

The Royal
Environmental
Health Institute
of Scotland



STRATEGIC PLAN

**1 APRIL 2023
to
31 MARCH 2026**

*The Royal Environmental Health Institute of Scotland is a
registered Scottish Charity, No SC009406*

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FOREWORD

I am delighted to share with you our new strategic plan setting out the Institute's aims and objectives for the next three years.

The strategic plan is the result of feedback from Members and consultation with the Council. It sets out our key priorities which we aim to achieve over the coming three-year period. The way in which we will do this is detailed in our Annual Development Plan.

A membership survey, which was conducted in late 2022, highlighted areas that are important to the Members. This includes:

- I. attracting and retaining more people into the Environmental Health profession
- II. investigating alternate and innovative ways of entering the profession.
- III. improving engagement with Members and more clarity on what the Institute does.

Our Training Centres continue to support employers, employees, members of the public and students in schools being healthier and safer in the environment through supported learning and training.

- IV. they fed back that they appreciate the support the Institute gives them.
- V. and would like to see more advancement in digital resources.

I would like to thank our Members, our Training Centres, our elected Council, the staff, and all stakeholders for their contribution in helping us identify the key direction for the Institute.



Evonne Bauer
President of the Institute

INTRODUCTION

The Royal Environmental Health Institute of Scotland, referred to as REHIS, was established in 1983 following the merger of the Royal Sanitary Association of Scotland (founded 1875) and the Scottish Institute of Environmental Health (founded 1973). The Institute was incorporated by Royal Charter in 2001. The Institute is a registered Scottish charity no. SC009406.

The Institute awards the qualification which allows a person to practice as an Environmental Health Officer (EHO) in Scotland. Under the Royal Charter and scheme of continuing professional development (CPD) it awards Chartered Environmental Health Officer (Ch.EHO MREHIS or Ch.EHO FREHIS) status to eligible members.

The Institute is also a long-established awarding body in Scotland for a variety of REHIS Community Training qualifications, many of which have been independently credit rated on the Scottish Credit and Qualifications Framework (SCQF). The Institute operates a network of Approved Training Centres throughout Scotland to deliver these qualifications.

Membership of the Institute is open to all persons with an interest in Environmental Health in its widest sense. The affairs of the Institute are managed by a Council, elected annually by members.

OUR VISION, MISSION, AND VALUES

OUR VISION

To see a Scotland where health and wellbeing of communities thrive, supported by the availability of education, training, and qualifications in Environmental Health, and a sufficient, sustainable, suitably qualified, Environmental Health workforce.

OUR MISSION

We aim to achieve this vision through promoting the advancement of Environmental Health for the benefit of all sectors of the community. We work to the three main objects of our Royal Charter:

- *Stimulating general interest in and disseminating knowledge concerning environmental health;*
- *Promoting education and training in matters relating to environmental health;*
- *Maintaining, by examination or otherwise, high standards of professional practice and conduct on the part of environmental health officers in Scotland*

OUR VALUES

We operate with professionalism, respect, and integrity with ethical and transparent governance. We collaborate with partner organisations to address challenges and achieve common goals. We aim to be innovative, resourceful, and responsive to change, operating in a sustainable manner. We recognise the diversity of people and communities and will not discriminate.

KEY ACHIEVEMENTS from the past three years

- ✓ Developed and launched the new REHIS website
- ✓ Maintained a financially stable Institute through particularly challenging times
- ✓ Communicated with our stakeholders via the Journal and monthly e-newsletters
- ✓ Implemented hybrid and online meetings and events
- ✓ Held the first ever hybrid Annual General Meeting for our members
- ✓ Accredited the new BSc (Hons) in Environmental Health with Professional Practice undergraduate programme at the University of West of Scotland
- ✓ Developed and launched the new Higher Certificate in Food Practice
- ✓ Established a pathway to assess prior learning and experience to work towards the Higher Certificate in Food Practice
- ✓ Developed an alternative route for qualified, experienced professionals to become an EHO in Scotland where completion of the undergraduate programme is not possible
- ✓ Introduced a list of Chartered EHOs prepared to carry out private work to share when requested
- ✓ Achieved a positive SQA Accreditation Audit
- ✓ Evaluated 508 CPD submissions for members
- ✓ Delivered 37 professional courses and centre events
- ✓ Updated the Scheme of Professional Practice
- ✓ Awarded 15 new EHOs the REHIS Diploma in Environmental Health
- ✓ Awarded 7 Scottish Food Safety Officers' Registration Board (SFSORB) Higher Certificates
- ✓ Awarded 87,881 candidates with REHIS Community Training qualifications
- ✓ Supported over 200 secondary schools to deliver REHIS qualifications
- ✓ Developed a "Pathway to Qualification" for those wishing to become a REHIS Food and Health Presenter
- ✓ Launched the REHIS Licensing courses offering the SCPLH and SCPLHR qualifications

ORGANISATIONAL STRUCTURE

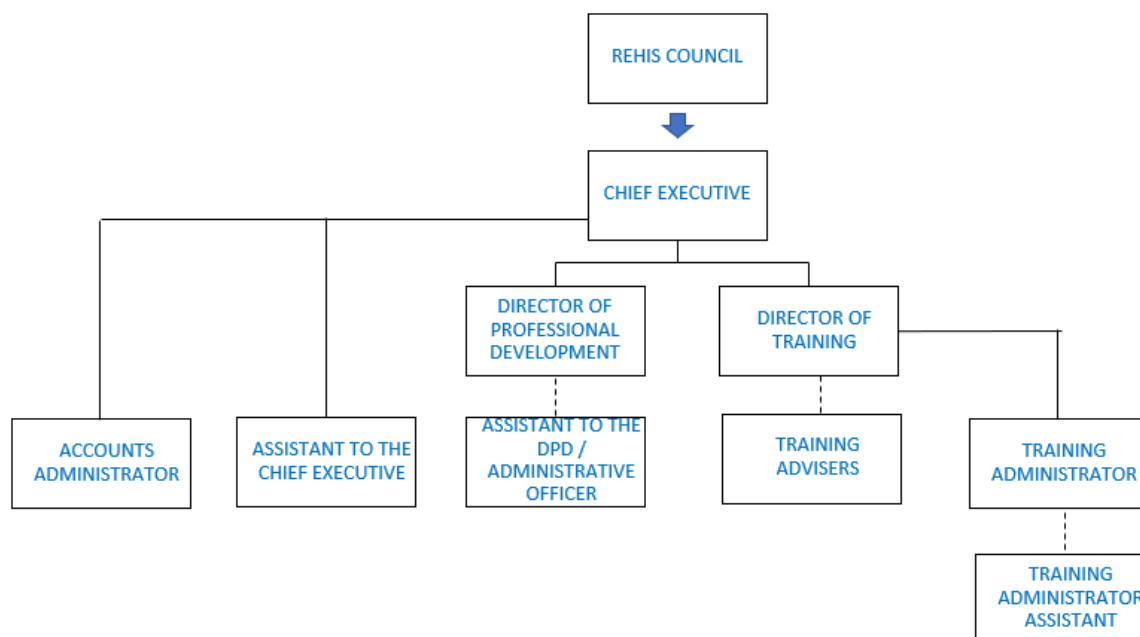
The organisation is governed by the Royal Charter and associated Bye Laws of the Charter. These describe the running of the Institute including the composition and organisation of the elected Council, the organisation and running of the AGM and the administration of Institute Committees.

As a registered Scottish charity, the Institute is regulated by the Office of the Charity Regulator (OSCR). The Council, who are all charity trustees, governs the work of the Institute and meets four times per year. The composition of the Council is as follows:

President)	
Senior Vice-President)	each elected for one year
Junior Vice-President)	
2 immediate Past-Presidents		
Northern Centre Chairperson and Secretary		
Southern Centre Chairperson and Secretary		
3 EHO (North) Members)	
9 EHO (South) Members)	each elected for three years
6 Others (non EHO) Members)	

There are 11 staff members employed by the Institute headed up by the Chief Executive who reports directly to the REHIS Council and President.

REHIS Staffing structure, as at 23 March 2023:



COUNCIL AND COMMITTEES

In addition to the four Council meetings each year, Council members sit on at least one Committee and may have additional appointed roles in which they represent the Institute.

Management Committee

- General financial matters
- Public and media relations
- Premises and equipment
- Annual Forum
- Staffing

Examinations and Professional Standards Committee

- Matters regarding university degree courses leading to entry to the Scheme of Professional Practice
- All matters relating to the Scheme of Professional Practice
- Professional examinations
- CPD Scheme monitoring
- Disciplinary Procedures and Code of Professional Conduct compliance

Membership, Education and Training Committee

- Northern and Southern Centres
- Matters regarding Community Training
- Professional courses
- CPD training provision
- Promotional campaigns for membership of the Institute

Environmental Health Promotion Committee

- Matters regarding environmental health of a technical nature, with the exception of education, training and professional practice
- Responses to consultations and other similar exercises from Government Departments, and other bodies
- Matters regarding the establishment and organisation of Technical Working Groups
- All Institute publications apart from documents concerning the AGM and the Community Training/Scheme of Professional Practice documents
- Promotional campaigns

Scottish Food Safety Officers' Registration Board (SFSORB)

- To determine the standard to be attained by persons applying for the award of qualifications in food law enforcement.

TECHNICAL WORKING GROUPS

The Institute has well established Technical Working Groups, which focus on work in specific subject areas in the field of Environmental Health.

The Chair of each Group is a Member of the Institute and work of that Group is determined by the Terms of Reference and the membership of the Group.

Health and Safety Co-ordinating Group (HASCOG)

HASCOG meets at least four times per year and seeks to share best practice and communicate legislation and guidance change and updates to colleagues working in the field of occupational health and safety enforcement across Scotland. The group membership comprises, as a minimum, representatives from Local Authority health and safety liaison groups across Scotland and the Health and Safety Executive (HSE).

Scottish Pollution Control Co-ordinating Committee (SPCCC)

SPCCC meets at least four times per year and seeks to share best practice and communicate legislation and guidance change and updates to colleagues working in the field of pollution control, including air quality, noise and contaminated land across Scotland. The group membership comprises, as a minimum, representatives from Local Authority pollution liaison groups across Scotland, Scottish Government, Scottish Environment Protection Agency (SEPA) and Environmental Protection Scotland (EPS).

Public Health and Housing Working Group (PHHWG)

The PHHWG meets at least four times per year and seeks to share best practice and communicate legislation and guidance change and updates to colleagues working in the fields of environmental public health and housing, including all non-food environmental health subject areas not covered by HASCOG or SPCCC. The group membership comprises, as a minimum, representatives from all 32 Local Authority environmental health services in Scotland.

Food Law

In Scotland, in the subject area of food, the Scottish Food Enforcement Liaison Committee (SFELC) provides a forum for the discussion of relevant topics, sharing of best practice and guidance and may initiate surveys or projects or co-ordinate specific investigations. This group is administered by Food Standards Scotland and membership includes REHIS, Food Standards Scotland, Local Authority staff, consumer groups, and food industry representatives.

COMMUNITY TRAINING

The Institute is an awarding body for a wide range of courses and qualifications which are aimed at the general public as well as industry. The courses leading to these qualifications are presented by suitably qualified registered presenters through a network of over 700 REHIS Approved Training Centres throughout Scotland as well as a number abroad.

REHIS qualifications, are recognised not just in Scotland but nationally and internationally. Many of the courses have been independently credit rated on the Scottish Credit and Qualifications Framework (SCQF).

The acquired skills help students to work safely in their workplaces but also provide life skills and, for many, first positive learning experiences which will be essential as the economy adapts to the pandemic recovery.

The Institute now has 28 standard qualifications available for delivery by Approved Training Centres. The qualifications are split into the following suites:

- Food Hygiene
- Health and Safety
- HACCP
- Control of Infection
- First Aid
- Food and Health
- Licensing

Joint Award Programmes

Where a standard REHIS qualification is not appropriate, REHIS will work with a partner to develop a sector or organisation specific qualification which will be certified by the Institute.

Joint Award partners include:

- | | |
|---|---|
| • Seafish – Food Hygiene, HACCP and Health and Safety | • Albion - Waste and Resource Management |
| • Seafish – Bivalve Operations and Purification | • Wasteswitch |
| • Cyrenians – Good Food, Good Health | • Nigel Denby – Nutrition for Early Years Practitioners |
| • Devro – Food Safety | • Lifepod – Hoarding Awareness |
| • Highland Spring – Safety and Hygiene | • Clyde Valley |
| • Allergy Action - Allergy Awareness | • Windmills - Safe Working Practices |
| | • BR Safety – Campfire Food and Safety |

STRATEGIC PLAN

Development of the Strategic Plan is a three yearly process, undertaken to ensure the focus of the Institute remains on matters most important to the values of the Institute and membership.

In addition to the Strategic Plan, the Institute's Annual Development Plan sets out the key objectives for the year ahead whilst working towards the three-year priorities.

In the Annual Development Plan, it shows the Institute aims to:

- ✓ maintain its financial independence and security.
- ✓ maintain a high level of volunteer involvement.
- ✓ engage with the membership.
- ✓ engage with the general public through community training.
- ✓ widen the membership to ensure that it maintains a broad interest base.
- ✓ liaise with, and influence, government on matters affecting environmental and public health policy and legislation.
- ✓ ensure the high standards of professional practice and conduct on the part of EHOs in Scotland through training, education and CPD.
- ✓ maintain its positive contribution to UK, European and International Environmental Health through membership of the International Federation of Environmental Health.

Based on feedback from the membership and through consultation with Council, the following three priorities form the basis of the Institute's Management Committees strategic plan for 2023 to 2026.

- 1. *Improve engagement with Members, Approved Training Centres and Stakeholders.***
- 2. *Conduct a review of the Royal Charter and give more clarity on the role of the Institute.***
- 3. *Promote, encourage, and retain more people to the Environmental Health profession.***

THE THREE PRIORITIES OF THE STRATEGIC PLAN

1. IMPROVE ENGAGEMENT WITH MEMBERS, APPROVED TRAINING CENTRES AND STAKEHOLDERS

Membership is open to all persons with an interest in Environmental Health in its widest sense including Environmental Health Officers, Food Safety Officers, Community Training Presenters, and those from a range of backgrounds who work in the field of Environmental Public Health.

The work of the Institute relies on enthusiastic active members who contribute to the success of the organisation. We recognise that communication with members, and Approved Training Centres and stakeholders, is vital and we will focus our attention on the following activities:

- ✓ Communicate the work of the Institute regularly with members.
- ✓ Utilise more online and sustainable means.
- ✓ Engage with key stakeholder partners to ensure mutual areas of interest are achieved.
- ✓ Enhance our contact network so the work of the Institute is understood more widely.
- ✓ Develop our digital capabilities and use new technologies to enhance the work of the Institute.
- ✓ Create and provide professional courses and events, relevant to current needs, and by using the various online or hybrid means available.
- ✓ Enable the Southern and Northern Centres to engage effectively with members.
- ✓ Raise the profile of REHIS Community Training qualifications with the public, industry, and enforcement community to increase uptake.
- ✓ Enable the Community Training Centres to deliver relevant qualifications by various means without compromising standards.
- ✓ Invest and support Community Training Centres by developing further e-learning courses.

2. CONDUCT A REVIEW OF THE ROYAL CHARTER AND GIVE MORE CLARITY ON THE ROLE OF THE INSTITUTE

The Institute's Royal Charter and Byelaws were granted by the Sovereign on 8 March 2001 on the recommendation of the Privy Council.

To stay relevant the Institute needs to respond to the changing world and ensure it works in time with political, economic, social, technological, legal and environmental challenges.

We need to review our governing document to make sure it is right for current day needs and challenges without compromising on the fundamental standards the Institute is renowned for.

We will therefore:

- ✓ Revisit the review conducted in 2019.
- ✓ Communicate the Royal Charter and what it means to our members.
- ✓ Identify areas within the Royal Charter and Byelaws that require updating.
- ✓ Consider the implications of any changes to the current governance methods.
- ✓ Collaborate with relevant organisations to support the review of the Royal Charter.

3. PROMOTE, ENCOURAGE AND RETAIN MORE PEOPLE TO THE ENVIRONMENTAL HEALTH PROFESSION

It is essential that the public have the protection of a properly resourced Environmental Health Service staffed by officers trained to a high standard and able to demonstrate their competence. The Environmental Health Profession in Scotland prides itself on the high standards of education and training required of aspiring Environmental Health Officers (EHOs).

It is acknowledged the current insufficient number of qualified EHOs is of great concern. It is also recognised that the absence of an accredited Masters programme route into the profession, through distance learning, is a significant gap. The Institute is committed to work to improve both these areas.

The Institute will therefore establish various work streams to achieve the following:

- ✓ Make more people aware of the exciting and interesting profession of Environmental Health.
- ✓ Develop digital resources to assist in recruitment campaigns to attract more people to the profession.
- ✓ Collaborate with partner organisations and stakeholders to increase the profile of the Environmental Health profession.
- ✓ Promote, the University of the West of Scotland (UWS) undergraduate route to progressing towards the Diploma in Environmental Health.
- ✓ Launch an alternative route to enter the profession.
- ✓ Through working with Scottish Government, encourage educational establishments to introduce a Masters qualification.
- ✓ Retain newly qualified professionals as members of the Institute.
- ✓ Promote the benefits of being a Chartered EHO as this demonstrates an individual's professional competence and ability which gives confidence to employers and can be an asset for a professional's future career.

CONCLUSION & ACKNOWLEDGEMENTS

The Institute is committed to the priorities of the three-year Strategic Plan and in doing so produces an Annual Development Plan to assist with shorter term objectives. Progress on both the Strategic Plan and Annual Development Plan is regularly assessed through the Council and Committee structure.

We would like to thank all involved with the Institute: our Members, our elected Council, our Approved Training Centres, and our staff for contributing to the ongoing success of The Royal Environmental Health Institute of Scotland.

FURTHER INFORMATION

Further information can be obtained by contacting the Institute.

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