

# Cymru Wales Region Report for 2008/9

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## **Introduction**

The Cymru Wales Region consists of 5 branches, Eryri, North East Wales, Glamorgan, Dyfed and Gwent with around 650 members. Very little branch activity is taking place. However, the region through its management board members delivers training events – the 6-Pack training. There is one educational institution providing an environmental health degree – UWIC.

Recently the MB met and developed a 3 year action plan based on indicative funding for CIEH. This is attached.

## **CPD Hours for 2008/9**

An indication of the Region's CPD hours from 1 October 2008 – 30 September 2009 is attached in a spreadsheet.

## **Highlights of 2008/9**

This year the Region has

- Delivered 6 Pack training through support from Wales Heads of Environmental Health
- Continued a twinning arrangement with the Rwanda Association of Environmental Health
- Members of the region attended the first EH Conference in Rwanda in May 2009
- Undertaken continued collaborative work with CIEH HQ through an APD seminar and ELP Training session.

## **2010/2012**

An Action Plan is attached showing the steps the MB proposes to take over the next 3 years.

## **Finances**

The finances of the region are relatively healthy.

## **Communicating with Members**

The region has developed an e mail group facility which is utilised to inform members of events and other matters.

I would like to thank all members of the Cymru Wales Management Board for their continued support and work.

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Secretary

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October 2009



## **BUSINESS PLAN FOR CYMRU WALES REGION 2010-2012**

### **1 Introduction**

The Cymru Wales Region covers the same geographical area as the Welsh Assembly Government. 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 9<sup>th</sup> 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 and other opportunities that enable and support members to continue their professional development in its broadest sense.

### **2 Vision Statement**

Our aim is to engage all members in the activities of the Region including the dissemination of high quality information and effective professional development 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 notable practice through collaboration, cooperation and networking.
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 between local, national and international levels.
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 increase, retain and widen the membership of the CIEH.
6. To identify and promote opportunities for increasing the evidence base.

#### **4 Proposals for Contributing to National Policy Issues**

The 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. We will contribute to consultative processes and other technical and relevant requests from CIEH.

#### **5 Professional Development**

A competent, well-informed and well-trained membership is required in order to provide real improvements to environmental health in Wales. To achieve this, the Region will provide members with opportunities to share knowledge, to train and to develop their skills.

Central to this goal is the provision of the very popular low cost 6-pack training, an annual Weekend Study Course and ELP / Professional examination training.

The Region will seek to encourage and stimulate Branch activity through Eryri, Dyfed, Glamorgan, Gwent and North East Wales Branches.

The Region will work closely with the University Wales in Cardiff UWIC who provide the EHP course and with the students on this course so as to facilitate their training.

#### **6 Composition of Management Board**

- 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) \*

**\* Nominated and co-opted representatives are not eligible to vote.**

Voting status – all those elected to the MB from Branches or elected Trustees are eligible to vote.

Branches to elect 3 representatives to the MB and to notify the MB by 31<sup>st</sup> November prior to the MB being formed for the succeeding year.

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

Treasurer and Secretary to be appointed by the MB.

## **7 Resources and Risks**

The Region has access to the following resources:-

- Personnel
- Equipment
- Financial reserves

- CIEH Members

**Risks:**

Financial:

- Non-delivery of contracted training events.
- Financial loss in organising any event.

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.

## **8 Communication with Members**

Timely and relevant communication with members is an important part of the remit of the Management Board. The Region will ensure members are informed of events and other matters. It will do this by the most effective methods. The use of Information and Communication Technologies will play a key role in communication. The Region utilises a mass e-mailing service and will expand this through the use of a hosting service and domain name acquisition.

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

- Maintaining and developing the website and by innovative use of ICT
- Maintaining and developing direct communications by e-mail and EHN
- Holding an Open Members Forum

## 9 Action Plan

These actions have been prioritised. The financial budget related to these activities is available.

Ref.	Action	Frequency	Expected Output	Risks	By Whom	Due Date	Resources	CPD
1	Appoint Regional Executive Officer	One off	Support the MB in delivering Business Plan	Non delivery of business plan.	MB	March 2010	£9,500	N/A
2	6 Pack Training events programme	Annual	CPD and networking opportunities	Financial and contractual	Lead Officer and Regional Executive Officer	By end March	£12,000 pa	30 hours pa
3	Hold a study course.	Annual	CPD and networking opportunities	Financial and contractual	Working Group and Regional Executive Officer	TBC	£14,000 pa	8 hours pa
4	To provide regional workshops for Professional Development to include ELP & Professional Examinations training.	Annual	To support students and training officers.	Poor attendance	Lead Officer and Regional Executive Officer	September	£1000	4.5 hours pa
5	To hold an Open Members Forum	Annual	Information on member's needs. Provide networking	Poor attendance. Venue	Regional Executive Officer	By end September	£750	3 hours pa
6	MB to meet at least 4 times per year.	Annual	Good governance. Delivery of Business Plan.	Financial. Non delivery of business plan.	MB / Regional Executive Officer	N/A	£3000	16 hours pa

7	Review branch structure and governance	One off	To ascertain branch activity and way forward to reinvigorate.	Lack of activity	MB / Regional Executive Officer	Mid 2011	£2500	15 hours
8	To maintain a membership database	Ongoing	Timely and efficient communications	Database details not up to date or inclusive. Spam filters	Regional Executive Officer	June 2010 for initial review	(within REO Budget)	N/A
9	Supporting branch activity.	Ongoing	Branch events for members	Lack of activity in branches	Regional Executive Officer	N/A	£2500	N/A
10	To ensure the provision of a user friendly regional CIEH website.	Ongoing	Better information provision	Overload. No direct control.	Regional Executive Officer	N/A	Approx £120 pa	N/A
11	Trustees and Branch Representatives to provide timely information to members	Ongoing	Better communications. More accountable. Link to London. Gathering ideas for Trustees. Conduit.	Able to represent members geographically	Trustees / Branch Representatives	N/A	N/A	N/A
12	Maintain links with higher education establishments and other agencies to identify and encourage research work.	Ongoing	To increase the evidence base.	N/A	MB / Regional Executive Officer	N/A	N/A	N/A

13	To support the growth and development of Environmental Health in Rwanda through the twinning with RWAEH	Ongoing	Supporting developing countries and EH.	N/A	MB	N/A	£1000	N/A
14	Review Business Plan and make necessary amendments.	At least annually	Good governance. Delivery of Business Plan.	Financial. Non delivery of business plan.	MB / Regional Executive Officer	N/A	N/A	3 hours pa

## **10 CPD**

The CIEH Cymru Wales has for a number of years provided low cost training through the “6 Pack Training Events” and a Study Course in addition to meetings and Branch activities.

In 2008-09 the Region provided over 1200 person hours of CPD through the attendance at 6 Pack events.

The 6 Pack Training events will continue.

## **11 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 (Budget 2010 available). This will be funded by the Region’s allowance from the CIEH and surpluses from events during the year, as identified in the budget. Following the CIEH proposal to increase funding to Regions in 2010 the MB has agreed to continue to purchase administrative assistance (Regional Executive Officer) of approximately 1 day per week to deliver the prioritised actions in the Business Plan 2010 - 2012. The appointment of a Regional Executive Officer will be progressed when the funding from CIEH is known and agreed.

**CIEH Cymru Wales Management Board  
September 2009**