

# Notice of Annual General Meeting and agenda

## Notice of Annual General Meeting

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Notice is hereby given that the Annual General Meeting (AGM) of the Chartered Institute of Environmental Health (CIEH) will be held online on Thursday 16 June 2022, commencing at 14.00.

Dated this 26th day of May 2022

By order of the Board of Trustees

Phil James Chief Executive

Registered office: Chadwick Court, 15 Hatfields,  
London SE1 8DJ

## Agenda

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1. Welcome from the Chair of the Board of Trustees
2. To confirm the accuracy of the minutes of the AGM held on 17 June 2021
3. Strategy update from the Chief Executive and the President
4. Q&A

### Ordinary business

5. Fellowship and Honorary members

To note that the following members were awarded Fellowship during 2021:

Sarah Johns  
James Johnson  
Juliet King  
Hok Meng O

6. Annual Report and Annual Financial Statements

To consider and receive the Annual Report of the Board of Trustees and the Annual Financial Statements for the year ended 31 December 2021.

7. Election of auditors

To re-appoint Haysmacintyre LLP as auditors and to authorise the trustees to fix their remuneration.

## Special business

8. To consider and receive the following motion proposed by the Board of Trustees.

Proposer: Terenja Humphries CEnvH MCIEH  
Chair of the Board of Trustees  
Seconder: Julie Barratt CEnvH MCIEH  
President

Motion 1 – Amendment of Byelaws:  
REnvH designatory letters for Environmental  
Health Practitioners

“In pursuance of article 8(b) of the Charter of 1984 as amended in 2016 (“the Charter”) it is hereby resolved that, subject to such modifications as the Privy Council may require and the Council of the Chartered Institute may agree, the Chartered Institute should petition Her Majesty for the following amendments to the Byelaws to provide for the introduction of post-nominals for registrants on our Register of non-Chartered Environmental Health Practitioners.

Delete:

*12. In addition, the Chartered Institute may establish and maintain separately or in association with, or under licence from another organisation, a Register of non-Chartered Practitioners in Environmental Health with post-nominals as agreed by Privy Council.*

And then add a new Part 10:

*10. In addition, the Chartered Institute may establish and maintain separately or in association with, or under licence from another organisation, a Register of non-Chartered Environmental Health Practitioners. The post-nominal REnvH or others as agreed by Privy Council may be used.*

Then renumber subsequently and change “Register” to “Registers” in these two Parts:

*11. Admission to the Registers shall be open to members of the Chartered Institute and in agreed circumstances those who are not members of the Chartered Institute, but are members of related professional bodies, licensed according to criteria*

*decided from time to time by the Council and published in the Regulations.*

*12. Those who are entered onto the Registers shall satisfy the Chartered Institute in respect of their current active status, their qualifications and experience and their willingness to abide by the code of ethics and professional conduct including the regular undertaking of mandatory continuing professional development. Registrants may describe themselves as any licence may allow.”*

Explanatory note:

The aim of this Motion is to grant Registered Environmental Health Practitioners the ability to use new designatory letters “REnvH” in the same manner that Chartered Environmental Health Practitioners can currently use CEnvH.

Notes on Byelaws changes:

If passed as a Chartered Institute Special Resolution (requiring a 2/3 majority) the amendments will only come into effect if they receive the approval of the Privy Council. The existing Charter and Byelaws can be viewed on the CIEH website:

<https://www.cieh.org/governance/how-cieh-is-governed/governance-documents/>

– A hard copy can also be requested via the Membership Team.

9. To consider and receive the following motion proposed by Judith Hedgley MCIEH.

Proposer: Judith Hedgley MCIEH  
Seconder: Elaine Rudman CEnvH MCIEH

Motion 2 – Amendment of Byelaws:  
EHO title

I) In pursuance of article 8(b) of the Charter of 1984 as amended in 2016 (“the Charter”) it is hereby resolved that, subject to such modifications as the Privy Council may require and the Council of

the Chartered Institute may agree in consultation with the proposer and seconder of the motion, the Chartered Institute should petition Her Majesty for the following amendments to the Byelaws to provide clarification as to who is recognised as an Environmental Health Practitioner, and when it is appropriate for such persons to refer to themselves as Environmental Health Officers .

In Byelaw 1.1 there shall be inserted the following

**“Environmental Health Practitioner”** means all those eligible for membership under Byelaw 2.1, and any such person who is registered as such by the EHRB or under Part 4 of the Byelaws or who holds an equivalent registration may style themselves as Environmental Health Officers (EHOs) and all references to Chartered Environmental Health Practitioner or Registered Environmental Health Practitioner shall be construed accordingly.

If passed as a Chartered Institute Special Resolution (requiring a 2/3 majority) the amendments will only come into effect if they receive the approval of the Privy Council. The existing Charter and Byelaws can be viewed on the CIEH website:

<https://www.cieh.org/governance/how-cieh-is-governed/governance-documents/>

– A hard copy can also be requested via the Membership Team.

- II) If the proposed changes to the Byelaws are agreed by the Privy Council, the Council will amend its Regulations accordingly.

#### Reasons for the motion

The North East Public Protection Partnership (NEPPP) is concerned that there are many colleagues, particularly working in Local Government, who continued to feel aggrieved at the disappearance of the “Environmental Health Officer” title from the CIEH governance documents and other literature. The continued promotion and celebration of this title by REHIS is a threat to members’ loyalty.

The NEPPP also propose that the EHO title is more recognisable by the public and in some employment sectors and therefore should be recognised by the CIEH. In addition, the NEPPP is also concerned at the use of the EHO title by others to gain credence and employability beyond their professional qualifications and experience. Passing this motion would give Local Authority Managers and others more power to challenge such claims.

The NEPPP believes that a definition of Environmental Health Practitioner is long overdue. The CIEH proudly proclaims all its members to be “Environmental Health Professionals” and its criteria for even non-voting grades of membership stress the need for relevant qualifications, experience, and working in the field. It is neither feasible nor desirable in this context to claim such professionals cannot be regarded as EHPs, and risks alienating another important group of potential members. The NEPPP believes that this motion is consistent with the CIEH proposals to seek better recognition of those members who are registered, and that the distinction between an EHP and a registered EHP/EHO will help all parties.

#### Board of Trustees response to this motion

The Board welcomes the opportunity to discuss issues of professional identity and titles raised by this motion. It is helpful to understanding the Board’s response to outline why the title Environmental Health Practitioner was adopted and the effect of its adoption.

The term Environmental Health Practitioner (EHP) was adopted following a motion put to and agreed at the AGM in 2002. The adoption of the title recognised Environmental Health Officer was a title used in local authorities, and had no resonance in the private sector, academia, the military and other parts of the public sector where CIEH members practised under a variety of different titles. As an inclusive professional body CIEH therefore supported the adoption of the generic title Environmental Health Practitioner. There is nothing to preclude an Environmental Health Practitioner or Chartered Environmental Health Practitioner being titled Environmental Health Officer by their employer and

no amendment to the Byelaws is necessary for this to be the case.

CIEH already defines an Environmental Health Practitioner (and therefore an Environmental Health Officer) as someone with an accredited degree or diploma who has satisfied the requirements for registration at the point they qualified. It is for this reason that our new qualification process is called the EHP Pathway.

The effect of this motion would be to redefine an Environmental Health Practitioner as any person who is a member of CIEH, including Affiliate members, who are not required to have any relevant qualifications or experience. The Board is of the view that this would be a retrograde step and would undermine the value of the environmental health qualification and of the title Environmental Health Practitioner.

Only the CIEH can take action against person who call themselves Registered EHP or Registered EHO without holding the necessary qualification. Acceptance of this motion would not allow any other party to take such action.

Accordingly, the Board recommends that the motion is rejected.

The Board recognises the concerns expressed in the motion regarding professional titles and their use and asks the CEO to initiate a wider conversation about professional titles and identity within the profession (across all sectors), with the outcome reported to the next AGM.

10. To consider and receive the following motion proposed by Judith Hedgley MCIEH.

Proposer: Judith Hedgley MCIEH  
 Seconder: Elaine Rudman CEnvH MCIEH

#### Motion 3 – CIEH EMT membership

“That the Council and the Chief Executive take urgent steps to ensure that advice provided by fully qualified EHOs is considered at all relevant meetings of the CIEH, including the Executive

Management Team, and to ensure that the CIEH is properly represented at meetings with Government Departments and other agencies in England by persons holding such qualifications, in order to deliver the objects under our Charter.”

Explanatory note:

We would propose that the best way to deliver this would be to have a professionally qualified Environmental Health Officer (EHO) on the Executive Management Team. An EHO is a person who holds an EH diploma, recognised EH degree or apprenticeship and either holds an EHRB certificate of registration or is named on the new CIEH EHP Register (open since September 2021).

The reasons for proposing this motion are explained below:

It is our view that it is difficult for the CIEH to take into account professional issues when considering a wide range of topics from training to professional standards without the input of a suitably qualified environmental health professional<sup>1</sup>. Providing a briefing to a non EH person representing the CIEH at external meetings is not an effective substitute for someone who has the knowledge and experience to assist when questions or discussions take place on topics outside of the briefing. In circumstances like this a EH professional would be better placed to respond and to contribute expertly to wider discussions.

We expect that the CIEH should be leading the way in representing the profession at high level meetings and engaging with government bodies on national strategy and policy matters. However, currently the CIEH have been absent from some significant national meetings and their role in providing an EH position is being undertaken by others who have

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<sup>1</sup> A suitably qualified environmental health professional in this context means a person who holds an EH diploma, recognised EH degree or apprenticeship and either holds an EHRB Certificate of Registration or is named on the new CIEH EHP Register (open since September 2021).

attended the meeting by a different route. We propose that the CIEH's voice will be greatly raised in the high level engagement with government bodies, informing national decision making and policies when this is conducted by an EMT member who is EHO.

Currently the CIEH Executive Management Team (EMT) is made up of the Chief Executive, Executive Director of Membership and External Affairs, Executive Director of Finance and Corporate Services, Associate Director of Membership and Professional Development and Associate Director of Operations. None of the CIEH EMT membership roles have a requirement to be a qualified EHO. Whilst it is clear that the business of CIEH requires other skills and competencies other than just an EHO, it is difficult to understand why the professional body for EH does not have at least one senior management team member who is an EHO.

It is not clear why the Director for Wales and the Director for Northern Ireland, whose roles are both filled by EHOs, are excluded from the CIEH EMT when they have the most valuable knowledge to disseminate and guide in decision making.

The decision not to have an EHO on the CIEH EMT can be seen as dismissive of the important contribution an EHO can bring to the EMT, in terms of understanding the profession, its membership and the principles which drive it. The contribution an EHO would bring to the CIEH EMT in helping to guide and contribute to decisions, to provide legislative technical context and expertise cannot be understated.

The decision to have an EHO on the EMT would also assist with engaging the wider profession and not just the CIEH membership – it gives visible credibility and validity to the CIEH EMT, and to its decision making, it provides assurances that EH is at the heart of the CIEH and that the EHO contribution is an inherent part of it.

Board of Trustees response to this motion

The Board has been assured by the Chief Executive that at all relevant meetings and in the preparation of all CIEH responses to consultation documents and

requests for comment, advice is provided by persons with appropriate expertise in their relevant field of practice. In many cases these will be EHPs (staff members or otherwise), but may also include our Vice Presidents, academics and other experts in their relevant field. The Board recognises that CIEH is best represented at professional meetings in any sphere by persons with detailed knowledge of the matter in and fully briefed as to the CIEH position, with the skills to advocate persuasively and to promote the CIEH position. In the view of the Board, it is not in the interests of the CIEH that the discretion of the Chief Executive to use the best and most appropriate person to provide advice to meetings or to represent the CIEH should be fettered as suggested.

Accordingly, the Board recommends that the motion is rejected.

## Other business

11. To confirm the date of the next Annual General Meeting as Thursday 15 June 2023 and that it will be held online.

## Notes on admission and voting

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Admission to the AGM will be restricted to registered members of CIEH who are required to pay a subscription which shall have been received in full by 17.00 on 2 June 2022; and to those registered members from whom no annual subscription is required.

Notice of this AGM is being made available to all members at least 21 days in advance, thus allowing at least seven days for the full\* payment of all subscriptions for 2022, which must be received by CIEH by 17.00 on 2 June 2022.

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\* Including partial payment of a subscription in instalments via a direct debit plan.

## Voting by proxy

In accordance with the AGM Operational Procedures, members who are unable to attend the AGM may, on demand of a poll being made, record their votes for or against any particular resolution on matters appearing on the agenda for the meeting. The Chair of the meeting may be appointed for proxy voting as set out in Part 10 of the Annual General Meeting Operational Procedures.

Only members in good financial standing as at 17.00 on 2 June 2022 are entitled to vote, either personally or by proxy and they should instruct the Chair of the meeting, as their proxy, to vote for or against any resolution as appropriate.