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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 | | | |
| ***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 ACA  Council  Council | PM  PM  PM  PM | High level review due in May 2019, intermediate reviews as required e.g. to adapt to Brexit  Work plans reviewed annually  Participate in CBI benchmark survey  Report back to Council and advise Members of outcome  Ongoing 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 leadership  Management of secretariat resource  Prioritisation of commitments and critical relationships  KD/CS as required  KD/external suppliers | Council / PM  KD  PM/SS  SS  PM | Assessed at each AGM when Council is voted in  Assess impact of twice yearly skype calls for Council and conf calls for EAC  Attend agreed relevant meetings and report back to appropriate Committees  SS arrange 2 meetings/year. KD arrange venues. CS to produce invites/materials  Ongoing 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 accounts  Constant vigilance of costs and possible savings | PM  PM  KD  PM/SS/CS/KD | PM to work with accountants  Produce annual accounts for Council  Respond to all external/internal enquiries promptly  Ensure 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 receptions  PM/SS/KD | KD/CS/PM/SS  PM/CS  PM/SS/CS  CS | Produce monthly newsletter and mid-month e-mail. Ad-hoc communication to Members as appropriate  CS on going website SEO and circulate analytics showing progress  UK representation fully mapped out including connections back into UKCPI committees. Ensure participation in new as required. Feedback from meetings to relevant Committees  Annual 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 interests  Ensure that UKCPI members are kept up to date on Brexit matters relevant to UKCPI’s areas of expertise  Work with other associations and organisations to ensure positions are aligned and non-contradictory  Ensure that the UKCPI Brexit position(s) is understood by sponsoring Govt departments BEIS, Defra, HSE, DeExEU  Review relationship and fee contribution to AISE post Brexit | Council / company experts / Technical committee / PM / SS  PM / Council / SZ | Council/PM  PM | 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 members  Review meetings planned for early 2019 |