

Addendum to governance Office holder policies

Review process - temporary changes, in force from 28 September 2023 to 31 July 2024

- 1. Introduction
 - 1.1 During 2023, the annual review programme for governance officeholders has been delayed.
 - 1.2 CIEH’s Board recognises the importance and value in undertaking such reviews, as well as the contribution that they make to robust and effective governance. Such reviews also provide important evidence to allow the Appointments and Remuneration Committee to consider applications for re-appointment, made by governance officeholders.
 - 1.3 Given those factors, the Board has agreed a temporary change in timings for the process (noting that all other requirements remain unchanged). The practical effect of this change is to merge the 2023 and 2024 reviews, so that they take place in a single programme in late 2023 and early 2024.
 - 1.4 Reviews will then be undertaken between April and July 2025 to the pattern set out in the current policy.
- 2. Change approved by the Board
 - 2.1 From the date of approval of this addendum to 31 July 2023, the table at Section 12 of the Review Process which is part of the Governance Officeholder Policies will be replaced by the following table:

Months for formal annual review process to be completed	
Chair and Deputy Chair	December 2023
Board members and group chairs	January and February 2024
Members of committees and groups	February and March 2024

Agreed by the Board of Trustees on 28 September 2023
Lapses 31 July 2024