open to both members of CIEH and non-members.

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The Board is keen to see applications from people with a wide range of backgrounds. Particular areas of interest to it (listed in priority order) are:

- Experience of financial/budgetary management
- Experience of global interactions/forming relationships
- Commercial operational and strategic experience
- Organisational design and restructure experience
- Experience of media engagement

## Committees and advisory groups – roles and vacancies

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The aim of our committee and advisory group structure is to offer the Board expert advice through a robust, transparent and straightforward approach to governance.

The key responsibilities of each group (where there are appointments to be made in this round) are:

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### Learning and Qualifications Advisory Group –

Two roles (one must be filled by a CIEH member, the other a CIEH member or non-member – the person in this role must have a role in commissioning learning. Applications are particularly welcomed (for either of these roles) from people who are responsible for the employment of environmental health professionals)

- Support CIEH in its role as an awarding organisation
- Provide oversight for CIEH’s 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 higher education and further education communities
- Report to the Board on quality assurance compliance

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### Welfare Fund Committee –

One role (independent vacancy to be filled by a non-member of CIEH with fund-raising or grant-making experience)

- Assess, consider and determine applications for awards made by the Fund
- Ensure a clear and transparent process for grant approval
- Ensure appropriate provision for data management and the confidentiality of applications

The Environmental Health Officers’ Welfare Fund is a distinct charity. Appointments to the Welfare Fund Committee are made by that charity’s Board on the recommendation of CIEH’s Appointments and Remuneration Committee. (more details can be found at: [www.cieh.org/governance/welfare-fund/](http://www.cieh.org/governance/welfare-fund/))



## Board of Trustees, committee and advisory group member competencies

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

Competence	Evidence
Ability to contribute to strategic direction	<ul style="list-style-type: none"> <li>• Understanding of the relationship between the purpose and values of CIEH 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>
Awareness of equality and diversity issues	<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, diversity and inclusion issues</li> </ul>
Ability to listen and communicate effectively	<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 among CIEH's members and other stakeholders</li> </ul>
Ability to work effectively as part of a team	<ul style="list-style-type: none"> <li>• Experience of participating in group discussions</li> <li>• Involving and including others in 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>
Capacity and skill to understand the priorities of our stakeholders	<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>

The initial term of office for appointment to each of these governance roles is three years; the maximum service is six years (consecutive or otherwise).



## Recruitment process and general information

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### Key dates

Applications close:	09.00, Friday 8 October 2021
Shortlist confirmed by:	Friday 22 October 2021
Interviews:	Thursday 4 and Friday 5 November 2021
Outcome advised by:	Friday 26 November 2021
Induction:	Monday 6 December 2021
Take up office:	Saturday 1 January 2022

**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 ten days a year (for Board members) and eight days (committee and advisory group members), including meetings, meeting preparation, training and attendance at other events. Five of the 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 (although currently remotely).

### Making an application

To apply, you must submit an application form. The form is provided as a Word document with this pack or available to download from [www.cieh.org/governance-roles](http://www.cieh.org/governance-roles). Instructions for completion are included with the form.

### Recruitment panel

Members of our Appointments and Remuneration Committee will shortlist and, subsequently, interview invited candidates. Members of the Committee are:

- Maurice Brennan (CIEH Board member)
- Amanda Clarke (CIEH member)
- James Howe (CIEH member and Committee Chair)
- Tracey Marshall (independent member)
- Andrea Sutherill (independent 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 currently planned that interviews will be held in London. In the event that travel is not possible, they may be held elsewhere or over Zoom.

### 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.

### Induction

Attendance at induction is mandatory for all governance office holders. Please ensure that you keep this date free to ensure that, if you are appointed, you can attend.

These are the CIEH's brand values  
which guide 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

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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 CIEH staff 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.

## Conflicts of interests

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Close relationships with Board members (details at [www.cieh.org/about-us/who-we-are/board-committees-and-advisory-groups/](http://www.cieh.org/about-us/who-we-are/board-committees-and-advisory-groups/)), members of the interview panel (whose names appear in this candidate pack) or of the CIEH Executive Management Team (details at [www.cieh.org/about-us/who-we-are/executive/](http://www.cieh.org/about-us/who-we-are/executive/)) 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 application form. The Panel will explore, fully, any conflicts of interest at interview.

## Diversity

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CIEH is committed to making appointments on merit alone using an open and transparent process and based on your ability to meet the candidate specification. One of the ways we achieve this is by our approach to blind recruitment, set out in the information pages of the application form.

CIEH's Board wants its membership (and that of its committees and advisory groups) to reflect the profession as a whole and the communities that the profession serves. That means that we positively encourage applications from all sections of society, from all backgrounds, and that we value difference.

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.

## Privacy and data protection

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Details of how we will use and manage data provided by candidates is at [www.cieh.org/privacy-policy/](http://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 2022

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

### Board of Trustees

Thursday 27 January  
Thursday 28 April  
Tuesday 17/Wednesday 18 May (Strategy)  
Thursday 16 June (AGM)  
Thursday 14 July  
Thursday 29 September  
Thursday 24 November

### Learning and Qualifications Advisory Group

Thursday 7 April  
Thursday 7 July  
Thursday 1 December

### Welfare Fund Committee

To be arranged