



## Governance appointments

### Appointments and Remuneration Committee - Information pack

Help shape the future of environmental health

- Areas of interest – CIEH members, ideally with recruitment experience but open to all members
- Application deadline – 0900, Monday 27 October 2025
- If you would like to have an informal conversation about the role with James Howe, Committee Chair, prior to making an application, please email Marilyn Morgan, Executive Assistant, at [M.Morgan@cieh.org](mailto:M.Morgan@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 of information pack: Monday 1 September 2025

## Contents

---

Introduction from Judith Hedgley, Chair of CIEH	2
About CIEH	3
Why volunteer?	3
Hear from the Appointments and Remuneration Committee Chair	4
Responsibilities and person specification	4
Competencies	5
Recruitment process and general information	6
Charitable objects, vision and values	7
Disqualification from appointment and other conditions	8
Conflicts of interest	8
Diversity	9
Privacy and data protection	9
Draft meeting schedule 2026	9

## Introduction from Judith Hedgley, Chair of CIEH



Dear prospective candidate,

I am delighted that you are interested in finding out more about the vacant governance role within CIEH's Appointments and Remuneration Committee. We are the professional body for environmental health, established by Royal Charter "to promote, for the public benefit, the theory and science of environmental health".

The working environment in which our members (and the wider profession) operate has been changing at speed. 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 is going 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.

Details of the role, and the work of the Committee, are outlined in this pack. In this recruitment round, the vacant role is open only to CIEH members.

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

We know that, for our members, holding a governance role at CIEH can play a part in their career development, building new skills and developing your network both within our profession and beyond it.

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.

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

**Judith Hedgley**

## About CIEH

The voice of environmental health since 1883, CIEH is the professional body for environmental health representing nearly 8,000 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. We champion the vital role environmental health plays in creating safer, cleaner, and healthier environments for the benefit of all.

Rooted in a proud heritage and driven by a bold vision for the future, CIEH is committed to:

- Strengthening environmental health's influence and visibility
- Supporting and developing our professional community
- Ensuring sustainability of the organisation, good governance and meaningful impact

[Read our 2025-2027 strategy.](#)

## Get involved – help shape the future of environmental health

We're looking for passionate people to support our governance work. Governance volunteering isn't about ticking boxes—it's about working together to shape the future of environmental health. You'll be part of a supportive team, helping CIEH stay true to its mission of creating safer, cleaner, and healthier environments for the benefit of all.

## Why volunteer?

- Use your voice to influence the direction of the profession
- Grow your leadership skills and confidence in welcoming environment
- Meeting inspiring people who care about making a difference
- Be part of something bigger, helping us meet our public interest obligations with transparency and integrity
- Ensuring sustainability of the organisation, good governance and meaningful impact



## Hear from the Appointments and Remuneration Committee Chair



**James Howe, Appointments and Remuneration Committee Chair**

“As a volunteer I’ve enjoyed connecting with like-minded professionals and working on a shared ambition to support the CIEH through a period of significant change. I joined the Appointment and Remuneration Committee as I wanted to play a role in shaping the selection of future CIEH leaders and key governance officeholders during a critical time for the organisation.”

## Committee responsibilities

The key responsibilities of the Committee are to:

- Recommend appointments to the Board, its committees and advisory groups
- Review the composition of the Board and identify any skills gaps
- Recommend the framework policy for the remuneration of the Chief Executive
- Review any significant proposed changes in employment policy and benefits for CIEH staff

## Person specification

We want our governance roles to reflect the diversity of the profession and the communities we serve. You don’t need to be a governance expert—just bring your enthusiasm, your perspective, and your commitment to environmental health.

The current vacancy is for a CIEH member, of any membership grade.

Ideally candidates will have some experience of recruitment, either in their professional career or on a non-executive basis.

## Committee member competencies

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

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

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

### Key dates

Applications close:	0900, Monday 27 October 2025
Shortlist confirmed by:	Friday 7 November 2025
Interviews (in person):	Tuesday 11, Thursday 20 and Friday 21 November 2025
Outcome advised by:	Friday 5 December 2025
Induction (online):	0830, Wednesday 17 December 2025
Take up office:	Thursday 1 January 2026

### Remuneration

Unpaid - travel and subsistence reimbursed in line with CIEH's policy. If you need further information in respect of this policy, please let us know.

### Time commitment

Normally, up to eight days a year including meetings, meeting preparation, training and attendance at other events. Meetings are held in London at CIEH's office on the South Bank or remotely.

### Making an application

To apply visit: <https://www.cieh.org/about-us/work-for-us/>

### Recruitment panel

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

- Nick Chapman (CIEH Board member)
- James Howe (CIEH member, Committee Chair)
- Maria Jennings (CIEH member)
- Trecilla Lobo (Independent member)
- Helen Waters (Independent member)

### Interview

At interview, the Panel will ask questions about your experience and expertise 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. Interviews will be held, in person, in London. It may not be possible to offer a choice of date.

### Expenses

You may claim travel expenses within Great Britain and Northern Ireland (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 the relevant date free to ensure you can attend, if you are appointed.



CIEH's charitable objects, vision and values:



## CHARITABLE OBJECTS

CIEH is a registered charity. The objects for which CIEH is established are to promote for the public benefit the theory and science of environmental health in all its aspects and to disseminate knowledge about environmental health.



## VISION

Our vision is "safer, cleaner and healthier environments for the benefit of 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.



## VALUES

- **INCLUSIVITY**  
We treat everyone with respect. We welcome difference and hold ourselves and others to account for encouraging diversity of thought and action.
- **PROFESSIONALISM**  
We act ethically to deliver on our promises. We expect and support practitioners to consistently apply the skills and behaviours that engender public trust.
- **PARTNERSHIP**  
We actively seek ways of working with others who share our values to achieve our purpose.





## Disqualification from appointment and other conditions

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 anyone 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 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 officeholders 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 staff of CIEH 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

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

## Diversity

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

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, 2026

Whilst this list may be revised (and there will be other occasions where governance office holders' attendance is needed), the outline meeting structure for 2026 is as follows.

- Monday 13 April, 0900 to 1030, online
- Friday 12 June, 0900 to 1030, online
- Thursday 2 July, 0900 to 1700, in person, London
- Friday 3 July, 0900 to 1700, in person, London
- Friday 16 October, 0900 to 1030, online
- Thursday 12 November, 0900 to 1700, in person, London
- Friday 13 November, 0900 to 1700, in person, London