



Notice of Annual Meeting and Agenda

Notice of Annual Meeting

Notice is hereby given that the Annual Meeting of the Chartered Institute of Environmental Health (CIEH) will be held on Friday 27 June 2025, commencing at 14.00.

The meeting will be held at 15 Hatfields, London SE1 8DJ and online.

(<https://www.15hatfields.com/find-us/>)

NB: The primary method of voting at this meeting will be online. Members attending the in-person event are strongly encouraged to bring an internet/Wi-Fi enabled device such as a smart phone, tablet, or laptop to facilitate secure online voting.

Dated 4 June 2025

By order of the Board of Trustees

Fran McCloskey, Chief Executive Officer

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

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Agenda

1. Welcome from the Chair of the Board of Trustees
2. To note the minutes of the AGM held on 28 June 2024
3. Update from the Chair of the Board
4. Update from Chair of the Membership, Learning and the Profession Advisory Group
5. Update from the President

Ordinary business

6. To consider and receive the report of the Board of Trustees on actions taken to implement motions carried 28 June 2024:

There were no actions to take forward on motions passed in 2024. Trustees committed to updating on motions passed in other years and these will be provided throughout the presentations.

7. Fellowship and Honorary members

To note that the following members were awarded Fellowship during 2024:

Adele Masztalerz
Andrew (Stewart) Petrie
Dave Walton
Juliet Sparkes
Robert Walker
Russell (David) Pugh

8. Annual Report and Annual Financial Statements

Presentation on the Annual Report by the Chief Executive Officer

Presentation on the Financial Statements by the Interim Executive Director for Finance and Corporate Services

To consider and receive the Annual Report of the Board of Trustees and the Annual Financial Statements for the year ended 31 December 2024.

9. Election of auditors

To reappoint Crowe UK as auditors and to authorise the trustees to fix their remuneration.

Special business

10. To consider the following motions:

Motion 1

Proposer: Sterling Crew CEnvH FCIEH

Seconder: Kevin Shawcross MCIEH

That the Board of Trustees be given the flexibility to determine, on an annual basis, the proposed format of the AGM in the following year. This proposal will continue to be put to the vote at the AGM each year. And that the same principle be applied to Special Meetings.

Explanatory note

A motion passed by a previous Special Meeting determined that all AGMs and Special Meetings would be held “*on a hybrid basis (allowing both remote and personal attendance)*” in perpetuity. The Board recognises the importance of the AGM as a forum for member engagement and feels that the quality of this engagement has improved in recent years.

However, the Board is also conscious that holding hybrid AGM events has been very costly, whilst in-person attendance at these events has been relatively low. The Board is seeking to improve engagement and attendance online and in-person but would like the flexibility to be able to consider how the events are delivered to maximise engagement and attendance whilst ensuring value for money. The Board will always seek to ratify any proposal for a future AGM at an AGM.

Whatever the outcome of the vote on this motion, members will continue to vote at each AGM to determine the format of the meeting in the next year.

Other business

11. Following discussions at the 2024 Annual General Meeting, the Board would like the 2026 AGM to be online and in-person at 15 Hatfields on Thursday 25th June.
12. Video presentation celebrating achievements and members in 2024.

Notes on admission and voting

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 13 June 2025; 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 2024, which must be received by CIEH by 17.00 on 13 June 2025.

*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 assign their vote to the Chair of the meeting or to another named Voting member who will be in attendance.

Only members in good financial standing as at 17.00 on 13 June 2025 are entitled to vote, either personally or by proxy.