

BUSINESS PLAN FOR CIEH CYMRU WALES REGION 2008

1 Introduction

The Cymru Wales region covers the same geographical area as the National Assembly of Wales. It was formed in January 2006 as a result of the Centre and Branch Review in 2004 and the subsequent regulations approved at the CIEH Annual General Meeting on 9th July 2005. It comprises of the former Cymru Wales Centre.

The Region comprises the following Branches: Eryri, Dyfed, Glamorgan, Gwent and North East Wales.

The Region's primary purpose is to provide all its members with opportunities to receive and share knowledge and also to share and receive information with other Regions. We will achieve this by providing training that enables members to maintain their awareness of new legislation and developments in their specialist fields, and by encouraging their continuing professional development.

2 Vision Statement

Our aim is for all members to engage with the activities of the Region including the dissemination of high quality information and effective training in relevant aspects of environmental health, as prioritised by our members.

3 The Objectives of the Cymru Wales Region

1. To provide opportunities to share best practice through collaboration and cooperation
2. To provide opportunities for members to contribute to the governance of the CIEH and to the development of its policies
3. To provide a conduit for information to flow from local to national and international levels and vice versa
4. To provide opportunities for members to access CPD activities and keep up-to-date with developments in technology and environmental health policy and practice
5. To encourage wider membership of the CIEH
6. To identify opportunities to increase evidence base

4 Proposals for Contributing to National Policy Issues

The Cymru Wales Region will contribute to the governance of the CIEH and provide expertise through their elected trustees and individuals serving on the various boards and task groups, and through the Expert Advisory Panel. We will contribute to consultation documents and other technical and relevant requests from CIEH.

5 Composition of Management Board (21-23 members)

Voting status – all those elected to the MB from Branches or elected Trustees are eligible to vote. Nominated and co-opted representatives are not eligible to vote.

- Chairman (from MB)
- Vice Chairman (from MB)
- Secretary (from within or outside MB)
- Treasurer (from within or outside MB)
- Branch Representatives (3 from each of the 5 branches) (15)
- Trustees (2)
- Welsh Assembly Government Representative (1)
- Director of CIEH (1)
- Wales Heads of Environmental Health Representative (1)
- UWIC Representative (1)

Branches to elect 3 representatives to the MB and to notify the MB by 31st December of each year. Branches to follow a democratic process in nominating 3 representatives.

The MB to elect Chair and Vice Chair for the following year annually at the first meeting.

Treasurer and Secretary to be appointed by the MB.

6 Resources and Risks

The Region has access to the following resources:-

- Personnel:
- Equipment:
- Financial reserves:

Risks:

Financial:

- Non delivery of contracted 6 pack training events.
- Financial loss in holding the Weekend Study Course.

The organisation of the 6 pack training and weekend study course and any other events which carry financial risk will be organised on the basis we have sufficient assets to cover MB liabilities.

7 Consultations with Members

The work programme has been prepared in response to the issues, requirements and priorities identified in the membership consultation conducted in 2006/2007.

The consultation activities carried out by the Region were:

A training questionnaire was issued.

Evaluation form collated at the Weekend Study Course

Annual consultation with Wales Heads of Environmental Health

CIEH Management Team Roadshow

CIEH Membership survey

Questionnaire to members in Wales

Member's Forum

8 Action Plan

Our aim is to provide training events to contribute 30 hours of CPD per annum to all members.

Other activities to be provided are: Improved communications and consultation, together with identifying research opportunities.

The financial plan related to these activities is identified in the attached budget.

	2008						
Ref.	Action	Expected Output	Risks	By Whom	Due Date	Resources	Comments
Communication1	Every "message" will be communicated electronically to all members with a registered email address	Timely and efficient communications	Email addresses not up to date or inclusive. Spam filters	MB Secretary	On going	Existing	
Communication 1	To hold an Open Members Forum annually	Information on member's needs. Provide networking	Poor attendance. Venue	MB	April	Existing	
Communication 2	Trustees and Branch Representatives to provide timely information to Branches	Better communications. More accountable. Link to London. Gathering ideas for Trustees. Conduit.	Able to represent members geographically	MB members	On going	Existing	
Communication 3	Provision of a contact details list of an identified person in each	Better communication to members and non members for	Failure to deliver.	MB Treasurer	On going	Existing	

	organisation/authority or for a group of authorities to aid communication and to Branch Secretaries.	example 6 Pack Training. Better engagement. Information for external organisations					
Communication 4	Website “conduit person” to ensure information on website is timely and relevant	Better information provision	Overload. No direct control.	MB	On going	Existing	
Communication 5	Ensure selected information is advertised in EHN / EHP as appropriate		No direct control	MB Secretary		Existing	
Communication 6	Undertake new consultation methods with members to ascertain requirements	Provide new insights to engage.		MB (Andy Artthur)	January	Existing	
Training 1	6 Pack Training events programme					Existing	
Training 2	Hold an annual weekend study course.			Lisa Elliott / Richard Marshall	April / May	Existing	
Training 3	To provide regional workshops for Professional Development and Branch development to include APD, logbooks,			MB		Existing	

	Training Officer sessions and CPD.						
Training 4	To advise on the updating of the Directory of Student Training Opportunities To be timely and relevant.			MB		Existing	
Branches 1	Supporting branches	Branch events for members	Lack of activity in branches	MB		Existing	
Research 1	Establish with higher education establishments a framework to encourage and undertake research work and increase knowledge base	6 Pack Group work ideas indentified weaknesses in research areas		MB		Existing	
Twinning 1	To facilitate the growth and development of Environmental Health in Rwanda through the twinning with RWAEH	Supporting third world development.		MB		Existing	

9 Financial Needs

The Region attempts not to make a loss on events and does not wish to approve a deficit budget.. Based on the historic cost of the resources and the expenses incurred by officers attending meetings, printing, stationery, postage and telephone costs, the Region's operating costs will be approximately £30,000 (see attached budget). This will be funded by the Region's allowance from the CIEH and surpluses from events during the year, as identified in the budget.

10 Communications

The Region will ensure members and potential members are kept informed of the Cymru Wales Region's events and activities by:

- Maintaining and developing the Cymru Wales Regional website
- Maintaining and developing communications by e-mail and EHN
- Holding an Annual Members Forum
- Attendance at Branch meetings, as appropriate, by Management Board officers
- Regular Trustee briefings to Branches.