



# Governance appointments Information pack

- Areas of interest – HR professionals, qualified accountants or recent, relevant financial experience, CIEH members
- Application deadline – 0900, Friday 11 October 2024
- 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: Friday 6 September 2024

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## Introduction from Judith Hedgley, Chair of CIEH



Dear prospective candidate,

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

The working environment in which our members (and the wider profession) operate has been changing at speed. 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 many professional bodies CIEH is going through a period of transformation. The pandemic brought both challenges and opportunities for us, alongside a need to review again the way in which we operate and the best way in which we can protect the public and support the profession.

To help this work, we are now looking to make appointments to our three committees. Details of the roles, and the work of each committee, are outlined in this pack. In this recruitment round, all roles are open to non-members of CIEH and one to our 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 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. You can find out more about the role requirements in this pack.

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

**Judith Hedgley**



## 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:

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

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/)

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



### Robert Easton

Rob joined what is now the Membership, Learning and the Profession Advisory Group in 2022 and has just been reappointed for a second term. He's Head of Consulting at Shield Safety, leading a team of Environmental Health Practitioners supporting businesses predominantly in the leisure, retail and hospitality sector to improve their safety performance and culture. He says "It is clear that the members of our advisory group are passionate about environmental health and supporting the next generation pursuing a career in the field. As a Chartered Environmental Practitioner who has worked in the public sector, but mostly in the private sector in the UK and abroad, I am learning so much about the strategic objectives of CIEH and enjoying making new contacts through the group".

Maria Jennings



Maria joined the Appointments and Remuneration Committee in 2023, having recently retired from the Food Standards Agency where she was the Director of Regulatory Compliance, People and Northern Ireland. As a Chartered Fellow of CIEH, Maria wanted to continue to make a contribution to the professional body that had supported her throughout her 35 year career in local and central government. She is passionate about building strong teams and feels that her role on the Committee allows her to help CIEH find the right people for key governance roles to strengthen CIEH for the future

Saravana Namasivayam



Saravana joined the Risk and Audit Committee in 2020 and was, subsequently, appointed to the Board of Trustees in 2023. Saravana has held previous roles in Government and has worked in financial services for the past 17 years. His experience has largely been in finance, risk and audit and transformation/change. He has also run a care home as Chief Operations Officer and Director and does extensive voluntary work with charities supporting the elderly and mentoring small entrepreneurial business owners. Saravana was attracted to the CIEH as it was an opportunity to share his skills and knowledge for the benefit of the profession, as well as to learn more about environmental health and bring this into his day job.



## Committee responsibilities and vacant roles

### Finance Committee

The key responsibilities of the Committee are to:

- Review the financial operating model of CIEH to ensure financial viability
- Review business plans, budgets and financial performance, making recommendations to the Board
- Approve, within limits set, significant business cases
- Review CIEH investment strategy and recommend the appointment of appropriate consultants or managers

There are two Finance Committee vacancies. One role is only open to non-members of CIEH and applicants must be qualified accountants or have recent, relevant financial experience.

The other appointee may have any professional background, with experience relevant to the Committee, and may or may not be a member of CIEH.

### Appointments and Remuneration Committee

The key responsibilities of the Committee are to:

- 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

The two vacancies are for independent members (ie non-members of CIEH who are HR professionals).

### Risk and Audit Committee

The key responsibilities of the Committee are to:

- 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.

There is a single vacancy for a qualified accountant.



## Committee member competencies

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

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).

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

### Key dates

Applications close:	0900, Friday 11 October 2024
Shortlist confirmed by:	Friday 25 October 2024
Interviews (in person):	Thursday 7 and Friday 8 November 2024
Outcome advised by:	Friday 6 December 2024
Induction (online):	1530, Thursday 12 December 2024
Take up office:	Wednesday 1 January 2025

### Eligibility

See page 9, and individual role descriptions, for details of eligibility.

### Remuneration

Unpaid - travel and subsistence reimbursed in line with CIEH's policy. If you need further information in respect of this policy, please let us know.

### Time commitment

Up to eight days a year including meetings, meeting preparation, training and attendance at other events. Meetings are held in London at CIEH's office on the South Bank or remotely.

### Making an application

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

### Recruitment panel

Members of 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)
- Maria Jennings (CIEH member)
- Lamin Tamba (Co-opted 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, in person, in London.

### 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 Board for appointment.

### Induction

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



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 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 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.

The Board expects its members and those of its committees and advisory group 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.

## Conflicts of interests

Close relationships with Board members (details at [www.cieh.org/about-us/who-we-are/board-committees-and-advisory-groups/](http://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 [www.cieh.org/about-us/who-we-are/executive/](http://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

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 and advisory groups) 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](http://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, 2025

Whilst this list may be revised (and there will be other occasions where governance office holders' attendance is needed), the outline meeting structure for 2025 is as follows.

### Appointments and Remuneration Committee

- Thursday 27 February, 0900 to 1030, online
- Thursday 20 March, 0900 to 1700, in person, London
- Friday 21 March, 0900 to 1700, in person, London
- Monday 14 April, 0930 to 1100, online
- Friday 17 October, 0930 to 1100, online
- Thursday 6 November, 0900 to 1700, in person, London
- Friday 7 November, 0900 to 1700, in person, London

### Finance Committee

- Thursday 24 April, 1600 to 1800
- Thursday 24 July, 1600 to 1800
- Thursday 25 September, 1600 to 1800
- Thursday 27 November, 1600 to 1800

### Risk and Audit Committee

- Thursday 17 April, 1600 to 1800
- Thursday 10 July, 1600 to 1800
- Thursday 9 October, 1600 to 1800