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| **UKCPI SECRETARIAT WORK PLAN**  |
| **OBJECTIVES** |
| * **To provide member companies** with information and clear advice on industry wide issues of a technical, regulatory and external affairs nature
* To provide a rapid and accurate **response to external enquiries** from the public or organizations and officials, on cleaning, hygiene and surface care products and issues
* To ensure that the future **vision, direction and strategy** for UKCPI remains relevant to both member requirements as well as to the external business environment
* To maintain an **effective, efficient office and organisational structure** that supports UKCPI member interests
* To ensure that UKCPI **meets all fiscal and legal requirements** of a trade association
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| ***Core Areas & Activities*** | ***Support required*** | ***Responsibility/******representative*** | ***Action/ status*** |
| **1. Strategic Direction** |   |   |   |
| * Review of UKCPI strategy, work plans and role and value to members
* Benchmark operational performance through Trade Assoc Forum
* Provide input into AISE strategic review and ‘network’ discussions
* Membership base
 | Every 3 years undertake Council led review of strategy Participate in CBI’s Trade Association Forum and in ACACouncilCouncil | PMPMPMPM | High level review due in May 2019, intermediate reviews as required e.g. to adapt to Brexit Work plans reviewed annuallyParticipate in CBI benchmark surveyReport back to Council and advise Members of outcomeOngoing management to adapt to member company restructuring, database of prospects maintained, sales literature available |
| **2. Structure and Operations** |   |   |   |
| * Maintain balance of representation on Council
* Manage the cost effective organisation of committee meetings, venues, catering etc.
* Ensure representation at relevant AISE and other external groups such as CRF, CSF, CBI, TAF, ACA
* Support regional meetings as required
* Optimise IT support and structure to provide efficient and secure communications across mail, web and private server platforms
 | 3 yearly review of council membership structure and leadershipManagement of secretariat resourcePrioritisation of commitments and critical relationshipsKD/CS as requiredKD/external suppliers | Council / PMKDPM/SSSSPM | Assessed at each AGM when Council is voted inAssess impact of twice yearly skype calls for Council and conf calls for EACAttend agreed relevant meetings and report back to appropriate CommitteesSS arrange 2 meetings/year. KD arrange venues. CS to produce invites/materialsOngoing review |
| **3. Administration** |   |   |   |
| * Maintain adequate systems to manage monthly accounts against budget, payroll, VAT, NI and tax liabilities
* Auditable accounts
* Efficient office management to ensure effective support to members as well as external enquiries
* Cost control
 | Retain external accountancy firm to oversee production of monthly reports, quarterly VAT returns Retain separate audit firm to produce annual report and accountsConstant vigilance of costs and possible savings | PM PMKDPM/SS/CS/KD | PM to work with accountantsProduce annual accounts for CouncilRespond to all external/internal enquiries promptlyEnsure Value for Money on all activities |
| **4. Communications** |   |   |   |
| * Ensure the UKCPI members are fully informed in a timely manner of all matters - technical and regulatory as well as external affairs and media interest
* Ensure UKCPI communicates to external stakeholders inc. timely responses to consultations, enquiries, and providing information via website
* Manage UK participation in AISE committees and work groups to best represent and influence outcomes for UK members as well as to deploy UK advocacy strengths
* Produce annual review of associations activities for use at AGM as well as with external stakeholders and members
 | Management of up to date contacts database, extranet and newsletter management, annual review publication, regional meetings, dinners and lunch receptionsPM/SS/KD | KD/CS/PM/SSPM/CSPM/SS/CSCS | Produce monthly newsletter and mid-month e-mail. Ad-hoc communication to Members as appropriateCS on going website SEO and circulate analytics showing progressUK representation fully mapped out including connections back into UKCPI committees. Ensure participation in new as required. Feedback from meetings to relevant CommitteesAnnual review to be updated during September/October 2018 and circulated at AGM |
| **5. Brexit** |  |  |  |
| Build a UKCPI position(s) that best reflects and supports its member’s interestsEnsure that UKCPI members are kept up to date on Brexit matters relevant to UKCPI’s areas of expertiseWork with other associations and organisations to ensure positions are aligned and non-contradictoryEnsure that the UKCPI Brexit position(s) is understood by sponsoring Govt departments BEIS, Defra, HSE, DeExEUReview relationship and fee contribution to AISE post Brexit | Council / company experts / Technical committee / PM / SSPM / Council / SZ | Council/PMPM | Ongoing, UKCPI Brexit strategy defined,external network of Govt Departments, associations and business organisations being used, internal program to develop impact assessment for relevant regulations, regular communications and involvement of membersReview meetings planned for early 2019 |