



Policy Support: Support of the Workforce Satellite Panel

3rd July 2024

1. Introduction

- 1.1 The Chartered Institute of Environmental Health (CIEH) is a membership and awarding body and registered charity within the environmental health sector.
- 1.2 In order to achieve a sustainable organisation, financial stability is a strategic priority for 2024 alongside enhancing our membership engagement offering.
- 1.3 At the end of 2023 our board identified workforce challenges, capacity and capability within the profession as a board priority. It is the theme of the CIEH President. This has become a “golden thread” across work being undertaken in 2024.
- 1.4 A “Sustainable Profession” project plan has been established, led by Jon Buttolph, Executive Director of Professional Standards. The project has been designed to consider and feed into a wider project influencing the activities of both internal strategic approaches and across external facing work.
- 1.5 Externally facing work is led by Louise Hosking, Executive Director of Environmental Health.
- 1.6 Advisory panels are the route for our members to offer advice and guidance on policy positions. New terms of reference were established for two new panels in January 2024 which has created a clear framework for policy development. This involves members from across the membership, from a range of sectors and at any stage within their careers.
- 1.7 As part of the terms of reference, panels can create task and finish satellite groups. In February 2024 CIEH established a Workforce Satellite Panel (WSP) made up of a range of stakeholders (members and non-members) to agree how to support the profession and the “Sustainable Profession” project.
- 1.8 The first meeting consisted of a series of breakout sessions with key questions to capture views and perspectives. From here specific deliverables were agreed against a timeline.
- 1.9 The establishment of an enhanced panel structure has meant the policy team have been working to capacity. The policy team do not currently have capacity to progress this work. There is a risk agreed deliverables will not be achieved within planned timelines. Therefore, we are seeking applications from relevant providers to administrate and deliver this work within the planned timelines.
- 1.10 Priorities for the WSP have been agreed as follows:

- Priority 1: The Public Health case for Environmental Health using case studies from across the membership to raise awareness across stakeholders and the public.
- Priority 2: The economic case for Environmental Health. This will focus on identified core areas of EH (e.g. Food Poisoning or air pollution) and create a financial case for investing in health protection against the cost of treating ill health. By demonstrating evidenced return on investment, we will develop a compelling case for policy makers and employers to secure funding of their EH services whether this be within local authorities, inside other organisations or via other means.
- Priority 3: The Future of the Profession
- Priority 4: Barriers to accessing the profession

Priorities 3 and 4 involve internal work being led by the Executive Director of Professional Standards.

2. Objectives & Deliverables

- 2.1 Be available to offer leadership in respect of this work. The successful bidder will report progress against deliverables to the Executive Director of Environmental Health. The Policy & Campaigns Manager will manage the relationship and engage in respect of policy outputs by supporting the drafting process and providing feedback. Approach will be aligned to our advisory panel structure and terms of reference which means policy positions are influenced via outputs from the panel.
- 2.2 The main deliverables will be in respect of four policy reports across 2024 and into 2025. These report back to members and stakeholders in respect of work being undertaken and CIEH positioning. The reports will be a tool to advocate for the profession and support existing key messages. The first of the reports is delayed for the reasons stated.
- The first draft will be available by mid August for publication at the end of the month
 - The second draft at the end of September for publication in October
 - The third draft at the November for publication in December
 - Final Report draft in January 2025 for publication in February 2025
- 2.3 Two spin off projects have been initiated. One of these is an internal project to create resources for members to talk to schools and colleges which is being overseen by the Director of Professional Services. This is outside of the scope of the work. The other is the establishment of a UK Workforce Plan for Environmental Health which sets out the importance of the profession to the UK economy and wider population. This is being undertaken in conjunction with the LGA which is being overseen by the policy team and therefore part of the scope of this work.
- 2.4 We are keen to create teams within the WSP with the ability to deep dive into other aspects. This means there is the potential to create additional spin off projects subject to internal agreement which will be determined based on available resources should the role holder identify new potential considerations.

- 2.5 Extensive work has been undertaken to collate information and data to ensure all work is evidence led. Other networks and organisations are undertaking similar projects and we are willing to share information in partnership with them. The role holder will continue this work.
- 2.6 CIEH is part of other networks. This involves liaison with other organisations and stakeholders in respect of this work.
- 2.7 An important consideration in respect of workforce challenges will be how our workforce is representative of the communities Environmental Health Practitioners serve. How the role holder will incorporate EDI considerations is to be considered.
- 2.8 There will be an expectation that the role holder will be responsible for all aspects of administrating the work of the WSP. This will include (but may not be limited to):-
- It has not been possible to establish a cadence for future meetings so this is to be undertaken and agreed across 2024 and early 2025 until the final report is issued when this agreement will end.
 - Tracking progress, actions and ensuring any agreed actions are being progressed
 - Supporting the work of any spin off project groups to ensure this work is tracked and accountable.
 - Ongoing administration of the WSP, including drafting meeting papers, arranging and minuting meetings
 - Providing updates to the Policy & Campaigns manager in respect of progress.
 - Providing information to the Executive Director of Environmental Health for purposes of board reporting.

3. Support

- 4.1 Access to CIEH relevant systems will be provided so the role holder can access existing files and information.
- 4.2 The scope may be expanded and reduced by either party via mutual agreement.

5. Timeframes

- 5.1 There is a risk this work will be delayed further and we will be allocating the project once returned bids have been examined which will be two weeks from the date of this scope.
- 5.2 In order to avoid further delay we would expect the successful bid to start in the week commencing 5th August.
- 5.2 The work will be assigned based on the information provided in point 6

6. Your Information

- 6.1 We would be looking to receive the following from any interested parties;
- Background information on your organisation and any individuals that would be involved in the work if you are a company or similar details from individual consultants.
 - Outline of other related services you provide

- Fee structure and an itemised proposal against objectives which shows time to be allocated to the work in order to meet the objectives and deliverables outlined within point 2.
- Your day rate
- Road map and timelines for onboarding and beginning the project proper
- Any other information you consider relevant
- Provide specific examples and case studies demonstrating your ability to analyse and connect data sources (preferably public health data) with workforce or skills shortages.
- Include samples of previous work that highlight your expertise in producing compelling policy narratives, along with testimonials from past clients attesting to your success in similar projects.

7. Other Information

7.1 If it becomes clear the role holder cannot meet agreed objectives or respond to reasonable queries or actions as outlined within the scope the agreement will be immediately ended.

7.2 Applications for consideration will open on 18th July 2024 and close on 1st August 2024 at 5pm. Please send a quotation and supporting information to Louise Hosking, Executive Director of Environmental Health l.hosking@cieh.org