

Agenda for the 35th meeting of Advisory Council

Thursday 06 February 2020

A virtual meeting hosted digitally

Council Meeting 3 – Standards (Entry & Technical) & Policy		Timings
PRE MEETING BRIEFING		1230 - 1300
1. President’s Welcome and Report		1300
i. Apologies for Absence		
ii. President’s Report		
2. CEO Report		1315
i. CEO Update		
ii. Business Plan Overview (DC)		
iii. Major Events Schedule (AM)		1345
BREAK		1355
3. Priorities for 2020-21		
3.1 Policy and Influencing		1405
i. Climate Change and Biodiversity – Action		
ii. Asks of Government		
3.2 Technical		1440
i. Technical Workplan 2020-21		
3.3 Member Engagement		1450
i. Better Reporting and Operation		
4. Standards		
i. Governance Matters		1500
ii. Governance Review - Structure		1510
5. Any Other Business		1540
MEETING ENDS		1545

Agenda item 2iii	LI Business Planning – Major Events Schedule
Paper authors:	Andrew Morris, Head of Product Development
Summary of paper:	This paper provides an outline for the Future Events programme for 2020-21 financial year
Advisory Council is asked to:	Consider the events and provide feedback/input on topics and speakers.

1. Purpose of this Paper

This paper provides an outline for the future events programme for 2020/21 financial year. This consists of the following:

1. Landscape and Place 2020 (LI Conference)
2. 4 major CPD Events
3. Jellicoe lecture
4. Awards 2020

The aim of this paper is to consider the themes planned for the coming financial year and for Advisory Council to provide initial thoughts and feedback on topics and speakers.

2. Landscape and Place Convention, 30 June -01 July 2020, BCEC Birmingham

Initial ideation around the conference is a two-day event, planned for circa 400 delegates, held to provide thought leadership, technical workshops, CPD and site visits, whilst embracing and celebrating key strategic partnerships. Birmingham as a location has been chosen due to the wealth of initiatives being launched in the area such as the West Midland Park campaign, BCC joining as a Biophilic city, WMCA championing design, major Infrastructure focus such as Commonwealth Games and HS2, major Housing and urban renewal programmes planned with the added opportunity to further cement strategic relationships in the region. This event will be held in conjunction with strategic partners namely:

- The Design Council
- Birmingham City University
- Institute of Place Management
- West Midlands Combined Authority
- The Bid Foundation

2.1 Present Structure

At present both the LI and partners envisage the structure of the event as follows:

Day 1- 30 June 2020	Day 2 - 01 July 2020
<p>Mostly a conference stream with some workshops to run alongside panel debates:</p> <p>Conference themes explored:</p> <ul style="list-style-type: none"> - Climate and Biodiversity Action - Sustainable Major Infrastructure - Regional Opportunities in West Midlands - International Landscapes at Scale - Inspiring through Landscape and Places 	<p>Conference stream with a focus on technical workshops and site visits:</p> <p>Conference themes explored:</p> <ul style="list-style-type: none"> - Future High Streets Taskforce - Place and Health

Workshop/Site Visit themes explored: <ul style="list-style-type: none"> - Future of Place and Highstreets in the Climate and Biodiversity context 	Technical workshop themes/Site visits explored: <ul style="list-style-type: none"> - Climate and Biodiversity Action - Towards Sustainable Infrastructure - Regional Opportunities - Inspiring through Landscape and Place
Evening Events	Evening Events
Evening Reception: A pop up event sponsored by Vestre comprising of a drinks reception, keynote speakers, food and networking	Students and Young Prof Event: Opportunity for students and young professional to network, and liaise with current employers. Presidents Reception and BID Foundation Showcase: A VIP only event celebrating the inauguration of LI's President Jane Findlay

3. Forward CPD Programme 2020-21

Linked to the LI's policy objectives, emerging conference themes, market research into emerging trends and development needs of the member base and opportunity to work closely with strategic partners, the following 4 CPD events are currently being planned. The CPD days are held across the UK and designed in a multi-strand format, with exploratory workshops and interactive site visits. The 4 themes planned are namely:

- i. Climate Change – Mitigation and Adaptation
- ii. Inclusive Environments and Design
- iii. Accounting for Landscape
- iv. Water and Resilient Cities

3.1 Climate Change CPD Day - 15 September 2020, London

The first CPD day of the 2020/21 season this day aims to introduce thought leadership, key themes and methodologies around the Landscape Professional's role in the fight against Climate Change in both the context of mitigation and the adaptation of working practices. Linked directly to current academic thought, exemplar practice, conference outcomes and insights from the LI's Landscape and Place convention and Climate committee, this technical day will continue the debate and arm the members with intrinsic underpinning knowledge in this area.

3.2 Inclusive Environments and Inclusive Design CPD Day - 15 October 2020, Chelmsford

Held in conjunction with the Design Council, this day will focus on the design of inclusive spaces/environments. Built around existing teaching, this CPD day will tackle important issues and focus on intrinsic elements of practice needed to promote inclusivity throughout the built environment. Pushing beyond the ramp and traditional thought around Inclusive Design, the CPD event will consider all forms of inclusivity from hidden disabilities to the perception and interaction of BAME, minority and social economic groups within the built and natural environment.

3.3 Accounting for Landscape CPD Day - 09 February 2021, Oxford

Accounting for Landscape is becoming an increasingly important factor of practice. Aligned with the Policy Team's priorities for 2020/21, this CPD Day is aimed to address and develop within the member base emerging methodologies across Net Gain, Biodiversity and Natural Capital. This day

will span all facets of the profession including, Landscape Managers, Architects, Planners and Park Managers, exploring the emerging methodologies and how to apply these deftly in practice.

3.4 Water and Resilient Cities CPD Day - 25 March 2021, Leeds

Continuing the Climate Emergency theme, this CPD day will explore exemplar schemes and practices around planning, designing and managing resilient urban spaces. The CPD event will explore Suds delivering core CPD knowledge around the subject and consider how to combat rising occurrences of floods through great design, planning and management.

4. Jellicoe Lecture - 15 October 2020, Chelmsford

Held in the evening of the Inclusive Environments and Design CPD day and building on the success of the 2019 Jellicoe lecture, it is proposed that the 2020 event should take the following format:

- i. Keynote presentation
- ii. Question time style debate to a panel of experts

Initial ideation around themes are as follows:

1. Inclusive Environments – With the launch of the Landscape Institutes Apprenticeships and the recent election of three female officers to the LI Board of Trustees, it is proposed that Jellicoe debates how can we become more inclusive as a profession. This can range from gender, BAME and social mobility considerations.
2. Climate Change – Continuation of the Climate Debate, building on COP26 and themes from both the Landscape Convention and Place and the Climate Change CPD Day.

5. Awards 2020 - 26 November, The Troxy London

Continuing from the success of LI2019 Awards, the LI is holding its annual awards at the Troxy. With the launch of new award categories demonstrating how landscape is at the forefront of the contemporary challenges, this event is expected to attract in excess of 700 delegates. A celebratory event initial thought around speakers and guests are as follows:

- Julia Bradbury - Host
- Tanya Steele, CEO WWF - Keynote speaker
- George Monbiot - Keynote speaker

Agenda Item 3.1i	Climate Change and Biodiversity Emergency Panel
Paper author:	Ben Brown
Summary of paper:	This paper updates Council on the progress of the LI's Climate Change and Biodiversity Panel, responding to the emergency declaration made by the Board in 2019.
Resource implications:	To be determined
Council is asked to:	Comment and suggest priorities for action

1 Background

In June 2019, in line with many other organisations and professional bodies, the Board of the Landscape Institute declared a climate and biological diversity emergency.

This declaration was made alongside a series of immediate commitments, where they were possible. These included changing internal LI practice, such as updating LI's travel and expenses policy, moving our events to an "opt-in" meat option, and producing a special edition of the journal focusing on this issue.

As part of the declaration, we also committed to bringing together a panel of experts, both members and non-members, to help the LI explore what else it could do in the medium-to-long term.

2. Current status

The panel was recruited in September 2019. It comprises 14 experts, including 10 LI members and representation from the public sector, private sector & academia. The panel are supported by an external climate consultant, Dr Alex Hilliam – and is coordinated by the LI policy and influencing team.

The panel will present an options paper to board outlining the key actions to take forward on February 18th.

3. Draft options (headline areas)

The proposed actions are contained in four areas:

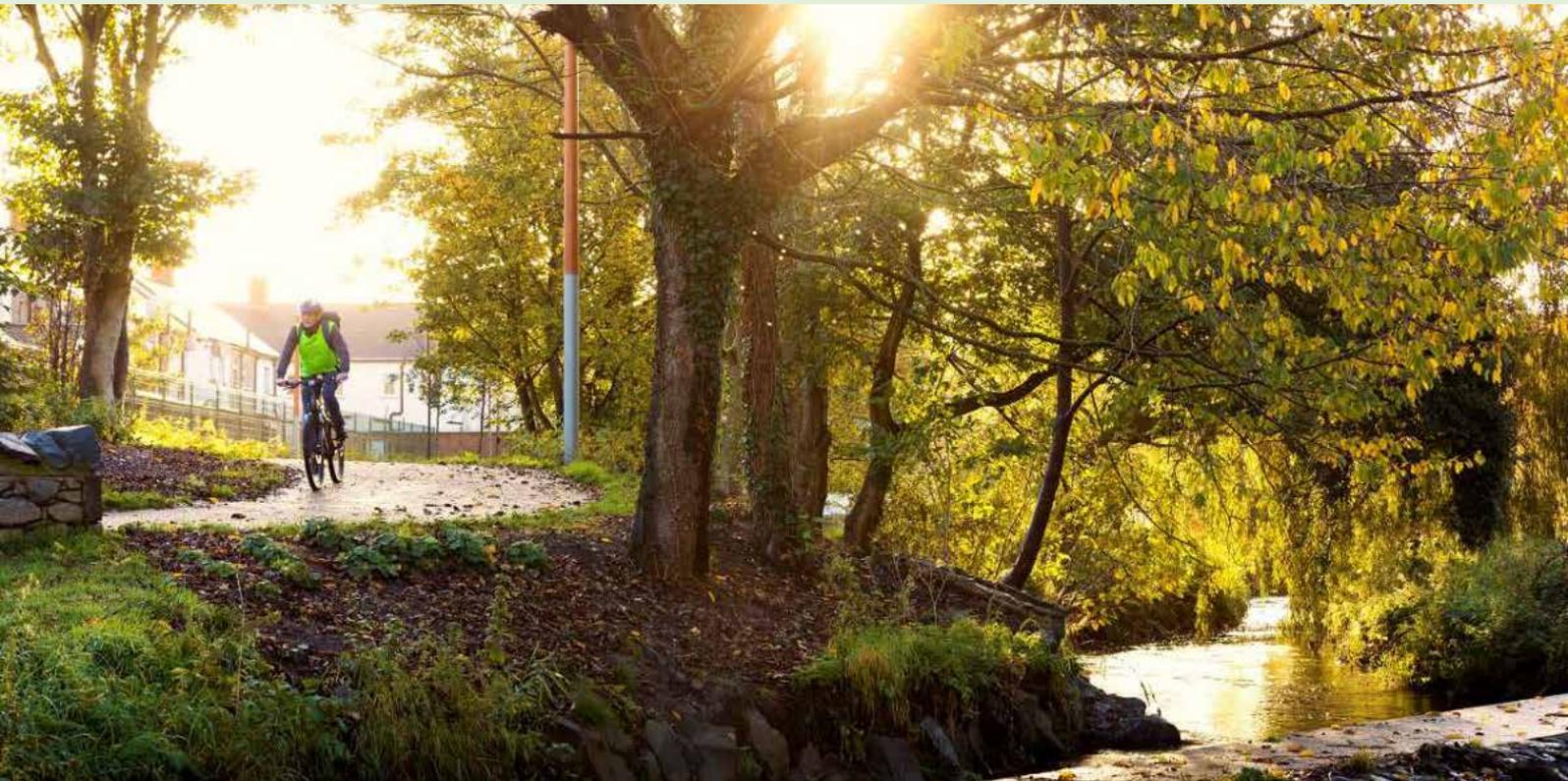
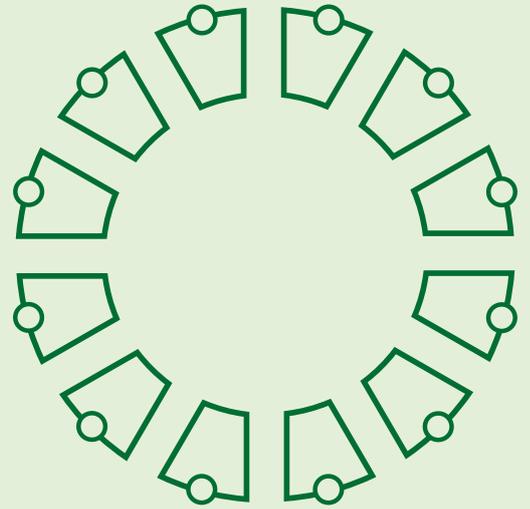
- I. **Equipping the profession:** this includes actions related to written guidance and technical information, CPD and training, and championing best practice through case studies and awards.
- II. **Policy and advocacy:** this includes actions to raise the influence of the landscape sector in addressing the crises, to change government policy which is inhibiting greener schemes, and collaboration with other bodies
- III. **Regulation and reporting:** this includes actions related to our regulation of professional competence, ethics and activity, including our code of practice and entry standards, and supporting landscape businesses to do better at reporting and improving their own carbon footprint.

- IV. **The LI's carbon footprint:** this includes actions to support a reduction in the LI's own internal carbon footprint, including our travel and buildings, our events and conferences, meetings, and ways of working.

These options will be presented to LI Board for decision on the 18th Feb.

At the time of writing, these actions are still in development. We will have details to table at the Council meeting on the 6th Feb.

12 ASKS OF THE NEW GOVERNMENT



The Landscape Institute's key asks of the new government

The LI will be continuing its work to raise the voice of landscape in public debate, and to argue for people, place, and nature. There are issues pressing not just our sector but the country that will require urgent action, from climate to housing. Below are the key asks that both the LI and our members will be bringing to government in 2020.

Climate and biodiversity action

1. Cut net emissions across the whole country
2. Start building places that are climate change ready
3. Commit to Environmental Net Gain (ENG)

Design for people

7. Champion high quality design
8. Set and enforce higher place standards
9. Embed public health in place

Landscape after Brexit

4. Mitigate Brexit risks for landscape business
5. Secure the skills we need
6. Maintain and enhance EU-level environmental protections

Maximise green infrastructure

10. Invest in green infrastructure with maintenance
11. SuDS as the default option
12. A joined-up approach to land management

Get in touch: policy@landscapeinstitute.org



Climate and biodiversity action

Places that have set faster ambitions should be supported to meet those targets.

1 Cut net emissions across the whole country:

Business as usual cannot continue; this is an emergency. Climate must be a top priority for the new government, and robust investment now can still avert many of the environmental and economic pitfalls of inaction. The commitment to reducing greenhouse gas emissions to net zero by 2050 is welcome, but places that have set faster ambitions (Scotland 2045, Greater Manchester 2038) should be supported to meet those targets. Government should partner with cities and regions on solutions, from promoting sustainable transport to afforestation, and direct its investment accordingly.

2 Start building places that are climate change ready:

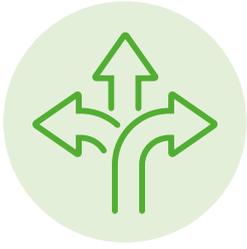
We are already too late to stop some climate changes. The places we live in need to be adapted to a range of new risks, including increased heat waves and rising sea levels. Climate adaptation must be understood as a key priority for planning policy and be given great weight in determining applications for development. Local Planning Authorities currently lack the capacity and skills to lead this, and the power to refuse unsustainable proposals. A changing climate will impact on everything from flood risk to plant health and biosecurity, and a step change is needed from the whole built environment sector.

3 Commit to Environmental Net Gain (ENG):

The ambition to leave the environment in a better state than we found it needs to be made real. Biodiversity Net Gain (BNG) is a good start to address the severe decline in species (plant and animal) and it should be legislated upon. However, the environment cannot be viewed through a single lens, and without a broader approach to net gain there is no guarantee that the decline will not continue. We must develop an approach to Environmental Net Gain (ENG) that maximises the benefits of natural capital – from regulating pollution and flooding to providing green spaces for recreation.



The commitment to reducing greenhouse gas emissions to net zero by 2050 is welcome, but places that have set faster ambitions (Scotland 2045, Greater Manchester 2038) should be supported to meet those targets.



Landscape after Brexit

A new environmental watchdog that monitors the government's ambitions and obligations must be established.

4 Mitigate Brexit risks for landscape businesses:

The UK landscape sector is seen as a world leader internationally; however, its success could be placed at risk by a no-deal Brexit. Landscape businesses – largely SMEs – are especially vulnerable to any market contraction, particularly in construction. The sector relies upon imports of materials and labour from overseas, the ability to sell services to the continent, a robust framework of environmental legislation, and the mutual recognition of professional qualifications with other European nations. Our future trading relationship with Europe should protect these things, and ensure that landscape businesses can continue to contribute to our economic, social, and environmental prosperity.

5 Secure the skills we need:

Ensuring access to the skilled and graduate workforce needed for landscape must be a priority for the new government. Landscape professionals are essential for creating healthier places and tackling climate change. We are facing a skills shortage in our sector, however, and restrictions on labour movement would further limit the number of new workers and international graduates who will be able to stay in the UK to fill those vacancies and add value to our country. New landscape apprenticeships and the recent addition of landscape architecture to the Shortage Occupation List are positive steps, and this progress must not be halted.

6 Maintain and enhance EU-level environmental protections:

Until new laws are passed, the UK will continue to rely upon European legislation for many of its environmental protections, from air pollution to water quality targets. There must be a guarantee that existing environmental standards and targets will be maintained in law (without regression) and plans developed to meet them. A new environmental watchdog that monitors the government's ambitions and obligations must be established, and should be fully resourced in order to provide proper scrutiny. These ambitions are all in the draft Environment Bill: passing it must be one of the earliest priorities of the new government.



There must be a guarantee that existing EU-level environmental standards and targets will be maintained in law and enhanced in the future.



Design for people

Engraining placemaking is key

7 Champion high-quality design:

The new government will need to tackle the huge challenge of delivering more housing for Britain; however, the ambition to increase supply must be matched by a commitment to make these places where people want to live. Engraining placemaking is key: well-designed places that respond to local character, contain green spaces and trees, promote connectivity, are appropriately dense, and are designed with sustainability in mind. Earlier and better infrastructure planning (both grey- and blue/green-) is essential, and innovative ways to involve communities and design experts should be supported. Permitted development rights need to be balanced with achieving sustainable development.

9 Embed public health in place:

The evidence is now clear that spending on healthcare could be reduced if more targeted investment was made in preventing ill health before it has a chance to occur. Landscape plays a key role in this. The public health sector needs to be more closely involved in guiding the planning, design and management of new and existing settlements to help ensure healthy, sustainable places, for both current and future residents. Learning should be taken from the NHS Healthy New Towns programme, but this cannot be a one-off exercise. The Well-Being of Future Generations (Wales) Act 2015 provides a model for how all facets of policy and planning can be aligned towards sustainable development.

8 Set and enforce higher place standards:

In too many developments, high-quality design fails to survive through to final build. Green infrastructure and open space are value-engineered out, while green features are included in application visuals but never delivered or enforced through conditions. There is a need for a national framework of standards for the provision and quality of green infrastructure. To measure the value of these spaces the planning system will need to begin to embed the practices of natural capital accounting as well as measuring the socio-economic benefits of these assets. There are best practice examples of urban greening standards and requirements across the UK and the world that we can learn from.

 **There are best practice examples of urban greening and placemaking across the UK and the world that we can learn from.**



Maximise green infrastructure

Bringing multiple benefits for people, place and nature.

10 Invest in green infrastructure with maintenance:

Green Infrastructure can deliver quality of life and environmental benefits for communities, but it requires a level of investment, planning and stewardship that is currently insufficient. Cost-cutting of service charges and management contracts often leads to poor stewardship of green spaces and assets (such as street trees) and therefore poor outcomes for communities. Sustainable funding models are needed for our parks, public realm, and valued landscapes. Ringfencing of developer contributions through Section 106 and CIL for green infrastructure should be explored, and innovative models of management – such as trusts or community ownership – supported.

12 A joined-up approach to land management:

Our rural landscapes must play a key role if we are to tackle the climate and biodiversity emergency. Restoration of natural landscapes through afforestation, nature recovery networks, and robust landscape management can reduce net carbon emissions while also bringing multiple benefits for people, place and nature. To deliver this, any new Domestic Agricultural Policy must have the environment at its heart. Subsidy payments must be tied to delivering public goods and promoting environmentally sustainable land management systems. National Parks and AONBs must be empowered to support this, and the recommendations made by the Glover Review should be enacted.

11 SuDS as the default option:

Sustainable Urban Drainage Systems (SuDS) has the potential to make a major contribution to surface water flood management, as well as improving water quality, amenity, and biodiversity. However, the current planning, policy and delivery system is inconsistent. Clear and coherent guidance and policy must be developed so that authorities can consistently deliver SuDS within their planning frameworks. In principle, all development should incorporate sustainable drainage that takes a multifunctional approach. Development requiring planning permission should be expected to include SuDS unless there is clear and proportionate evidence that it is unfeasible.



Green Infrastructure can deliver quality of life and environmental benefits for communities, but it requires a level of investment, planning and stewardship that is currently insufficient.

About the LI

The Landscape Institute (LI) aims to lead and inspire the landscape profession to ensure it is equipped to deliver its purpose under our Royal Charter for the benefit of people, place and nature, for today and for future generations.

The Landscape Institute provides a professional home for over 5,600 landscape managers, landscape architects, landscape planners, urban designers, and landscape scientists, and many other landscape professionals working across urban and rural areas.

Get in touch:
policy@landscapeinstitute.org

Agenda Item 3.1ii	Policy & Influencing: 12 asks of government
Paper author:	Ben Brown
Summary of paper:	This paper updates Council on our government influencing activity; specifically our post-election publication “12 asks of government”, which set out a non-exhaustive list of priority areas for reform
Resource implications:	n/a
Council is asked to:	Comment and suggest additional priorities for action

1 Background

The UK General Election was held on the 12th December 2019, and the UK now has a new Conservative majority government. This was followed by a Queen’s Speech on the 19th December, which set out the new Government’s legislative agenda for the coming parliamentary session (including the reintroduction of the Environment Bill, the Agriculture Bill, and the EU Withdrawal Bill – all of which will affect the landscape sector). A cabinet reshuffle is expected in February, and the Spring Budget on March 11th.

The LI seeks to raise the influence of the landscape sector, including amongst government and policymakers, and to inform the development of government policies for the benefit of the landscape sector, and for the broader public benefit of people, place, and nature. It does this through its existing policy and influencing function.

2. 12 asks of government

Shortly following the General Election, the LI published a short list of “key asks” for the new Government. This was a non-exhaustive list of 12 priority areas where we would be seeking key reforms.

Please see Appendix A

This is principally intended to be a communications and awareness-raising exercise (not a systematic strategy). The policy team will be developing the asks within this framework (and others) as part of its usual activity of policy development, external affairs, and collaboration with strategic partners.

Council is invited to contribute to the areas they see as particular priorities, including those not contained within the list of 12. This could include:

- i. Specific regulatory/policy challenges and opportunities
- ii. Areas needing further research, evidence, and insight
- iii. Suggestions for partners, networks, or other opportunities for influence

Draft LI Technical Standards programme of Volunteer activity Apr 2020 – Mar 2021

Theme	What will be delivered by Mar 2021	Timings	Who is leading	Key help from	Input sought from Council
Climate Change (working with Policy colleagues/Climate Change Group)	Technical Note on Landscape, Water, Flooding	Autumn 2020	Robin Gray	Technical Committee	
	Technical Guidance on Watering	Summer 2020	Colin Moore	Technical Committee	
	Urban Forestry Technical Note	Winter 2020	Bill Blackledge	Technical Committee	
	Climate-friendly office practice Info	Spring 2021	Marc van Grieken	Technical Committee	
	Additional Technical Notes (e.g. Biodiversity/Environmental Net Gain, Urban heat island, embedded carbon in tree specification?)	TBA	TBA (may need to be commissioned)	CCG Members (hopefully) Future Flora	Any volunteers to be on standby to help with Climate Change related content?
Digital practice	Digital Arboriculture Workshop bridgebuilding between practitioners & work on tree data standard	Summer 2020	Tom Thompson	Digital Arboriculture Workstream	
	New initiatives re trees helping arboriculturists and landscape professionals collaborate digitally and assist with broadening the LI's offer	Ongoing	Tom Thompson/Luke Fay	Digital Arboriculture Workstream	
	Regional activities to promote GIS/spatial data via network of Branch Champions	Ongoing	Regional Champions	Spatial Data workstream	Suggested names for other branches? (See AdCo report)
	Technical Note on Co-ordinate Reference Systems	Summer 2020	Martyn Horne	Spatial Data workstream	
	Digital Practice Note Series: Either update and extend or else withdraw depending on how CIBSE's work develops	Dependent on CIBSE	Mike Shilton	Carl Collins (CIBSE)	
	Digital Realities Outputs Future output plan	Ongoing	Mark Jackson	Simon Bell	
	Parks management (working with Parks Strategy Group)	Technical Note on design and management for dogs	Dec 2020	Elaine Cresswell	Parks Strategy Group
Additional Technical Note(s)		TBA	TBA (may need to be commissioned)		Advice on suggestions and priorities (see AdCo report for details)

Environmental Standards	British Standards: Flagging up those of relevance to LI members via @talklandscape	Monthly	Robyn Butcher	BS Review Team	
	Building with Nature Standards: Support to BwN Board and a report in autumn 2020 to LI on desirability of continuing	Ongoing	Elaine Cresswell	Environmental Standards Group	
	Support to BRE Standards to ensure they appropriately include objectives of LI & skillsets of LI members	Ongoing	Steve Fancourt	Environmental Standards Group	
	Technical Information on NE GI Standards	TBA	TBA (may need to be commissioned)	TBA	
Plant Health & Biosecurity	Plant Health & Biosecurity Newsletter	3 or 4 times p.a.	Annabel Downs	Plant Health & Biosecurity Group (see below)	
	Advice to DEFRA and other stakeholders to ensure landscape profession is reflected in technical aspects of regulations	Ongoing/ as required	TBA (needs review)	Plant Health & Biosecurity Group:	
LVIA	Handling of concerns re GLVIA3 to ensure continuing relevance of and improved application. (will include review of success of new additional guidance)	As reqd	Rebecca Knight	GLVIA Panel:	Considered view: Will GLVIA3 + New Guidance be sufficient to conserve LI reputation? (See AdCo report)
	Technical Note on Valued Landscapes		Rebecca Knight	Michelle Bolger	
Urban	Technical Note(s) on Encouraging Healthier Urban Environments/Decarbonising travel	Winter 2020	David McKenna	Technical Committee	
	Technical Note on DMRB	Autumn 2020	David McKenna	Technical Committee	
Forest Design	Technical Guidance Note	Spring 2021	Richard Hellier	Technical Committee	
LI colleagues	Support to LI staff Andrew Morris re CPD programme; Christina Hirst re Competency framework Ben Brown re Policy/Advocacy	As reqd	Staff-driven	TC and all TC processes	
Comms	Quarterly Technical Newsletter and content for @talklandscape based on	Quarterly	Staff-driven	Digital Practice Group	Considered views on current priorities for target research (see

	target research/horizon-scanning on LI priorities				AdCo report for details):
Work planning	Work plan for 2021-2	Spring 2021	Technical Committee		

People involved in Technical Committee Processes (showing nested hierarchy):

Technical Committee: Marc van Grieken (Chair); Bill Blackledge (Vice-Chair); Colin Moore; Christine Tudor; Roger Kent; Jon Rooney; Alan Simpson; David McKenna; Mike Shilton (extended co-optee); Mark Loxton; Robin Gray; Rebecca Knight (newly co-opted)

- Digital Practice Group – not an exhaustive list: Mike Shilton (Chair – TC Link); Martyn Horne (Vice Chair); Tim Calnan; Katarina Ollikainen; Tom Thompson; Luke Fay; Carl Collins (CIBSE link); Simon Bell; Ben Pope; Chris Smeaton; Jonathan Ramsey
 - Digital Arboriculture Workstream: Tom Thompson (Chair) Luke Fay; Philip Barwell; Alice McAulay; + New Recruits
 - Spatial Data Workstream: Mike Shilton; Katerina Ollikainen; Martyn Horne; Charlotte Williams
 - Regional Spatial Data Champions: Diana Manson (SW); Matt Davies (SE/London); Steve Fancourt (Midlands); Paul Brindley (Y&H); Catherine Lester (NW) + New Recruits
- GLVIA Panel: Rebecca Knight (Lead and TC link); Marc van Grieken (TC link); Jon Rooney (TC link); Mary O'Connor; Chris Bolton; Carys Swanwick; + New Recruit
 - Valued landscape workstream: Rebecca Knight (lead); Jeremy Smith; Michelle Bolger; Kate Bailey; Mary O'Connor, possibly Joanna Ede (TBC)
- Environmental Standards Working Group: Steve Fancourt (Chair); Mark Loxton (TC Link); Robyn Butcher; Guy Denton; Ian Dudley; Mark Stevens; Elaine Cresswell
 - BS Review Team: Robyn Butcher – coordinator (Feb,Jun,Oct) Mike Holmes (Jan,May,Sep); Nick Bowen (Apr,Aug,Dec); Kelly Anderson (Mar,Jul,Nov)
- Plant Health & Biosecurity Working Group: Harry Watkins (Chair); Ben Brace (Vice Chair); Colin Moore (TC link); Roger Kent (TC Link); Alan Simson (TC link); Annabel Downs; Magdalena Firgane-Fulcher; Laetitia Hayes

Agenda Item 4i	LI Technical Committee Volunteer Workplan 2020-21
Paper author:	Simon Odell, Technical Standards Manager
Summary of paper:	As the Advisory Council meeting will be held as a fully online, this short page report with attachment should be taken as supporting material that will be presented online
Financial implications:	n/a
Council are asked to:	Receive the report

1 2019-20

The Technical Committee workplan submitted in February 2019 has been broadly achieved and in some cases, its aspirations have been exceeded:

- i. Nine technical notes have been published (including several that were unplanned). For details see: <https://www.landscapeinstitute.org/technical-resource/li-technical-notes/>)
- ii. Ongoing support was given to Policy, CPD, Competency and Membership functions
- iii. Technical and biosecurity newsletter mailings have continued, articles provided on technical topics to the Journal, and a steady stream of technical tweets based on horizon-scanning continues (N.B. all LI members are encouraged to follow @LI_Simono)
- iv. The technical pages on the website were reviewed and updated
- v. A new opportunistic initiative to engage with arboriculturists through better digital practice is under development
- vi. All relevant news re British Standards was brought to members' attention and the LI has engaged on members' behalves with the new Building with Nature standards
- vii. Member's technical queries were answered

Just 2 planned Technical Notes are outstanding for completion in the next few weeks (the Infrastructure TGN being produced by Jon Rooney's working group and the Valued Landscapes Technical Note by Rebecca Knight's working group). The revision of material we syndicate from CIBSE will need to slip into next year as their key resource that we rely on is occupied with other CIBSE priorities. The workshop with SNH was later deemed unnecessary.

2 2020-21

The attached document, next years work plan, now shows initiatives that volunteers working on the various Technical Committee process have offered to undertake from March 2020.

Please note that depending on the outcome of other discussions it may well be possible to add to this list of outputs, additional technical guidance *commissioned* from experts e.g. via a competitive process. Although volunteer output has driven the development of the LI since its formation, sometimes the LI needs to have material completed by a deadline, requiring staff or contracted author involvement.

There is no need to formally approve the attached workplan and it is anticipated that Advisory Council will broadly welcome its contents. Council is invited, however, to help with some gaps in content and give its views about relative priorities – material relating to this will be presented at the meeting.

Council is also asked to note the extensive volunteer contribution. Details of working group membership is shown below. Further volunteers are currently being sought to act as GIS Champions in branches without coverage

3 People involved in Technical Committee Processes (showing nested hierarchy):

Technical Committee: Marc van Grieken (Chair); Bill Blackledge (Vice-Chair); Colin Moore; Christine Tudor; Roger Kent; Jon Rooney; Alan Simpson; David McKenna; Mike Shilton (extended co-optee); Mark Loxton; Robin Gray; Rebecca Knight (newly co-opted)

- Digital Practice Group – not an exhaustive list: Mike Shilton (Chair – TC Link); Martyn Horne (Vice Chair); Tim Calnan; Katarina Ollikainen; Tom Thompson; Luke Fay; Carl Collins (CIBSE link); Simon Bell; Ben Pope; Chris Smeaton; Jonathan Ramsey
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- Plant Health & Biosecurity Working Group: Harry Watkins (Chair); Ben Brace (Vice Chair); Colin Moore (TC link); Roger Kent (TC Link); Alan Simson (TC link); Annabel Downs; Magdalena Firganek-Fulcher; Laetitia Hayes

Agenda Item 3.3	Better Reporting and Operation of Advisory Council
Paper author:	Dan Cook – CEO Amina Waters – COO and senior team Lee Garnham: Senior Digital and Business Intelligence Officer Input from Bill Blackledge CMLI
Summary of paper:	This paper provides a discussion on better reporting together with an overview of key performance including the Q2 update on our achievements against the 2019-2020 plan
Financial Implications:	N/A
Board are asked to:	Note the reports

1. Engaging our member networks and Advisory Council members

A number of important issues were raised by branch representatives at the last Advisory Council meeting in November:

- i. Communication
- ii. Development of a Branch Committee Handbook
- iii. Better networking between branches
- iv. Event fee structure
- v. Training for branch committees
- vi. Need to be more welcoming, open, collaborative, sharing and respectful
- vii. Diversity & Inclusion

1.1 LI executive response to matters raised in November already:

- i. New Council members were given opportunity to attend the 2019 LI awards as guests
- ii. Council members who have volunteered to assist in major LI projects have inputted eg into developing a new offer for parks managers
- iii. LI employee team have started work on a new branch handbook
 - o Drafting new guidance
 - o A workshop with some branches is planned for 31 January 2020
 - o LI - branch forward planning meetings are being arranged for late February/early March to better align activity for 2020/21. A discussion around fees, consistency etc will be held at these meetings
- iv. There will be an overview given by LI team members to show some of the new digital support we have to improve member engagement at the February 6th meeting

2. Better communication and reporting across the Landscape Institute

Bill Blackledge has initiated a discussion as follows:

Although I and others are happy with the themed annual cycle of Council sessions, we are missing a trick in not using Council to share what the various representative parts are doing – activities and targets of Branches and Committees.

Doing so could allow more cross-fertilisation of ideas, approaches and policy, for example awareness of what CPD events have taken / will take place around the UK. We get President / CEO / other updates, but LI activity is considerably wider than that. Committee chairs compare notes ahead of Board meetings, but Council has a usefully broad representation.

It is important to note that most committees report to Board and not Council. If we were to have open discussions during the Council session, it would risk being a talking shop - albeit a very interesting one.

Bill has proposed that each representative part of the LI (branches, committees, college of fellows, major project groups) should produce a brief report (1 side of A4) that can be issued with Council papers.

These would be for information only and would cover activities/major outcomes since the last Council session (or last 6 months) and key activities underway and/or planned over the next 6 months, with the option for Council members to follow up any points of interest by email. The lead employee and/or lead member contact should be listed. Obviously this would involve a small amount of work, but this would be based on their workplans so should take little effort to pull together.

2.1 LI Executive Response

Attached to this paper is an adapted version of the most recent report to Board on key performance metrics. There are some gaps that Bill has identified above. The LI team believe that this quarterly report could be added to and include:

- i. Committee activity and performance
- ii. Branch Activity and performance
- iii. Major project updates eg entry standards project, Ethics and Code of Conduct review, governance review
- iv. On an ad hoc basis after major events eg College of Fellows (2 times per year)

This could be issued shortly after Board consideration each quarter as a means of ensuring Council has sufficient oversight of LI performance and has line of sight on key current and upcoming activity. Further in terms of live projects there is scope to have an online list to assist members engage with activity of the LI. This might be outside of actual Council meeting schedule and issued for information.

The LI team will also give some demonstrations of potential reporting options at the February 6th meeting to ensure that the right level of information is developed to ensure its is useful but not onerous across the organisation.

3. Agenda Planning for Advisory Council meetings

Our cycle for Council provides the following focus for meetings, this helps to ensure alignment to Board decision making cycles linked to our April 01 - 31 March business year at the LI.

July	Oversight, Performance, Regulation/Professional Practice, Education
Oct/Nov	Strategic Issues considered jointly with board and senior LI team
February	Policy and practice, member engagement, forward planning

Papers need to be submitted on time, for possible review and discussion with LI employees and relevant member groups, ideally at least a month before any Council meeting. This is to ensure that resourcing, advice and support can aid any Council discussions and/or future decisions with all information (and people) required.

It has been suggested that Council members are reminded, perhaps six weeks before the next meeting, that there are 2 weeks to engage with the LI employee team to submit papers – or other timescale to be agreed.

3.1 LI Executive team view

It is proposed that:

- 1) at the end of each Council session we discuss the planned agenda for the next Council session

- 2) We send a reminder with the final minutes of each Council session the timeline for submission of papers

3.2 Recommendations

- 1) Advisory Council note progress being taken to improve coordination, planning and engagement with branches and Advisory Council Members**
- 2) That the LI Board and Executive consider developing new reporting arrangements across the LI that include**
 - a. An adaptation of LI quarterly report to Board be provided to Council (without any commercial/confidential items)
 - b. A simple summary of “live projects” spanning major projects, standards and policy functions be added to this report (and potentially published online)
 - c. Branches and key committees be required to provide simple outcomes from recent events and activity along with a forward plan of activity as part of quarterly reporting
- 3) That we introduce an item at the end of each Council meeting to discuss expected topics for the next Council meeting to enable greater Council Input**

Agenda Item 4i	Governance Matters
Paper author:	Emma Wood, Governance & Regulation Manager
Summary of paper:	An update on Governance Matters
Financial implications:	n/a
Council are asked to:	Receive the report

A short update on a number of governance matters

1. **AGM 2019**

A number of motions were passed at the AGM in November 2019 which required updates to the By-Laws. Any changes to the By-Laws need Privy Council approval before they can be enacted and this can take 3-4 months, and occasionally longer. We have been in liaison with Privy Council and are hopeful that approval will be confirmed before the end of the 2019-20 session at which time updated versions of the governance documents will be published

2. **Education & Membership Committee Chair Recruitment**

The Appointments & Selection Committee (A&SC) are managing the recruitment process for a new chair of the EMC. At the time of writing a recommendation has been made to Council for ratification with the intention that (subject to Council approval) a new chair will be in place by 06 February 2020.

3. **Meeting Planner**

3.1 JULY MEETING

The next Council meeting will be the first under the incoming President, Jane Findlay, at the start of the new 2020-21 session. To mark this occasion the LI 2020 conference has been aligned with the President's Reception and Council. The events will be held in Birmingham June 30 – 02 July. There will be a special conference ticket rate for Council members who will also be invited to attend the President's Reception

June 30-01 July	LI Conference
01 July	President's Reception
02 July	Advisory Council

3.2 OCT/NOV SESSIONS

This year the combined events will be held in October in the East of England. The venue is tbc but we are currently considering Chelmsford. As in 2019 the sessions will combine a CPD Day, AGM, Jellicoe and the Strategy Day with the Board

15 October	LI CPD Day, AGM, Jellicoe
16 October	Strategy Day (AdCo+Bd)

3.4 FEBRUARY 2021

The virtual February meeting will be held Thursday 04 February 2021