

# Minutes

## Annual General Meeting

27 June 2025

Hybrid – In person at 15 Hatfields and by Zoom

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### 1 **Welcome**

Judith Hedgley welcomed members to the meeting and thanked them for attending; she introduced members of the Board who were present. She went on to introduce Fran McCloskey (Chief Executive) and members of the CIEH executive team.

She outlined how voting online would operate, those members who were entitled to vote, that the results of votes would be made available in due course and communicated to each member.

Judith explained that the online chat facility would be monitored in order that questions raised there could be addressed in the meeting. Equally, questions from those in the room were welcomed.

As many questions as could be answered in the meeting would be, with others followed up after the meeting if it were not possible to answer all during the AGM.

Zena Lynch (Chair of the Membership, Learning, Policy and the Professional Advisory Group) was not able to join the meeting; in her absence, Jon Buttolph (Executive Director of Professional Standards) would cover that item of business.

Members would be shown a film, drawing attention to some of the achievements of the profession and of CIEH over the past twelve months.

### 2 **Minutes of previous AGM**

Judith invited questions in respect of the AGM's minutes.

There being none, she invited the meeting to note the minutes of the general meeting held on 28 June 2024.

The resolution to note was put to a vote.

*Post meeting note – this resolution was carried.*

### 3 **Chair's update**

Judith explained that her update would be brief to allow the meeting to address the substantive items of business on the agenda.

She reminded members that this was the third AGM since she had been elected by the Board as CIEH's Chair. She emphasised that she and the Board welcomed engagement of members in CIEH's activities and that feedback from the recent survey of members (that they wanted CIEH to have more influence and to be more engaged with them) was both well understood and was reflected in CIEH's strategy.

The emphasis of the strategy was to improve CIEH's voice and visibility, to support the profession and members, to develop the organisation and its culture and to set CIEH up for effective delivery. As a first step in the latter work, she was pleased to confirm that Fran McCloskey had been appointed as Chief Executive on a permanent basis.

Financial stability remained a vital priority and the newly-formed Finance Committee would have a key role, both in supporting and challenging the Executive team in this. The review of CIEH's property would continue but was a longer-term project which was likely to take between 12 and 18 months to come to fruition.

Judith wanted to put on record how grateful CIEH was for the substantial legacy left in the will of Anthony Babbage. Careful consideration was being given to its use, to achieve the greatest impact.

She reported that a positive working relationship was being developed with REHIS and that engagement was continuing with the aim of building co-operation, where that was to the benefit of both organisations.

She expressed the hope that the Board and wider organisation were demonstrating an appropriate degree of openness and transparency across both decision-making and operations. This included the work on professional titles where a membership survey was planned.

Judith expressed thanks to all staff for their hard work, in particular those managing today's meeting. In addition, she thanked those who occupied a range of volunteer roles, her fellow trustees and the members of EMT.

## **Update from the Chair of the Membership, Learning and Profession Advisory Group (MLPAG)**

Judith introduced Jon Buttolph who was deputising for Zena Lynch.

Jon explained the current work of the Group in respect of the Professional Standards Framework review that was underway. Very helpful discussions had already been undertaken with a range of stakeholders, across England, Northern Ireland and Wales but the Group was keen to hear from members directly too. He encouraged members to complete the online questionnaire or attend one of the open online events which were taking place.

Alongside this work, there was an emphasis on the need to develop diverse pathways into the profession, as well as a commitment further to develop apprenticeships, particularly in food and housing. Kunbi Lawal from University of the West of England had undertaken a dissertation of the challenges for EH graduates seeking employment, which had led to the development of a planned event to bring together graduates seeking work and employers who were challenged in filling vacancies.

After some years of discussion, a Memorandum of Understanding had been signed with Environmental Health Australia. This would greatly simplify matters for EHPs from England, Northern Ireland and Wales who wished to work in Australia and vice versa. It was hoped that this agreement would act as a template for similar arrangements in other jurisdictions.

Jon explained that an important priority remained the promotion of EH as a career choice, A range of new campaign materials had been developed, working with young people. A new suite of resources was in place and members were encouraged to contact CIEH for access to these if they were attending careers fairs, undertaking school visits or similar. Thanks were expressed to those members, for the work that they were doing.

Zena had developed a case study on skills for EHPs, presented to the World Health Organisations forum on Governance and Capacities for Environmental Health. This was accepted and led to a productive meeting with WHO executive officers.

On Zena's behalf, Jon announced that the Environmental Health Research Award for the best MSc dissertation would now be complemented by an award for the best BSc dissertation. He thanked Tim Everett for sponsoring each of these.

He also thanked members and volunteers who are involved in registration, mentoring, assessment activities and in creating opportunities for students. He passed on Zena's thanks to the team at CIEH that supports the Group and to those who sit on the Group for their valuable insight and guidance.

## 5 **Update from the President**

Mark Elliott thanked all of those who had volunteered for CIEH in the past year, the EMT and the staff team as well as those who had served on committees and the Advisory Group.

He particularly wanted to mark the contribution made to the profession by those who had reached 50 years of membership in the past year.

They were:

Roger Braithwaite  
Roy Bridgen  
David Dier  
Philip Doidge  
Martin Easton  
Timothy Farmer  
James Goldspink  
Russ Green  
Paul Jackson  
Peter Jackson  
Peter Johnson  
Roderick Jones  
David Krieger  
Richard Lewis  
Alan Longford  
Stephen Ridge  
H John Robinson  
Robert Robinson  
Glyn Thomson  
Nigel Tranmer  
Paul Unsworth  
Nigel Ward

For his part, he had attended 82 events of the past 12 months, across a range of settings. These had served to remind him of many of the complexities and challenges of the EH profession, some of which were caused by its work being less visible. He reflected that global issues were having a real impact on the work of the profession and that it should not take an apolitical approach, given the importance of addressing inequality.

He noted that work was continuing to encourage the formation of an All-Party Parliamentary Group on EH and he welcomed the support of CIEH members in emphasising the importance of such a group and in encouraging participation.

Judith invited any questions from members.

A member explained that they had found difficulty in completing their portfolio and that they had found making connections in public health particularly challenging.

Another member explained that they were a member of the advisory group on food and that, through their work with CIEH, they had reflected that the progress that the organisation was making was both strong and welcome.

A member commended a renewed focus on research and encouraged anyone who was looking to develop a thesis to get in touch if they could offer assistance.

A member reflected on the importance of CIEH setting out its approach to registration as other things would flow from that. Jon explained that that was a continuing focus, alongside the important work around the sustainability of the profession and issues relating to education.

A member opined on the need to ensure that differing routes to qualification had an appropriate degree of alignment, as the end point for them should remain constant. Jon explained what was being done to ensure that and Fran added the importance of a focus on workforce issues, that were addressed in CIEH's strategy. The plan was to secure additional resource to lead this vital work.

She went on to explain that this had been supported by growing CIEH's work on policy including the appointment of a Head of Policy and Public Affairs and a Head of Environmental Health.

## **6 Report of the Board of Trustees on actions from previous general meeting**

Judith reminded members that the motion passed at the 2024 AGM, in relation to retention of charitable status, had required no action to be taken.

Actions in respect of motions passed at previous meetings was reflected in the presentations made at this meeting.

## **7 Fellowships awarded in 2024**

The meeting noted that the following members had been awarded fellowship in 2024:

Adele Masztalerz  
Andrew (Stewart) Petrie  
Dave Walton  
Juliet Sparkes  
Robert Walker  
Russell (David) Pugh

Judith offered each of them congratulations on behalf of the Board and all members.

## 8 Annual report and financial statements

Fran commented that the 2024 results reflected an organisation that had had years of financial challenge. The year marked the start of a process of improvement that would take a number of years.

If 2024 had been a year in which to strengthen the foundations on which CIEH was built, then 2025 should be the year in which members and other stakeholders began to see increasing impact. She encouraged members to play their part in this by participating in surveys of members and reading the updated strategy, which was available on CIEH's website.

There had, also, been an increased focus on media relations and she expressed thanks to those who had supported this engagement which was giving CIEH an improved presence.

Anna Westacott (Interim Executive Director of Finance and Corporate Services) explained CIEH's 2024 financial performance to the meeting.

She noted that the annual report and accounts were included in the papers for the meeting; she would describe some of the headlines, before seeking questions.

This had been the second consecutive year of a net income result, following 15 years of deficit. She noted, again, the legacy (£1.112m) that had been received in year. Whilst this was unrestricted it was being treated as 'designated' in CIEH's account and a process was in place to review expenditure requests.

Overall, there had been a positive net movement in funds, also reflecting a gain on CIEH's property asset and an improvement in performance of its investments. As a result of this, CIEH reserves policy was now 94% funded (2023: 83%)

She noted that the external auditor (Crowe UK) provided an unqualified opinion in respect of CIEH's accounts.

In response to questions:

- Anna explained that there would be a full business case process in relation to spend from the kind legacy. Cases would be considered by the Finance Committee before being taken to Board for approval. Judith added that it was intended to set some broad parameters for such cases.
- Fran explained that it was understood that some members wished for there to be a return to more locally-based engagement. It was in the plan for the coming year to undertake some trials to test appetite for this.

- A member commented that they were heartened to see younger members more engaged with CIEH, including at the AGM. They welcomed the turnaround being achieved in finance and engagement and praised the efforts of the CEO, Board, Chair and President in that regard.

Fran invited the meeting to receive the Annual Report and Financial Statements for 2024.

The resolution to approve was put to a vote.

*Post meeting note – this resolution was carried.*

## 9 **Election of auditors**

Judith invited the meeting to reappoint Crowe UK as auditor and to authorise the trustees to fix its remuneration.

The resolution to approve was put to a vote.

*Post meeting note – this resolution was carried.*

## 10 **Special business**

### **Motion 1**

Sterling Crew explained the context to Motion 1, which proposed that the Board be permitted to propose the format for future AGMs.

A motion passed by a previous Special Meeting determined that all AGMs and Special Meetings would be held “on a hybrid basis (allowing both remote and personal attendance)” in perpetuity.

The Board recognised the importance of the AGM as a forum for member engagement and feels that the quality of this engagement has improved in recent years.

However, the Board is also conscious that holding hybrid AGM events has been very costly, whilst in-person attendance at these events has been relatively low. The Board is seeking to improve engagement and attendance online and in-person, but would like the flexibility to be able to consider how the events are delivered to maximise engagement and attendance whilst ensuring value for money. The Board will always seek to ratify any proposal for a future AGM at an AGM. Whatever the outcome of the vote on this motion, members will continue to vote at each AGM to determine the format of the meeting in the next year.

A member emphasised the importance of true engagement by the Board and of permitting debate at the AGM.

Another member opined that, in the past, rail fares were cheaper and that there may be benefit in rotating the location of the AGM.

Kevin Shawcross spoke to second the motion. The Board's view was that the AGM should be hybrid by default and that the motion sought to build engagement by giving the Board some flexibility into what it recommended to the Board.

The motion was put to a vote.

*Post meeting note – this motion was carried.*

## 11 **2026 AGM**

The meeting was invited to confirm the date of the next annual meeting as Thursday 25 June 2026, to be held online and at 15 Hatfields.

The motion to approve was put to a vote.

*Post meeting note – this resolution was carried.*

Judith thanked everyone for attending, both in person and online and thanked the team at CIEH for putting the AGM together and managing the event so professionally. Outcomes of the votes would be sent to attendees by e-mail.

She welcomed the views and comments of members, not only at the AGM but whenever they arose.

Judith closed the meeting.