

Landscape Institute Northern Ireland

Items discussed at the last Advisory Council meeting 12 February 2015:

Item One

Phil Mulligan informed the Council of recent meetings which included the Devolved Nations – Chairs meeting. Chairs of the devolved nations meet once a year with the President and CEO. Council discussed whether a Chair from an English branch should attend the meeting to in some way represent England. A vote was taken with the following result.

For	7	Against:	11	Abstentions:	4
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Decisions: It was agreed that:

- a) An English branch Chair should not attend the devolved nations chairs meeting
- b) Stephen Russell (SR) as Head of Policy should attend along with other senior staff and the President
- c) The meetings should report back to, and do not take any precedence over, Council

Item Two

Rethinking the Urban Landscape' touring exhibition

Paul Lincoln (PL) referred to the paper and confirmed that six branches have so far expressed interest in hosting the exhibition. The exhibition has been a great success so far with an extended stay at the Building Centre and will also be at EcoBuild.

Item Three

Phil Mulligan gave a brief overview of his CEO paper highlighting the level of good news. In addition to the new IT & Finance role starting soon the Board have approved a new staffing structure which includes:

- a) Increased Education & Membership capacity. Recruitment for the new Education Development Officer and Membership Development Officer roles is ongoing
- b) Creation of a cross organisation events team
- c) Confirmation of PL as Deputy CEO
- d) Confirmation of SR as Head of Policy

Council asked that PM ensure members and heads of schools are made aware of LI recruitment.

Actions: PM to circulate a new organogram as soon as it is available.
PM to make members and heads of schools aware of LI recruitment.

Item Four

- i) PM confirmed that the budget is currently on track and that next year we are aiming at a £30k surplus. This is a deliberately cautious target as we cannot assume the Heritage Lottery Fund grant for the CB300 project will be approved. However, if the funding comes through there will be

a £95k surplus and a wish list of innovative projects is being created to take advantage of this potential additional funding.

- ii) Concern was raised about cost of events for small practices. PL confirmed that he is researching the possibility of a sliding scale of attendance fees for events. The possibility of subsidised events is also being considered and an events programme is being developed that includes free webinars. Members commented that the recent BIM masterclasses were felt to be very good value compared to training offered by other organisations.
- iii) The issue of the Standing Committees having different budgets was raised. PM confirmed that it was impossible to compare the committees on a like for like basis as their remits were very different. Policy committee member and meeting costs are less than those of the Tech committee but the Tech committee has a number of working groups providing specialist expertise. Colin Moore (CM) as Tech committee Rep confirmed that as part of his work as a member of the Biosecurity workgroup he attended Forestry Commission meetings all over the country and his costs alone for last year were approximately £3,000. Annie Coombs believed there could be a more efficient use of funds. It was agreed committees should not be seen as competing against each other for funding and recognised that this budget had enough funding for what each committee wants to do.
- iv) Council requested that extra funds be provided for responding to potential changes in local government structure in Wales and Northern Ireland, not just put on the wish list, subject to NI and Wales submitting and seeking approval from the Board for detailed and costed proposals for actions / interventions relating to local government restructuring. Council recognised that devolved nations proposals could well be reflected in England in the future.
- v) It was agreed that the budget for the Office Location Working Group would need to be increased to cover professional advice and other costs.
- vi) Political engagement - LI is working with bigger organisations and think tanks rather than directly with the individual parties and this is proving to be a more effective and influential form of political engagement. LI will produce an infographic on general election issues for members to use locally.

Actions: PM to request extra funds be provided for responding to potential changes in local government structure in Wales and Northern Ireland, subject to approval of detailed proposals.
PM to increase Office Location Working Group budget.
PL to produce General Election Infographic for members.

Item Five- Office Location Working Group (OLWG)

It was agreed that PM would send the members of the OLWG the draft Terms of Reference (ToR) before the first meeting with a ten day deadline to respond with comments via email and will then aim to reach agreement via email on final ToR or use teleconference if necessary.

Action: PM to forward the draft ToR to the OLWG

Item Six

GOVERNANCE & STRATEGIC ITEMS

6 Council Elections

Council discussed the paper and agreed the following:

- i) Election Officer - To appoint PM as Election Officer.

For	21	Against:	0	Abstentions:	2
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- ii) Supporting Statements - That manifestos would be 1 side of A4 with a max limit of 250 words and with or without a photograph of the candidate but nothing else. Agreed not to allow video statements but to look again at use of videos for elections in 2017.

For	23	Against:	0	Abstentions:	0
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- iii) Council Nominations – Agreed Council would not nominate any candidates.

For	23	Against:	0	Abstentions:	0
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- iv) Role of Appointments & Selections Committee – as Council will not be nominating any candidates this item is now irrelevant.

- v) Process and Timetable – after confirming that all members without a valid email address would be contacted by post Council agreed the election timetable at item 3 in the paper.

For	23	Against:	0	Abstentions:	0
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- vi) A&SC and the election timetable item 3.8 - AW confirmed that Regulation 10.2 applies and as such this item is no longer relevant.

- vii) To approve an independent polling company – Agreed to use MiVoice subject to reasonable terms.

For	23	Against:	0	Abstentions:	0
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7 Membership Consultation Governance Changes

PM spoke to the paper and confirmed there had been a good response rate of over 10% of the membership which is statistically likely to be representative. There were no filters in place regarding membership grade or geographical location etc and as such it would be very difficult to disaggregate the information at this stage. Future consultations will be designed with this in mind.

All responses whether by letter, at roadshows, via committees etc have informed the latest paper and Council are now being asked to support the proposals for the next stage. Any changes that the membership in principle support at an EGM will then be included in the redraft of new documentation. This will then go to the AGM in October and if accepted on to Privy Council prior to implementation.

At this point we are still in the process of refinement and seeking Council's continued support for the direction of travel.

- 7.1 Voting Rights - Council felt the recommendation should be split to allow members to vote regarding each grade individually and voted on the suggested redraft below:

To extend voting rights to the following non chartered members:

- a) Students
- b) Licentiates
- c) Individuals
- d) Academics

For	18	Against:	2	Abstentions:	3
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- 7.2.1 Board Composition – Council felt that the specific recommendation should separate the Student and Licentiate proposals and accordingly voted as below:

- i) Create a Board seat for Licentiate representative, voted on by the whole membership.

For	16	Against:	6	Abstentions:	1
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- ii) Create a Board seat for Student representative, voted on by the whole membership.

For	4	Against:	14	Abstentions:	5
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- 7.2.2 Maintain the requirement for all Officers to be Chartered members, but remove requirement for being Chartered for any particular length of time before being able to stand.

For	19	Against:	0	Abstentions:	4
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7.3 Introduce an 'experienced practitioners' route to Chartership (details of this route would need to be developed before presenting this recommendation to the membership)

For	19	Against:	1	Abstentions:	3
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7.4.1 Continue to promote Student membership to students on accredited and non accredited courses, distinguishing between those who pay a subscription fee and those that do not (those paying a fee and on an accredited course gain voting rights).

To be deferred.

7.4.2 Agree a timeframe for transferring student members to the Licentiate or Individual category i.e. within one year of graduation.

To be deferred.

7.4.3 Create a new Individual category of membership (a different name for this category is needed. Note we will keep 'Academic' as a separate category of membership).

For	22	Against:	0	Abstentions:	1
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7.4.4 The Licentiate category to have only those on the Pathway in it (no designatory letters).

For	17	Against:	1	Abstentions:	5
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7.4.5 Remove the expectation of being a Licentiate for at least two years before becoming Chartered.

For	17	Against:	4	Abstentions:	2
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7.4.6 Develop a 'Supporter' or 'Friend' category of engagement that is not part of the membership.

For	22	Against:	0	Abstentions:	1
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7.5.1 Increase the threshold required to call an EGM to 3% of voting members.

For	16	Against:	5	Abstentions:	1
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Post meeting note: over 50 membership organisations are being contacted regarding their EGM requirements to provide context and the 3% figure could possibly be amended.

7.5.2 References to Divisions are removed from governance documents

For	14	Against:	3	Abstentions:	5
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7.5.3 Election processes have a single nomination process open to all eligible members

For	18	Against:	0	Abstentions:	4
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7.5.4 Updates are made to our complaints and disciplinary processes

For	19	Against:	0	Abstentions:	2
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8 Reports

8.1 There was no President's Report due to his absence.

8.3 Branch Reps Meeting Report

Rachel Tennant (Scotland) reported the following items from the Branch Reps earlier discussion:

1. AGMs – the Branch AGMs are now in progress.
2. Branch Websites – the branches are concerned about the delays to the roll out and requested an updated timetable.
3. Education toolkits – branches have been waiting for toolkits to support school visits etc. Chris Sheridan (CS) confirmed that any requests for careers material etc could be emailed to him in the meantime.
4. Communication – there are still some issues using Dotmailer but the branches appreciated that the LI is working on improvements.

Action: PM to circulate an updated branch websites timetable

8.4 Licentiate Report

Due to time restraints this item was not discussed.

8.5 Student Report

Due to time restraints, and the absence of the Student Rep, this item was not discussed.

8.6 Appointments & Selection Committee Report

Due to time restraints this item was not discussed.

8.7 Paxton 150 Conference

Robert Holden gave a brief update on his paper. PM confirmed that this item is also on the LI budget wish list of projects subject to the next round of HLF CB300 funding.

8.8 Public Sector Workshop

Helen Tranter spoke to the paper with particular reference to the work in progress section including the establishment of a cascade network. IP confirmed that Noel Farrer was happy to speak with senior managers/council officers etc to promote landscape within the public sector and that the LI recognised the synergy between an effective public sector and private sector activity. Rose Walker (RW) suggested that the Devon Landscape Policy Officers Group could be a useful model. HT requested that members notify her of any other equivalent groups.

Action: All to notify HT of Public Sector groups equivalent to the Devon Landscape Policy Officers Group.

9 Any Other Business

1. EcoBuild – PL confirmed that the Urban Landscape Exhibition was to be displayed at the event. In addition the Flooding video competition results would be announced and there would be four talks on the main stage.
2. New CMLI Event – Amanda McDermott felt that this had been a very successful event and hoped that it would now become an annual event.
3. Experienced Practitioner Route – Clare Michael (CM) notified Council that the E&MC have put the following question to the Board following their request that E&MC explore ways of developing an 'Experienced Practitioner Route' to chartership:

“Please can the Board provide a clear instruction on whether the P2C syllabus should remain as is for the 'Experienced Practitioner Route' or whether a way should be found to allow specialists to demonstrate a narrower, but deeper, understanding of the syllabus”

CM requested that Council forward any comments to help inform the process.

Action: All to forward comments on the E&MC Experienced Practitioner Route question to CM.

IP thanked Council for staying late and helping to make some very effective decisions.

It was also noted that it was being considered the next AGM could possibly be held at MERL in October as a joint event with the Jellicoe Lecture.

Decisions and Actions

DECISIONS:

1. Taking the amendments into account the minutes of the meeting of 16 October 2014 were approved.
2. An English branch Chair should not attend the devolved nations chairs meeting.
3. Stephen Russell (SR) as Head of Policy should attend the devolved nations chairs meeting along with other senior staff and the President.
4. The devolved nations chairs meeting should report back to, and does not take any precedence over, Council.
5. Proposed Membership Consultation Governance Changes

The following proposals were **AGREED**:

- 5i Election Officer - To appoint PM as Election Officer.
- 5ii Supporting Statements - That manifestos would be 1 side of A4 with a max limit of 250 words and with or without a photograph of the candidate but nothing else.
- 5iii Agreed not to allow video statements but to look again at use of videos for election in 2017.
- 5iv Council Nominations – Agreed Council would not nominate any candidates.
- 5v Process and Timetable – election timetable was agreed.
- 5vi To approve an independent polling company – Agreed to use MiVoice subject to reasonable terms.
- 5vii Voting Rights - that the recommendation should be split to allow members to vote regarding each grade individually and restated as: To extend voting rights to the following non chartered members: a) Students. b) Licentiates. c) Individuals. d) Academics.
- 5viii Create Board seats for Licentiate representatives, voted on by the whole membership.
- 5ix Maintain the requirement for all Officers to be Chartered members, but remove requirement for being Chartered for any particular length of time before being able to stand.
- 5x Introduce an ‘experienced practitioners’ route to Chartership (details of this route would need to be developed before presenting this recommendation to the membership).
- 5xi Create a new Individual category of membership (a different name for this category is needed. Note we will keep ‘Academic’ as a separate category of membership).
- 5xii The licentiate category to only have those on the Pathway in it (no designatory letters).
- 5xiii Remove the expectation of being a Licentiate for at least two years before becoming Chartered.
- 5xiv Develop a ‘Supporter’ or ‘Friend’ category of engagement that is not part of the membership.
- 5xv Increase the threshold required to call an EGM to 3% of voting members.
- 5xvi References to Divisions are removed from governance documents.
- 5xvii Election processes have a single nomination process open to all eligible members.
- 5xviii Updates are made to our complaints and disciplinary processes.

The following proposal was **NOT** agreed

- 5xix Create Board seats for Student representatives, voted on by the whole membership

The following proposals were **DEFERRED**

- 5xx Continue to promote Student membership to students on accredited and non accredited courses, distinguishing between those who pay a subscription fee and those that do not (those paying a fee and on an accredited course gain voting rights)
- 5xxi Agree a timeframe for transferring student members to the Licentiate or Individual category i.e. within one year of graduation

ACTIONS:

1. Draft minutes to be circulated within one month to all Advisory Members.
2. Council to be alerted when Board papers are available online.
3. PM to circulate a new organogram as soon as it is available.
4. PM to make members and heads of schools aware of LI recruitment.
5. PM to request extra funds be provided for responding to potential changes in local government structure in Wales and Northern Ireland, subject to approval of detailed proposals.
6. PM to increase Office Location Working Group budget.
7. PL to produce General Election Infographic for members.
8. PM to forward the draft ToR to the OLWG.
9. PM to circulate an updated branch websites timetable.
10. All to notify HT of Public Sector groups equivalent to the Devon Landscape Policy Officers Group.
11. All to forward comments on the E&MC Experienced Practitioner Route question to CM.