

Regions and Branches Operational Procedures

1. Introduction

- 1.1 This document aims to set out the roles, function and responsibilities of the voluntary professional CIEH membership network (regions and branches).
- 1.2 The Special Interest Groups and the overseas membership sector are subject to separate Operational Procedures.
- 1.3 The Operational Procedures are mandatory and are made under the General Regulations and are approved by the Board of Trustees

2. Regions

- 2.1 The regions of the CIEH are, as at 1 January 2012, based on the internal and political boundaries of the geographical area known as Great Britain, Northern Ireland and the Channel Islands. The geographic regions were defined by the Office of the Deputy Prime Minister in 2005 as:
 - North East
 - North West including the Isle of Man
 - Yorkshire & Humber
 - West Midlands
 - East Midlands
 - East of England
 - South West
 - South East including the Channel Islands
 - London
 - Cymru Wales
 - Northern Ireland
 - Scotland
- 2.2 The Board of Trustees reserves the right to amend the boundaries and divisions of the professional membership network in accordance with the relevant Byelaws and General Regulations. The Board of Trustees will consider applications for the formation of additional Regions with due regard to the criteria set out within these Operational Procedures. Major amendments to boundaries and divisions will be considered only after consultation with the membership.
- 2.3 Each member of the CIEH shall be allocated to a region of their choice. Members who do not choose a region will be allocated to a region chosen by the CIEH based on residency.

3. Branches

- 3.1 Regional Management Boards shall decide, though consultation with their membership, the nature of any subdivision into branches (or other geographical units such as “hubs”) relevant to the needs and geography of the area being served, and shall keep the nature of, or need for, subdivision under review. Where members are not served by Branch or other subdivisions, the Region shall remain responsible for service to those members. This may be managed centrally by the Management Board or take the form of email distribution to named co-ordinators as examples.

4. Function of the region and branches

- 4.1 The regions and branches act as delegated committees of the CIEH and as such have a dual role of representing the professional membership within their locality and acting as a vehicle and delivery agent for the CIEH charitable aims and objects.
- 4.2 The regions and branches are accountable to the Board of Trustees acting as delegated committees of the CIEH but report to and are overseen by the Assembly of Representatives.
- 4.3 The professional network of regions and branches will be managed and supported through the CIEH executive.
- 4.4 The critical role of the region and branches is to provide a geographical identity and network for environmental health professionals as members of the CIEH. This will include the opportunity for:
- Networking and sharing good practice/experience/ broadening professional perspectives
 - Co-ordination of local events and activity
 - CPD/low cost events and other professional development
 - Support for the consultation and contribution to CIEH policy at a local and national level
 - Facilitating local partnership activity with similar professional groups and Stakeholders

5. Management of the region and branch

- 5.1 The operation of each region will be through a Management Board. The composition of the board will include:
- Either one or two Assembly Representatives (depending on membership numbers)
 - Where there is an operational branch/sub group one member will be entitled to represent each branch or sub group
 - Where there is no operational branch the Management Board will determine how members will be represented from the locality
 - Student representative
 - Other members as decided by the Management Board. Between two to four members can be self-nominated from the general membership of the region to ensure a workable size and diversity of the management board. The Management Board may determine the make-up of these additional places.
- 5.2 The Management Board will determine as a minimum the following three responsibilities:
- Leadership - Chair
 - Co-ordination - Secretary
 - Finance - Financial Manager or Treasurer

- 5.3 Appointment to these roles will be through election from and by members on the Management Board (simple majority vote). The appointments will be for a term of three years. The appointments may roll over if local circumstances require and on the full agreement of the Management Board. The three roles should normally be occupied by three separate individuals. In order to spread the responsibilities and encourage wider involvement of the membership, the Assembly Representative(s) are not able to nominate themselves for any of these positions. All other members of the Management Board are able to be nominated. Should there be no nominations for any particular post the Management Board may approach the Assembly Representatives to fill the position until such time as another volunteer is available to fill the post.

Further advice shall be sought from CIEH executive where necessary to ensure the sustainability of the Regional Management Board. The Chair, Secretary and financial manager will need to work closely with the Assembly Representatives for their region and the CIEH executive. It would not be good practice for an Assembly Representative to also act as a paid contractor for the region they represent due to conflicts of interests that would arise.

Appendix 1 provides role templates for these positions. These may be amended to meet local needs and serve as a guide.

- 5.4 Only members of the CIEH (of any grade) allocated to that region may be members of the Management Board. All members of the Management Board must be prepared to work within the Code of Ethics, Code of Conduct for Trustees and Specialist Officers and other requirements relating to conflicts of interest. Where any Management Board member holds any contract for services to the Management Board they will be unable to hold any of the formal officer posts, (with the exception of those who are in receipt of a fee for educational assessment activities i.e. Log book or portfolio assessments or their successors, professional interviews etc.). Members of staff of CIEH or any person with a full or part time remunerated role in an operational entity of the CIEH, (other than those included in the exemption above), will be precluded from taking on a representational or management role within the region and branch. Such persons should be encouraged to participate in the operation of the regions and branches in an advisory capacity.
- 5.5 The CIEH recognises the importance of having local contacts. The branches and other sub groups provide that opportunity while recognising that with busy lives volunteers may need the flexibility to organise themselves to meet the needs and resources available. For instance this may mean branches can:
- Set up a branch committee with a chair/secretary/treasurer
 - Use a branch co-ordinator or small local team
 - Use a named contact to disseminate information to local members
 - Use other ways supported within the area and agreed by the Regional Management Board

The CIEH requires that for sustainability the positions should have a term of three years but that this may be allowed to roll over where local circumstances require and with full agreement of the Management Board.

- 5.6 Co-options – management boards may invite such persons as they wish to attend board meetings, make representations, deliver presentations etc. Beyond this, where the Management Board decides that it is necessary to co-opt an individual to the board,

they may do so, but that person shall not be regarded as a member of the board, and shall not have voting rights on the management board.

- 5.7 Where possible the CIEH encourages new volunteers to increase involvement but recognises that this may be difficult at times and local needs will be a priority.
- 5.8 Sub committees/working groups - the Management Board may set up such sub committees as it sees fit.
- 5.9 The officers of the region, branch and SIG shall attend such meetings as are called by CIEH executive for specific purposes. Where the individual holders of offices are not available, a deputy may attend. Reasonable travel expenses for attending the meetings called by CIEH executive will be paid to volunteers.

6. Function of the Management Board

- Facilitate the delivery of the CIEH objectives and operational plan
- Voice and represent regional perspectives in the development and implementation of the operational plans of the CIEH
- Provide a consultative focal point for membership and professional issues
- Provide a leadership role for membership on professional issues
- To ensure the resources of the CIEH are properly and appropriately administered in accordance with the objects of the charity at regional level
- To be held accountable for the utilisation of CIEH and member resources
- To promote the CIEH and its activities and provide local advocacy for environmental health

7. Role of the Assembly Representative

- Engage with members in the region
- Represent the views of the region to the Assembly of Representatives
- Represent the regional perspectives in the development and implementation of CIEH policies within the Assembly
- Act as a focal point for issues of a professional nature for members within the region
- Act to raise concerns and consider local impacts of upcoming professional issues
- Feedback to members on policies and issues raised by Board of Trustees, Assembly and CIEH executive.
- To represent the membership region as appropriate at meetings and events in collaboration with CIEH executive

7.1 Assembly Representatives engage with members through the following opportunities dependent on regional and local circumstances:

- Attend branch meetings, study groups or local hubs as appropriate
- Attend and take part in Member forums
- Email
- MyCIEH (information, blogs and forum debate)
- CIEH Website (presence on regional/SIG web pages)
- Attending and taking part in other events, seminars and regional activities
- Leading, contributing to or supporting specific projects
- Involvement with other member networks such as student forums
- Organising and supporting surveys, research and focus groups

8. Frequency of Management Board meetings

- 8.1 Management Boards shall meet at least three times a year and may hold further meetings to meet local needs. All Management Board meetings are open to attendance by any member of the region and must be openly advertised as such.
- 8.2 The Management Boards are supported in their operation through the CIEH executive who facilitates national regional strategy, planning, co-ordination and consistency of implementation. Officers of the CIEH executive may attend any Management Board meeting as part of their duties to manage and support the professional membership network.
- 8.3 In each case meetings must have agendas, and the CIEH executive has the right to set part of that agenda at any meeting and to send one or more representatives to any board meeting. In particular one meeting of the year must be scheduled in consultation with the CIEH executive to ensure availability for attendance by a CIEH representative.

9. Terms of reference for Management Board

- 9.1 The role of the management board is to facilitate and co-ordinate the CIEH membership activity within the region and to support branches or other sub divisions within its boundaries.
- 9.2 Terms of reference for the Management Board:
 - To identify members needs and aspirations
 - To act as a focal point for members and a regional contact for the CIEH executive
 - To engage with all members across all sectors and membership grades in the region
 - To act as a communication portal (email/ web/ paper)
 - To support CIEH strategies and policies
 - To organise networking and coordinate peer contact events
 - To support and promote CPD/APD/Chartered status and other professional development activities
 - To support the CIEH regional student strategy
 - To engage with local relevant partners and other agencies in the promotion of EH
 - To provide an administrative function and work programme for the delivery of CIEH objectives regionally
 - To be accountable to members and Trustees on the allocation and distribution of CIEH funds and resources
 - To produce an annual report on the activities of the region/SIG for the previous calendar year and a business plan for the following year, to be submitted by a date determined by the CIEH
 - To regularly review and horizon scan for impacts to the profession and environmental health
 - To hold a Members Forum each year at which the members will have an opportunity to meet, share experiences, provide feedback and contribute to the business planning for the region
- 9.3 Terms of Reference for a branch/sub group:
 - To report to the regional management board
 - To identify members needs and aspirations at a local level
 - To act as a focal point for members and communications to and from region and CIEH executive

- To organise events and activities for members across all sectors and membership grades at a local level
- To contribute to regional business planning and delivery of activity

10. Role of contract/paid support officer

10.1 Contract /paid support roles have emerged in recent times to help support the administrative functions within the regions, branches and SIG as a means of reducing the burden on the volunteers in the officer roles within the management boards. The contractors work under a CIEH contract which requires delegated authority from CIEH executive.

10.2 The differing needs of the Management Boards help shape the contribution of any contractor and their role. However, it is essential that accountability for the main leadership, financial management and overall co-ordination lie with the voluntary roles making up the management boards.

10.3 All personnel contracts are subject to authorisation through CIEH executive.

11. Resourcing, reporting and supporting Regions and branches

11.1 The annual allocation of funding to Regions will be determined by the Board of Trustees based on the current CIEH financial guidance. All regions and branches need to ensure that they work to the relevant financial guidelines.

11.2 Branches receive their funding through the regions and this will be determined through regional business planning.

11.3 Each region shall produce by end October each year a report comprising:

- A summary of key activity and successes during the past year
- A spreadsheet of all events eligible for CPD, including business and other meetings, training days, seminars etc., with the following detail:
 - Date, location, subject, duration and number of attendees
- Business planning elements consisting of the main three priorities, how these will be actioned and the costs/ income associated for the coming year

11.4 In all cases of dispute, the CIEH executive may intervene, and call a meeting of any management board or subgroup to resolve the issue. In the case of a dispute at branch level, the CIEH executive will not normally intervene unless the relevant region has attempted to resolve the dispute and further support/mediation is needed.

11.5 Where CIEH executive cannot resolve a dispute to either their satisfaction or the satisfaction of the region/SIG/branch, any member of the relevant board or group may appeal to the Assembly of Representatives (panel) whose decision will be final

12. Delegated authority

12.1 Delegated authority for managing the financial risk of activities within the regions and branches was granted by Council (9 December 2010):

- All agreements and contracts (verbal, informal or formal) with a total financial risk of over £2,000 (including VAT) and up to £5,000 (including VAT) need to be notified to the CIEH Chief Executive or nominated officer before formal commitment

- All agreements and contracts (verbal, informal, or formal) with a total financial risk of over £5,000 (including VAT) need to be agreed and countersigned by the CIEH Chief Executive or nominated officer before commitment
- Any arrangements for payments for services of contractors and any employment contracts regardless of value must be agreed and countersigned by the Chief Executive or nominated officer

13. Criteria for amendment to regional boundaries

13.1 The CIEH may consider the boundaries and subdivisions of the professional membership network in light of government changes and other relevant developments that may require the review and revision of boundaries and membership organisation. Any amendments to the boundaries of the professional membership network will need to be considered by the Assembly of Representatives and approved by the Board of Trustees. However, major amendments to boundaries and divisions will be considered only after consultation with the membership.

Agreed: Board of Trustees 10 July 2013, 26 November 2014, 19 October 2015

Agreed by the Assembly except for para 5.4 which the Council is asked to reconsider as indicated: 18 November 2015

Changes to paragraph 5.4 agreed by the Board of Trustees: 18 February 2016

A. Statham - Chair of the Board of Trustees

Appendix 1

Template Job Roles

These templates have been put together by existing Chair and Secretaries within the professional network. They serve as a guide but can be used as job descriptions if wished. They are open to local adjustment and amendment within the remit of the CIEH charity objectives and Corporate Plan. They may be used as a guide for branches as well as regions recognising that some roles may be more relevant at regional level.

Leadership - Chair

<p>Role of Chair</p> <ul style="list-style-type: none"> • Meeting - keep on track • Direct and represent Management Board • Keeping track of progress • Bring things to a conclusion • Leadership/vision and strategy • Transparent work programme • Link between region/branches/HQ 	<p>Duties:</p> <ul style="list-style-type: none"> • Charing Management Board meetings • Charing Members Forum • Representing region at CIEH events • Leading the direction of the annual business plan • Ensuring the annual business plan objectives are achieved each year <p>Person specification:</p> <ul style="list-style-type: none"> • Member of CIEH • Strategic management ability • Confidence of wider membership • Team worker • Understanding of CIEH at national and local levels • Good interpersonal and influencing skills • Committed professional • IT skills(Microsoft Word, Outlook and Excel) and access to IT
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Co-ordination - Secretary

<p>Role of Secretary</p> <ul style="list-style-type: none"> • Arrangements - open members forum/ meetings elections • Ensure continuity to constitution • Set agenda • Take/circulate minutes • Updating and certifying CPD hours/ business plan • Key contact for members • Link between region/branches/HQ <p>Note: the role of a paid contractor may take on some duties related to this function</p>	<p>Duties:</p> <ul style="list-style-type: none"> • Preparing agendas and minutes • Preparing the annual business plan • Ensuring a low cost CPD training programme is arranged • Issuing consultation documents to members • Liaising with Chair and Financial Manager • Liaising with trustees • Liaising with representatives of branches/study groups • Liaising with HQ • Liaising with other networks
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	<ul style="list-style-type: none"> • Representing the region at meetings • Ensuring the region website content is up to date • Dealing with routine administrative tasks <p>Person specification:</p> <ul style="list-style-type: none"> • Member of CIEH • Confidence of wider membership • Team worker • Understanding of CIEH at national and local levels • Good organisational skills • Committed professional • IT skills(Microsoft Word and Excel) and access to IT
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Finance – Financial Manager (Treasurer)

<p>Role of Financial Manager (Link to financial management guidance) The Financial Manager has overall responsibility for financial management and probity, related to:</p> <ul style="list-style-type: none"> • Dealing with invoices, expenses claims, petty cash transactions • Producing an annual end of year financial report • Liaison with central Finance and Regional support 	<p>Duties:</p> <ul style="list-style-type: none"> • Liaising with CIEH Finance • Contributing to the preparation of the business plan <p>Person specification:</p> <ul style="list-style-type: none"> • Member of the CIEH • Committed professional • IT Skills and access to IT • Ability and knowledge of book keeping and banking procedures
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