

Minutes

Annual General Meeting

16 June 2022

By Zoom

1 Welcome

Terenja Humphries welcomed members to the meeting, particularly those attending the AGM for the first time, and introduced Julie Barratt (President), Phil James (Chief Executive) and 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 explained 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 outlined how voting online would operate, those members who were entitled to vote and that the results of any votes would be made available in due course.

2 Minutes of 2021 AGM

Terenja invited the meeting to confirm the accuracy of the minutes of the AGM held on 17 June 2021.

The resolution to approve was put to a vote. *Post meeting note – this resolution was carried.*

3 Strategy update

Phil James explained that he would reflect on the previous 12 months which had been a further period of significant change in which the importance of environmental health had been on display for society to see.

The CIEH team had been working hard on stakeholder engagement as well as on activity to promote the profession as a career choice. Alongside that, there had been

a necessary focus on greater efficiency and improving the financial performance of the organisation, partly through income growth including further improving the contribution made since emerging from covid, for example from the 15 Hatfields business.

Campaign work on climate change had included an aim to become 'net zero' in CIEH's own operations and success had been achieved in lobbying for a number of important legislative changes. Alongside this work, an increasing emphasis on stakeholder engagement was an important part of the work of the staff and Board leadership teams. Phil thanked Julie Barrett for the important contribution she was making in this area, as President.

There was a full review of strategy underway in which the Board and EMT were working closely together.

Phil thanked the staff team for the dedication and commitment displayed in what had been, yet again, a period of significant change.

Julie Barratt reflected on achievements, given that she was halfway through her term as President. She described progress with the President's Challenge and the success that focus on a mentoring scheme was bringing. She encouraged members to sign up to act as mentors in a programme that was proving both popular and effective.

Similarly, work on an updated directory of student training opportunities was well underway; she encouraged members to consider what opportunities they might be able to add to this.

Julie thanked those members who were participating in the President's Challenge and invited those with ideas for areas to support in the upcoming, final, year of her presidency to contact her directly.

4 Questions and answers session

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

- Confirmed that 2021 had been another challenging financial year, explaining that there were a number of exceptional costs including exit costs in respect of the Local Government Pension Scheme (a defined benefit scheme in which CIEH had participated for many years) as well as investment in 15 Hatfields, digital capability and improvement of training and assurance products.
- Explained that the benefits of these much-needed structural changes and investments would be felt partly in 2022 and more fully in 2023.
- Confirmed that there had been some improvement in financial performance across income streams in recent months.

- Acknowledged that the future focus must be as much on income growth as cost efficiencies, to fully realise the necessary restructuring of costs that had been implemented in the past.
- Confirmed that the directors for Cymru/Wales and Northern Ireland were working across the nations, including England, in a flexible manner.
- Explained that opportunities for members to help in guiding professional policy were being continually developed and were always advertised widely.
- Explained that all appointments of vice presidents (including those made recently) were carefully considered by the Board; the context being that, in respect of appointees who were politically active, it was appropriate for CIEH to have reach across the whole political spectrum to allow it to influence policy.
- Confirmed that it was the intention to hold a mix of events as between face-to-face and digital. There was evidence that digital events had allowed the organisation to be more inclusive and accessible as well as supporting CIEH's sustainability agenda.
- Confirmed that a review of CPD was underway, with a first stage review having been carried out by the Membership and the Profession Advisory Group and the Learning and Qualifications Advisory Group. The output of this review would be launched shortly, the approach being more evolutionary than revolutionary.
- Explained that the decision to count, verify and report results of AGM votes after the event was taken to allow for full verification. It was not anticipated that this would introduce any operational delay and, in any event, outcomes of AGM votes were simply noted at previous meetings, rather than discussed.

5 Fellowships awarded in 2021

The meeting noted that the following members had been awarded fellowship in 2021:

Sarah Johns
 James Johnson
 Juliet King
 Hok Meng O

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

6 Annual report and financial statements

Katie Stevens (Executive Director of Finance and Corporate Services) explained CIEH's 2021 financial performance to the meeting.

She outlined that CIEH had reported an operating loss of £1.0m (no change on previous year) and that income had improved by 16.4% from £4.2m to £4.9m.

Katie explained that reporting included a gain on fixed assets resulting from a change in the accountancy treatment of part of 15 Hatfields. She also explained that, during the course of the year, the previous defined benefit pension scheme (for CIEH staff) had been replaced by defined contribution scheme; conversations were at an advanced stage with the previous pension provider around the structure of the deficit and the plan for repayments.

She briefed members on the approach that CIEH was taking to risk management.

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

- Explained that, without action in respect of staff pensions, the scale of the deficit would simply have continued to grow. Whilst negotiations with the London Pension Fund Authority were not yet concluded, they were progressing well. The aim was to negotiate repayment over a period of between 15 and 20 years.
- Agreed that it was vital for CIEH to be seen as delivering value for members and to continue to work hard in communicating what the benefits of membership were.
- Confirmed that, against the background of declining member numbers in recent years, that that decline had plateaued and the challenge was to achieve growth in the current year.
- Confirmed that the strategy was to encourage the widest possible group of people (with an interest in environmental health) to join as members, acknowledging that grades of membership would be the mechanism by which standards and professionalism would be protected.

Terenja invited the meeting to receive the Annual Financial Statement for 2021.

The resolution to approve was put to a vote. *Post meeting note – this resolution was carried.*

7 Election of auditors

As context, Terenja explained that the Risk and Audit Committee was working with Katie and other EMT colleagues to re-tender CIEH's statutory audit work, given the length of time that the incumbent provider had been in place.

A resolution for an appointment following that review would be brought to the 2023 AGM.

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

The resolution to approve was put to a vote. *Post meeting note – this resolution was carried.*

8 Special business – motion proposed by the Board

Phil explained the context to Motion 1, which proposed revision of CIEH's Byelaws in respect of designatory letters. He outlined that the consultation process (which the Privy Council would require) had been undertaken with those bodies that it would expect to see being consulted; none had raised objections.

He made the point that, even if the meeting, agreed to the motion there would be a further process in terms of Privy Council approval and that it might require further wording (or more fundamental) changes in advance of the approval of revised Byelaws.

In response to questions, Phil said that there were currently no plans to charge an additional fee in respect of ongoing REnvH status, nor would affiliate members be eligible for such status (without undertaking the separate and necessary qualification process).

The motion was put to a vote. *Post meeting note – this motion was carried.*

9 Special business – motion proposed by Judith Hedgley

Judith Hedgley explained the context to Motion 2, which proposed revision of CIEH's Byelaws in respect of the title 'EHO'. She outlined the importance of the title and submitted that, if carried by the meeting, the changes to Byelaws which it foresaw would give local authority managers the power to challenge claims to be an EHO.

Terenja thanked Judith for proposing the motion and explained why the Board encouraged members not to support it. She reminded members that the title 'EHP' was introduced in 2002, following approval by the AGM. She set out what, in her submission, were the key unintended consequences of the motion.

Phil responded to a question by confirming that the Board had not considered who the promoter of the motion was in determining its position, as to do so would have been discriminatory.

Elaine Rudman, as seconder, made closing comments for which Terenja thanked her.

The motion was put to a vote. *Post meeting note – this motion was carried.*

10 Special business – further motion proposed by Judith Hedgley

Judith explained the context to Motion 3, which proposed that the meeting ask the Council (Board) and CEO to ensure, in essence, that advice provided by fully qualified EHOs is considered at all relevant meetings internally and by appropriately qualified persons at external meetings.

Julie thanked Judith for proposing the motion and explained why the Board encouraged members not to support it. She explained that the Chief Executive has assured the Board that mechanisms to take such advice and properly to represent CIEH were in place.

Elaine, as seconder, made closing comments for which Terenja thanked her.

The motion was put to a vote. *Post meeting note – this motion was carried*

11 2023 AGM

The meeting was invited to confirm the date of the next annual meeting as Thursday 15 June 2023, to be held online. Terenja thanked everyone for attending and closed the meeting.

The resolution to approve was put to a vote. *Post meeting note – this resolution was carried.*

**Chartered Institute of Environmental Health
Summary of 2022 AGM Result**

Date: 16/06/22



Total Number of Voters	5,490
Number of Votes	339
% Turnout	6.17%

Matters to be Voted on		Percentage Required	Percentage	Carried/Not carried
1. To confirm the accuracy of the minutes of the AGM held on 17 June 2021.				
For	174	50.00%	100.00%	Carried
Against	0		0.00%	
Abstain	165			
2. To consider and receive the Annual Report of the Board of Trustees and the Annual Financial Statements for the year ended 31 December 2021.				
For	192	50.00%	98.97%	Carried
Against	2		1.03%	
Abstain	145			
3. To re-appoint Haysmacintyre LLP as auditors and to authorise the trustees to fix their remuneration.				
For	184	50.00%	92.00%	Carried
Against	16		8.00%	
Abstain	139			
4. Amendment of Byelaws: REnvH designatory letters for Environmental Health Practitioners (Needs 2/3 majority to pass)				
For	193	66.66%	82.48%	Carried
Against	41		17.52%	
Abstain	105			
5. Amendment of Byelaws: EHO title (Needs 2/3 majority to pass)				
For	241	66.66%	74.38%	Carried
Against	83		25.62%	
Abstain	15			
6. CIEH EMT membership				
For	260	50.00%	81.76%	Carried
Against	58		18.24%	
Abstain	21			
7. To confirm the date of the next Annual General Meeting as Thursday 15 June 2023 and that it will be held online.				
For	243	50.00%	97.59%	Carried
Against	6		2.41%	
Abstain	90			

Yours sincerely,

Craig Poyser