

CIHT Regional Business Plan 2021



CIHT Regional Business Plan (1 Jan 2021 to 31 Dec 2021)

Region	SCOTLAND
Key Contact	NICOLA BLANEY

As part of the Regional Working Agreement, CIHT Regions are asked to submit an Annual Business Plan. This should relate to the Institution's financial year (i.e. the calendar year).

The template for Regional Business Plans has been designed to ensure regional actions are aligned to the three strategic priorities set out in the CIHT Strategic Plan 2016-2021.

It is requested that Regions **complete and return their 2021 Regional Business Plans by 7 October 2020.**

All plans should be forwarded to Regions@ciht.org.uk.

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1. Promoting Professionalism & Encouraging Learning					
Ensuring members have the skills, training and qualifications to be the workforce that society and the economy need					
Key Actions 2021	Target	Completion Date	Regional Lead	Comments	Status (R/A/G)
Promote the value of professional qualifications to individuals and employers	<p>Host two professional review workshops</p> <p>Engage directly with the largest employers (10 no.) of CIHT members to promote all professional qualifications and the routes to qualification</p> <p>Ensure that the Scotland region continues to put forward the highest volume of CIHT candidates for professional qualification (min. 15 no) across all regions / nations.</p>	Dec 2021	<p>Training & Events Sub-committee</p> <p>Vice Chair / Membership Officer</p> <p>Training Sub-committee</p>		A
CPD Events – as part of 2021 events programme, deliver events which take into account the interests of the Scottish members	<p>Deliver 8 regional events with the majority likely to be virtual however target set to have at least one face-to-face CPD events / social event with members in 2021 (subject to ongoing Covid-19 Public Health guidance).</p> <p>Contribute two online event suggestions to the national programme overseen by BW.</p> <p>Consider the viability and alternatives to the previously ran Spring Conference.</p>	Dec 2021	Events Sub-committee		A

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<p><u>Young Professionals</u> – to establish and support development of activities for Young Professionals</p>	<p>Run at least 2 Young Professional meetings and 2 events per annum.</p> <p>To find alternatives to engaging with Young Professionals (equivalent to Dinner invitation) should the CIHT Scotland Annual Dinner not take place in 2021.</p>	<p>Dec 2021</p>	<p>Chair / YP Lead / YP Vice</p>		<p>A</p>
<p><u>Career Development</u> – to establish and maintain links with universities, colleges and schools supporting the advancement of careers in highways and transportation.</p>	<p>Engage with all Scottish universities and colleges with transport and engineering courses.</p> <p>Support BW in the overarching CIHT STEM Engagement and On Route Schools initiative.</p> <p>Deliver one regional event involving a local university, college or school.</p>	<p>Dec 2021</p>	<p>Vice Chair / Membership Officer</p>		<p>A</p>

2. Influencing the Future

Working with members, regions and stakeholders to demonstrate the values of efficient transport infrastructure. Continually seek to improve all networks so they are safe, sustainable, effective and meet the changing needs of society.

Key Actions 2021	Target	Completion Date	Regional Lead	Comments	Status (R/A/G)
<p><u>Key stakeholder relationships</u> - To develop relationships with local businesses, local enterprise partnerships, educational institutions, local government and kindred organisations</p>	<p>To draw up and maintain a list of key regional contacts / stakeholders</p> <p>Engage with public and private sector organisations to sell value of CIHT</p> <p>To host at least one event in partnership with a key stakeholder.</p>	<p>May 2021</p>	<p>SPF/ Chair / Events Co-ordinator</p>	<p>Onus on all committee to support</p>	<p>A</p>

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<p><u>Respond to consultations</u> – Respond to opportunities on consultations by Government (including devolved and local government) that are of regional importance or feed into national consultations</p>	<p>To continue to be proactive and responsive to consultations</p> <p>Feedback via BW (when appropriate) on consultations in line with deadlines</p>	<p>Dec 2021</p>	<p>SPF</p>	<p>Onus on all committee to support</p>	<p>A</p>
<p><u>Technical Events</u> – As part of the region's events programme, to deliver relevant technical events including a minimum of one future looking event embracing the changing landscape</p>	<p>Topics embracing change may include: impacts of Covid-19, electric vehicles or hydrogen vehicles for example.</p>	<p>Dec 2021</p>	<p>Events Sub-Committee</p>	<p>Onus on all committee to support</p>	<p>A</p>
<p><u>Diversity & Inclusion</u> – a commitment to diversity and inclusion is essential to reflect the region we serve.</p>	<p>To continue to grow Inclusive Infrastructure Scotland – an interest group in development with ICE Scotland.</p> <p>To examine ways of celebrating the successes of those from minority groups.</p> <p>Develop a greater understanding of the diversity profile of the Scottish membership and develop a plan to improve. (BW support necessary to do so).</p> <p>Improve the diversity and inclusiveness of the CIHT Scotland Committee.</p>	<p>Dec 2021</p>	<p>Chair</p>		<p>A</p>

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3. Developing our membership by providing services that benefit our members and society Building a reputation for excellence, offering compelling services that enable us to retain and grow membership					
Key Actions 2021	Target	Completion Date	Regional Lead	Comments	Status (R/A/G)
<u>Recruitment of new members</u> – work with BW to develop and deliver a strategy for attracting, retaining and recruiting new members	Increase awareness of Graduate and Apprentice Grades. Encourage increase in paid membership in 2021.	Dec 2021	Recruitment Officer		A
<u>Communications</u> – To maintain the Regional website and social media ensuring information is kept up to date and to look for new ways to engage with existing and potential members	To develop a plan to enhance the value of online support offered to members in the region To increase LinkedIn members by 100, issue 6 Scotland Newsletters, promote all events on social media, provide content to support 2 ‘think opinions’, To provide content for TP Magazine. Ensure all comms are inclusive. To consider a Scotland specific membership survey.	Dec 2021	Comms		A
<u>Welcoming new members</u> -To send a “welcome” e-mail once notified that a new member joins the Region encouraging them to attend/support regional events, and to attend AGM.	Communicate a welcome message within three months of notification. Encourage members to follow CIHT Scotland on social media.	Dec 2021	Recruitment Hon. Sec / Chair	Scotland Region accustomed to doing these. However, no names have been shared – it had been assumed this was due to GDPR requirements. ACTION ON REO TO CONFIRM THIS ACTION	R

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				STILL RELEVANT UNDER GDPR	
<u>Sharing news and good practice</u> – to submit news, for inclusion in various e-newsletters and Transportation Professional promoting regional projects and innovative practice	To ensure all key major regional events and consultations are written up for inclusion in TP Journal, regional newsletter(s) or regional website/social media. Quarterly Committee e-Newsletter sent to all members in Scotland.	Dec 2021	Comms/ SPF		A
<u>Working with Corporate Partners</u> – to explore and progress opportunities to work more closely with Corporate Partners at a regional level	To gain Corporate Partner contacts in Scotland from BW.	Dec 2021	Hon. Sec/ Chair		R
<u>CIHT Awards</u> – encouraging regional entries to CIHT national awards each year	To develop a plan to deliver alternatives to the Annual Dinner awards. Review suitability of awards ran by Scotland Region.	Feb 2021	Vice Chair	Underway	A

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<p><u>Events programme 2021</u> – ensuring the region runs a varied events programme for members and to also serve to help attract new members.</p>	<p>To set up a programme of events covering different modes and taking account of current 'hot topics' / future thinking within the profession. To arrange one event with a kindred institution (e.g. ICE) and/or another CIHT region.. Events Co-ordinator and wider events sub-committee to develop/maintain ongoing relationship with Regional Engagement Officer.</p> <p>Events Co-ordinator and wider events sub-committee to review event feedback shared by BW and take into consideration any points of note into programme plans.</p> <p>Any feedback of cross-region interest to be shared via REO and/or at Region Panel meetings.</p>	<p>Jan 2021</p>	<p>Events Co-ordinator (supported by Sub-Committee)</p>	<p>Events Co-ordinator to co-ordinate events sub-committee on developing a rolling programme of events for 2020-21 with onus on all committee to support via suggestions, event hosting and attendance during the year.</p> <p>Events sub-group, supported by wider Committee, to maintain/establish links with other institutes.</p>	<p>A</p>
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4. Enabling achievement of CIHT Regional Operations

Taking action to enable financial management and good governance of the Region

Key Actions 2021	Target	Completion Date	Regional Lead	Comments	Status (R/A/G)
<p><u>Governance</u> - To establish and maintain good governance arrangements in line with practice set out in the Regional Officers Handbook;</p>	<p>AGM by 31 May each year. Quarterly Committee meetings. To fill all the key committee roles To support greater diversity across the committee</p>	<p>May 2021</p>	<p>Hon Sec</p>	<p>Scotland region has moved to 6 meetings a year.</p>	<p>A</p>

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<p><u>Business Planning</u> - To formulate a Regional Action Plan covering the 12 month period from Jan to Dec 2022</p>	<p>Draft 2022 Regional Action Plan and return to BW.</p> <p>Review 2021 Action Plan at committee meetings.</p> <p>Record progress of actions.</p>	<p>November 2021</p>	<p>Vice Chair</p>		<p>A</p>
<p><u>Budget</u> -To confirm an annual budget for the Region and offer updated reforecasts each quarter which take account of any significant changes in the projected year end position</p>	<p>Quarterly returns encompassing VAT information to be submitted in line with timetable notified by BW</p> <p>Submit an annual budget to achieve a breakeven position- details to be included in Q1 submission</p>	<p>Dec 2021</p>	<p>Treasurer</p>		<p>A</p>
<p><u>Sharing good practice</u> internally across Regions and with BW</p>	<p>To share details of new initiatives with other Regions and BW via the CIHT webinar group event or by contributing content to the newsletter.</p> <p>To take an active role in attendance at the Regional Panels and Chair meetings.</p>	<p>Dec 2021</p>	<p>Chair</p>		<p>A</p>