



Governance Appointments – Appointments and Remuneration Committee; Risk & Audit Committee; & Environmental Health Services Committee

Information pack

- Areas of interest – CIEH members, ideally with recruitment experience but open to all members
- Application deadline – 0900, Monday 5 October 2026
- 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.

Contents

Introduction from Judith Hedgley, Chair of CIEH	2
About CIEH	3
What is it like to take on a role in CIEH's governance?	3
Responsibilities and vacant role	4
Competencies	5
Recruitment process and general information	6
Disqualification from appointment and other conditions	8
Conflicts of interest	8
Diversity	9
Privacy and data protection	9
Meeting schedule 2027	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 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. 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. We are continually reviewing the way in which we operate and the best way in which we can protect the public and support the profession.

To help this work, we are now looking to make appointments to three committees. Details of the roles, and the work of the Committee, are outlined in this pack. In this recruitment round, the Risk & Audit Committee roles are open to non-members of CIEH (and one of them to our members) and the roles on our Environmental Health Services Committee and Appointments & Remunerations Committee are open to our 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.

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 any of these roles are right for you, we look forward to receiving your application.

Judith Hedgley, Chair of CIEH

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 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/vision-strategy

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

www.cieh.org/what-is-environmental-health

Committee responsibilities and vacant roles

The key responsibilities of the Committees are as follows:

Environmental Health Services Committee (EHSC) – 1 vacancy

This Committee has responsibility for oversight and scrutiny of the development of professional membership and qualification framework, standards and related codes of conduct and ethics, membership services, policy, public affairs and research. The Committee is guided by the public interest in all of its decisions and recommendations.

The terms of reference of the Committee are to recommend plans to the Board in respect of:

- Professional membership and qualification framework, Registration, standards and related codes of conduct and ethics
- Membership services
- Policy and public affairs
- Research
- Monitor progress in respect of these plans and report on them to the Board
- Ensure that there are robust, transparent and fair policies in respect of all areas within the scope of the Committee.

There is 1 CIEH member only vacancy on this committee (from 01.01.27). Candidates need to be a CIEH member – any grade.

More information on this Committee is found in Section 17 of the Board of Trustees and supporting committees Operational Procedures attached.

Appointments and Remuneration Committee (ARC) – 1 vacancy

This role of this Committee is 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.

There is 1 CIEH member only vacancy on this committee (from 01.01.27). Candidates need to be a CIEH member – any grade.

More information on this Committee is found in Section 16 of the Board of Trustees and supporting committees Operational Procedures attached.

Risk and Audit Committee (RAC) – 2 vacancies

This role of this Committee is to:

- Identify key risks in CIEH's operation and supports management of those risks.
- Ensure appropriate accounting and financial policies and controls are in place.
- Receive reports from external auditors and advisors, ensuring that control processes are co-ordinated and effective.

There are 2 vacancies on this Committee as follows:

1 x Non-member (from 01.04.27)

1 x CIEH member or Non-member (from 01.01.27)

More information on this Committee is found in Section 15 of the Board of Trustees and supporting committees Operational Procedures attached.

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 each of the roles is three years; the maximum service is six years (consecutive or otherwise).

Competence	Evidence
Ability to contribute to strategic direction	• Understanding of the relationship between the purpose and values of CIEH and its strategic direction • Knowledge and experience of strategic planning and delivery, with the ability to scrutinise performance data • Experience of contributing to the achievement of objectives within time and resource constraints
Awareness of equality and diversity issues	• Able to explore and work with values of respect, inclusion, fairness and transparency and what these might mean in a professional body • Broad awareness of equality, diversity and inclusion issues
Ability to listen and communicate effectively	• Well-developed listening skills • Good communication skills and the ability to put views across clearly and sensitively in a variety of settings • Awareness and acceptance of diverse views • Ability to inspire confidence and support amongst CIEH's members and other stakeholders
Ability to work effectively as part of a team	• Experience of participating in group discussions • Involving and including others in decision making to achieve the best outcome for an organisation • Sharing expertise whilst being able to recognise expertise in others • Ability to reflect on own behaviour and impact on others
Capacity and skill to understand the priorities of our stakeholders	• Knowledge and understanding of environmental health (CIEH member candidates only) • Skills and experience to develop an understanding of the sectors in which CIEH members operate and of the profession (Non-CIEH member candidates only) • Knowledge and understanding of the wider social, political and educational landscape, across the nations of Britain and internationally

Recruitment process and general information

Key dates

Applications close: 09.00, Monday 5 October 2026

Shortlisting: Monday 19 October 2026

Interviews (in person): Thursday 12 and Friday 13 November 2026

Outcome advised by: Friday 4 December 2026

Induction (online): 09.00, Wednesday 16 December 2026

Eligibility

See page 8 for details of eligibility.

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

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 London's South Bank or remotely.

Making an application

To apply visit: www.cieh.org/governanceroles.

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)
- Maria Jennings (CIEH member & Committee Chair)
- 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.

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.

These are CIEH's brand values
guiding 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

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](#), members of the interview panel (whose names appear in this pack) or of the [CIEH Executive Management Team](#) 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. 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, 2027

Whilst this list may be revised (and there will be other occasions where governance office holders' attendance is needed), the outline meeting structure for 2027 is as follows.

EHSC:

- Wednesday 3 February, 09.30 to 13.30, online
- Wednesday 28 April, 09.30 to 13.30, online
- Monday 12 July, 09.00 to 17.00, in person, London
- Tuesday 13 July, 09.00 to 17.00, in person, London
- Wednesday 15 September, 09.30 to 13.30, online
- Wednesday 24 November, 09.30 to 13.30, online

RAC:

- Tuesday 2 February, 14.00 to 16.00, online
- Tuesday 27 April, 14.00 to 16.00, online
- Monday 12 July, 09.00 to 17.00, in person, London
- Tuesday 13 July, 09.00 to 17.00, in person, London
- Tuesday 14 September, 14.00 to 16.00, online
- Tuesday 23 November, 14.00 to 16.00, online

ARC:

- Monday 12 April, 09.00, online
- Monday 14 June, 09.00, online
- Thursday 1 July, 09.00 to 17.00, in person, London
- Friday 2 July, 09.00 to 17.00, in person, London
- Monday 18 October, 09.00, online
- Thursday 18 November, 09.00 to 17.00, in person, London
- Friday 19 November, 09.00 to 17.00, in person, London