



Chartered
Institute of
Environmental
Health



Annual Report and Financial Statements

For the year ended 31 December 2013

Improving public health since 1883

The CIEH is a professional membership organisation with an effective governance and organisational structure incorporating policy and professional standards, membership, events, training and publishing activities, supported by central services including communications, finance, IT and administration functions.

Our membership support network extends throughout the United Kingdom carried out by regional management boards that deliver peer support activities and continuing professional development training opportunities. Members working overseas benefit from direct contact with the registered office in London.

We are a registered charity with a Royal Charter and a wholly owned trading company, CIEH Limited. Our activities as a professional, awarding and campaigning body for environmental health and its practitioners are supported by our trading activities, through which we provide a leading range of high-standard international and national accredited products and services that promote education, knowledge and good practice in environmental health.

The CIEH brand encompasses all of these activities. Everything we do – from lobbying to influencing government policy, to accrediting degree curricula, to running educational events, to developing new training qualifications and publications – all contribute towards the achievement of the object for which the CIEH was established: “To promote for the public benefit the theory and science of environmental health.”

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Up and down the country and at all levels of government the CIEH is highlighting the vital part environmental health plays in protecting public health and tackling health inequalities.



Janet Russell

President's Message

As your professional body, we are using every weapon in our arsenal to fight for a fairer and healthier society.

My first two years as President have coincided with the introduction of some of the most significant changes to the public health landscape that many of us can remember. While we have welcomed many of the Coalition Government's plans for the new public health service for England, the continuing cuts to local government spending and the subsequent loss of EH positions is a cause for serious concern and a threat to health and wellbeing.

As your professional body, we are using every weapon in our arsenal to fight for a fairer and healthier society. Up and down the country and at all levels of government, the CIEH is highlighting the vital part environmental health plays in protecting public health and tackling health inequalities. We will continue to argue that it is wholly unjust that the most vulnerable members of our community are paying the heaviest price for an economic crisis created by a global financial meltdown caused by the banking industry.

One of the most rewarding aspects of my presidency has involved travelling around the country and meeting our members. This has allowed me to better understand the expectations and needs of our diverse membership body. One of the main questions I am asked when meeting members is what is the CIEH doing to protect environmental health positions and raise the profile of the profession? Members also want to know why is it that after a century of so many public health advances – in which the EH profession has been instrumental – so many of our hard-fought victories are coming under unprecedented scrutiny? In some cases they are being diluted or worse still reversed altogether.

The CIEH campaigns for and represents the profession in many ways. We use the media, we respond to government consultations, we sit on committees and we produce evidence-based research. But it is in our behind-the-scenes activities, lobbying ministers and civil

servants or sitting on government advisory committees, where we can be sometimes most effective when influencing decisions. These meetings are not always documented, promoted or easily measured but they are a powerful tool in highlighting our collective work and influencing political decisions.

In 2013, I sat on the Better Regulation Delivery Office representative steering group, a high-level body comprised of leaders of business and regulatory organisations reporting to the Business, Innovation and Skills (BIS) minister on how the better regulation agenda should be progressed. It is a useful forum to remind those present that we have members working in the private sector whose skills and expert knowledge help to ensure business compliance.

I have also been working with the International Federation of Environmental Health to ensure we can better represent the profession to international bodies such as the World Health Organization and the United Nations as well as promote the efforts of environmental health worldwide to reduce health inequalities.

A concerted campaign by the CIEH through 2013 to engage with as much of the Government as possible has led to CIEH representation on decision-making groups across bodies such as the Food Standards Agency, the Department for Environment, Food and Rural Affairs, Public Health England, the National Institute for Health and Care Excellence and the Department of Health.

I have met with senior figures in the Local Government Association, the TUC, the Health and Safety Executive, the Environment Agency, BIS Regulatory Impact Panel and the alcohol section of the Home Office to ensure that they are aware of the valuable contribution our members make to providing a safe and healthy environment in which people can work and live.



Duncan Selbie, Chief Executive, Public Health England, Graham Jukes, Chief Executive, CIEH (right).

Over 2013, the CIEH Chief Executive has been building bonds with Public Health England and has formed a strong professional relationship with its Chief Executive. This culminated in the signing of a Memorandum of Understanding between the two organisations to increase cooperation across the public health system.

One of our key objectives in 2013 was to prepare the profession for the new public health service that went live in England last April. From an early stage, we ensured our members are equipped to take advantage of the new opportunities the new service is opening up for them – as well as reminding decision makers of the central role EHPs play in ensuring high standards of public health.

In fact, for those who remember *Agendas for Change*, a CIEH report published 20 years ago outlining our then vision for the future, 2013 was the year when many of those aspirations came to fruition, the most important of which was to place environmental health back at the heart of the public health agenda.

A major body of work carried out through 2013 has been to ensure that environmental health skills are properly represented on the new public health website PHORCaST. The site provides a single career resource for people working in public health, outlining potential career opportunities and advice on how to develop skills and training. On there, you will find vignettes about careers in environmental health and how to maintain competency as well as investigating new career paths.

Over 2013, CIEH Chief Executive Graham Jukes has been building bonds with Public Health England (PHE) and has formed a strong professional relationship with Duncan Selbie, its Chief Executive. This culminated in the signing of a Memorandum of Understanding between the two organisations to increase cooperation across the public health system. The agreement recognises the role that the environmental health profession plays in reducing social inequalities, improving public health and creating fairer communities. But our relationship with PHE goes much deeper than just the signed Memorandum. We are currently involved in every major strategic programme being run by PHE and are forming strong links with the public health agenda at the membership level.

Our membership network, made up of 12 regions, 50 branches and four special interest groups, is at the very heart of the CIEH. We listened to members and have extended the range of technical and professional topics covered in over 180 locally delivered events providing over 36,000 CPD hours. But none of this would be possible without the 300 volunteer members who give up their free time to support their local branches.

Over 2013, these volunteers also helped to spread the findings of two waste-minimisation pilots that came about thanks to a new partnership between the CIEH and the waste reduction body WRAP. The result is that front-line EHPs throughout our membership now work with businesses to reduce waste, saving them cash and delivering smaller and healthier food portions to customers. The branches have also been working with the British Pest Control Association and giving environmental health presentations at its local events.

The role volunteer members play in forging links across the environmental health landscape illustrates how important a resource they are to the CIEH and the profession. In recognition of this, we are supporting this volunteer community by providing opportunities, skills and personal development through the new Network Volunteer Academy, set up in 2013. We have put together online briefings on management skills and stress, provided webinars and in April will be running a free course on communication skills, the first of a series of skill-development sessions. We have also been providing our volunteers with admin support.

At the start of 2012, we changed the charity's governance by setting up the Democratic Assembly. We did it to provide a separate forum where issues concerning the profession could be debated. Under the old trustee system,

debates key to the profession tended to be subsumed by the governance of the charity. A review of the changes in 2013 has told us that it has had the desired effect.

Last year, Assembly representatives discussed professional visibility, public health, professional ethics, education and research. They came to the Assembly able to represent the views of their local branch members. Of course, any membership assembly has to be representative of the whole membership. It is noticeable that the diversity of volunteers I see at Centres and Branches is not reflected in the committees of governance at the CIEH and I would urge more of those committed local volunteers to come forward for vacancies on national groups, the Assembly, the Board of Trustees and committees.

Students are our future so in 2013, we set up events to enable students to discuss career and development opportunities and also to express their views on the CIEH and the profession. We ran two of these Student Connections events last year to allow students to express their views through their two student representatives on the Assembly. As a result of this input, students are now invited to all regional management boards and the CIEH, at their request, will be developing a higher social media presence in the regions.

Over 2013, the Democratic Assembly has also produced policy-position statements on subjects as diverse as professional practice, devolved administrations and food culture. These have then been fed back to the CIEH Board of Trustees and policy officers representing the membership views and posted on the CIEH website. The Assembly has also produced a snapshot of the kinds of public health interventions that EHPs are involved in across the country, whether at a strategic level or community level. This "ideas bank" is there to help stimulate colleagues into creating their own interventions. Again, this will soon be going up on the CIEH website.



Through 2013 we have been preparing the CIEH for further change. We are entering a world where the food producer has far more responsibility for food safety than in the days when we were split between the regulator and the regulated. Plans are now in place to launch a new professional organisation that will represent the growing community of people who work in food safety and standards and support those professionals who work on the integrity of the whole food chain wherever that might be. It will bring together all those involved in production, compliance and the regulation of food under a single body, the Institute of Food Safety, Integrity & Protection (IFSIP), committed to food safety. The IFSIP will be part of the CIEH and invite those who have not traditionally seen themselves as part of the environmental health community to become members.

IFSIP Institute of Food Safety Integrity & Protection

We have also been preparing to welcome the Association of Port Health Authorities (APHA) into the fold. We provide them with secretariat support from Chadwick Court and are committed to hosting their 2014 Annual Conference. It means that we now represent port health officers through the Port Health Special Interest Group and those who employ them through APHA, strengthening our ability to lobby on behalf of and represent every aspect of port health to government.

We have also been working hard to attempt to get stronger controls over tattooing and piercing. The current regulatory regime, which requires local authorities to register any business, is regulation at its worst. It is not at all transparent to the consumer, who may wrongly assume a registration on the wall offers assurance that the business is well run and hygienic. Unfortunately, the Government did not use the opportunity of its review into cosmetic procedures to

strengthen regulation so the CIEH has developed a voluntary rating scheme that we would urge local authorities to adopt. This will help customers select those responsible operators that take health and safety seriously. To supplement this, we have produced a toolkit for officers covering the breadth of activities carried out by the tattooing and skin-piercing industry.

Last year, the CIEH completed the legacy report following our involvement with the London Olympics; publication is expected shortly. In 2013, we visited the organising committee for the Commonwealth Games to share learning.

Over the coming year, I am hoping to see more attention being paid to our environmental roots. Fracking will be an issue upon which our advice will be sought as companies look to take advantage of licences. I am also sure that the health impacts of transport-related air pollution are going to be under the microscope. Whilst we are involved with monitoring and the identification of hotspots, improvements can only be achieved by working with other professions that can deliver change.

On the international front, we are continuing to forge links with academics, colleagues and students in Malaysia to the point where most Malaysian EHOs are now qualifying through a CIEH-accredited programme. In Saudi Arabia we are starting to build relationships – again with a view to accrediting its courses in the future.

In the UK in 2013, the CIEH started to phase out the written professional exams by incorporating them into the degree to make life easier, simpler and quicker for students. The CIEH has also freed up universities so they can provide more varied degrees as long as they teach the key essential subject areas that define the qualified EHP. There is, however, much more work to do to ensure that we are flexible enough so that universities can continue to offer

our vocational training and still meet the rigorous standards set by the profession. Giving them freedom allows them to tailor their courses to meet the many diverse roles the profession now plays in both the private and public sector.

This year, the CIEH lost one of its greatest friends and supporters, Jonathan Peck, whose company Killgerm has not only sponsored CIEH events but has also supported research and disseminated reports and information on all aspects of pests and pest control over the past 30 years. His loss is felt by all who knew him.

I would like to end this year's address by congratulating the CIEH's Chief Executive Graham Jukes on his well deserved OBE in the Queen's New Year's honours list for his services to environmental health in the UK and overseas. The award is not only a personal tribute but also a recognition of the role played by the environmental health profession in securing and implementing some of the most significant pieces of public health legislation this nation has ever seen.



Andy Statham

Chairman's Overview

Our view on the horsemeat scandal is that we were probably lucky that the problem was one of authenticity and not public health. The crisis has allowed us to recommend ways in which our food chain can be better protected from fraud.

Ask the average person what the main story in 2013 was and they are likely to answer 'the horsemeat scandal'. It was certainly a story that occupied the CIEH throughout the year, from the scandal's emergence in January to the publication of Professor Chris Elliott's interim review into the integrity and assurance of the food supply in December.

Throughout the year, there were various investigations into what went wrong. It started with the Environment, Food and Rural Affairs select committee's investigation and then Professor Pat Troop's independent report into the Food Standards Agency's (FSA) response to the crisis. The CIEH contributed to both these investigations as well as the National Audit Office's report into the effectiveness of government assurances on food safety and authenticity.

But it was probably to the Elliott Review that the CIEH contributed most. The report is looking into the security of the food chain, which is an area in which our members have great expertise in both the public and private sector. The CIEH provided Professor Elliott with detailed background information in the form of both a lengthy written submission and face-to-face meetings.

Our view on the horsemeat scandal is that we were probably lucky that the problem was one of authenticity and not public health. The crisis has allowed us to recommend ways in which our food chain can be better protected from fraud.

Throughout the year, we reminded each of the horsemeat inquiries about the importance of food safety and that only competent EHOs should be entrusted with protecting public health. In short, you neglect environmental health at your peril – we are a hidden service but there is only so much that can be done with limited resources.

The realisation that criminal gangs are potentially exploiting our food chain has also led to the emergence of a new role for the Food Law Enforcement Practitioners forum (FLEP), a pan-EU body made up of senior food enforcement officers to which the CIEH provides the secretariat. Greater cooperation between countries is needed and in December, the heads of the European food safety agencies recognised FLEP as a mechanism for developing pan-European good practice.

In December, the Food Information Regulations will be coming into force, requiring food outlets to display allergen information on non pre-packed food. Over 2013, the CIEH has been working with the FSA and the Trading Standards Institute to provide training to our local authority members on how to support business and enforce the new regulations.

One of the most important roles for the CIEH is to work as the profession's advocate across government agencies. In 2013, we acted as an independent expert on the Advisory Committee on the Microbiological Safety of Food to the FSA and worked with the Department of Health on nutrition and the development of the Local Public Health



One of the more high-profile documents to be produced by the CIEH with the help of Public Health England and the Tattooing and Piercing Industry Union over 2013 was the Tattooing and Body Piercing Guidance Toolkit. In the absence of any other national standards, the toolkit was published in August to give practical support to local authorities and businesses in England on safe and hygienic practice.

Responsibility Deal. The CIEH has also been working with the waste reduction body WRAP on reducing food waste and training our members so they can advise on food waste reduction.

Also in 2013, the CIEH was called upon to provide the National Institute for Health and Care Excellence (NICE) with expert advice covering subjects as diverse as winter deaths, health improvement for employees and smoking in the media. Some of the most groundbreaking work we carried out last year was through our membership of a development group set up by NICE on tobacco harm reduction.

This is the first time that NICE has adopted the concept of tobacco harm reduction. In the past, the focus has been to persuade people to give up smoking completely, which does not help those who are not ready to give up. With NICE, we have been producing various evidence-based methods of reducing the harm of tobacco. We are also investigating with NICE how tobacco companies exploit film and TV to encourage the young to smoke.

Throughout 2013, the CIEH also helped NICE to develop and pilot their return-on-investment models for increased physical activity, the prevention of alcohol misuse and tobacco control interventions. These models are designed to illustrate the savings that individuals, public services, businesses and the local economy can make through public health interventions.

One of the more high-profile documents to be produced by the CIEH with the help of Public Health England and the Tattooing and Piercing Industry Union over 2013 was the Tattooing and Body Piercing Guidance Toolkit. In the absence of any other national standards, the toolkit was published in August to give practical support to local authorities and businesses in England on safe and hygienic practice.

We have also been lobbying the Department of Health to introduce infection control training in the tattooing and piercing industry where poor practices have the potential to lead to the spread of blood-borne viruses, such as hepatitis B and HIV.

A new and challenging area of work for the CIEH over 2013 came through our membership of an advisory group to the Department of Health tasked with developing the health premium incentive scheme. As a member of the Health Premium Incentive Advisory Group, the CIEH has been able to advise the Government on which health outcome indicators should trigger additional payments to local government for public health interventions. This work carried out through 2013 is about to bear fruit as we wait for a government announcement.

Out of the environmental health disciplines, environmental protection is probably the most diverse and demands the highest level of technical expertise.

The CIEH is aware how challenging budget cuts have been to members who are being asked to extend their knowledge of, say, contaminated land to unrelated areas of expertise such as noise or air quality. The complexity of environmental protection is also frequently not understood at council member level, adding to the pressure on front-line EHPs.

Members working in environmental protection are doing their best and just getting on with it and the CIEH is doing its best to support them. We continue to support local authority training on pollution prevention and control, air quality management, and contaminated land under the EMAQ+ banner while developing individual events, such as on light pollution. We also ran a conference last year on noise and statutory nuisance, and another on developments in contaminated land. Both were well attended.



The risk to health posed by asbestos in soil has been a long-standing area of concern.

Planning is one area of importance to us that has undergone significant change in recent years, with extensions to Permitted Development rights and a growing list of developments defined as major infrastructure projects sanctioned by the Secretary of State with advice from the Planning Inspectorate, rather than by councils. Meanwhile, the decision to replace detailed planning guidance with the National Planning Framework has left councils arguably less well equipped to protect and promote environments that are healthy to live in.

In a development-friendly political climate, the CIEH has been working with colleagues from other bodies to fill the vacuum left by the scrapping of the planning guidance. Through 2013, we have been putting together good practice guidance on contaminated land and how it should be dealt with in the planning process. If adopted by enough local planning departments we believe this could become a standard.

In the summer, we started work with colleagues at the Institute of Acoustics and the Association of Noise Consultants on a similar project for noise. We are in the process of creating an equivalent to the now lost Planning Policy Guidance 24, which we will be developing this year.

Noise has also been an area of concern in the recent Anti-social Behaviour, Crime and Policy Act, which aims to streamline all previous anti-social behaviour legislation into one Act. The CIEH has been working with the Department for Environment, Food & Rural Affairs (Defra) and the Home Office to reduce the potential for confusion between noise being treated as a statutory nuisance and as anti-social behaviour. The CIEH furnished CIEH Vice President Baroness Hamwee with several amendments to the initial bill, of which two were accepted.

We also contributed to a House of Lords debate on whether regulatory services were fit for purpose, providing a number of Lords with evidence of how public sector cuts were undermining environmental health and trading standards.

The risk to health posed by asbestos in soil has been a long-standing area of concern. We know that asbestos from demolished buildings and manufacturing is common in soil and we know that exposure to asbestos is life-threatening. Throughout 2013, the CIEH has been participating in an industry-led working party investigating whether soil contamination could pose a potential risk to human health. The first report is due out early in 2014 with more work to follow. Otherwise, in the contaminated land field, we continue to oppose what we believe was a wrong turning by Defra and to argue for a return to a toxicologically based risk assessment regime.

Though complaints average only a dozen per authority per year, light pollution was made a statutory nuisance in 1996. Since then, the list of exemptions has included lights from airports, railways, prisons and transport depots and in the absence of any research, at Defra's request, the CIEH started a project to investigate the number of complaints about exempt premises, whether the exemptions were actually inhibiting complaints and whether the exemptions were all justified. Started in 2013, this research will carry on into this year.

Of course, the CIEH continues its national survey of noise complaints and enforcement activity. With further analysis to be done, there are early signs that, after a long period of stability, last year saw a significant increase in noise complaints to local authorities. Last year, neighbourhood noise was for the first time included by the Department of Health in its Public Health Outcomes Framework as a determinant of health. This should keep it in the minds of Health and Wellbeing Boards.



Over 2013, the CIEH continued to get coverage across many different types of media, with particularly strong exposure in the national newspapers.

On the health and safety front, the CIEH continues to be a member of HELA (the key liaison body bringing together the HSE and local authorities) as well as participating in the health and safety practitioner forum. Having worked with the HSE and the Institution of Occupational Safety and Health (IOSH) on implementing one of Lord Young's recommendations in the creation of a register of health and safety consultants, we continue to be represented on the board of Occupational Safety and Health Consultants Register (OSHCR) and support its development. There are now over 2,300 consultants registered. We also work across a group of health and safety organisations through Professional Organisations in Occupational Safety and Health, which includes groups such as IOSH, ROSPA and BOHS, to see how we can mutually support each other. On his retirement from the HSE, Geoffrey Podger, its former Chief Executive, agreed to become a CIEH Vice President.



Over 2013, the CIEH continued to get coverage across many different types of media, with particularly strong exposure in the national newspapers. Senior CIEH staff explained the role of the profession to the national media during the horsemeat scandal, while Principal Policy Officer Jenny Morris has made a number of appearances on the BBC's flagship programme *The Food Inspectors*. She also made a number of national TV appearances on news outlets to discuss England's national food hygiene rating system, where we are lobbying for mandatory display across the whole UK. The CIEH has also been providing expert advice where it's required for dramas such as *EastEnders*.

The UK government continued its policy of devolution. In 2014, there will be a referendum on the separation of Scotland into a separate country. In terms of consistency of approach and common training needs and requirements, let alone the pursuit of separate policy aims, devolution continues to create challenges for the CIEH in supporting members and their work in the devolved nations.

CIEH Cymru-Wales maintained a strong media presence throughout the year – in particular, with national exposure across all media platforms about the importance of measles and rubella inoculation during last year's measles outbreak centred on Swansea.

Over the past year, Wales has been anticipating a major reform of local government as the Williams Commission deliberated on how to improve public service delivery. Its report, published in January 2014, has confirmed that local authorities are to be cut by half in Wales. The pending reorganisation will require members to promote the essential nature of the work they do to ensure a cohesive environmental health response structure is left in place.

It is a process that the CIEH kicked off last year. Prior to budget-setting time, CIEH Cymru-Wales teamed up with Directors of Public Protection Wales to invite elected members from across the country to a one-day conference to learn about the role of environmental health. The purpose of the conference was to ensure the elected members understood the public health consequences of slashing environmental health budgets.

The CIEH has also been working with the Wales Audit Office to ensure that its survey into environmental health services due out in May will properly represent the complexity of what we do and that outcomes are measured not just output.

CIEH Cymru-Wales also provided eight students with placements over 2013 and ran training courses for members on media skills and how to take on management responsibilities.



One of the more high-profile news events of 2013 was the introduction of mandatory food hygiene rating scores, something that the CIEH has been working with the Welsh Government on to ensure proper implementation. An environmental health student was funded by the FSA and located in the CIEH Cymru-Wales office to research the impact of a mandatory scheme. The study concluded that forcing food outlets to display scores would be likely to drive standards up.

Plans to introduce a voluntary hygiene rating scheme for tattoo studios also hit the news last year after it was debated at the CIEH Cymru-Wales conference in May. Over 2013, local authorities supported by the CIEH have been working to ensure the scheme will work when it is properly introduced and goes live early this year. Work with Cardiff Council and its communicable disease team on a 15-minute DVD *Before You Ink, Think*, highlighted what consumers need to consider before getting a tattoo. A Twitter account has been launched to support the forthcoming tattoo hygiene-rating scheme.

CIEH Cymru-Wales also provided eight students with placements over 2013 and ran training courses for members on media skills and how to take on management responsibilities. Supporting student EHOs is a continuing commitment and five interactive student training days were held to help delegates complete their Portfolios of Professional Practice.

There was increasing pressure last year from the economic development side of the Welsh Government to overturn a ban on smoking in films and TV programmes shot in Wales. The CIEH committed time and resources, including giving evidence to the Welsh Assembly, to successfully resisting what would have been a seriously retrograde step.

The Welsh Housing Bill, currently working its way through the Welsh Assembly and the subject of strong CIEH lobbying, is set to contain mandatory registration of private sector landlords, letting agents and managing agents.

CIEH Northern Ireland is coordinating a major piece of work investigating the level of understanding amongst senior decision makers within the NHS on the link between climate change, health inequalities and health.

Started in 2013, it involves working with key partners in the health sector and other stakeholders to establish what kind of priority climate change is currently being given. The research will establish a baseline for attitudes to inform further work.

The CIEH has also secured funding for a pilot project looking into how the food service sector can be more sustainable and increase profits in the process. The project looks at how money can be saved by reducing energy usage, cutting waste and using less water. This project also has the potential to provide employment for suitably qualified graduates, including EHPs, who would advise the participating businesses. If successful this pilot could be rolled out more widely.

Throughout 2013, CIEH Northern Ireland worked with colleagues to put together Belfast's bid to become a founding member of the UK-wide Sustainable Food Cities Network. Led by the Soil Association, Sustain and Food Matters, six cities received funding to see how healthy and sustainable food can be used to address some of the UK's pressing social and economic challenges, including obesity, food poverty and climate change.



In November, a highly successful two-day Northern Ireland conference was held on the theme of changing environments and improving health and wellbeing in areas such as agri-food, the natural and built environment, our lifestyles and the economy.

The rising cost of housing and the related boom in the private rented sector became increasingly politically contentious issues in 2013. The CIEH has been at the forefront of the housing debate and gave evidence to the Communities and Local Government Select Committee investigation into the quality and regulation of private rented housing and to the All Party Parliamentary Group on the private rented sector.

The CIEH's line to the Government has consistently been that the continued and unrestrained growth of the private rented sector is unsustainable, especially as local authorities struggle to maintain standards in the sector. We have been warning that as funding cuts have hit, councils have been finding it increasingly difficult to respond to tenant complaints related to poor living conditions and to meet their statutory obligations.

We have warned that as landlords show signs of refusing benefit claimants and local authorities struggle to cope with the growing number of families decanted from the private rented sector, councils must be given the resources to do their job properly.

This is why the CIEH was pleased to find in October that ministers had been listening to our concerns. Communities Secretary Eric Pickles announced that he would be introducing a package of proposals designed to protect England's nine million private rented tenants. These are to include more family-friendly tenancy agreements, extending the use of rent repayment orders, greater controls

on letting agents and the introduction of a code of conduct that aims to set standards for property management.

The review will also be looking at making the Housing Health and Safety Rating System easier to apply and the relaxation of restrictions on councils trying to introduce selective and additional licensing in their boroughs. The proposals also included the publication of a tenants' charter, which the CIEH has already critiqued and is now being redrafted.

Following the announced review, the CIEH was invited to join a workshop convened by the Department for Communities and Local Government to put flesh on their proposals. We have also given evidence to the Greater London Authority's Homes for London Board.

The work that the CIEH has done over 2013 with partner agencies to persuade government of the need for greater controls on the private rented market looks to have borne fruit and will be continued into 2014.

We held our sixth annual conference on housing and health in 2013, which was attended by 150 delegates, as well as running a conference on mobile and park homes to discuss the new licensing regime due to be implemented this year.

We have also just heard that our publication, *Effective Strategies and Interventions: Environmental health and the private rented sector*, published last year, to illustrate good housing practice carried out by local authorities, has been added to the NICE evidence base.

Despite the sad loss of friend and colleague Jonathan Peck, the CIEH National Pest Advisory Panel (NPAP) has continued its public health role with the publication of a national sewer baiting protocol, a pest control procedures manual for cockroaches and guidance on the

control of urban foxes. These are the latest in a series of guidance on pest control, with more to follow this year.

NPAP has also been in discussions with the HSE over the use of second generation anti-coagulant rodenticides. NPAP has been arguing for the safe use of a new generation of poisons and has been working with the HSE to achieve this through the implementation of an industry stewardship scheme.

With the demise of LACORS, the CIEH has also picked up the baton on animal welfare guidance with the publication last year of model licence conditions for cat boarding establishments and pet shops.



Plans to introduce a voluntary hygiene rating scheme for tattoo parlours hit the news last year.

CIEH Policy Output 2013

- Consultation Responses
- Select Committee Evidence
- Other Evidence
- Publications
- Policy Briefing Notes
- Parliamentary Briefings

Consultation Responses

http://www.cieh.org/policy/consultation_responses.html

Environment

Defra	Abolition of noise abatement zones	Jan
DCLG	Review of planning practice guidance	Feb
Defra	Review of local air quality management in England	Aug

Health and Safety

HSE	Draft national local authority enforcement code – Health and Safety at Work, England, Scotland and Wales	Mar
DWP	Review of the Health and Safety Executive as a non-departmental public body	Jul

Housing

Home Office	Tackling illegal immigration in privately rented accommodation	Aug
DCLG	Proposed new site rules for park homes	Oct

Public Health

CQC	Response to the Care Quality Commission consultation 'A new start – consultation on changes to the way CQC regulates, inspects and monitors care'	Aug
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Food

Defra	Review into the integrity and assurance of food supply networks. Response to the Defra call for evidence	Aug
FSA	Food Law Code of Practice review	Sept
NAO	Response to NAO request for evidence on 'Value for money achieved in government checks on processed meat products' (post horsemeat review)	Aug

Other

BRDO	Extending the range of regulations covered by Primary Authority	Jan
BRDO	Amending the Regulators' Compliance Code	May

Parliamentary Committee Evidence

<http://www.cieh.org/policy/resources/evidence-to-select-committee-inquiries.html>

House of Commons Environment, Food and Rural Affairs Committee	Contamination of beef products <i>Written evidence</i>	Jan
House of Commons Communities and Local Government Committee	Private rented housing sector <i>Written evidence</i>	Jan
House of Commons Environmental Audit Committee	Code for sustainable homes and the housing standards review <i>Written evidence</i>	Oct

Other Evidence

<http://www.cieh.org/policy/resources/evidence-to-inquiries.html>

Memorandum of evidence to the All Party Parliamentary Group for the Private Rented Sector	Apr
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Publications

http://www.cieh.org/policy/publications_A_Z.html

CIEH/University of Greenwich	Effective Strategies and Interventions: Environmental health and the private housing sector	Mar
NPAP	National Sewer Baiting Protocol Best Practice & Guidance Document	Apr
NPAP	Public Perception: Statistics that prove the essential value of public health pest control	Apr
NPAP	Pest Control Procedures Manual: Cockroaches	Apr
PHE/HSL/TPIU	Tattooing and Body Piercing Guidance: Toolkit	Jul
Working party	Model Conditions for Pet Vending Licensing	Jul
Home Adaptations Consortium	Home Adaptations For Disabled People: A detailed guide to related legislation, guidance and good practice	Oct
NPAP	Urban Foxes: Guidelines on their management	Oct
Working party	Model Licence Conditions and Guidance for Cat Boarding Establishments 2013	Nov

Policy Briefing Notes and Documents

http://www.cieh.org/policy/policy_briefing_notes.html

Food Policy	May
Electromagnetic Fields	Aug

Parliamentary Briefings

<http://www.cieh.org/policy/resources/parliamentary-briefings.html>

Briefing on 'Regulatory Services' and the impact of cutbacks for Lords debate on 27 June (not published)	Jun
Work with Baroness Hamwee on amendments to the Anti-social Behaviour, Crime and Policing Bill	Nov



The CIEH's line to the Government has consistently been that the continued and unrestrained growth of the private rented sector is unsustainable.



Graham Jukes

Chief Executive's Report

It is encouraging to see the breadth of businesses that are now seeking both our traditional and newly tailored food safety and health and safety training solutions. Public sector changes have meant the CIEH supporting businesses to embed good practice into the working environment and into every link of the food chain.

The CIEH sets, creates and awards high quality public health training as part of its Royal Charter and charitable mission. Delivering training is not just a business for the CIEH, it is central to our role as a professional body. It is my pleasure to now comment on how our business activities support our charitable mission.

Over the past five years, we have been operating in a period of unprecedented economic recession. Last year saw little let up in the overall economic climate, although the green shoots of economic recovery are now beginning to appear.

Despite the challenging market and a changing political environment, the CIEH has achieved its corporate objectives, contributed substantially to its charitable mission, achieved stability and established itself firmly on a path towards growth over the next five years. Much of this has been achieved through sound strategic and operational management, along with the hard work of our employees and volunteers.

Traditionally, our business has been to supply and accredit food hygiene training and to promote safe working practices in SMEs. We are now adapting to changes in the marketplace in employment and approaches to learning. I am pleased to record that in 2013, we added to our long list of existing corporate clients new clients including: Boots, BUPA, Disney, Bourne Leisure, Claridge's and McLaren.

It is encouraging to see the breadth of businesses that are now seeking both our traditional and newly tailored food safety and health and safety training solutions. Public sector changes have encouraged the CIEH to support businesses to embed good practice into the working environment and into every link of the food chain. The President has already highlighted how these changes provide part of the rationale for setting up IFSIP

The CIEH is innovative in the way that it delivers training solutions. E-learning courses now address an ever-expanding market while there is an increasing demand for the CIEH to assure training courses that have been developed by corporates and intermediaries.

Most medium-to-large companies want to deliver bespoke training and be assured that it is of a high calibre. The CIEH can now review their training in terms of its content and learning experience and offer assurance that it is of a high enough standard to gain our stamp of approval.

The touchstone in today's challenging market is flexibility. The ability to understand the broader landscape, listen to our members, customers and stakeholders, and provide solutions that are relevant to their needs is the key to our success.

In terms of new products over 2013, we extended our first aid training products to include a Level 3 training qualification along with the re-launch of our Level 2 first aid qualification to match. We now provide a continuous platform of learning in this important area of quality training.

The backdrop to this was that in October 2013, the Health and Safety Executive (HSE)'s responsibility to approve training centres offering first aid courses ended. This followed recommendations made by the 2011 Löfstedt Review into health and safety legislation.

The ending of the HSE responsibility has meant that training bodies now have the option to join an Ofqual regulated awarding organisation such as the CIEH. Many training bodies have opted for the Ofqual option resulting in a flood of training bodies previously audited by the HSE choosing to sign up as training centres for the CIEH-accredited first aid courses.

Also in 2013, the CIEH Awarding Organisation responded to a radical review of training standards undertaken by the Sector Skills Council. This has led to an overhaul of the training qualifications delivered to professional trainers.



The old public sector training standard Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS) has been replaced with the new Education and Training Framework. As a result, the CIEH developed and launched in 2013 the new Level 3 Award in Education and Training.

In tandem with the Sector Skills Councils changes, the CIEH has upgraded its own training qualification specifically designed for those delivering CIEH courses.

Last year also saw the launch of CIEH Advisory Services. We have always provided ad-hoc advisory and consultancy services, but now our new team can be proactive in promoting the work of the CIEH and in bringing together the knowledge and experience of our members to provide a proactive and structured service to deliver on consultancy projects in both the public and private sector in the UK or overseas.

The work of CIEH Advisory Services crosses five main areas. It creates bespoke training, helps companies to comply with regulatory regimes, advises central and local government, advises in the building of international capacity, and delivers strategic solutions that meet client needs. Like all CIEH business activity, profits from CIEH Advisory Services is gift-aided to the charity.

The business arm of the CIEH, CIEH Limited, provides 26.9 per cent of the funds needed to run the charity. This essential business that in itself delivers to the charitable mission helps us to achieve our broader charitable goals of promoting the preventative health agenda, setting educational and professional standards and developing quality public health training products for business and the public.

In 2013, the business posted profit before Gift Aid and taxation of £1.022m. Of this, £1.047m was paid in gift aid to the CIEH. Consolidated turnover for the trading companies, including our USA operations, was £9.510m.

Internationally, the CIEH has developed its Middle East operation in Dubai by offering local food safety certification. In April 2013, the Dubai Municipality launched its own food code, making it mandatory for at least one person working in each of Dubai's 13,000 food premises to be trained and certified in food safety.

In Dubai, we have expanded our operation beyond our traditional training products into consultancy. In January last year, we completed a training project for enforcement inspectors for the Dubai Municipality.

Closer to home our state-of-the-art environmentally sustainable venue, 15Hatfields, has performed well over 2013. It was a year in which the venue benefited from past brand-building as one of London's leading "green" venues. Its appeal is to blue chip companies and organisations in the private, public and charity sectors wishing to demonstrate their own green credentials when organising an event.

This year, I am also pleased to report on work that has been on-going since 2012 to make sure that the CIEH minimises its impact on the environment. This work aligns with our vision and mission, our core values, corporate priorities and policies. During 2013 we successfully achieved ISO 14001 accreditation for all our UK-based offices. As part of our environmental management system (EMS), we have now introduced formal procedures to mitigate the environmental impact of our day-to-day activities. These include significant reductions in travel and therefore CO₂ emissions from our Wales and Northern Ireland offices to head office in London.

We secured our energy from more sustainable sources and have reduced our energy use significantly between 2012 and 2014. We have also made real improvements in waste segregation and recycling in all our buildings. We will continue to embed and develop our EMS during 2014 with a view to

further improving our performance.

A major strategic financial event that took place over 2013 was the sale and lease back of our headquarters at Chadwick Court. The building, which has been the subject of continued investment of retained profit over the past 20 years, has been a growing charity asset and has appeared on our balance sheet as an estimated value. The release of that asset has generated a significant cash balance to allow us to take advantage of the economic recovery and invest in the organisation for the future.

The investment plan will enable the development of new product services and initiatives within a financially secure base for the benefit of our members. It will also allow us to pursue our charitable mission during a period of unprecedented employment sector and policy changes. The investment plan will provide security over the coming decade and beyond.

Our investments over 2013 have created a strong and sustainable financial foundation from which the CIEH can grow and continue to maintain the position and relevance of the environmental health profession. The stage is now set for us to return to growth in line with our five-year strategic financial plan.

To summarise, the CIEH has satisfactorily emerged from a period of unprecedented world economic depression as a stable and dynamic organisation able to take advantage of growth opportunities and support public health improvement. We have invested in systems and solutions that cut our yearly running costs, we have restructured our operations, reorganised our governance and adapted in response to a changing political and economic climate. The CIEH has and will continue to provide sustainable leadership along with support and guidance as the environmental health profession faces some of its greatest challenges.

Trustees' Annual Report

The Trustees present their report together with the Audited Financial Statements for the year ended 31 December 2013.

Reference and administrative detail

Name:

The Chartered Institute of Environmental Health is also known as the CIEH.

Constitution:

The CIEH was granted a Royal Charter on 27 July 1984.

Status:

The CIEH is a registered charity

Registered Charity Number:

290350
www.charitycommission.gov.uk

The registered office is:

Chadwick Court,
15 Hatfields,
London
SE1 8DJ

Contact details are:

Tel: 020 7928 6006
Fax: 020 7827 5862
Email: membership@cieh.org
Website: www.cieh.org

Trustees

The names of the CIEH's Trustees are listed on page 44.

The CIEH President was Janet Russell OBE.

Trustees are nominated and elected by the CIEH's regions in accordance with CIEH regulations. Trustees for the regions retire in rotation after a three-year term of office, and are eligible for re-election.

Three Trustees are recruited through advert and a selection process and six Trustees are nominated and elected by the CIEH's Assembly in accordance with CIEH regulations. The President is automatically appointed. Four Trustees retire in rotation after a three-year term of office, and are eligible for re-election or re-appointment.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the group and parent charity and of the incoming resources and application of resources of the group for the year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgments and accounting estimates that are reasonable and prudent

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the group and parent charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and regulations made thereunder. They are also responsible for safeguarding the assets of the group and parent charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements and other information included in annual reports may differ from legislation in other jurisdictions.

CIEH Charitable Object

The Charitable Object of the CIEH is to promote for the public benefit the theory and science of environmental health in all its aspects and the dissemination of knowledge about environmental health.

CIEH mission

The mission of the CIEH is to promote effective environmental health practice.

Our vision

Our vision is environmental health – leading, inspiring and delivering a safer, cleaner and healthier world.

Environmental health is concerned with the health and wellbeing of communities, individuals and organisations; the condition and sustainability of the places where we live, work and relax; and the safety of the food we eat.

The way the world thinks about health and wellbeing is changing. Governments worldwide recognise that reducing health inequalities needs more prevention than cure and the role of environmental health practitioners, their skills and their competencies are essential in addressing the improvements needed in society to maintain healthy lifestyles and choice.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and when planning our objectives above. The significant activities undertaken by the organisation to further its charitable purposes and Royal Charter obligations for the public benefit are detailed within this annual report and the commentary provided by the President, Chair and Chief Executive.

CIEH structure

The CIEH is structured to enable the delivery of its aims to a wide audience, including the Government, our members, the general public, training providers and the media.

Our governing body is the Board of Trustees, which sets the overall strategic direction for our activities. We have committees and boards overseeing different areas of operation.

Each member of the CIEH belongs to a geographic region based on the boundaries of the English regional government offices and the countries of Wales, Scotland and Northern Ireland. The 12 regions provide a range of activities based primarily on

maintaining the skills, competence and continuing professional development of our members, and ensuring opportunities for peer review and contact. The regions have democratically elected management boards that determine the regional work programmes and activities to accord with our Royal Charter objects.

In addition to the regional structure, special interest groups (SIGs) provide a national occupational focus to the activities of members working in commerce and industry, port health, international development and research.

In total, 32 representatives of the regions and SIGs meet together three times a year as an elected Assembly and feed members' professional views into the governance structure of boards and committees.

The Board of Trustees consists of 10 members, constituting the President, six elected by the Assembly of Representatives, who are themselves elected by the CIEH membership, and three appointed specialists. It is the ultimate decision-making body for the operation of the charity. There are three committees reporting through to the Board of Trustees.

As part of their induction programme, new Trustees are made aware of their responsibilities as Trustees of the CIEH. The induction includes an introduction to the objectives, scope and policies of the charity, and the use of charitable funds, and they are provided with detailed Charity Commission information on Trustee responsibilities.

The Risk and Audit Committee consists of five members who are responsible for identifying risks arising from all CIEH activities and overseeing the management of these risks to ensure the charity fulfils its strategic aims and objects. It agrees the audit strategy with the external auditors, receives their management letter and ensures that issues are resolved through the risk management process.

The Professional Standards and Policy Committee provides an holistic focus for consolidating professional issues and makes recommendations to the Board of Trustees. It consists of 11 members.

The Qualifications Standards Committee reports into the Professional Standards and Policy Committee on matters for joint policy determination and acts on behalf of and in conjunction with the Board of Trustees as the main awarding organisation for the CIEH. It deals with all matters relating to the operation of the CIEH professional examinations, practical training assessment, accreditation of courses by the CIEH and other relevant vocational qualifications. It consists of eight members.

Day-to-day management of the CIEH

The CIEH Chief Executive is Graham Jukes to whom the day-to-day management of the organisation is delegated by the Trustees. His work in managing the whole organisation is supported by an Executive Management Team consisting of Charles Angus – Executive Director of Corporate Services, Frank Post – Executive Director of Commercial Services and Catherine Horsfield – Executive Director of Shared Services. The Executive Management Team meets weekly and considers forthcoming issues and corporate direction, and reports to the Board of Trustees and all the boards and committees of the CIEH. The Executive Management Team is supported by a Senior Management Forum consisting of all heads of departments and the Directors of Wales and Northern Ireland. It meets every six weeks to consider cross organisational management, and operational and policy implementation issues.

Details of relevant advisers and relevant supporting organisations are given on page 45.

Management of CIEH Limited

Many of the activities of the CIEH are undertaken and delivered by its wholly owned subsidiary company, CIEH Limited. Responsibility for the management of its operations rests with its board of directors in line with the requirements of company law. The Board of CIEH Limited meets five times a year and was chaired in 2013 by Geoff Ward. In 2013, the board consisted of three independent non-executive directors and the four members of the Executive Management Team. Representatives of the Chair of the Board of Trustees and the President attend board meetings as observers. The CIEH, as sole shareholder of CIEH Limited, has overall control of the company.

CIEH Limited owns 75 per cent of Environmental Health Testing LLC (EHT), a business undertaking similar activities to CIEH Limited in the USA. Responsibility for the management of its operations rests with its board of directors, chaired in 2013 by Geoff Ward. The governance arrangements are in line with UK company good practice and the requirements of US company law. Day-to-day management is exercised by Larry Lynch, the President of EHT.

Internal controls

The Board of Trustees is responsible for the CIEH's systems of internal control, the key features of which that operated in the period covered by the financial statements were:

- A clear structure for monitoring the conduct and operation of the CIEH with defined reporting lines, levels of responsibility and delegation of authority
- Communication of ethical values and an awareness of controls through written codes of conduct, formal standards of discipline and employee performance appraisal

- A system of review and monitoring of the key areas of risk
- Regular consideration by the Board of Trustees and the Board of Directors of CIEH Limited of management accounts, forecasts and budgets.

In accordance with the guidance of the Turnbull Committee on internal control, an ongoing process has been established for identifying, evaluating and managing risks faced by the CIEH. The Executive Management team reporting into the Risk and Audit Committee and the Trustee and Company Boards continually undertakes an assessment of the risks faced by the organisation and in particular by the management of UK generating entities and the Charity, and it is a core part of their decision making processes. Key decisions, including those of an investment nature, are taken by the Board of Trustees and the Board of Directors of CIEH Limited.

The Board of Trustees has reviewed the operation and effectiveness of this framework. The Board acknowledges that there are inherent limitations in any system of internal financial control and accordingly even the most effective system can provide only reasonable, and not absolute, assurance with respect to the preparation of financial information and the safeguarding of assets. The reorganisation of structures and systems completed during 2012 and the review of those systems after one year of operation in 2013 now provides greater visibility and control.

The Board of Trustees considers that the CIEH has adequate resources to continue in operational existence for the foreseeable future. For this reason, the going concern basis continues to be adopted in preparing the financial statements.

Financial review

The charity experienced another challenging year, with a further reduction of £0.60m to its general funds. This arose mainly from the continued deterioration in commercial trading within CIEH Limited. Gift aid reduced from £1.32m in 2012 to £1.05m in the current year. Total reserves reduced by only £0.07m due to a £0.68m reduction in the pension scheme deficit.

Total incoming resources of £11.49m were £0.10m less than that achieved in 2012, due primarily to reduced sales of accreditation and training products in the UK, offset by a strong performance from the 15Hatfields conference facility together with encouraging progress in the development of new business activities with computer-based training products and bespoke solutions for corporate customers.

Trading in the US business was impacted by low rates of staff churn in the food retail and hospitality sectors, with income reducing by five per cent to £2.6m. This generated a small loss of £67k (2012 loss: £10k).

During the year, the Trustees decided to convert part of the value of the freehold property located at 15 Hatfields, London into cash for the purpose of strengthening the liquidity of the CIEH and its ability to invest in products and services for members and customers in the future. This was achieved through the sale and leaseback of the property over a 150-year lease at 35 per cent of open market rent, resulting in the receipt of £10.1m cash just before the year end. As the majority of the cash will be invested for the long term, it will be transferred to an investment portfolio over the first half of 2014, where it will be managed through our recently appointed investment managers from Schroder & Co. Limited. 15Hatfields has now been re-designated as a long leasehold property within the charity's accounts. Costs of £0.26m relating to the sale and leaseback were capitalised under the long leasehold interest in the balance sheet.

During 2013, the charity invested £0.06m in developing new accreditation and training products in the fields of food safety, first aid and environmental management. New products from 2012 and 2013 generated additional revenue of £0.14m within the year.

The cash inflow of £11.1m was primarily due to the proceeds of the disposal of the freehold interest in 15 Hatfields which, including VAT, amounted to £12.1m. The VAT element of £2.1m was included in Creditors due within one year at the year end and was paid to HMRC in February 2014. The cash was deposited in a number of interest-bearing bank deposit accounts at the year end.

The 150-year lease on 15 Hatfields has an initial annual rental of £0.34m, which will be subject to five-yearly upwards-only rent reviews. As the risks and rewards of the property substantially remain with the CIEH, the proceeds from the disposal of the freehold interest have been disclosed as a long-term capital lease within Creditors due after one year. A finance charge of 3.41 per cent will be applied to the opening balance each year into the future to ensure adequate provision is made for the payment of the initial rent over the term of the lease. However, as FRS102 does not allow for the effect of future rent reviews, an additional charge of 2.30 per cent per annum will be transferred over to a lease redemption reserve to allow for the impact of future rent reviews assumed at 16 per cent for each review from the 15th year of the term of the lease.

Reserves policy

The Trustees annually review the reserves of the charity. This review encompasses the nature of the income and expenditure streams, the need to match variable income with commitments and the nature of the reserves. Previously, the

Trustees had determined that the minimum level of the reserves should be sufficient to meet all the committed liabilities of the charity in the event of winding down or transfer of its activities to another entity. However, the substantial increase in the charity's net liquid assets has made this policy redundant. A more appropriate policy has been agreed by the Trustees to hold six months' expenditure within reserves. Based upon the 2014 budget, this figure is estimated to be £6.31m which is currently completely covered by reserves.

Investment powers

The Board of Trustees may invest any monies belonging to the CIEH in accordance with the provisions of the Trustee Act 2000, or in the purchase of freehold or leasehold property in the United Kingdom provided that as regards leasehold property the term thereof shall have at least 60 years to run.

The funding provided to the CIEH through the sale and leaseback of 15 Hatfields will be invested to meet its charitable objectives for the long term. As such, it is no longer appropriate to continue investing surplus funds in deposit accounts, and a balanced investment fund managed by Schroder & Co. Limited will be used to provide for a target long-term return of four per cent above inflation. An investment committee, consisting of three Trustees and the Executive Director of Corporate Services, has been set up to oversee the performance of the Fund Manager in achieving the CIEH's investment strategy.

Funds held as Custodian Trustee on behalf of others

The CIEH holds funds as Custodian Trustee on behalf of others as disclosed in note 18. These funds are excluded from this report.

Auditors

BDO LLP will be proposed for reappointment in accordance with the Companies Act 2006 at the next Annual Meeting.

Disclosure of information to auditors

In the case of each person who was a Trustee of the charity at the date when this report was approved:

- So far as each Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware
- Each of the Trustees has taken all the steps that he/she ought to have taken as a director to make himself/herself aware of any relevant audit information (as defined) and to establish that the charity's auditors are aware of that information

Employees and members

The Board of Trustees would like to take this opportunity to thank all CIEH employees and all volunteer members engaged in running its Regions and Branches around the country for their contribution towards a successful year.

By order of the Board of Trustees

Andrew Statham
3 April 2014

Independent Auditors' Report

To the Trustees of the Chartered Institute of Environmental Health (CIEH)

We have audited the financial statements of The Chartered Institute of Environmental Health for the year ended 31st December 2013 which comprise the Consolidated Statement of Financial Activities, the Group and Charity Balance Sheets, the Consolidated Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Financial Reporting Council's (FRC's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the FRC's website at www.frc.org.uk/auditscopeukprivate

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charity's affairs as at 31 December 2013 and of the group's incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the parent charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

BDO LLP
Statutory Auditor
London
United Kingdom

Date: _____

BDO LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006. BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).



Consolidated Statement of Financial Activities (SoFA) (Incorporating an Income and Expenditure Account)

for the year ended 31 December 2013

		Group	
		2013	2012
		£'000	£'000
	Note		
Incoming resources			
Incoming resources from generated funds			
Commercial trading	3	887	654
Investment income	3	10	18
Incoming resources from charitable activities			
Membership	3	1,482	1,535
Education	3	8,473	8,720
Conferences	3	514	543
Regions	3	123	118
Total incoming resources		11,489	11,588
Resources expended			
Commercial trading	5	459	376
Costs of charitable activities			
Membership	5	1,789	1,737
Education	5	8,549	8,277
Conferences	5	1,082	1,142
Regions	4	201	209
Governance costs	7	89	86
Total resources expended		12,169	11,827
Net (outgoing) resources for the year			
		(680)	(239)
Taxation		60	(5)
Minority interest		(6)	(54)
		(626)	(298)
Other recognised gains and (losses) arising during the year			
Pension scheme – actuarial gain/(loss)	10	613	(496)
Other net (losses)		(9)	(32)
Net movement of funds before minority interest		(22)	(826)
Minority interest		(45)	(23)
Net movement of funds after minority interest		(67)	(849)
Funds and reserves brought forward at 1 January 2013		6,377	7,226
Funds and reserves carried forward at 31 December 2013		6,310	6,377

None of the CIEH's or the group's activities were acquired or discontinued during the above two financial years. There were no recognised gains or losses other than those shown above. All incoming and expended resources are in respect of unrestricted funds.

Balance Sheets

as at 31 December 2013

		Group		CIEH	
	Note	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Fixed assets					
Tangible fixed assets	11	7,973	7,932	7,660	7,491
Intangible fixed assets	12	-	-	-	-
		7,973	7,932	7,660	7,491
Current assets					
Stocks		222	253	-	-
Debtors	16	1,599	1,430	1,321	1,572
Cash at bank and in hand		13,104	2,013	12,689	1,490
		14,925	3,696	14,010	3,062
Creditors: amounts falling due within one year	17(i)	(4,241)	(1,853)	(4,045)	(1,958)
Net current assets		10,684	1,843	9,965	1,104
Total assets less current liabilities		18,657	9,775	17,625	8,595
Creditors: amounts falling due after more than one year	17(ii)	(9,639)	(9)	(9,632)	-
Total net assets before pension deficit		9,018	9,766	7,993	8,595
Pension scheme funding deficit	10	(2,708)	(3,389)	(2,708)	(3,389)
Total net assets		6,310	6,377	5,285	5,206
Funds and reserves					
General funds	19	4,754	5,364	3,787	4,296
Revaluation reserve	19	4,206	4,299	4,206	4,299
Pension fund	19	(2,708)	(3,389)	(2,708)	(3,389)
Group Funds		6,252	6,274	5,285	5,206
Minority interest	19	58	103	-	-
Total funds	19	6,310	6,377	5,285	5,206

The notes on pages 26 to 43 form an integral part of these financial statements.

Approved and authorised for issue
on behalf of the Board of Trustees on
3 April 2014

Andrew Statham,
Chairman, Board of Trustees

Tim Deveaux,
Deputy Chairman, Board of Trustees

Consolidated Cash Flow Statement

for the year ended 31 December 2013

		2013		2012	
	Note	£'000	£'000	£'000	£'000
Net cash inflow resulting from operations	20		1,636		90
Returns on investments and servicing of finance					
Investment income		10		18	
Loan to RH Environmental repaid		19		20	
Interest paid	14	(20)		(11)	
			9		27
Capital expenditure and financial investment					
Payment for tangible fixed assets	11	(483)	(483)	(136)	(136)
Net cash inflow before financing	21		1,162		(19)
Financing					
Sale and leaseback		9,977			
Repayment of mortgage		(49)		(97)	
			9,928		(97)
Increase / (decrease) in cash	21		11,090		(116)

Notes to the Financial Statements

for the year ended 31 December 2013

1 Accounting Policies

1.1 Basis of accounting

These Financial Statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets. They are also in accordance with applicable accounting standards, and the Statement of Recommended Practice (SORP 2005), Accounting and Reporting by Charities issued in March 2005.

The Consolidated Financial Statements and financial interests of the Group, prepared under the equity method of accounting, include those of the CIEH and CIEH Limited and its subsidiary undertakings and financial interests, all of whose financial statements are made up to 31 December each year. Details of the CIEH's subsidiary undertakings are given in note 13. The financial statements also include the results and assets and liabilities of the Regions and Branches of the CIEH.

1.2 Leasehold property

On 20 December 2013, the charity entered into a sale and leaseback agreement on the charity's property, Chadwick Court, located at 15 Hatfields, London. The property is now held by the charity under a 150 year long lease. The property has been reclassified as a long-leasehold property in note 11. The Board of Trustees consider that the risks and rewards of ownership rest with the charity and consequently account for the long-leasehold as a finance lease and continue to recognise the property as a fixed asset in the financial statements of the charity.

It is the policy of the Board of Trustees to obtain an external valuation of the property, Chadwick Court, on a sufficiently regular basis in order to ensure that the carrying amount is not materially different from the amount presented in the financial statements and to ensure that realistic annual depreciation charges are made in the financial statements.

Depreciation is charged at two per cent per annum. Depreciation is also charged to the revaluation reserve and credited to the general funds in note 19.

1.3 Other fixed assets

Equipment and IT are depreciated over two to five years on a straight line basis. These rates are estimated to write off the cost of the assets over their estimated useful lives.

IT developments, which are expected to generate future revenues and meet the other criteria allowable under SSAP 13 'Research & Development' have been capitalised as appropriate.

No depreciation is charged on assets under construction.

1.4 Stocks

Stocks of publications and course material are stated at the lower of cost or net realisable value, after making due allowance for obsolete and slow moving items.

All stock items are finished goods held for resale.

1.5 Resources expended

All expenditure is accounted for on an accruals basis, inclusive of any VAT which cannot be recovered. Any VAT which is not recoverable by the CIEH is included in allocated support costs (note 6).

Certain expenditure is directly allocated to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of the usage in the various categories.

Governance costs relate to the general running of the charity as opposed to those costs associated with fund raising or charitable activity. These costs include Board of Trustees costs, audit costs and other strategic management costs (note 7).

1.6 Incoming resources

Subscriptions and membership fees are accounted for on a cash receivable basis. No income is accrued in relation to unpaid subscriptions at the year-end. Amounts received in advance are deferred to the period to which they relate.

Education income is accounted for on an accruals basis in respect of professional exams and public training courses.

Conference income is accounted for on an accruals basis and is generated from the delivery of CIEH events to its members and the public, as well as from the hire of its facilities (conference and meeting rooms), including the provision of catering, equipment and related services.

Rents receivable are accounted for on an accruals basis.

1.7 Research and development

Research and development expenditure for products is charged to the Statement of Financial Activities in the year in which it is incurred.

1.8 Operating leases

Rentals paid under operating leases are included in the SoFA on a straight line basis over the term of the lease.

1.9 Finance leases

Obligations under the finance lease for Chadwick Court were initially recognised at their fair value, net of any transaction costs directly attributable to the finance issue. Subsequently, the obligation under the finance lease is carried at amortised carrying value using the 'effective interest method', which allocates the interest expense over the period to maturity at a constant rate on the balance of the liability carried in the balance sheet for the relevant period.

1.10 Intangible fixed assets

This is comprised of purchased goodwill. Purchased goodwill is stated at cost and has now been fully amortised over its useful life of 12 years.

1.11 Pensions

The CIEH operates a **defined benefit pension** scheme for certain employees. The amounts charged in resources expended are the current service costs and gains and losses on settlements and curtailments are included as part of staff costs. Vested past service costs are recognised immediately in the SoFA. The interest cost and the expected return on assets are charged to net finance charges within support costs. Actuarial gains and losses are recognised immediately as 'FRS 17 Actuarial Losses'. The defined benefit scheme is funded, with the assets of the scheme held separately from those of the group, in separate Trustee-administered funds. The pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method and discounted at a rate equivalent to the current rate of return on a high-quality corporate bond of equivalent currency and term to the scheme liabilities. Actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The resulting defined benefit asset or liability, net of the related deferred tax, is presented separately after other net assets on the face of the balance sheet.

The CIEH also operates a **defined contribution** scheme and the amount charged to the Consolidated SoFA in respect of pension costs and other post-retirement benefits is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the balance sheet.

1.12 Foreign currency

Foreign currency transactions are recorded in sterling at the average rate for the year. Monetary assets and liabilities in foreign currencies are translated into sterling at the year end rate of exchange. Non-monetary assets are translated at the historic exchange rate prevailing at the date of transaction. Exchange differences on monetary assets and liabilities and trading transactions arising in the ordinary course of business are dealt with through the group statement of financial activities.

1.13 Deferred taxation

Deferred taxation is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date, where transactions or events that result in an obligation to pay more or less tax in the future have occurred by the balance sheet date. Deferred tax is calculated at the tax rates that are expected to apply in the periods in which the timing differences are expected to reverse.

1.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes.

Restricted funds are funds subject to a specific trust, restrictions as to use placed on the funds by the donor. The CIEH has no restricted funds.

Endowment funds are funds where there is no power to convert the capital sum of a donation into income. The interest only can be used as directed by the donor. The CIEH has no endowed funds.

Notes to the Financial Statements *continued*

for the year ended 31 December 2013

2 Subsidiary activities

The CIEH has one wholly owned UK trading subsidiary (CIEH Limited). A summary of its trading results is shown below.

CIEH Limited, a holding company registered in England, carries out mainly primary purpose trading activities, providing qualifications, organising seminars and publishing magazines. For the year £1,047,407 (2012: £1,319,510) was gift aided to the charity. CIEH Limited has a subsidiary, Chadwick House Incorporated (CHI),

a holding company registered in the United States of America. Its income and expenditure relating to environmental health qualifications, seminars and publications has been included under charitable activities in education and conferences in the group statement of financial activities.

	CIEH Ltd		CHI(US)	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Turnover	7,183	7,157	2,576	2,709
Total expenditure	(6,161)	(5,810)	(2,643)	(2,719)
Profit before gift aid	1,022	1,347	(67)	(10)
Gift aid to CIEH	(1,047)	(1,320)	-	-
Retained profits/(losses) b/f	1,139	1,112	494	504
Retained in subsidiary	1,114	1,139	427	494

3 Incoming resources

	2013			2012	
	£'000	£'000	£'000	£'000	£'000
	Membership	Education	Conferences	Total	Total
UK activity	347	5,791	134	6,272	6,293
US activity	-	2,575	-	2,575	2,707
Income from subsidiaries	347	8,366	134	8,847	9,000
Institute activity	1,135	107	380	1,622	1,798
	1,482	8,473	514	10,469	10,798
Regions				123	118
				10,592	10,916
Other income					
Commercial trading				887	654
Investment income				10	18
Total income				11,489	11,588

Membership income consists of membership fees, and other sources of income of a membership nature (including membership magazines).

Education income is in respect of professional exams and public training courses.

Conference income arises from the delivery of events to members and the public.

Commercial trading income arises from 15Hatfields venue and events business, together with rent from letting part of Chadwick Court.

4 Regions

	2013	2012
A summary of the results of the Regions is detailed below:	£'000	£'000
Income		
Turnover	123	118
Expenditure	(201)	(209)
Deficit for the financial year before Head Office funding	(78)	(91)
Head Office funding	107	113
Surplus for the year	29	22
Net assets of the Regions were	296	267

5 Resources expended

					2013	2012
	Direct costs £'000	Staff costs £'000	UK/US support £'000	CIEH support £'000	Total £'000	Total £'000
Membership	371	662	520	236	1,789	1,737
Education	2,147	2,026	3,008	1,368	8,549	8,277
Conference	255	307	357	163	1,082	1,142
Governance	59	-	15	15	89	86
Subsidiary costs	2,832	2,995	3,900	1,782	11,509	11,242
Regions					201	209
Commercial trading					459	376
Resources expended					12,169	11,827

Basis of apportionment: Direct costs

Notes to the Financial Statements *continued*

for the year ended 31 December 2013

6 Support costs

			2013	2012
	UK/US £'000	CIEH £'000	Total £'000	Total £'000
Staff costs	1,848	1,012	2,860	2,897
Office costs	621	192	813	863
Printing, postage and stationery	222	51	273	273
Rent, rates and maintenance	398	81	479	596
Light and heat	-	64	64	63
Publicity and marketing	311	28	339	293
Research and development	98	-	98	104
Telephones	33	18	51	56
Computers	5	2	7	6
Legal and professional	77	43	120	91
Insurance	76	27	103	98
Bank charges	30	35	65	55
Irrecoverable VAT	-	27	27	28
Depreciation	166	187	353	328
Support costs	3,885	1,767	5,652	5,751

7 Governance costs

	2013 £'000	2012 £'000	
Board of Trustees and other meetings	59	54	Governance costs are the costs of general running of the charity. Included in here are the costs of the Board of Trustees and associated support costs including external audit.
Support costs	30	32	
	89	86	

8 Net outgoing resources for the year

This is stated after charging:

	Group		CIEH	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Depreciation of tangible assets	443	444	187	184
Auditors' remuneration				
– audit work	31	32	15	15
– non-audit work	6	8	2	2
– audit work USA	25	26	-	-
Exchange (losses) / gains	(1)	1	-	-
Finance lease	18	-	18	-
Operating lease	45	58	-	-
Research and development	57	60	-	-

9 Employees and Trustees costs

The employee costs for the Group and the charity were:

	Group		CIEH		Central services staff (finance, IT, HR, marketing and administration) are employed by the CIEH and are partially recharged to subsidiary companies on a time basis.
	2013 £'000	2012 £'000	2013 £'000	2012 £'000	
Wages and salaries	4,808	4,654	1,696	1,685	
Social security	441	402	165	173	
Pension costs	486	486	305	324	
Temporary staff	264	136	61	25	
Training and recruitment	131	67	29	16	
Recharge of seconded staff	(29)	(114)	(29)	(114)	
	6,101	5,631	2,227	2,109	

	2013	2012	2013	2012	These costs have been allocated to the most appropriate individual headings within the Statement of Financial Activities.
	Number	Number	£'000	£'000	
Membership activities	18	18	662	583	
Educational activities	71	69	2,732	2,396	
Conferences	4	4	307	208	
Commercial	6	6	240	212	
Central services	31	33	2,160	2,232	
	130	130	6,101	5,631	

Employees whose emoluments were over £60,000 per annum:	2013	2012	The Group makes pension contributions on behalf of nine (2012: nine) of the employees whose emoluments exceed £60,000. No Board of Trustees member received any remuneration for services as a Trustee (2012: none). All 10 Board of Trustees members received reimbursement of their travel and subsistence expenses incurred in the performance of their duties as Board of Trustees members. These expenses totalled £21,917 (2012: £17,713). Transactions with Board of Trustee members, officers of the CIEH and Directors of CIEH Limited and its subsidiary undertakings are disclosed in note 25.
	Number	Number	
£60,000 - £69,999	6	5	
£70,000 - £79,999	-	4	
£80,000 - £89,999	4	1	
£110,000 - £119,999	1	1	
	11	11	

Notes to the Financial Statements *continued*

for the year ended 31 December 2013

10 Pension contributions

During the year contributions were made to various, independently administered, approved, employees' pension funds. These were as follows:

	Group		CIEH	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
London Pension Fund Authority	197	202	197	202
Aegon UK Plc	231	225	84	98
Other	58	59	24	24
	486	486	305	324

The LPFA scheme is a successor to the last GLC fund and is a **final salary scheme**. It is actuarially valued on a three year cycle. In line with the 2010 valuation, the CIEH's contributions are 20.9 per cent.

In accordance with Financial Reporting Standard No 17 – Retirement Benefits (FRS 17) the CIEH is required to disclose certain information concerning assets, liabilities, income and expenditure related to defined benefit pension schemes for its employees. Certain employees of the CIEH participate in the LPFA Pension Fund, part of the Local

Government Pension Scheme, a defined benefit statutory scheme. The fund is administered by LPFA in accordance with the Local Government Pension Regulations 2007/08, as amended.

The last full actuarial valuation of the LPFA Pension Fund was undertaken as at 31 March 2013. This was updated to 31 December 2013 by qualified independent actuaries in accordance with FRS 17. The major assumptions used by the actuaries were (in nominal terms).

Financial assumptions

	31 Dec 2013	31 Dec 2012
	% pa	% pa
Price increases – RPI	3.6%	2.9%
Price increases – CPI	2.8%	2.4%
Salary increases	4.6%	3.8%
Pension increases	2.8%	2.4%
Discount rate	4.6%	4.4%

Breakdown of the expected return on assets by category

	31 Dec 2013	31 Dec 2012
	% pa	% pa
Equities	6.8%	6.1%
Cashflow matching	3.6%	n/a
Target return portfolio	6.5%	4.7%
Alternative assets	5.8%	5.2%
Infrastructure	n/a	n/a
Commodities	6.5%	n/a
Property	5.9%	n/a
Cash	3.6%	0.5%
Total expected returns (weighted average)	6.4%	5.6%

10 Pension contributions *continued*

Mortality

Life expectancy is based on the PFA92 and PMA92 tables projected to calendar year 2033 for non pensioners and 2017 for pensioners. Based on these assumptions average future life expectancies at age 65 are summarised below:

	Males	Females
Current pensioners	22.8 years	25.6 years
Future pensioners	25.0 years	27.8 years

However, for LPFA an additional mortality loading of approximately 3.5 per cent was applied to the non-pensioner liabilities and approximately 1.7 per cent to the pensioner liabilities for 2008 to reflect the particular experience of the fund. By virtue of the roll forward approach this loading has also been applied for 2013 disclosures. These figures make no allowance for the age ratings set out in our report on the latest triennial valuation of the fund.

Commutation

An allowance is included for 20 per cent of future retirements to elect additional tax-free cash up to HMRC limits.

Fair value of employer assets

	31 Dec 2013	31 Dec 2012
	£'000	£'000
Equities	4,007	4,482
Cashflow matching	510	-
Target return portfolio	2,113	631
Alternative assets	-	1,010
Infrastructure	219	-
Commodities	73	-
Property	219	-
Cash	146	189
Total	7,286	6,312

Balance sheet

	31 Dec 2013	31 Dec 2012
	£'000	£'000
Fair value of employer assets	7,286	6,312
Present value of funded obligations	(9,994)	(9,701)
Net liability	(2,708)	(3,389)
Amount in the balance sheet		
Liabilities	(2,708)	(3,389)
Assets	-	-
Net liability	(2,708)	(3,389)

Notes to the Financial Statements *continued*

for the year ended 31 December 2013

10 Pension contributions *continued*

Recognition in the consolidated statement of Financial Activities (SoFA)

	31 Dec 2013	31 Dec 2012
	£'000	£'000
Current service cost	132	123
Interest cost	419	404
Expected return on scheme assets	(354)	(325)
Losses on curtailments and settlements	-	-
Past service cost	-	-
Total	197	202
Actual return on scheme assets	884	558

Recognition of defined benefit obligation

	31 Dec 2013	31 Dec 2012
	£'000	£'000
Opening defined benefit obligation	9,701	8,607
Service cost	132	123
Interest cost	419	404
Contribution by scheme participants	31	32
Actuarial losses	93	728
Losses on curtailments and settlements	-	-
Past service costs	-	-
Estimated benefits paid	(382)	(193)
Closing defined benefit obligation	9,994	9,701

Recognition of fair value of employer assets

	31 Dec 2013	31 Dec 2012
	£'000	£'000
Opening fair value of scheme assets	6,312	5,653
Expected return on scheme assets	354	325
Contribution by scheme participants	31	32
Contribution by employer	265	263
Actuarial gains (losses)	706	232
Estimated benefits paid	(382)	(193)
Closing fair value of scheme assets	7,286	6,312

10 Pension contributions *continued*

Amounts for the current and previous accounting periods

	Year to 31 Dec 2013	Year to 31 Dec 2012	Year to 31 Dec 2011	Year to 31 Dec 2010	Year to 31 Dec 2009
	£'000	£'000	£'000	£'000	£'000
Fair value of employer assets	7,286	6,312	5,653	5,649	5,236
Present value of defined benefit obligation	(9,994)	(9,701)	(8,607)	(8,021)	(9,352)
Deficit	(2,708)	(3,389)	(2,954)	(2,372)	(4,116)
Experience gains/(losses) on assets	707	232	(524)	(42)	484
Experience gains/(losses) on liabilities	405	-	-	883	-

Amounts recognised in statement of total recognised gains and losses in the SoFA

	Year to 31 Dec 2013	Year to 31 Dec 2012	Year to 31 Dec 2011	Year to 31 Dec 2010	Year to 31 Dec 2009
	£'000	£'000	£'000	£'000	£'000
Actuarial (losses)/gains	613	(496)	(725)	1,157	(2,265)
Cumulative actuarial losses	(2,513)	(3,126)	(2,630)	(1,905)	(3,062)

Sensitivity analysis

	£'000	£'000	£'000
Adjustment to discount rate	+0.1%	0.0%	-0.1%
Present value of total obligation	9,828	9,994	10,163
Projected service cost	118	120	122
Adjustment to pension increase	+0.1%	0.0%	-0.1%
Present value of total obligation	10,117	9,994	9,872
Projected service cost	122	120	119
Adjustment to long term salary increase	+0.1%	0.0%	-0.1%
Present value of total obligation	10,005	9,994	9,983
Projected service cost	121	120	120
Adjustment to RPI assumption	+0.1%	0.0%	-0.1%
Present value of total obligation	10,129	9,994	9,861
Projected service cost	122	120	118
Adjustment to mortality age rating assumption	+1 year	None	-1 year
Present value of total obligation	9,684	9,994	10,304
Projected service cost	117	120	124

Analysis of projected amount to be charged to operating profit for the year to 31 December 2014

	31 Dec 2014
	£'000
Service cost	120
Interest cost	452
Return on assets	(468)
Total	104

Employer's contributions for the year ended 31 December 2014 will be approximately £265,000.

The Aegon UK Plc scheme is a **money purchase scheme**. The CIEH's contributions are 11 per cent. The CIEH offers employees an additional 0.3 per cent contribution to cover waivers of premium insurance. The CIEH also contributes 11 per cent to employees' personal pension schemes.

No employees or directors of the CIEH or CIEH Limited and its subsidiary undertakings are involved in the control or administration of any of the above funds.

Notes to the Financial Statements *continued*

for the year ended 31 December 2013

11 Tangible fixed assets

	CIEH				
Cost or Valuation	Freehold property £'000	Long leasehold property £'000	Equipment & IT £'000	Assets under construction £'000	Total assets £'000
At 1 January 2013	7,860	-	710	-	8,570
Transfer	(7,860)	7,860	-	-	-
Additions	-	258	91	7	356
Disposals	-	-	(211)	-	(211)
At 31 December 2013	-	8,118	590	7	8,715
Depreciation					
At 1 January 2013	492	-	587	-	1,079
Charge for the year	113	10	64	-	187
Transfer	(605)	605	-	-	-
Disposals	-	-	(211)	-	(211)
At 31 December 2013	-	615	440	-	1,055
Net Book Value					
At 31 December 2013	-	7,503	150	7	7,660
At 31 December 2012	7,368	-	123	-	7,491

11 Tangible fixed assets *continued*

	Group				
Cost or Valuation	Freehold property £'000	Long leasehold property £'000	Equipment & IT £'000	Assets under construction £'000	Total assets £'000
At 1 January 2013	7,860	-	2,250	-	10,110
Transfer	(7,860)	7,860	-	-	-
Additions	-	258	215	10	483
Exchange	-	-	-	-	-
Disposals	-	-	(241)	-	(241)
At 31 December 2013	-	8,118	2,224	10	10,352
Depreciation					
At 1 January 2013	492	-	1,686	-	2,178
Charge for the year	113	10	320	-	443
Transfer	(605)	605	-	-	-
Exchange	-	-	(1)	-	(1)
Disposals	-	-	(241)	-	(241)
At 31 December 2013	-	615	1,764	-	2,379
Net Book Value					
At 31 December 2013	-	7,503	460	10	7,973
At 31 December 2012	7,368	-	564	-	7,932

Long leasehold property relates to the charity's property, Chadwick Court, held under finance lease from 20 December 2013.

The property, Chadwick Court, was valued at 31 December 2008

by Edward Symmons & Partners, consultant surveyors, at an open market valuation of £7.86m. The historical net book value of these premises is £1.99m. On 20 December 2013 the property was used to raise capital by way of a finance lease.

12 Intangible fixed assets

	Goodwill	
Cost	£'000	
At 1 January 2013	302	The goodwill arose on the acquisition of part of the business of Professional Testing Inc. by Environmental Health Testing LLC, a subsidiary company incorporated in Florida, USA.
Exchange rate adjustment	(6)	
At 31 December 2013	296	
Amortisation		
At 1 January 2013	302	
Charge for the year	-	
Exchange rate adjustment	(6)	
At 31 December 2013	296	
Net Book Value at 31 December 2013	-	
Net Book Value at 31 December 2012	-	

Notes to the Financial Statements *continued*

for the year ended 31 December 2013

13 Investments

13.1 Listed investments

The CIEH holds no listed investments.

13.2 Subsidiary undertakings

(i) CIEH Limited

The CIEH holds the entire equity interest in CIEH Limited, a company incorporated in the United Kingdom. The equity interest was donated to the CIEH. The company is currently engaged in the delivery of the charity's primary purpose objectives.

(ii) Details of CIEH Limited's USA subsidiaries and financial interests

Name	Holding	Principal activity
Chadwick Holdings Inc.	100%	Holding company
Chadwick Group (Florida) Inc.*	100%	Holding company
Environmental Health Testing LLC*	75%	Exam board
The National Registry of Food Professionals Inc.*	75%	Dormant
Environmental CHGL Management Partners*	60%	Management

* denotes a sub-subsidiary of CIEH Limited.

14 Interest payable

	Group		CIEH	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
On mortgage loan and bank loan repayable by instalments within five years	2	11	2	11
Finance lease	18	-	18	-
Total interest payable	<u>20</u>	<u>11</u>	<u>20</u>	<u>11</u>

15 Analysis of the group's net assets

	General funds £'000	Revaluation reserve £'000	Pension fund £'000	Minority interest £'000	Total funds £'000
Tangible fixed assets	3,767	4,206	-	-	7,973
Current assets	14,867	-	-	58	14,925
Current liabilities	(4,241)	-	-	-	(4,241)
Long term liabilities	(9,639)	-	-	-	(9,639)
Pension scheme deficit	-	-	(2,708)	-	(2,708)
Total net assets	<u>4,754</u>	<u>4,206</u>	<u>(2,708)</u>	<u>58</u>	<u>6,310</u>

16 Debtors

	Group		CIEH	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Amounts falling due within one year:				
Trade debtors	1,220	1,160	33	108
Amounts owed by subsidiary undertakings	-	-	1,047	1,320
Other debtors	82	77	37	34
Loan to RH Environmental	1	20	1	20
Deferred tax asset	14	-	-	-
Prepayments and accrued income	282	173	203	90
	<u>1,599</u>	<u>1,430</u>	<u>1,321</u>	<u>1,572</u>

In January 2009 a loan of £100k was made by the CIEH to RH Environmental to assist in its provision of environmental health-related services. The loan is repayable over five years and interest is charged at LIBOR +2%. The loan has been settled in full. The outstanding amount relates to accrued interest receivable.

17 Creditors

	Group		CIEH	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
(i) Amounts falling due within one year				
Mortgage loan (secured)	-	49	-	49
Obligation under finance lease	345	-	345	-
Instalments due on loans	8	6	-	-
Trade creditors	438	344	216	108
Amounts owed to subsidiary	-	-	874	1,144
Taxes and social security	2,265	295	1,957	38
Accruals and deferred income	1,185	1,159	653	619
	<u>4,241</u>	<u>1,853</u>	<u>4,045</u>	<u>1,958</u>
(ii) Amounts falling due after more than one year				
Loans and obligations under finance lease				
Finance lease	9,632	-	9,632	-
Other loans	7	9	-	-
	<u>9,639</u>	<u>9</u>	<u>9,632</u>	<u>-</u>
Loan and obligations under finance lease are payable as follows:				
Between one and two years	345	-	345	-
Between two and five years	1,042	9	1,035	-
In more than five years	8,252	-	8,252	-
	<u>9,639</u>	<u>9</u>	<u>9,632</u>	<u>-</u>

Mortgage loan The final quarterly instalment at a fixed rate of interest of 10.34 per cent for the outstanding mortgage secured by a fixed charge over the premises at Chadwick Court was settled in 2013.

Finance lease The charity's property, Chadwick Court, is held under a finance lease from 20 December 2013. This is a 150 year lease.

Notes to the Financial Statements *continued*

for the year ended 31 December 2013

18 Projects

The CIEH administers projects and funds on behalf of other entities as custodian trustee. Funds for each project are held in separately identifiable accounts and income and expenditure is not included in the Statement of Financial Activities of the CIEH. The balances on the projects and the funds held at 31 December 2013 are as follows:

	2013	2012
	£'000	£'000
WHO Fund	2	2
FLEP	6	6
Emergency & Relief Fund	4	4
Bonnefoy Fund	21	21
Commonwealth Scholarship	8	9

19 Reconciliation of movement in total funds

	At 1 Jan 2013	Incoming resources	Resources expended	Tax/ minority interest	Transfers	Gains/ (losses)	At 31 Dec 2013
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General funds	5,364	11,489	(12,237)	54	93	(9)	4,754
Pension fund	(3,389)	-	68	-	-	613	(2,708)
Total unrestricted funds	1,975	11,489	(12,169)	54	93	604	2,046
Revaluation reserve (i)	4,299	-	-	-	(93)	-	4,206
Total CIEH Group funds	6,274	11,489	(12,169)	54	-	604	6,252
Minority interest (ii)	103	-	(48)	6	-	(3)	58
Total funds	6,377	11,489	(12,217)	60	-	601	6,310

- i) The property, Chadwick Court, is revalued at the most every five years. The surplus valuation over the cost of the building, excluding the land value and after taking account of depreciation charged to date, is transferred to the revaluation reserve.
- ii) The minority interest relates to CIEH Limited's subsidiary in the USA.

20 Cash flow resulting from operations

Reconciliation of surplus for the financial year to net cash inflow from operations	Group	
	2013 £'000	2012 £'000
(Loss) for the financial year	(68)	(849)
Adjustments to exclude		
Investment income	(10)	(18)
Interest paid	20	11
Amortisation	-	26
Unrealised (gains)/losses	(613)	496
Depreciation	443	444
Exchange (gain)/loss	(1)	3
Decrease in stock	31	13
(Increase)/decrease in debtors	(187)	310
(Decrease) in pension scheme	(68)	(61)
Increase/(decrease) in creditors	<u>2,089</u>	<u>(285)</u>
Net cash flow resulting from operations	<u>1,636</u>	<u>90</u>

21 Analysis of net debt

	Group		
	1 Jan 2013 £'000	Cash flow £'000	31 Dec 2013 £'000
Cash at bank and in hand	2,013	11,090	13,103
Debt due within one year:			
Mortgage loan	(49)	49	-
Finance lease	-	(345)	(345)
Other loans	(6)	(2)	(8)
Debt due after more than one year:			
Finance lease	-	(9,632)	(9,632)
Other loans	(9)	2	(7)
	<u>1,949</u>	<u>1,162</u>	<u>3,111</u>

Notes to the Financial Statements *continued*

for the year ended 31 December 2013

22 Reconciliation of net cash flow to movement in net debt

	2013		2012	
	£'000	£'000	£'000	£'000
Increase/(decrease) in cash in the year	11,090		(116)	
Cash to repay mortgage and bank loan	(9,928)		<u>97</u>	
Movement in net debt in the year		1,162		<u>(19)</u>
Net debt at 1 January		1,949		<u>1,968</u>
Net debt at 31 December		3,111		<u>1,949</u>

23 Indemnity insurance

The Board of Trustees has effected an indemnity insurance policy to protect the CIEH and its subsidiary undertakings from loss arising from the neglect or defaults of its Trustees, directors or employees and to indemnify them against loss arising from any claim against them jointly or severally by reason of any wrongful act in their capacity as Trustees, directors or officers. The premium on the insurance policy was £2,756 (2012: £2,756).

24 Capital commitments

At 31 December 2013 group capital commitments of £0 had been authorised and contracted for (2012: £0 authorised but not contracted for).

25 Related party transactions

During the year the CIEH received gift aid payments of £1,047,407 (2012: £1,319,510) from CIEH Limited, £40,000 (2012: £60,000) from The Environmental Health Registration Board, a company connected with the CIEH.

As part of the provision of its training courses CIEH Limited commissions books, researches new courses and arranges for examination papers to be marked and moderated. Some of this work is undertaken for payment by persons who are members of the CIEH.

During 2013 one member of the Board of Trustees provided services to the values detailed below, for work on behalf of CIEH Limited.

Mr T Deveaux	£5,110	(2012: £9,914)	- Royalty/marketing
Mr T Everett	£0	(2012: £6,750)	- Consultancy

Payments to Mr T Deveaux for royalty fees above include a liability (payable balance) of £2,479 for the period covering six months to December 2013.

CIEH Trustees

President: Janet Russell OBE CFCIEH

Chairman of Board of Trustees: Andrew Statham MBA DMS CFCIEH MIMgt

Deputy Chairman of Board of Trustees: Tim Deveaux LLB (Hons) CFCIEH

The Trustees who served during the year and continue to serve are listed below.

Steve Cooper

Roy Coulter

Tim Deveaux *Deputy Chair*

Mark Elliot

Tim Everett

Alan Higgins

Steve Miller

Janet Russell

Andrew Statham *Chair*

Bob Young

CIEH Executive Management Team

Graham Jukes OBE *Chief Executive*

Charles Angus *Executive Director of Corporate Services*

Catherine Horsfield *Executive Director of Stakeholder Engagement*

Frank Post *Executive Director of Commercial Services*

Standing boards/committees for 2013

Qualifications Standards Committee*

Tessa Blewchamp	John Fuller	Laura Pritchard
Steve Cooper	Kevin Newman	Alan Whitfield
Adele Faulkner	Douglas Ralph	

Professional Standards and Policy Committee*

Sarah Appleby	Adam Choonara	Simon Griffiths
Peter Archer (C)	Steve Cooper	Rose Lee
Mike Bailey	Kendal Davies	Kathryn Preece
John Bryson	Rachel Flowers	

Risk and Audit Committee*

Bob Foster	Roger Wastnedge	Patrick Mackie
James Howe	David Purchon (C)	

Assembly of Representatives*

Peter Archer	John Bryson	Emma Baker	Veronica Lee-Thompson	David Purchon
Bill Arnold	Steve Cooper	Julian Halls	Patrick Mackie	Hayley Robinson-Mitchell
Mike Bailey	Tom Crossan	Jonathan Hayes	Steve Miller	Andrew Statham
Tessa Blewchamp	Kendal Davies	Alan Higgins	Les Milne	Claire Turbutt
Roger Braithwaite	Tim Deveaux	Sarah Johns	Keith Moles	Martin Walker
Peter Brown	Mark Elliott	Rose Lee (C)	Michael Parkes	Kelvin Woodward

CIEH Limited Board**

Charles Angus	David Edwards	Frank Post
Nick Blong	Cath Horsfield	Geoff Ward (C)
Roy Coulter	Graham Jukes OBE	

*The President and Chair of the Board of Trustees are ex officio members to all committees and observers to the CIEH Limited Board

Vice Presidents

Professor Graham Ashworth CBE	Professor Tim Lang
Rt Hon Sir Kevin Barron MP	Morris McAllister
Dr June Crown CBE	Derek Osborne CBE
Baroness Sally Hamwee	John Spence
Brian Hanna CBE	Joan Walley MP

Bankers

HSBC Bank Plc, 60 Queen Victoria Street, London EC4N 4TR

Auditors

BDO LLP, 55 Baker Street, London W1U 7EU

Solicitors

Taylor Walton LLP, 28-44 Alma Street, Luton, Bedfordshire LU1 2PL

Investment Managers

Schroder & Co. Limited, 12 Moorgate, London EC2R 6DA



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