



# Appointment of President-Designate Information Pack

- Application deadline: 09.00, Friday 2 June 2023
- If, having reviewed this pack, you have any unanswered questions or would like to arrange a brief conversation with our current President, Julie Barratt, please contact our recruitment team on 020 7827 5844 or e-mail [recruitment@cieh.org](mailto:recruitment@cieh.org)
- This pack can be made available in alternative formats. To arrange this, please contact [recruitment@cieh.org](mailto:recruitment@cieh.org)
- If you need any reasonable adjustments to the recruitment process, or anticipate changes to the role or working environment would be needed, we will endeavour to accommodate this however possible. Please raise any such requirements when completing the application form

Date of issue of information pack: 17 April 2023



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## Introduction from CIEH

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Dear prospective candidate,

We are delighted that you are interested in finding out more about the role of President 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”.

Environmental health practitioners 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. The pandemic brought 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 protect the public and support the profession.

Now, we seek to appoint a President-Designate (to take office as President from 1 January 2024). We 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, Julie Barratt, (who reaches the maximum term of office as President in December) will be no mean feat. Julie has brought huge commitment to this role, as well as experience from a varied career across a number of settings. We are looking to appoint someone who – like Julie – can be a

strong advocate and voice for the profession and provide support and challenge for our Board and Executive management team. The timetable we have in place will allow a planned handover programme, running up to the end of the year.

Each President brings their own approach to the role and that’s something that we welcome. There are two essential components to the work of President; acting as an ambassador for CIEH (in close co-operation with our staff team and the Board) and playing an important role in our corporate governance as a member of our Board. It’s important to say that the President represents CIEH in a whole range of settings, but that policy itself is the responsibility of our Board.

Central to our work is the obligation that our Charter places on us to act in the public interest; we are determined to do that in an open and transparent way, setting the highest standards of probity. 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 the role of President in this pack.

Thank you for your interest and, if the role is right for you, we look forward to receiving your application.



## 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/)

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/)

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

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### Robert Easton

Rob joined what is now the Membership, Learning and the Profession Advisory Group in 2022. He is Head of Consulting at Shield Safety, leading a team of Environmental Health Practitioners supporting businesses predominantly in the leisure, retail and hospitality sector to improve their safety performance and culture. He says "I am still very much new to the role and just starting to understand the focus of the Group. It is already clear that the members of our advisory group are passionate about environmental health and supporting the next generation pursuing a career in the field. As a Chartered Environmental Practitioner who has worked in the public sector, but mostly in the private sector in the UK and abroad, I am looking forward to bringing my experience and enthusiasm for the profession to the role. I am already learning so much about the strategic objectives of CIEH and enjoying making new contacts through the group".



### Andrea Sutherill

Andrea joined our Appointments and Remuneration Committee (ARC) in 2021. Her professional background spans more than 20 years in HR roles across multiple industry sectors, so she has been able to bring an informed HR practitioner perspective to its work. She was keen to use both her functional expertise and prior Remuneration Committee experience in supporting CIEH to achieve its objectives. She says, “I was hugely excited about the opportunity to work with ARC and CIEH. I’ve been able to provide valuable input to the recruitment and appointment process for Board trustees, committees and advisory groups to help ensure that CIEH is attracting and recruiting the best candidates for these key roles. I’m a non-member of CIEH but, through my role, I get to use my breadth of experience to make a voluntary contribution to the important role that CIEH and its members undertake on a daily basis. That’s incredibly rewarding.”



### Kirpal Tahim

Kirpal joined the Board of CIEH 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 of 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 have come to appreciate the wide range of issues and disciplines which CIEH covers. I have enjoyed working with Board colleagues to explore how a 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

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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

Our President will also:

- Develop the role and contribution of our vice presidents, taking a leadership role
- Bring their own emphasis to the role (recent examples have been membership engagement, modern day slavery and mental health), whilst always working within CIEH policy
- Use their own personal profile and network to support the policy objectives of CIEH
- Provide a focal point for CIEH in the media
- Offer resilience to the leadership team and in their own approach to the role
- Not act party politically or to promote personal policy agendas

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. CIEH Board members are also appointed as trustees of the Environmental Health Officers' Welfare Fund.

The role of the Board (of which the President is a member) 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 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

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

- The President and up to six trustees, appointed by the Board on the recommendation of the Appointments and Remuneration Committee
- Up to six trustees, who are members of CIEH – elected by CIEH members

## Board of Trustees – member competencies

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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:

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 amongst 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>

## Recruitment process and general information

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### Key dates

Applications close:	09.00, Friday 2 June 2023
Shortlist confirmed by:	Friday 16 June 2023
Interviews:	Friday 30 June 2023
Outcome advised by:	Friday 28 July 2023
Induction:	Monday 11 December 2023
Take up office:	Monday 1 January 2024

### Eligibility

See page 10 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. Commitments beyond this will reflect the appointed candidate’s interests and availability. Meetings are held either in London, at CIEH’s office on the South Bank, or virtually.

### 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](http://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:

- James Howe (CIEH member and Committee Chair)
- Maria Jennings (CIEH member)
- Roisin Kerr (CIEH Board member and Board Deputy 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.

### 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. The Board will be considering a proposal to make the appointment of future presidents subject to a confirmatory vote of members; this may impact on the process.

### 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  
Professional  
Authoritative  
Recognisable  
Bold  
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.

The initial term of office for President is one year (renewable); the maximum service is three years (consecutive or otherwise).

## 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 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 Board of Trustees meeting schedule, 2024 and 2025

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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.

### 2024

Thursday 22 February: online  
Thursday 2 May: online  
Wednesday 19 June: AGM, hybrid  
Thursday 20 June: strategy day, in-person  
Thursday 25 July: online  
Thursday 26 September: online  
Thursday 21 November: in-person

### 2025

Thursday 20 February: online  
Thursday 1 May: online  
Wednesday 18 June: AGM, hybrid  
Thursday 29 June: strategy day, in-person  
Thursday 24 July: online  
Thursday 25 September: online  
Thursday 20 November: in-person

### Contact us

CIEH  
Chadwick Court, 15 Hatfields,  
London SE1 8DJ  
+44 (0)20 7827 5800  
[info@cieh.org](mailto:info@cieh.org)

