



## INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

### Approval process to Represent IHEEM at an External Bodies, Working Groups, Task Forces and Committees,

#### Background

It is essential that appropriate governance is in place across all the Institute activities relating to these representations. This is to ensure a detailed record of all Members acting on our behalf of the Institute are agreed and held by Head Office. This is in accordance with our Engineering Council license responsibilities, along with national council commitment to ensure fairness and equality of opportunity and appropriate representation of the Institute.

There are predominately three routes available to seek approval for IHEEM members to officially represent IHEEM at external meetings, committees or working groups. These are as follows:-

- A) External Organisations approaching IHEEM Head Office Directly.
- B) Chair of Technical Platforms or any IHEEM committee.
- C) Individual requests from members

Before agreeing to take up any formal requests formal acceptance must be sought and approved by the Institute through head office.

- 1 Where Head Office receives an invitation directly, the invitation will be circulated to the chair of the relevant Technical Platform and all its members for consideration and formal response regards.
- 2 Members of IHEEM who are approached directly should complete the Request to represent IHEEM at an external organisation form (copies can be requested from Head Office or found on our website under Governance). Members of the relevant Technical Platform will be made aware of the opportunity, any interested members upon completion of the form will also be considered for the role. Key point this should be discussed at the relevant TP and agreement reached regards the benefit of attendance and who they want to nominate
- 3 In both incidences 1 and 2 above all interested parties that have completed the relevant paperwork will be considered first by full Technical Platform for discussion and final agreement as to the best person to represent IHEEM. This may result in the Platform recommending no one represent the Institute as it isn't deemed appropriate.
- 4 The Chair of the relevant Technical Platform will minute the Platforms decision and forward this to Head Office, where final consideration will be given and a response made back to the proposed Member and the Technical Platform Chair within 5 days of receipt.
- 5 Members should only accept invitations once they have received written confirmation from Head Office.



- 6 Head Office will also provide written confirmation to the external organisation detailing the Institute's representative. Details will be then entered into our internal register.
- 7 IHEEM reserve the right to terminate the appointment of any individual if the Member representing IHEEM breaches the conditions of appointment to any working group or does not act in accordance with the IHEEM Code of Conduct.

In addition to the points covered in 1 - 7, an IHEEM representative must agree to:

- Provide their technical Platforms with updates and where appropriate share knowledge and learning with the wider membership via agreed routes eg : IHEEM website, factsheets for upload to the learning hub, HEJ articles.
- Provide Head Office with a copy of meeting minutes (where available)
- To comply with IHEEMs Sustainability Policy; attendance at meetings will be via communication technology such as teleconference, video link. Travel in person should only be undertaken if no other means are available and agreed in advance with head office.
- Expenses for travel and subsistence can only be claimed by an agreed appointed representative of IHEEM and the appointment has been made and agreed in line with the above condition. Any changes to the requirement for expenses must be approved in advance by head office.



## Request to represent IHEEM at an External Organisation – Part 1

Name of IHEEM Volunteer	
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<b>Contact details for External Organisation Representation Opportunity</b>	
<b>Working Group Full Name</b>	
<b>(Known as) if different</b>	
<b>Lead Contact Name</b>	
<b>Lead Contact Email</b>	
<b>External Organisation Postal address (if there is one)</b>	

**Please provide a summary of the purpose and objectives of the working group. This is for you to inform us of the benefits to IHEEM's membership your involvement will generate (continue on a separate piece of paper if required)**



## Request to represent IHEEM at an External Organisation – Part 2

Please provide a breakdown of the perceived likely cost to the Institute (refer to the number of meetings per annum, any travel costs, subsistence and other items of expenditure you are aware of)

I confirm if I am approved to represent IHEEM on the above external organisation I will adhere to the conditions detailed in the process document: Approval Process to Represent IHEEM at an External Organisation.

Signed:	Date:
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### For Internal Use Only

Date received			
Date of Technical Platform meeting			
Supported by TP	Yes / No	Date:	Initial:
Date received at HO via TP Chair			
Approved by Head Office	Yes / No	Date:	Initial:
Notification to Member	Date sent:	Initial:	
Notification to External Body	Date sent:	Initial:	