

## WEB Minutes for the 70<sup>th</sup> meeting of the Board of Trustees

Tuesday 06 October 2020

A virtual Meeting via WebEx

### Meeting 1 – Performance

#### Present:

CHAIR JF	Jane Findlay President	AW	Adam White Immediate Past President	CG	Carolin Göhler Vice President
NW	Niall Williams Non Chartered Trustee	CH	Chris House Education & Membership Chair	KB	Kate Bailey Policy & Communications Chair
JS	Jim Smyllie Independent Trustee				
<b>In Attendance:</b>					
DC	Dan Cook CEO	AmW	Amina Waters Items A, 3, 5 COO	CH	Christina Hirst Item 6 Consultant – Entry Standards Project
RL	Ruth Lake Item 6 Interim Professional Standards Director & Project Delivery Manager	AM	Andy Morris Items A, 8 Commercial Director	LS	Laura Schofield Item 8 Membership Development Manager
EW	Emma Wood Governance & Regulation Manager				
<b>Apologies:</b>					
MvG	Marc van Grieken Technical Chair	WY	Wei Yang Independent Trustee		

#### SESSION 1

##### A. Workshop: Risk & Resources

Dan Cook (DC), Amina Waters (AmW) and Andy Morris (AM) provided an update to Board on actions taken to protect revenue, manage workload and indicated ongoing challenges for changes to working environments in light of the Covid pandemic's impact on working practices.

With a major change programme underway, the management team sought views from Board on options for their appetite for investment or adjustments to activity ahead of the next business planning cycle. In light of the workload described and budget available, the Board agreed to increase staff capacity.

**DECISION:** To upgrade our part time Standards role from 2 days a week to a 5 day a week role (enabling regulation and standards functions to have separate managers going forward)

**ACTION:** CEO to take forward, and make relevant offers to candidates in recent recruitment round

##### B. Workshop: Governance Review Updated Plan

DC opened the session providing background re the Advisory Council (AdCo) survey and responses confirming that the majority of the feedback supports the proposed options except for the role of the Past President and Vice Presidents

Whilst there has been a lot of constructive feedback there is concern regarding intimidatory behaviours impacting on AdCo (an AdCo member has stepped down)

**DECISION:** To support updating the Standing Committees and FRC after AdCo briefing  
**ACTIONS:** CG and JF to give a short update to AdCo before any updates go to standing committees  
To discuss who will lead the governance project on behalf of the Board when all are available to debate

=====

## SESSION 2

The President Jane Findlay (JF) welcomed all to the main business session of the day's meeting

### 1. Declarations of Interest

There were none

### 2. Minutes of the Board Meeting 16 June 2020

For:	7	Against:	0	Abstain:	0
------	---	----------	---	----------	---

**DECISION:** The Minutes of the Board meeting 16 June 2020 were approved

### 3. Finance Matters

Amina Waters (AmW) spoke to this paper covering reforecast, management accounts and cash flow  
Board AGREED to accept the updated forecast

**DECISION:** To accept the updated budget forecast

### 4. Landscape Institute Medal

#### 4.2 Name of the Award

Board agreed to support the name change from LI Gold Medal to the LI Medal

**DECISION:** It was agreed to change the name from LI Gold Medal to the LI Medal

#### 4.3 LI Medal Future Requirements and Policies

Board agreed that a working group formed of Carolin Göhler, Adam White (AW) and Kate Bailey (KB) would consider future criteria and policies for the LI Medal

**DECISION:** To form a working group formed of Carolin Göhler, Adam White and Kate Bailey to consider future criteria and policies for the LI Medal

### 5. Governance Matters

#### 5.1 Inter Meeting Decisions

The paper was Noted

#### 5.2 Trustee Recruitment and Responsibilities

##### 5.2i Independent Trustee Skills and Role Description

Board agreed that the 2 skills lists should be combined and then prioritised for consideration as part of the recruitment process. Cultural fit is equally important: commitment to good governance, landscape etc. Board also agreed to use the new role description but requested a simplified version be used for the role advertisement

DC and CG to reorder the skills by priority and prepare a simplified role description

**DECISION:** To combine and prioritise the skills lists and to use the new role description for the Independent Trustee recruitment

**ACTION:** DC and CG to reorder the skills by priority and prepare a simplified role description

### 5.2ii. Honorary Treasurer Vacancy

Board AGREED CG to provide interim cover during the recruitment process - FRC have confirmed that they are happy to progress on this basis. Board also AGREED the need to recruit to fill this role and to notify AdCo and the Appointments & Selection Committee (A&SC) for their consideration

**DECISIONS:** Carolin Göhler to provide interim cover during the HonT recruitment process

To notify AdCo and the A&SC of Honorary Treasurer vacancy and the need to recruit

JF recorded a vote of thanks to Steve Morgan for his work on behalf of the LI, particularly with the FRC and wished him all the best for the future

Thanks were also given to CG for covering during these difficult times

### 5.2iii. HonSec Recruitment process

Complaints have been made and are currently being considered in regard to the assessment process for the recruitment and appointment of an Honorary Secretary. In light of this and existing vacancies the following responsibilities need to be confirmed and reassigned as follows in relation to Hon Secretary responsibilities until such time as the appointment process can be concluded:

- 1) Regulation and Governance matters continue to rest with LI Vice President Carolin Göhler
- 2) Line Management of CEO and People matters to be handled by Chris House with support from Wei Yang
- 3) Ruth Lake, interim Head of Standards to report directly to CG as VP on all complaint handling and related regulatory matters

Board supported this approach (CG abstained from this item to avoid any conflict of interest) and confirmed that support for changes in responsibilities should be sought from AdCo

**DECISIONS:** During the HonSec recruitment process:

- i. Regulation and Governance matters to rest with LI Vice President Carolin Göhler
- ii. Line Management of CEO and People matters to be handled by Chris House with support from Wei Yang
- iii. Interim Head of Standards Ruth Lake to report directly to Carolin Göhler on all complaint handling and related regulatory matters
- iv. Support for changes in responsibilities to be sought from AdCo

Board recorded thanks to CH and WY for taking on this responsibility

### 5.3 Confidential item

### 5.4 AGM Timing Decisions

Board AGREED to hold the AGM as late as possible to allow for trustee recruitment and confirmed that the 2020 AGM would therefore be held 04 February 2021 aligned to the AdCo meeting already planned for that date

**DECISION:** The 2020 AGM to be held 04 February 2021

### 5.5 Forum Terms of Reference

#### 5.5a College of Fellows

DC confirmed that a model Terms of Reference (ToR) for forums that was initially developed for the Humanitarian Group was used as the basis for the draft College of Fellows (Coff) ToR

Board confirmed that we should have similar ToRs for forums going forwards and noted that:

- i. The forums need to be more closely aligned to the needs of the LI
- ii. Any funding needs to be directly aligned to the corporate strategy and should be at the approval of the Board
- iii. Need to ensure consistency and that the forums are a useful entity

DC to redraft the forum ToRs to reflect this approach and further align the formats

DC confirmed that the current Chair Adrian Wikeley is prepared to continue to 30 June 2021 and allow for the role to be included in the 2021 elections

Board AGREED to the reappointment of Adrian Wikeley as College of fellows Chair to 30 June 2021 and for the role to be included in the 2021 elections

Once redrafted the Terms of Reference will be considered interim documents until the close of the Governance Review

**DECISION:** To reappoint Adrian Wikeley as College of Fellows Chair to 30 June 2021 and for the role to be included in the 2021 elections

**ACTION:** DC to redraft the forums Terms of Reference to reflect the Board approach and align the formats

### 5.5b Equity, Diversity & Inclusion Forum

DC confirmed that the correct name for the forum should be Equity rather than Equality

Board AGREED to: the name change and the use of 'equity' in LI terminology, the use of the term convenor for forums going forwards to make clear the separation between the roles of committees and forums, and to commence recruitment for a convenor for this forum

**DECISIONS:** To change the name of the Equality, Diversity & Inclusion Forum to Equity, Diversity & Inclusion Forum change  
The use of the term 'equity' in LI terminology  
To use the term convenor for forums  
To commence recruitment for a convenor for the EDI forum

### 6.1 Competency Framework

RL and Christina Hirst (CH) spoke to this paper and confirmed that whilst the Board have already seen earlier drafts this is the proposed final document

Board commented that the pyramid diagram was not particularly helpful as it doesn't show the progression throughout a member's career. RL confirmed that it has been very difficult to identify the best way to represent the information but the member consultation was mainly supportive. In the next phase where we use it in a digital format which links through to additional information it may prove to be more useful

Board AGREED to approve the Competency Framework for publication and approved the competency requirements for membership set out in the paper and in the pyramid diagram

**DECISIONS:** To approve the Competency Framework for publication  
To approve the competency requirements for membership set out in the paper and in the pyramid diagram

Board recorded thanks to CH and RL for their work on this important project

### 6.2 Assessment Methods

CH noted that a lot of effort has gone into developing the document supported by the work group and the Education & Membership Committee (EMC). We have further work to do on the Associate

grade of membership but the proposal aims to build on the pathways and to mirror requirements for the relevant apprenticeships to ensure a consistency of approach and assessment

**DECISION:** To approve the entry requirements, Pathway and assessment methods

## 7 President's Report

JF noted that this has been a strange few months as a fully remote president and she has very much appreciated support from Adam (AW). Presentation highlights:

- i. Despite the pandemic we have been really busy, lots of events with lots of really positive feedback
- ii. Launched Heads of Practice breakfast sessions, really keen to continue going forwards, sense of community
- iii. Firestarter project – pathway to better business growth. Particularly useful for smaller practices
- iv. Green Recovery paper. New approach by including pre briefings with our collaboration partners in advance of launch, generated a wide range of promotion on social media from partners
- v. Going to hold a workshop early December – half day before the Board meeting

## 8 CEO Report

DC confirmed that there are a number of new starters:

JOB TITLE	NAME:	START DATE
Competitions Manager	Andrew Cottage	September
Finance Manager	Bankole Jones	06 October
Member Services Officer	Ahlyah Ali	12 October
Policy & Partnerships Manager (Scotland)	Dilraj Sokhi Watson	26 October

### 8.1 Q1 Performance Report

The paper was noted

### 8.2 Registered Practice Scheme

Laura Schofield (LS) and Andy Morris (AM) spoke to the paper and confirmed that they have reviewed the scheme, looking to broaden its appeal, benchmark against other organisations etc.

Board supported the approach and agreed to delegate final sign-off on the pricing scheme to FRC

**DECISION:** To delegate final sign-off on the Registered Practice pricing scheme to FRC

### 8.3 Pathway to Chartership

DC noted that additional resource has been allocated to P2C with CH providing additional time to support the P2C, particularly the online exams. We were looking to support exams online over 4 days with morning and afternoon slots via Zoom in December 2020 and January 2021. This is reliant on recruiting additional examiners, holding examiner briefings etc. We will require additional minimal budget to offset the extra employee support and potentially costs for examiner fees or increased requirements on the chief examiners. This is needed to deliver exams and ensure associate members can get Chartered. Looking also to encourage the invited route members to monitor and then be trained as examiners to support the membership growth areas as we go forwards.

## **9 Any Other Business**

- i. Chooselandscape – AW noted that it is important not to let chooselandscape fall off the radar after we spent so much time and resource building the campaign. DC confirmed that we have continued to work on chooselandscape related schemes through the branch network. We are also working with branches to support local projects that tie in to other organisations projects and schemes that link with schools eg Accelerate (London) and Shape My City (Bristol)
- ii. Engagement – need to look at how we can link with university students especially in current climate, need to raise profile and awareness of the LI – DC important that we target and engage with a range of member and potential member groups. Probably needs a full consideration and input from Marketing Team member when recruited.

## **10 Close**

There being no other business the meeting closed at 1738