



Fitness to practise Appointments (open to members and non- members) Information pack

- Screeners (Three vacancies, open to all CIEH members and non-members)
- Lay Moderator (One vacancy, open to non-members)
- Areas of interest – CIEH members, environmental health professionals, academics in the EH sector. Non-members with experience of information evaluation and decision making.
- Application deadline – 0900, Friday 11th April 2025
- Send applications to recruitment@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 10 March 2025

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Introduction from Jon Buttolph, Executive Director of Professional Standards



Dear prospective candidate,

I am delighted that you are interested in finding out more about the vacant 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”.

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 all professions, environmental health work is underpinned by our Professional Standards Framework (for knowledge and skills) and by our Code of Ethics.

And like all professions, it is sometimes felt that our members have fallen short of the standards we set in some way. For that reason, we have a robust fitness to practise process to consider any formal complaints against members that we receive.

We are now looking to appoint people to assist with this fitness to practise process. These roles are critical to our operation as a professional body – and the work is certainly interesting and rewarding.

Details of the roles are outlined in this pack. In this recruitment round, some roles are open to CIEH members, some to non-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 working with us reflect the diversity of the modern profession and the communities it serves.

You can find out more about the role requirements in this pack and we’d also be very happy to chat over this and answer any other questions you have. Please email j.buttolph@cieh.org to arrange this.

Thank you for your interest and, if these roles are right for you, we look forward to receiving your application.

Jon Buttolph



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:

[Purpose, vision and strategy - CIEH](#)

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

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

What is it like to take on a role in CIEH's fitness to practise?



Andrew Baum

Andrew joined the Fitness to Practise Panel in October 2018 as a Lay Panel Member. Andrew is a solicitor and currently Senior Legal Adviser to the Regulatory Decisions Committee of the major financial services regulator. He has worked for the regulator since 2008 previously leading a variety of Enforcement investigations into a wide range of financial services firms, from small IFAs to large High Street Banks. Previously, he worked for 7 years in a large City law firm managing investigations and disciplinary proceedings in the professional regulation space. Andrew is a Panellist at other professional membership bodies dealing with similar conduct/performance issues and is also a director/trustee and Honorary Secretary for a local charity. Andrew was attracted to working with the CIEH as the subject matter of environmental health interested him, and he felt that it was an opportunity to assist with a developing FTP process and share his experience with similar Panels.



Amanda Clarke

Amanda has held roles on the CIEH committees for many years. Currently, Amanada sits on the Fitness to Practise Panel. Amanada says “I feel I benefit from my role due to the variety of cases brought before the panel and the opportunity to work with people from a wide range of professional bodies. What I particularly enjoy about the role is the opportunity to support CIEH members.

The role is very well supported with good training, communication and administration. The time commitment to the role can also be flexible. The staff at CIEH are also incredibly supportive and certainly feel my input to the role is valued. I would encourage colleagues to apply for a role and will happily answer any questions. My email is amanda.clarke@sheffield.gov.uk”



Alan Higgins

Alan has worked in Environmental Health for over 50 years both in the public and private sectors. Alan was City Environmental Health Officer at Portsmouth City Council for 20 years and worked as an independent environmental health and waste management consultant for 15 years. During his career, Alan was involved in the Governance of the CIEH as branch and centre secretary, chair of various policy committees, National President of CIEH and chair of the General Council immediately prior to the establishment of the Board of Trustees.

Latterly Alan has been a member of the Fitness to Practice Panel who deal with the important role of discipline within the profession. Alan says that “involvement in the governance of our professional body involves commitment but is immensely satisfying in being able to assist in the development of our profession”.



Responsibilities and vacant roles

CIEH updated its Code of Ethics in 2018 and, at that time, introduced a set of fitness to practice rules. The purpose of these rules is to protect the public, declare and uphold proper professional standards and to ensure public confidence in the profession and in CIEH.

The Code and associated rules are regularly reviewed and updated by CIEH's Board and the most recent version from November 2023 can be found [here](#).

Complaints are investigated by CIEH (or, occasionally, by an external regulatory investigator); they are then referred to a **screener** whose role is to determine if there might be a case to answer (this is often known as a real prospect test). **This test is applied to both the evidence relating to facts and if there may be a prospect of 'current impairment'**.

The screener may refer a matter to a fitness to practice panel or express a view that the matter need not be considered by a panel. In the event that they do not refer to a panel, the complaint is automatically referred to a **lay moderator**.

The lay moderator reviews the decision and may either uphold it or refer the complaint to a hearing.

We publish the outcome of all hearings where a membership or registration has been terminated on our website [here](#).

We are looking to make four appointments:

Three screeners (who may or may not be members of CIEH) and one lay moderator (who must not be a member of CIEH).

The key responsibilities of the roles are to:

- Thoroughly review all evidence supplied by the complainant (and other parties as appropriate)
- Investigate the complaint without prejudice or bias
- Determine if CIEH's Code of Ethics and fitness to practise rules may have been breached
- Recommend whether or not the complaint meets the 'real prospect test' (**both in relation to facts and current impairment**) and if there could be a case to answer

Screeners and lay moderators are independent decision-makers.

Screeener and lay moderator competencies

Candidates must demonstrate (in application and at interview) that they meet the competencies. Some examples of how these may be met are shown below:

Competence	Evidence
Understanding of decision making	<ul style="list-style-type: none"> • Able to assimilate complex information and draw evidence-based conclusions from it. • Experience of weighing conflicting evidence and forming judgments about the credibility of differing views. • Appreciation of the public interest in matters related to fitness to practise. • Experience of contributing to the achievement of objectives within time and resource constraints.
Awareness of equality and diversity issues	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Good communication skills and the ability to put views across clearly and sensitively in written form • Awareness and acceptance of diverse views • Ability to inspire confidence and support amongst CIEH's members and other stakeholders
Capacity and skill to understand the priorities of our stakeholders	<ul style="list-style-type: none"> • 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:	0900, Friday 11 April 2025
Shortlist confirmed by:	Monday 28 April 2025
Interviews (online):	Friday 9 May 2025
Outcome advised by:	Friday 16 May 2025

Eligibility

See page 5, and individual role descriptions, for details of eligibility.

Remuneration

Paid in accordance with CIEH FTP Fees policy (subject to bi-annual review).

Screener:
Consideration of each single case
£255

Lay moderator:
Consideration of each single case
£204

Time commitment

Variable, unlikely to be more than a total of 28 hours per year. All work is carried out remotely and flexibly, around any current commitments.

Making an application

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

Send your application to
recruitment@cieh.org.

Recruitment panel

Members of our staff team and 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)
- Trecilla Lobo (Independent member)
- Maria Jennings (CIEH 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 online.

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 Chief Executive for appointment.



Induction

Attendance at induction is mandatory for all appointees. Induction will be held online and will take around two hours.

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 Panel 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 who are 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.

No member (or former member) of staff of CIEH may serve in any of these roles, nor may anyone who holds a current appointment in CIEH's governance structure (Board, committees or advisory group).

Conflicts of interests

Close relationships with Board members (details at www.cieh.org/about-us/who-we-are/committees-and-advisory-groups/), members of the interview panel (whose names appear in this candidate pack) or of the CIEH Executive Management Team (details at www.cieh.org/about-us/who-we-are/executive-management-team/) may be considered 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 form. 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 advisory groups and those appointed as decision-makers in its fitness to practise process) 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.