

# Governance appointments information pack

**Board of Trustees** (CIEH member or non-member)

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**Appointments and Remuneration Committee**  
(independent member, HR professional)

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**Risk and Audit Committee** (CIEH member)

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**Learning and Qualifications Advisory Group**  
(CIEH member or non-member)

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**Welfare Fund Committee** (independent member  
with fund-raising or grant-making experience)

- Application deadline for all roles: 09.00, Friday 9 October 2020
- This pack can be made available in alternative formats.  
To arrange this, please contact Christine Kanu on 020 7827 5801  
or [c.kanu@cieh.org](mailto:c.kanu@cieh.org)
- If, having reviewed this pack, you have any unanswered  
questions, please contact Shally Adlakha on 020 7827 6344  
or [s.adlakha@cieh.org](mailto:s.adlakha@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: 1 September 2020

## Contents

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Introduction from Terenja Humphries, Chair-Elect of CIEH	3
About CIEH	4
What is it like to take on a role in CIEH's governance?	4
Board – roles and vacancies	6
Committees and advisory groups – roles and vacancies	7
Board, committee and advisory group member competencies	8
Recruitment process and general information	10
Disqualification from appointment and other conditions	11
Conflicts of interest	12
Diversity	12
Privacy and data protection	12
Draft meeting schedule 2021	13
<b>Appendix:</b>	
Application form and instructions	
Equality and diversity form	

## Introduction from Terenja Humphries, Chair-Elect of CIEH

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Dear Prospective candidate,

Like many professional bodies, CIEH has been through a period of transformation. The working environment in which our members (and the wider profession) operate has been changing at speed, even more so in the context of this year's public health emergency. CIEH continues to review how it can best deliver value as a professional body and adapt its business focus accordingly. As Chair-Elect, I have been chosen to lead the Board from 1 January 2021, which will follow three years of successful leadership under my colleague, Siraj Choudhury, who reaches the maximum term of office at the end of this year.

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. As part of that approach the Board commissioned an independent review of governance. We implemented each recommendation from that review and, since then, have continued to review our governance arrangements on a regular basis.

We simplified CIEH's committee and advisory group structure with two key aims – to ensure probity and transparency and to provide CIEH with the best advice in key areas of its operation.

Alongside that, we want to ensure that those with governance roles reflect the diversity of the modern profession and the communities it serves.

Volunteers play a hugely important role in our organisation. If you would like to join the team leading and transforming CIEH, and the support that it gives to the profession, we would welcome an application from you.

Thank you for your interest.

**Terenja Humphries**

## About CIEH

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CIEH is the professional body for environmental health representing over 7000 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.

Information about our mission, vision and strategy can be found at:

[www.cieh.org/about-us/what-we-do/mission-vision-and-corporate-strategy/](http://www.cieh.org/about-us/what-we-do/mission-vision-and-corporate-strategy/)

[www.cieh.org/media/1171/cieh-corporate-strategy.pdf](http://www.cieh.org/media/1171/cieh-corporate-strategy.pdf)

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

[www.cieh.org/what-is-environmental-health/](http://www.cieh.org/what-is-environmental-health/)

[cieh.org](http://cieh.org)

## What is it like to take on a role in CIEH's governance?

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### Amanda Clarke

Amanda joined the Appointments and Remuneration Committee in 2017 and has recently been reappointed for a second term. She is a practicing Environmental Health professional with experience in hospitality management, the private sector and local government. She says, *"It is a pleasure to sit on the Committee at an exciting time when so many committed professionals are putting themselves forward to be part of an Institute which has recognised the need for change. To be part of the process ensuring the organisation recruits the best possible candidates on to committees and the Board is both an impressive and rewarding experience. As a Chartered Environmental Health Practitioner, I feel my role on the committee represents the views of CIEH members. My commitment to the role is driven by a rewarding career that the CIEH has supported along the way. CIEH genuinely wants to be more inclusive and welcoming and I'm pleased to be part of that change."*

### Andrea Higginbottom

Andrea is a member of CIEH's Learning and Qualifications Advisory Group - she joined in 2017. She currently heads business development for Flash Forward Consulting and specialises in helping professional service providers identify and make dynamic improvements to their business, so that they achieve their full potential. *"When I heard the CIEH was looking for advisors I knew it would be an invaluable opportunity for me to support the transformation of such a respected organisation. As a professional advisor I have had the chance to share the wide range of experience I've gained in industry with a variety of people, to help them further their goals. Personally, the role has been amazingly fulfilling too. I learn something new every day from the many specialist professionals we collaborate with."*

## Kirpal Tahim

Kirpal joined the Board as an appointed member in 2019. As a non-member of CIEH, he was largely unaware of the world of environmental health and of the Chartered Institute which serves these professionals. Looking at the published material, it was clear that CIEH had embarked on a very challenging journey to re-invent itself. This required pushing forward with a major overhaul of its own structure and resources, together with a thorough review the effectiveness of the benefits it offers to its existing and potential members. Kirpal felt that he could offer some help on this journey and learn more about issues facing environmental health. To this end, he aims to draw upon his business and commercial skills together with his experience of helping other charitable organisations as a trustee. He says, *“I am beginning to appreciate the wide range of issues and disciplines which CIEH covers. I hope to work with the Board to explore how this renewed focus on professional development can be made more attractive to current and future members, particularly students while they are exploring career options.”*

CIEH Excellence Awards 2019 ‘Rising Environmental Health Star’ winner Hassan Alzain, 2nd right. With awards guest speaker Gavin Ramjaun, right, Victoria MacMaus from category sponsor Tascomi Ltd, 2nd left, and former CIEH CEO Anne Godfrey, left.



## Board of Trustees – role and vacancies

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The Board of Trustees is the ultimate decision-making body of CIEH.

CIEH has a wholly owned subsidiary company (CIEH Limited), the directors of which are the members of the Board of Trustees plus the Chief Executive. Members are also appointed as trustees of the Environmental Health Officers' Welfare Fund.

The role of the Board is to:

- ensure that the organisation complies with its Charter, Byelaws, charity law and other relevant legislation or regulations
- review and approve the strategic objectives of the organisation in collaboration with the Chief Executive and their management team
- ensure that the needs of members and other stakeholders are considered
- appoint the Chief Executive, co-opted Board members, defined committee and advisory group members
- uphold and apply principles of equality and diversity
- safeguard the wellbeing of CIEH's staff
- approve the annual budget
- ensure probity in all of CIEH's business operations

Board members also play an important role in stakeholder communications, supporting the Executive team.

The Board aims to ensure that, amongst its members, it has the wide range of experience, capacity and skills needed to provide leadership to CIEH, support its Chief Executive and their team and ensure robust governance.

CIEH's Board consists of 13 trustees:

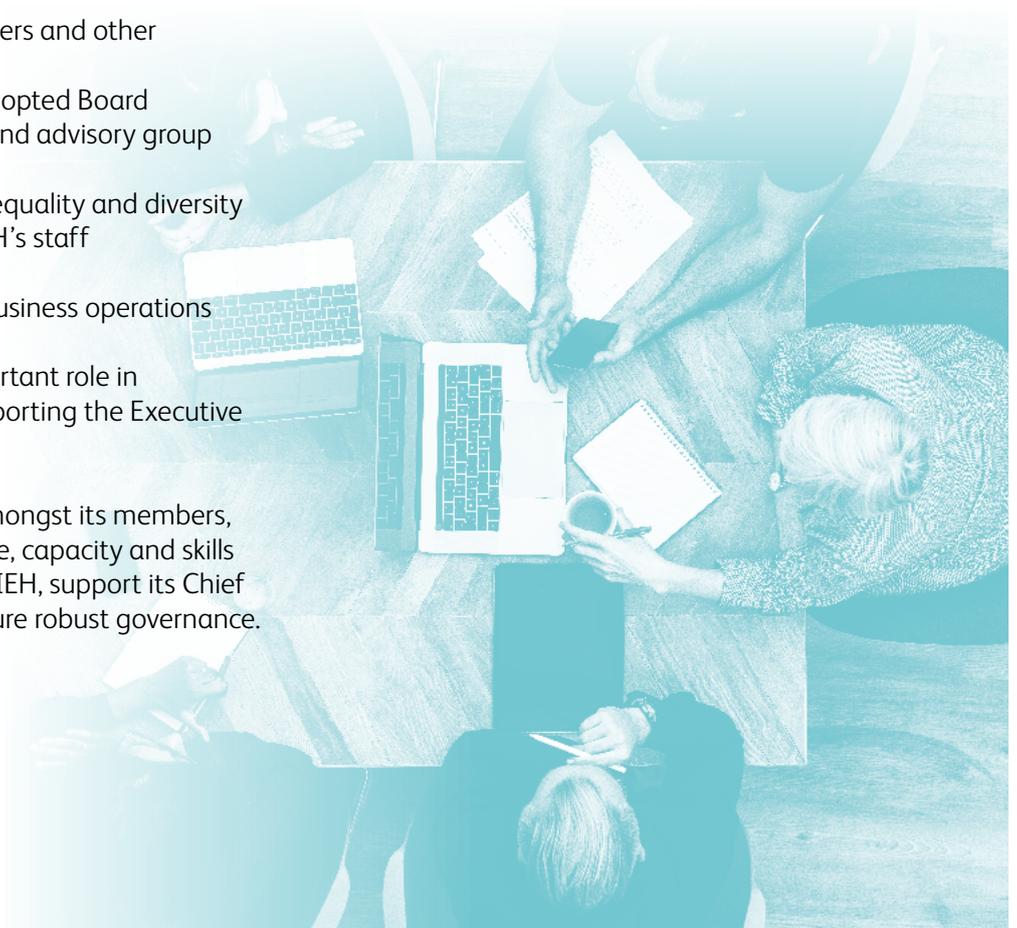
- President
- Six trustees, elected by CIEH members
- Six co-opted trustees

The President and co-opted trustees are appointed by the Board, on the recommendation of the Appointments and Remuneration Committee.

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This recruitment exercise is for **one co-opted trustee** and is open to both members of CIEH and non-members.

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## Committees and advisory groups – roles and vacancies

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The aim of our committee and advisory group structure is to offer the Board expert advice through a robust, transparent and straightforward approach to governance.

The key responsibilities of each group (where there are appointments to be made in this round) are:

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### Appointments and Remuneration Committee – One independent member (HR professional)

- Recommend appointments to the Board, its committees and advisory groups
- Review the composition of the Board and identify any skills gaps
- Recommend the framework policy for the remuneration of the Chief Executive
- Review any significant proposed changes in employment policy and benefits for CIEH staff

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### Risk and Audit Committee – One role (must be a CIEH member)

- Identify key risks in CIEH’s operation and support management of those risks
- Ensure appropriate accounting and financial policies and controls are in place
- Receive reports from external auditors and advisors and ensure that control processes are co-ordinated and effective

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### Learning and Qualifications Advisory Group – One role (someone who commissions training – in any sector, may be CIEH member or non-member)

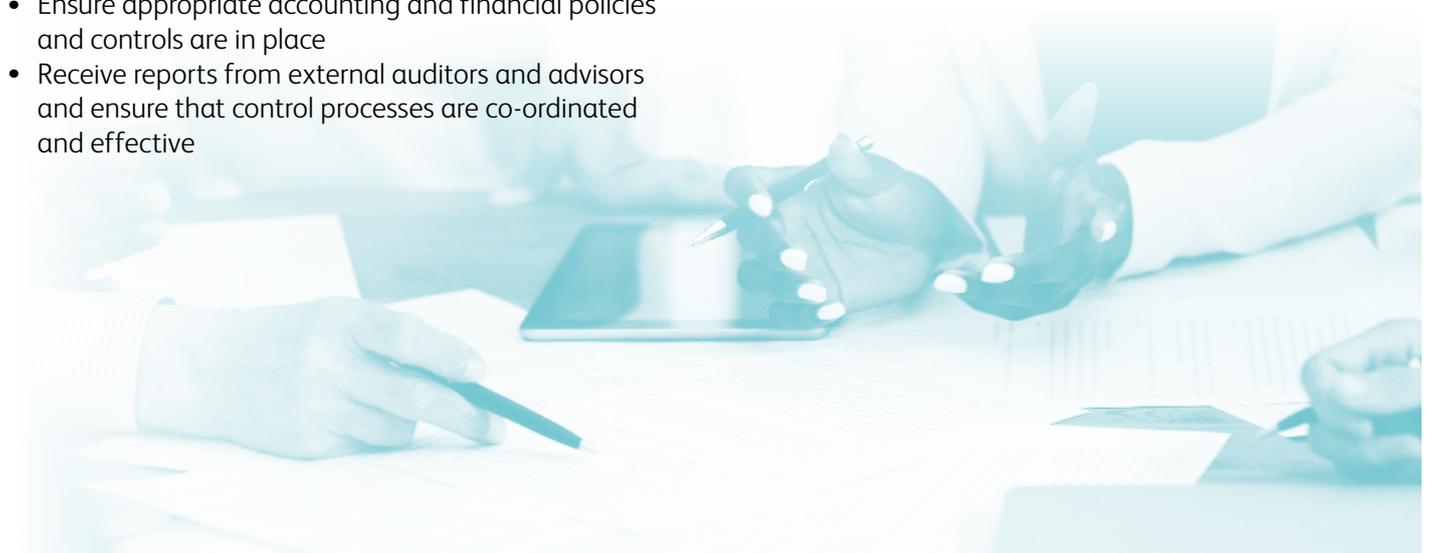
- Support the Board in its role as CIEH awarding organisation
- Provide oversight for CIEH qualifications and learning portfolio
- Participate in the appointment of the Chief Examiner and oversee the work of the Board of Examiners
- Assist CIEH in building strong and positive relationships with the HE and FE community
- Report to the Board on quality assurance compliance

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### Welfare Fund Committee – One role (independent member with fund-raising or grant-making experience)

- Assess, consider and determine applications for awards made by the Fund
- Ensure a clear and transparent process for grant approval
- Ensure appropriate provision for data management and the confidentiality of applications

The Environmental Health Officers’ Welfare Fund is a distinct charity. Appointments to the Welfare Fund Committee are made by that charity’s Board on the recommendation of CIEH’s Appointments and Remuneration Committee.



## Board of Trustees, committee and advisory group member competencies

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In addition to the attributes outlined above, candidates must demonstrate (in application and at interview) that they meet these competencies. Some examples of how these may be met are shown:

Competence	Evidence
Ability to contribute to strategic direction	<ul style="list-style-type: none"> <li>• Understanding of the relationship between the purpose and values of CIEH and its strategic direction</li> <li>• Knowledge and experience of strategic planning and delivery, with the ability to scrutinise performance data</li> <li>• Experience of contributing to the achievement of objectives within time and resource constraints</li> </ul>
Awareness of equality and diversity issues	<ul style="list-style-type: none"> <li>• Able to explore and work with values of respect, inclusion, fairness and transparency and what these might mean in a professional body</li> <li>• Broad awareness of equality, diversity and inclusion issues</li> </ul>
Ability to listen and communicate effectively	<ul style="list-style-type: none"> <li>• Well-developed listening skills</li> <li>• Good communication skills and the ability to put views across clearly and sensitively in a variety of settings</li> <li>• Awareness, and acceptance, of diverse views</li> <li>• Ability to inspire confidence and support amongst CIEH's members and other stakeholders</li> </ul>
Ability to work effectively as part of a team	<ul style="list-style-type: none"> <li>• Experience of participating in group discussions</li> <li>• Involving and including others in decision making to achieve the best outcome for an organisation</li> <li>• Sharing expertise whilst being able to recognise expertise in others</li> <li>• Ability to reflect on own behaviour and impact on others</li> </ul>
Capacity and skill to understand the priorities of our stakeholders	<ul style="list-style-type: none"> <li>• Knowledge and understanding of environmental health (CIEH member candidates only)</li> <li>• Skills and experience to develop an understanding of the sectors in which CIEH members operate and of the profession (Non-CIEH member candidates only)</li> <li>• Knowledge and understanding of the wider social, political and educational landscape, across the nations of Britain and internationally</li> </ul>

## Recruitment process and general information

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### Key dates

Applications close:	09.00, Friday 9 October 2020
Shortlist confirmed by:	Friday 23 October 2020
Interviews:	Tue 3 and Wed 4 November 2020
Outcome advised by:	Friday 27 November 2020
Induction:	Monday 7 December 2020
Take up office:	Friday 1 January 2021

**Eligibility** – See page 11 for full details of eligibility.

### Remuneration

Unpaid – travel and subsistence reimbursed in line with CIEH’s policy.

### Time commitment

Up to ten days a year (for Board members) and eight days (committee and advisory group members), including meetings, meeting preparation, training and attendance at other events. Five of the members of the Board are also appointed to sit on a committee or advisory group. Meetings are held in London at CIEH’s office on the South Bank.

### Making an application

To apply, you must submit an application form. The form is provided as a Word document with this pack or available to download from [www.cieh.org/governance-roles](http://www.cieh.org/governance-roles). Instructions for completion are included with the form.

### Recruitment panel

Members of our Appointments and Remuneration Committee will shortlist and, subsequently, interview invited candidates. Members of the Committee are:

- Maurice Brennan (CIEH Board member)
- Amanda Clarke (CIEH member)
- James Howe (CIEH member)
- Steve Othen (Independent member and Chair)

By the date of interview, it is expected that a further independent member will have been appointed to the Committee.

### Interview

At interview, the Panel will ask questions about your experience and expertise and 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.

### Expenses

You may claim travel expenses (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 Board for appointment.

### Induction

Attendance at induction is mandatory for all governance office holders. Please ensure that you keep this date free to ensure that, if you are appointed, you can attend.

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

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The Appointments and Remuneration Committee 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 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.

The Board expects its members and those of its committees and advisory groups to attend all meetings, other than in exceptional circumstances. CIEH's operating procedures include provision to remove those who do not attend meetings regularly, without good cause.

No member of staff of CIEH may become a Trustee or a member of a committee or advisory group during the period of their employment, nor for a further three years after the end of their employment contract.

The initial term of office for appointment to each of these governance roles is three years; the maximum service is six years (consecutive or otherwise).

## Conflicts of interests

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Close relationships with Board members (details at <https://www.cieh.org/about-us/who-we-are/board-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 <https://www.cieh.org/about-us/who-we-are/executive/>) 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

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CIEH is committed to making appointments on merit alone using an open and transparent process. Our approach to blind recruitment is set out in the information pages of the application form.

CIEH's Board wants its membership (and that of its committees and advisory groups) to reflect the profession as a whole.

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. We welcome applications from all sections of the community and value difference.

## Privacy and data protection

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Details of how we will use and manage data provided by candidates is at <https://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.

## Draft meeting schedule 2021

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Whilst this list may be revised (and there will be other occasions where governance office holders attendance is needed), the outline meeting structure may be helpful.

Dates marked \* are meetings planned to be held digitally.

### Board of Trustees

Thursday 28 January  
Thursday 22 April  
Wednesday 19 May (Strategy day)  
Thursday 17 June (AGM)  
Thursday 15 July  
Thursday 23 September  
Thursday 25 November

### Appointments and Remuneration Committee (dates for recruitment programmes may change)

Monday 12 April \*  
Monday 18 October \*  
Thursday 4 November  
Friday 5 November

### Risk and Audit Committee

(meetings are one hour, once per quarter two hours)

Tuesday 19 January \*  
Tuesday 16 February\*  
Tuesday 16 March \*  
Tuesday 13 April \*  
Tuesday 18 May \*  
Tuesday 15 June \*  
Tuesday 13 July \*  
Tuesday 17 August \*  
Tuesday 14 September \*  
Tuesday 12 October \*  
Tuesday 16 November \*  
Tuesday 14 December \*

### Learning and Qualifications Advisory Group

Thursday 27 May  
Thursday 8 July  
Thursday 2 December

### Welfare Fund Committee

To be confirmed