

## LANDSCAPE INSTITUTE COUNCIL MEETING: 12.02.2015

### REPORT FOR LIS BRANCH BY RACHEL TENNANT – BRANCH REP

#### BRANCH REPRESENTATIVE MEETING: 11.00 – 12.30

Chaired by LIS Branch rep

#### **1.0 Future Branch Reporting Mechanism**

- 1.1 All agreed that as the previous format of reports circulated were not included as part of Advisory Council minutes then future reports could be less formal and detailed. In advance of future meetings Branches should report on issues they want to be included as agenda items and any key events occurring. If there are events being organised by branches that could be of benefit or interest to other branches these could be circulated at any time.

#### **2.0 LI Support for Branch Matters**

- 2.1 Website Roll Out – only 3 on new system. This is critical for branches to engage with its members effectively and has been discussed for the last 18 months. Timescale urgently requested from secretariat
- 2.2 Educational Packs to assist members who visit schools. To promote the profession. Promised in November 2014. ( post meeting note – Chris Sheridan to issue latest information to branches) LINE recommended engaging with CIC to get more joined up support
- 2.3 Dotmailer – Not all Branches have up to date lists for their members. Secretariat have employed a temp to deal with issue and progress is being made.

#### **3.0 Membership Engagement**

- 3.1 AGM – branches all now aware of timescales to organise
- 3.1 All branches generally suffering from lack of interest in committee positions or volunteers. Discussion regarding how to engage more by
- Piggy backing with other organisations events to get better attendance.
  - Combining AGM's with CPD's and engaging speakers;
  - Use of Branch funds to appoint external bodies to organise events for branches.
  - NI branch has organised sub committees for specific events which has engaged a younger membership as volunteers.
  - Use of local accredited courses to gain new members and offer support to students to attend events.

#### **4.0 Future Directions – Governance Issues**

- 4.1 General interest in a statistical analysis of who responded and how.

#### **5.0 Working Group on Office Location**

- 5.1 All Branches have reps allocated to the Working Group but not all representatives of the working group were present
- 5.2 There was a general feeling of concern about our ability to carry out the task and the need for professional support. However people that had put themselves forward for this group wanted to get the best result for the membership and would apply themselves to the best of their ability
- 5.3 There were concerns about the possibility of disruptive influences within group who had a different agenda but we agreed would just have to deal with that.
- 5.4 The Midlands Branch rep tabled a very late paper that outlined their worries over the whole issue of office relocation but it was agreed that this should not form part of the working group discussions until properly constituted at our first meeting
- 5.5 There were also fears that we would spend the first meeting agreeing the Terms of Reference for the Group and wasting time and we discussed the possibility of reviewing the draft previously issued by Phil and making any amendments as agreed before our first meeting

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## **ADVISORY COUNCIL MEETING 13.00 – 18.00**

**Chaired by Ian Phillips Vice President**

### **1.0 Previous minutes & Issue of Minutes**

- 1.1 Governance Changes - LIS had requested that a cost benefit analysis of the Governance change proposal was undertaken and this was agreed by CEO at the last Council meeting. This was not minuted and when the draft minutes became available an email was issued dated 16.11.14 requesting this item was included. It still is not included in the final minutes and the CEO apologised and reported that it was now not relevant. LIS expressed their dissatisfaction
- 1.2 LIS Requested protocol on issue of draft minutes and it was agreed they should be issued within 1 month of meeting.
- 1.3 LIS requested that papers for meeting are issued in sufficient time for Branch Reps to discuss with their committee prior to the Council meeting. It was agreed that 14 days was good practice.

### **2.0 Items for Discussion**

- 2.1 Chairs of Devolved Nations Annual Meeting – Vote on whether English Branch Chair should be represented. LIS suggested that secretariat policy officer was not suitable but voted by Council that this should be sufficient.
- 2.2 Rethinking Urban Landscape Exhibition – LI confirmed that funding only available for transport of boards. Branches to put pitch in as part of their Branch funding request. So if we want 3 venues we have to include this as part of our lump sum funding.

### **3.0 CEO Report**

#### **3.1 Finances**

- Only 30k surplus –LI believe that the bid for HLF money for Capability Brown celebration would give an excess of 55k excess over 30k. LIS requested confirmation from CEO that HLF bid failure would not jeopardise the Institute's finances as a charity. This was given
- Branch Funding – this was presented in a confusing manner and did not properly express what the branches were being given. LIS was separated from other branches but linked in with another financial column? Chair stated that Wales and NI may need additional support because of changes to government and the fear that it would be rolled out in England. Lack of clarity as to how.
- Bun fight between funding for Technical committee and Policy committee
- Working group for office location – 5k allocated. It was agreed this should be raised
- Discussion that Wales and NI may need more funding because of the changes that are occurring in government and local government. Although nothing was confirmed.
- Registered Practices – CEO confirmed that some practices haven't re-registered but a number of new of previously registered practices have re-joined.

#### **4.0 Office Relocation Working Group**

- CEO outlined the key issues that had been faced by the LI from legal challenges made by the Reform Group to the attempt to change the wording of the EGM motion. In addition new challenges (not by the Reform Group) have been made about other people (Secretariat members) being part of the Working Group. LI money has been spent on obtaining legal advice.
- Request that Group consider the 430 members working overseas
- Draft ToR to be re-issued by CEO for review and comment/amendment within 10 days.
- There was a general feeling that the Branch Reps were not up to this task, would be easily influenced and there was a bit of scaremongering going on.

### **5.0 Elections**

- 5.1 Advisory council confirmed that no nominations being made. Timetable and process as follows
  - 13.03.15 –call for nominations advertised

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- 14.04.15 – deadline for nominations. Criteria for nomination agreed as 250 words (single A4 page) statement that address the set criteria. Photo or images can be included as part of single side of A4.
- Notification of elections to membership
- 1-31.05.15 – Ballot by independent election company. Electronic voting using unique ballot no. issued by company. MiVoice will be asked to quote initially

## 6.0 Future Directions Governance Consultation

- 6.1 Only 10.13% of membership responded online (this is considered a good representation) and the overall response was positive. A number of separate responses were received which apparently have been taken into account where appropriate
- 6.2 Council were asked to vote on a number of questions that would be taken to an EGM. The Agenda noted that this was a discussion paper not a decision paper and it would have been useful to be able to discuss with LIS committee first. The debate was extensive which indicates that the question were not always clear or well thought out. The meeting overran which meant voting was rushed.
- 6.3 CEO confirmed that the name of the Institute would not be included in the EGM motion
- 01 Extend voting rights to members paying a subscription in the following categories
- Students, Licentiates, Other members
- These sub categories were added after debate – **Passed. LIS voted against**
- 02 Changes to Composition of the Board to include the following categories
- Student, Licentiate
- This was passed. LIS voted against**
- 03 Introduce an additional experienced practitioner route to chartership (details to be agreed)  
**This was passed.** Head of Education Committee has subsequently requested feedback on what this process should include
- 04 Categories of Membership
- Create a new individual category of membership – **Passed**
  - Licentiate category of membership only to have those on Pathway in it – **Passed**
  - Remove expectation of being a Licentiate for at least 2 years before becoming Chartered - **Passed. LIS voted against**
  - Develop a Supporter or Friend category - **Passed**
- 05 Procedural Changes
- LIS objected to a vote on these as they had not been discussed at the LIS roadshow. CEO stated that he mentioned them at all roadshows he attended.
- Increase threshold to call an EGM to 3% of Membership.  
**This was passed. LIS voted against**  
This was presented as standard professional institute practice and has subsequently been challenged and proved incorrect. The wording of the EGM documents should be amended to reflect this
  - References to Divisions are Removed from Governance Documents  
**This was passed. LIS abstained** ( it was unclear about the final document wording)
  - Election process to have a single nomination process open to eligible members  
**This was passed.**
  - Updates are made to Disciplinary Processes  
To take account of Human Rights Act - **This was passed**