



Branch Guide

Incorporating advice, procedures and rules

December 2010

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1. Introduction

This Guide is intended to assist Branch Officers and Management Committee representatives in carrying out their duties on behalf of the Chartered Institute of Plumbing and Heating Engineering.

The Procedures and Rules in this document have been approved by the Board of Trustees when strictly adhered to enable Branches to operate:

- Within the requirements of the Charities Commission.
- In accordance with the Institute's aims and objectives.
- With reasonable consistency in management methods.

Information within this Guide will be modified and duly updated from time to time.

Branch representatives are invited to submit suggestions to improve and enhance the Guide. It should of course be recognised that the Guide is not intended to be exhaustive and cannot cover every eventuality. Words importing the masculine gender only shall include the feminine gender.

If you have any questions on this Guide or specific queries pertaining to your Branch, please contact the Operations Director.

2. Introduction to The Chartered Institute of Plumbing & Heating Engineering

Definitions and Names

Founded in 1906, the Chartered Institute of Plumbing and Heating Engineering (CIPHE) is the professional body for the UK plumbing and heating industry. Its prime aim is to further the education of persons, whether resident in the United Kingdom or elsewhere, in the use of materials, apparatus, measures, methods and precautions related to the science, practice and principles of plumbing and heating engineering particularly for the purpose of enhancing the safety and health of the public.

The CIPHE has a membership of around 11,000 in addition 240 manufacturers and distributors support its work as Industrial Associates. Whilst the majority of members live in the UK, some 750 are resident in Hong Kong and a further 300 are resident in over 30 other countries.

In Britain there are around 45 local Branches grouped within six areas. Suitably qualified CIPHE members also enrolled as Registered Plumbers are recognised by the Secretary of State, DEFRA, as "Approved Contractor Persons" under the Water Supply (Water Fittings) Regulations 1999 in England and Wales and the Water Byelaws (Scotland) 2000.

The CIPHE is a licensed member of the Engineering Council – www.engc.org.uk

3. Area Co-ordinator Summation of Responsibilities

Area Co-ordinators (AC) work in a voluntary capacity and provide an additional point of contact between Branches and the Institute (Head Office and the Board of Trustees).

Monitoring contact with Branches and ensuring Branches fulfil their obligations is vital to the future success of the Institute. All Area Co-ordinators are responsible direct to the Operations Director.

The following covers the details of the Area Co-ordinators requirements:-

a. Business Plan

Assist with the implementation of the Business Plan through the promotion of its agreed objectives. Encourage the involvement of Branches in facilitating the development process and ensuring regular and consistent communications.

b. Branches

Foster communications with Branches and the Institute and ensure all Branches comply with the minimum operating requirements under the Byelaws and Regulations. Branches deemed active are to be encouraged to develop membership recruitment and Professional Development initiatives. Whereas members in inactive Branches are to be re-allocated as required.

In addition ACs are to organise Area meetings.

c. CIPHE Awards

(i) Branch Bronze Awards

Arrange the award of bronze lapel badges within agreed criteria to Branch volunteers.

4. Area Meeting Agenda

Area Co-ordinators arrange a Spring area meeting in which reasonable out of pocket expenses are reimbursed by the Institute. Further guidance on reimbursement of expenses claims is contained in the Guidance Notes for Members of Board and Committees available from Head Office.

Up to two representatives from each Branch are encouraged to attend and participate in area meetings. In order to ensure meetings maintain their focus the Board of Trustees has agreed the agenda below which should be followed by all areas:-

1. Present
2. Apologies for absence
3. Minutes of previous meeting
4. Matters arising
5. Branch activity reports
6. Area Co-ordinators' report
7. Election of Area Co-ordinator and Deputy Area Co-ordinator if required
8. Any other business
9. Date of next meeting

Minutes of area meetings should be sent to Head Office together with any questions arising from the meeting no more than 21 days after meeting.

5. The Institute's Area Boundaries



Area Committees Formation and Activities

1. The primary role of each Area is to act as a communications and coordinating link between Branches, the Board of Trustees and Head Office.
2. An Area Committee is formed from two representatives from each Branch.
3. Observers may attend Area meetings with prior approval of the Area Co-ordinator. They may contribute to the discussions but have no voting rights and cannot claim travelling expenses for attendance.
4. Area Committees meet at least once a year and consider local and national events and activities. They also elect their Area Co-ordinator and if relevant a deputy Co-ordinator.
5. Branch representatives present individual reports on local activities and propositions from their Management Committees for discussion.
6. An Area minutes Secretary may be appointed to record the minutes of the meeting.
7. The Branch boundaries within an area are formed, with the aim of achieving complete coverage of the area. Should it be found that membership of a Branch is not being adequately serviced the members can be re-appointed to surrounding Branches deemed to be more active.
8. The Area Co-ordinator may seek advice of adjacent Branches and redefine the Branch boundaries and form a new Branch or contact person to provide a service to members.
9. Approval of the redefined boundaries and the name of the new Branch must be given by the Institute before the Branch can start operations.
10. Reasonable travelling expenses within policy agreed by the Board of Trustees are met from central funds for one Area Committee meeting per year but any additional meetings are to be self-funded. Any expenses must be claimed direct from Head Office.

6. Branch Structure

Introduction

The national, area and local organisations of the Institute are designed to allow democratic government, giving every individual member the right to express their opinion and to help with the appointment of committees and working groups.

National

The governing body of the Institute is the Board of Trustees. This is composed of representatives who are elected in accordance with the Institute's Bye-laws and Regulations.

The Board comprises

- An Independent Trustee (not a member of the Institute) who shall be Chairman of the Board of Trustees
- A second Independent Trustee

- The Honorary Treasurer (*not necessarily a member of the Institute but he/she must be a member of a professional body belonging to the Consultative Committee for Accounting Bodies*).

- The Immediate Past President

- Three Corporate Member Trustees. The elections process is arranged by national postal ballot in which all paid up Corporate Members are entitled to cast their vote.

The overall responsibility for the Institute operation rests with the Chief Executive and Secretary who has ultimate responsibility for the hard working team at Head Office. The Chief Executive reports to the Board of Trustees who are responsible for governance of the Institute. Members of the Board serve on a voluntary basis, and meet approximately five times each year.

Area Boundaries

The Institute is divided geographically into six areas, Scotland, North West, North East, Midlands, South East and the South West. Each area has an Area Co-ordinator and a committee made up of elected members who have been nominated by their respective Branch. Area meetings are usually held annually at which two representatives from each Branch are encouraged to attend and participate in.

In essence, Areas are designed to support their Branches and provide a valuable means of communication between the Branches and Head Office.

Local Branches

There are currently some 45 Branches throughout the United Kingdom to which individual members and Registered Plumbers are attached. There are also Branches in the Republic of Ireland, the Channel Islands and an overseas Division in Hong Kong. Whilst committed to national policies, all Branches have a large degree of autonomy in administration and local events. An elected Management Committee, which arranges Continuing Professional Development seminars, discussions, meetings and factory visits, governs each Branch. Wherever possible they participate in the activities of local Technical Colleges and manufacturers' training centres.

A current list of Branch Secretaries and Area Co-ordinators can be found on the Institute's website www.ciphe.org.uk.

7. Management Committee Representatives

There is no strict rule regarding the recommended posts within a Branch Management Committee. However, it is preferable that all committee representatives are members of the CIPHE. Clarification on this can be sought direct from the Operations Director. The following list of possible committee representation which is not exhaustive is for guidance purposes only.

President

The person holding this office need not be a member of the Institute, but should be a person held in high esteem by the members of the Management Committee, who will promote the image and objectives of the Institute to the industry and general public.

Chairman

The Chairman is the leader of the Branch who represents the Institute on all formal occasions whilst ensuring the Branch and its working groups run smoothly and efficiently in accordance with the Institute's guidelines. To achieve these objectives the Chairman should liaise closely with the Secretary and other Management Committee representatives.

Vice Chairman

Should be willing and able to take over the Chairmanship of the Management Committee and be prepared to assist the Chairman whenever possible or necessary.

Treasurer

This should be a competent person who can budget carefully and keep accurate income and expenditure accounts.

The Treasurer must ensure Branch funds are kept up to date and report on Branch finances at its Annual General Meeting.

He is responsible for completing the Branch Finance Report which must be returned to Head Office within the specified timescale.

Secretary

The Secretary has the most important office in the Branch. The Secretary should be a person able to do the job efficiently; ensuring members are fully informed of all Institute activities, circulating minutes and notices of meeting to his Management Committee.

The Secretary should co-ordinate all activities within his Branch and be well versed in Institute affairs. Ideally he must delegate some of his duties to the Management Committee representatives and should not be over-committed. The appointment of a Minute Secretary can be something of assistance to the Branch Secretary. The Secretary should, at all times, work within Branch Rules and Regulations and the policies laid down by the Board of Trustees in close co-operation with his Area Co-ordinator and Head Office.

Visits to Head Office

Branch Secretaries are encouraged to visit Head Office to meet the team at Hornchurch and raise in person any queries. For further details please contact the Operations Director.

8. Rules and Regulations of the Chartered Institute of Plumbing and Heating Engineering made by the Board of Trustees in accordance with regulation 55 laying down the duties and proceedings of Branches

1. Constitution

Members of each Branch shall appoint a Management Committee. No member of the Management Committee shall hold an official position in a competing organisation that may result in a conflict of interest. The Board of Trustees of the Institute reserve the right to remove any member of the Management Committee of a Branch in its sole discretion.

In respect of election to a post at Branch level it is not permissible for a nominee or his supporters to use Institute resource or mailing lists for canvassing purposes. A breach of which would be considered to be a disciplinary offence.

Branches shall hold meetings of the members at such frequency as may be required, but not less than one annually. The Management Committee of each Branch shall hold regular meetings at least four times a year and work to a standardised agenda.

The Minutes of all Branch meetings e.g. AGM, Management Committee etc shall be sent to the Secretary of the Institute and Area Co-ordinator.

2. Meetings and Events

Non Corporate Members of the Institute may attend Branch meetings but are not entitled to vote.

Each Branch and Management Committee representative thereof is responsible for the arrangement and facilitation of Branch events and activities. Prior to any activity which could be adjudged to be a threat to health and safety, the Secretary or nominated representative must undertake a risk assessment.

3. Finances

Each Branch shall keep an account of its receipts and expenditure prior to the Annual General Meeting of the Branch. The Management Committee shall distribute an Income and Expenditure account for the period from the last preceding account to the 31st December together with a report of its activities (Secretary's Report) in pursuant of the Institute's Objects. These are to be circulated seven days in advance of the meeting to all members of the Branch.

The Income & Expenditure Account must be verified by at least two members of the Management Committee. A Treasurer cannot verify the Accounts.

A copy of every such account together with year end Bank/Building Society statements under the control of the Branch, shall be sent to the Secretary of the Institute within 30 days after each Annual General Meeting.

Subject to United Kingdom Charitable and Company Law requirements and provided that the expenditure is in furtherance of the Institute's Objects, the Board of Trustees may from time to time, authorise the payment of all or such part as the Board of Trustees may determine of the expenses of a Branch. Such payment is also conditional upon receipt no later than 31 March in each year of a business plan and an estimate of the annual income and expenditure of the Branch for the next forthcoming calendar year.

4. Cessation

Where in the opinion of the Board of Trustees a Branch has ceased or ceased to act effectively, the Board of Trustees shall have the power to require that all the Institute's monies, property, books and records in the possession of such Branch shall forthwith be handed over to the Secretary of the Institute or as the Board of Trustees shall decide.

5. Legal

Each Branch shall ensure that it complies with all legal obligations as maybe required.

6. General

Although conditions and local circumstances differ within each area of the Country, it is nevertheless essential to follow the above general structure requirements whenever possible. Please consult in advance with the Secretary of the Institute where these requirements cannot be followed.

7. Branch Events

Branches are encouraged to arrange Continuing Professional Development events promoting new technologies and regulatory matters. However, presentations of a commercial nature including business development procedures may be deemed, by the Charity Commissioner, to be outside the CIPHE's remit.

In this regard such activities could be within the jurisdiction of Plumbing Promotions Limited. For further clarification please liaise with Kevin Wellman.

REQUIREMENT

10. Working within the law (Requirement)

One of the important tasks of a Chairman, usually in conjunction with the Secretary, is to ensure that the Committee is working to the Institute's constitution and within the law.

In most aspects of life people are required to conduct themselves and their activities within a framework of law, so it should be no surprise that representatives on Committees are also required to meet legal requirements and operate in a lawful manner. It is incumbent on each individual to become knowledgeable about the laws most relevant to them and their Committee. Some of the more prominent pieces of legislation which can be referred to as a reminder of the legal requirements are:-

- The Companies Act
- The Charities Act (including up-to-date revisions for Charities and Trustees)
- The Equal Opportunities Act
- The Health and Safety at Work Act
- The Copyright Act
- Disability Discrimination Act 2005
- Human Rights Act 1998

Apart from these specific pieces of legislation there is a need to conform to the requirements of "**Common Law**" (i.e. to be fair, just and honest as well as be open and clear in one's dealings).

A final reminder is that the laws of libel and slander have caused many people to regret hasty or unthinking statements, and sometimes what is said or done in haste or anger can only be undone with pain and cost. It is worth remembering the anonymous quote "ensure the brain is in gear before opening the mouth!"

The Institute has some responsibility to ensure that all reasonable steps have been taken to safeguard against all eventualities and to this end have a range of insurances including: Public Liability; Professional Indemnity and Business Combined Policies. Further details of which are available on request.

Branches or Branch events must not be associated with any fund raising activity for other charities, unless they are specifically relevant to the aims and objectives of the Institute. The Branch Secretary should seek written approval from the Institute before embarking on fundraising activities.

Sponsorship of other Charities

The Charity Commission have advised that neither the Institute nor its Branches can raise sponsorship monies for any other charitable organisation that does not meet the same

objectives as the Institute. This means that Branches will not be able to use events to fundraise for, present cheques to, or give support to other charities which have different objectives.

Sponsorship of Social Events

Furthermore, any allocation of Institute finances whether national or local should not be used for social activities. The Charity Commission takes the view that social activities are outside the scope of a registered charity and charitable monies should not subsidise such events. If you have any queries on the Charity Commission's instruction please contact the Operations Director.

11. Rules for Treasurers

1. All Branch/Building Society mandates must have at least two authorised signatories.
2. All accounts must be in the name of the Chartered Institute of Plumbing and Heating Engineering (CIPHE) followed by the Branch name, ie, CIPHE Branch.
3. Account number one is to record the Income and Expenditure incurred by the Branch on their day to day activities only.
4. Accounts two and three (if applicable) to be used for any other Branch activities.
5. The balance carried forward should always agree with the year end Bank/Building Society statements.

If the balance does not agree, please show any uncleared credits or debits on the Bank/Building Society reconciliation.
6. Any funds generated or received by the Branch must be used for the same objectives as the CIPHE.
7. Per capita and supplementary grants are to be credited to the number one account and only used for the day to day activities of the Branch.

No funds to be transferred from the number one account to any other account.
8. The accounts do not have to be audited but must be verified and agreed by at least two Branch officials.

The Treasurer cannot verify the Branch accounts.
9. Year end copies of all Branch Bank/Building Society statements under the control of the Branch must be sent to Head Office with the accounts.
10. Branches seeking additional funding must submit a written case including a full cost analysis as per the recommendation in the Branch Finance Report.
11. Please note that Supplementary Grant payments are at the discretion of the Institute. The Board of Trustees may request additional information from the ACs to back up a request for financial support.
12. Any Branch deemed to be inactive must return all of the Institute's funds to Head Office. These funds will be held in a Designated Fund until the Branch is active again.

12. Branch Finance Report (BFR)

The Branch Finance Report should record details of your Branch income and expenditure during the last twelve months. In addition, Branches are requested to give an indication of their proposed budget expenditure for the ensuing year.

For information purposes and Governance, it is important that you enter All Accounts over which the Branch has control.

The above information is required for Charity Commissioner purposes to whom the Institute is accountable. In addition, the Institute's Auditors require all Branch/Bank/Building Society Accounts to have at least two authorised signatories on their Bank/Building Society Mandates. This means that all cheques, standing orders, direct debits must have at least two signatures on them.

During the first week in February 2011 the Institute will pay via BACs transfer a per capita allowance based on **£1.25** for each paid up member of your Branch as at 31st December 2010.

The Branch Finance Report must be returned to the Accountant at Head Office by 31st March 2011. You are still required to send in your completed Report if your AGM is held after this date.

Supplementary Grants

In extenuating circumstances supplementary grants may be payable to assist Branches in financial need. However, such grant requests must be in writing and include full details of what the funds are required for together with confirmation as to other sponsorship being explored/arranged.

Branches seeking supplementary grant payments must submit their proposals in writing to the Accountant at Head Office.

Extracts from the Branch Finance Report can be found overleaf. If you have any questions about the forms please contact the Accountant at Head Office (Telephone: 01708 463109, email: natashaf@ciphe.org.uk).

THE CIPHE Branch :.....

Accounts balances as at 31st December 2010

<u>Account Number</u>		<u>£</u>	<u>P</u>	
No. 1 []	CR / (DR)		Bank / Building Society A/c
No. 2 []	CR / (DR)		Bank / Building Society A/c
No. 3 []	CR / (DR)		Bank / Building Society A/c
	Total	£	_____	
			=====	

We have checked the accounts and other relative information supplied and found them to be correct for theBranch for the year ended 31st December 2010. We also confirm that all Bank/Building Society details for all accounts held by the Branch have been shown below.

Name.....Signed.....Date.....

Name.....Signed.....Date.....

[PLEASE NOTE : COPIES OF ALL BANK / BUILDING SOCIETY STATEMENTS AS AT 31st December 2010 MUST BE SUBMITTED]

HONORARY TREASURER DETAILS

Name:.....Tel.:.....Email:.....

Address

.....

[PLEASE NOTE: ALL signatures MUST be obtained on this page before submission to Head Office. Account details MUST be completed]

Bank/Building Society Account Details For Account No. 1

.....

Bank Address:

.....

Postcode:

Account Name:

Account No:Sort Code:

Name of Authorised Signatories:

1.).....

2.).....

Reconciliation of Bank/Building Society balance as at 31/12/ 2010 to balance carried forward @ 31/12/2010 as follows:	£	P
Bank/Building Society Account balance as at 31/12/2010		
Add back uncleared credits:		
Less uncleared cheques:		
	()	
	()	
	()	
Balance carried forward @ 31/12/2010		

We have checked the above Income and Expenditure account against the information provided and agrees it to be correct.

Signed: Secretary.....Date.....

Chairman/ Committee member.....Date.....

PROPOSED BUDGET EXPENDITURE FOR 2011

Number of members in Branch as at 31/12/2010:.....

.....Branch has planned to hold an AGM, Management Meetings, CPD events as detailed below:-

		Total Expenditure
<i>Annual General Meeting</i>	<i>No</i>
<i>Management Meetings</i>	<i>No</i>
<i>CPD Technical Events</i>	<i>No</i>
.....		
<u>Other (Do not include any Social Budgets)</u>		
.....	<i>No</i>
.....	<i>No</i>
.....	<i>No</i>

List details of anticipated Branch Sponsorship to be acquired.

The 2011 Budget as calculated by the Management Committee to meet the above programme will be £.....

Signed.....Chairperson / Secretary Date:.....

Please refer to the “Information for Treasurers” before completing this section

SUPPLEMENTARY GRANT

***Please delete as necessary**

This Branch ***would like/would not like** to submit a request for supplementary funding for due consideration by the Institute and attach a formal breakdown of requirements.

The amount requested is £.....

Signed.....Branch Chairperson Name

Signed.....Branch Secretary Name

Signed.....Branch Treasurer Name

Date.....

Approved by the Institute:-

The amount approved is £.....

Signed..... (Operations Director:.....)

Date.....

SUPPLEMENTARY GRANT

BREAKDOWN OF REQUIREMENTS

Description of overall activities throughout 2011:

Anticipated number of Members likely to be in attendance:

Target of new Members likely to be recruited:

Potential cost of all events:

Anticipated revenue per event, ie, charge to delegates, sponsorship etc:

Please confirm details of previous Supplementary Grants received in the last three years:

13. RULES OF THE CHARTERED INSTITUTE OF PLUMBING AND HEATING ENGINEERING

Made by the Board of Trustees governing reimbursement of expenses for volunteers and Members of Committees

TRAVEL AND SUBSISTENCE EXPENSES

It is in the interests of the Chartered Institute of Plumbing and Heating Engineering that travelling expenditure should be under effective control. Members incurring expenses in attending National meetings may with the exception of Annual and Extraordinary General Meetings, apply for reimbursement, if necessary. There are no notional expense allowances. Expenses actually incurred, not reimbursed by another body, will in general be met subject to the following conditions:

1. Only the actual reasonable expense necessarily incurred on Institute business can be claimed, eg expenses cannot be paid for voluntary attendance at dinners or evening meetings nor the cost of consequential overnight accommodation or evening subsistence.
2. **AIR TRAVEL**
Travel arrangements for all members travelling from the UK to another country on Institute business will be made by the Institute staff responsible through the Institute's approved travel agents. All international flights should be at Economy Class where the flight time is less than 3 hours. For guidance on all travel exceeding 3 hours please liaise with the Chief Executive. Economy class air travel within the UK is reclaimable where appropriate and cost effective. In all cases, advantage should be taken of discounted fares. All claims must be supported by receipts.
3. **TRAIN/BUS/FERRY ETC**
Claims for the use of public transport should be at standard class rates and supported by a ticket or, if not available, a receipt of credit card voucher. Public transport should be used wherever it is more cost effective than private car. The use of standard class sleepers is reclaimable where appropriate, cost effective and receipted. Members are strongly urged to take maximum advantage of discounted fares where they are available (eg holders of senior or young persons railcards, "savers", advanced booking of travel etc). Taxis may be used where necessary, if cost effective and receipted.
4. **PRIVATE CAR**
Where public transport is not readily available or cost effective, a private car may be used. The CIPHE recognised mileage rate is reviewed from time to time and published in Appendix A. The Institute will require proof of ownership of the vehicle and cubic capacity. Members are responsible for complying with their local taxation regulations in respect of such claims. All mileage claims must be accompanied by a VAT receipt. Toll and car park charges should be claimed at cost.
5. Reasonable expenses for refreshments will be refunded provided that original receipted bills are attached to this form. Credit card vouchers cannot be accepted as an alternative to receipted bills for such expenses. Unreceipted expenses will not be reimbursed. Members may claim necessary hotel accommodation only with specific prior agreement, and should ensure that they take advantage of special rates available to the Institute and obtain receipts.
6. Other expenses will only be reimbursed if they have been agreed in advance with the Executive and are fully receipted.

The Executive responsible will seek authorisation from the Trustees for any departure from the above guidelines.

The co-operation of members is sought in keeping all expenses to a reasonable minimum. Claims must be received no later than 3 months after the date of the journey. It is regretted that late claims cannot be honoured.

By order of the Board of Trustees

4th June 2010

14 Communication

Good communication with members and Head Office is vital to the continued success of your Branch and of course the Institute. A list of contact details for the team at Head Office can be found in Appendix C. If you have a query and don't know who best to approach, please contact the Operations Director.

Annual General Meetings (AGM)

Branches must hold meetings in line with Branch Rules and Regulations.

The cost of postage for notifying members of a forthcoming Branch AGM will be reimbursed by Head Office.

Programme Cards, Event Cards, labels and mailing lists

A Programme Card showing the years events the Branch has organised is available on application to Head Office. The cost of postage and administration (excluding AGM postage) must be borne by the respective branches. Up to six sets of labels and mailing lists can also be arranged as required. Please note that 6 weeks notice is required to ensure appropriate resource can be allocated.

Head Office does not provide envelopes to Branches as it is not cost effective to do so.

Branches are encouraged to use electronic communication to notify Branch activities in its area.

Website

The Institute's website www.ciphe.org.uk attracts hundreds of visitors each day.

Branches are encouraged to list forthcoming events on the Branch News Section of the Forum. Guidelines on posting information are available from Head Office or from the webpage.

Stationery

Headed paper is available for Branch Secretaries direct from Head Office. Personalised paper is not available for other Management Committee members.



Logo Application

Introduction

The Chartered Institute of Plumbing and Heating Engineering logo variations help to develop our visual identity to truly reflect our role as the professional home for all involved in the plumbing and heating industry.

These notes and logo artwork will enable you to co-ordinate with Head Office in the way you apply the logo to your Branch stationery.

Using the Institute's logo promotes recognition of, and valuably supports the desire and commitment of everyone associated with the Institute to fulfil its charitable objects in promoting high standards in the public interest.

The Logo

The Institute's logo is freely available in electronic format or can be provided on disk or CD to all Branch Secretaries. It is available in various formats including, JPEG, GIF, VECTOR. Please do not separate the components of the logo for any reason. The selection, shaping and placing of each component makes the logo a unique mark. None of the components should be redrawn or typeset, nor should they be moved in relation to each other or stretched or distorted.

Logo Colours

The Institute customarily uses two colours for the logo. The ring is coloured a specified **Red**. The words and initials are coloured in a specified **Blue**.

Most printers will accept colour specifications from the Pantone Matching System (PMS) from which we have selected Red 485c and Blue 072c. You may be preparing an item to be produced in full colour and do not wish to specify our Red and Blue as fifth and sixth colours in addition to Process Cyan, Magenta, Yellow and Black (CMYK). In this case your printer will mix our colours using CMYK values for **Red** – 0%; 100%; 91%; 0% and **Blue** – 100%; 79%; 0%; 0%.

We anticipate many cases when both our Red and our Blue cannot be used; particularly when producing single and two colour items. If you can, please use an all-Blue logo (PMS 072c) for a single colour item or as one of the two in a two colour item – e.g. Blue and Black. An all-Blue logo is fine assuming the Blue is PMS 072c. We discourage all-Red logos. If you are planning a black and white item, an all-black logo is acceptable. If blue is one of your selected colours, but you have selected a different blue to ours, please apply our logo in all-black. Should you be producing a one or two colour item in colours quite dissimilar to those stated above, our minimum requirement is that our logo is shown in a single solid dark colour. Please contact Head Office should you wish to be supplied with either a black or white logo. These are available only upon request.

Positioning our Logo

Though it is not practicable to give guidance for every feasible placing of the Institute logo there are some basic principles that apply particularly for Branch letter headed paper.

The requirement is that the logo must mirror the corporate style of Head Office by placing the logo on the left of your layout.

Branch address details must be within close proximity of the logo, preferably 13mm to the right of it. The Branch name and secretary's contact details must be aligned to the left to correspond with the corporate identity.

The font and font size to use for Branch letterhead paper should be Arial, font size 9.

Use of Branch Letterhead Paper

Branch letterhead paper must only be used for corresponding with Institute members, Industrial Associates and Head Office. The Institute has not authorised the use of Branch letterhead paper for communicating with third parties outside the CIPHE.

Please note that the registration details and supporting organisations' logos at the foot of Head Office letterhead paper is strictly for the use of the Chief Executive & Secretary, Head Office staff and Chairman of the Board of Trustees. Therefore the aforementioned details are not transferable to Branches.

Enquiries

If you have a layout for an item on which you have real doubts about how best to use the Institute logo, whether positioning, colouring or sizing contact the Operations Director.

Please allow enough time in your print/production schedule for us to consider your enquiry and respond to you.

15. Contact Information

Board of Trustee Members 2010-2011

Reg James CBE CEng FIMarEST
Independent Chairman

Peter Ashby MCIPHE RP
Corporate Member

Mr Anthony Kite IEng FCIPHE RP
Corporate Member

John Mayfield FCCA CPFA Hon FCIPHE
Honorary Treasurer

Sandra Raine BA (Hons) ACIS
Independent Trustee

Mr Grant Nicol EngTech, LCGI MCIPHE RP
Corporate Member

Mr Ben Bradshaw Eng Tech MCIPHE RP
Immediate Past President

President and Vice President 2010-2011

Mr Ben Bradshaw Eng Tech MCIPHE RP - **Immediate Past President**

Mr William Allan McIntosh Eng Tech MCIPHE RP - **National President**

Mr Lee Davies FCIPHE RP – **Vice President**

Area Co-ordinators

Midlands	Mr Geoff Westall MCIPHE RP 12 Harvest Close Metheringham Lincoln LN4 3XA	Tel: 01526 321032 Mobile: 07885 776416 Email: veinards@btinternet.com
North East	Mr P A Wilson HON FCIPHE MCIPHE RP 38 Church Close Marske-by-The-Sea Redcar Cleveland TS11 7AW	Tel: 01642 472925 Mobile: 07796 121128 Email: peter.wilson67@ntlworld.com
North West	Mr Paul Appleby Eng Tech LCGI MCIPHE RP 10 Ryson Avenue Blackpool Lancashire FY4 4DN	Tel: 01253 696793 Mobile: 07850 684959 Email: p.appleby50@tiscali.co.uk
South East	Enquiries to Head Office Debbie Hawken	Tel: 01708 463112 Email: deborahh@ciphe.org.uk
South West	Mr John Ward ACIPHE RP 1 Allens Well Westleigh Tiverton Devon EX16 7HP	Tel: 01823-672087 Mobile: 077406 11530 Fax: 01823-672087 Email: johnward_ciphe@btinternet.com
Scotland	Mr D A More Eng Tech, MCIPHE RP South Melville House Lasswade Edinburgh Midlothian EH18 1AN	Tel: 0131 6637500 Fax: 0131 6637500