



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 28 June 2024, 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 5 June 2024

By order of the Board of Trustees

Fran McCloskey, Interim Chief Executive Officer

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

Contents

Ordinary business	2
Special business.....	6
Other business	6
Notes on admission and voting	7

Agenda

1. Welcome from the Chair of the Board of Trustees
2. To note the minutes of the AGM held on 12 September 2023
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 12 September 2023:

Motion 1 - The removal of appointed trustees

A process for the removal of appointed trustees has been included in the Board of Trustees, supporting committees and advisory group Operational Procedures. These Operational Procedures are available on the CIEH website.

Motion 2 – Improved transparency and effectiveness

There has been a lot of work done in respect of the five different elements within this motion. This has included engagement with the proposers. CIEH are very grateful to the proposers for their time and input into the process. This work is not complete. CIEH continues to be in discussion with the proposers about the implementation of this motion. A full report in respect of the work done, work still to be done and some limitations in what can be done can be found in Appendix 1. A response from the proposers can be found at the end of Appendix 1. It is CIEH's intention to take account of the proposers' comments so that the motion can be implemented as intended.

Below is a short summary of the key areas of work done:

The declared interests are now published on the member-only section of our website. These are published in full, with no redactions.

Board minutes with declared interests are published in our minutes which are also available on the member-only section of our website.

CIEH has created a section of the website so that contracts can be advertised, and contracts awarded can be published. This includes sections on upcoming tenders as

well as tenders awarded. CIEH will start with tenders in areas agreed with the proposers; training, governance and policy. CIEH will then roll this out to other areas.

CIEH has created a central supplier database for supplies with a contract value in excess of £5k. CIEH's Procurement policy has been reviewed and updated in readiness of publishing more detail in the future. The policy also includes a lot more clarity on the management of a contract for procuring managers who have responsibility to manage. An implementation plan is being created and will be rolled out once approved by management.

Motion 3 – Review of Charitable Status

Pesh Framjee of Consulting For Purpose was commissioned by the Board to undertake a review of CIEH's charitable status. The review concluded that CIEH should retain its charitable status.

The recommendation is that charitable status is retained, and this is reflected in the motion from the Board elsewhere on this agenda.

Both the Board and the proposers of the motion concur with the findings of the review and intend to vote in favour of retaining charitable status. The full report is provided as Appendix 2.

To aide understanding the review findings Pesh Framjee will give a presentation at this AGM.

Motion 4 – Day-Gray motion

This motion included five separate elements. There have been ongoing conversations between the proposers and CIEH staff, Board members and the Membership, Learning and the Profession Advisory Group throughout 2024. As the Board indicated at the last AGM, it supports the motions and there has been progress with some elements of the motion and others have been scheduled for delivery over the next 12-18 months. The Board have asked for a facilitated session to be held with MLPAG members and the proposer and seconder, however it has not been possible to find a date which was suitable for all to attend a face to face meeting before the AGM.

4a

A complete review of the post-graduate elements of the qualification process took place from 2021-2023 including significant consultation with members and employer groups. Feedback from these groups resulted in the EHP Pathway being launched in September 2021, the closure of the Chartered Practitioner Pathway to new entrants in 2022 and the relaunch of Chartered Status in March 2024.

The Professional Standards Framework against which our university courses are accredited is due for a review and our Membership, Learning and the Profession

Advisory Group has agreed to oversee this work. It is hoped that CIEH will be able to indicate the timing and nature of the review soon after meetings with the proposers have taken place. It is expected that the latest that the review will be concluded will be the end of 2025.

We also anticipate being invited by the Institute for Apprenticeships and Technical Education (IfATE) to review the BSc EHP apprenticeship standard in the near future. The timescale for and nature of this review will be set by IfATE.

4b

An extensive report on Registration options has been considered by our Membership, Learning and the Profession Advisory Group. MLPAG felt that that existing arrangements were adequate. This report has been shared with the proposers of the motion. The proposers are invited to provide further comment and input at our next meeting with them.

4c

Co-registration of EHPs with the UK Public Health Register (UKPHR) is currently possible and guidance is available from UKPHR for any member that wishes to pursue this. Clearer guidance on routes to UKPHR registration is seen as beneficial. Discussions with the UK Public Health Register about greater alignment between EHP Registration and UKPHR Practitioner Registration have been positive and are ongoing. Members of our Public Health advisory panel are keen to map our Professional Standards Framework against UKPHR's standards.

4d

A letters page will be reintroduced to Environmental Health News from the June 2024 issue.

All members will be given the opportunity to comment on the format of Environmental Health News as part of the forthcoming readers' survey.

It has not been possible to relaunch the Journal of Environmental Health Research with our current resources. Instead, a CIEH Research Award has been launched, along with an online portal of useful resources, including previous issues of the Journal of Environmental Health Research and a links to the Routledge "Focus on Environmental Health" book series and other sites of interest.

Our advisory panels are in the process of being structured to encourage thought leadership and ideas for research opportunities which will support the strategic priorities they are establishing.

4e

Port Health and Public Health Advisory Panels were launched in January 2024. Details of the composition of both panels and their work is available on our website.

The policy resources page on the website has been refreshed.

The advisory panels are being asked to consider existing policy and guidance documents. From here work will be undertaken to determine where additional resources could support member interests.

Members are welcome to share open-source material online in the CIEH LinkedIn group and during our coffee catch up webinars.

It has not been possible to reinstate the library as a physical entity with our current resources. Instead, a digital archive of older documents was launched in April 2024 and will be added to in the coming months.

7. Fellowship and Honorary members

To note that Mike Studden was awarded Honorary Fellowship in 2023.

To note that the following members were awarded Fellowship during 2023:

Sam Bacon
Glen Bullivant
Becky Cheung
Peter Cole
Kenneth Eastwood
Steven Gorniak
Rod Heyward
Toby Lewis
Andrew Mathieson
Steffan Micah
Natalie Pearce
Rachael Robinson
Matthew Taylor
Robert Young

8. Annual Report and Annual Financial Statements

To consider and receive the Annual Report of the Board of Trustees and the Annual Financial Statements for the year ended 31 December 2023.

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 – charitable status

Proposer: Judith Hedgley MCIEH, Chair of the Board of Trustees

Seconder: Mark Elliott CEnvH FCIEH, President

To confirm that the Chartered Institute of Environmental Health remain a registered charity.

Motion 2

Proposer: Dr Chris Day MCIEH

Seconder: Ian Gray MBE, FCIEH

We, the proposer and seconder of the AGM Motions of 12th September 2023, which received overwhelming support from the voting membership, feel bound but reluctant to express our sincere disappointment at the failure of the Executive to make meaningful progress in the implementation of the principal sub-Motion (1a).

We call upon the Chair of the Board of Trustees to provide a written statement within 4 weeks of this AGM - so, by Friday, 26th July 2024 - that describes and explains the actions taken or planned to honour the commitment given to members to restore the status of the qualification as expressed last September, by: *'...re-setting the standard of competence necessary for entry to professional practice and eligibility for CIEH membership based on an immediate, thorough, and multi-disciplinary review of the qualification and the process of assessment'*, and also outlines the progress being made to action sub-Motions 1b to 1e.

Other business

11. To confirm the date of the next Annual General Meeting as Friday 27th June 2025 and that it will be held at 15 Hatfields, London SE1 8DJ and online.

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 14 June 2024; 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 14 June 2024.

*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 14 June 2024 are entitled to vote, either personally or by proxy.