

COMMITTEE MEETING MINUTES: 09.08.2017

Location	Council Room, RIAS Building, 15 Rutland Square, Edinburgh
Distribution	Committee, Committee Support, Corresponding Members, Rebecca Hughes, Rachel Howe.
Officers	
Chair	Rachel Tennant
Secretary	James Spence Watson
Treasurer	Clare Winsch
LI Council Representative	Nick Bowen
Committee and Support	
1. Member support	
Communications/Events	Dan Walker, Steve Wheatley, Sonia Jackett with committee support
2. Advocacy & Promotion	Rebecca Hughes, Rachel Tennant and committee support
3. Education	Nicola Garmory, James Spence Watson and Rachel Tennant
Pre-University and ESALA	
LIS Staff	
Policy and Development Officer	Rebecca Hughes
LIS Administrator	Rachel Howe

1.0	PRESENT AND APOLOGIES	Action	Status
1.1	Apologies: Sonia Jackett (SJ), Sue Evans (SE), Steven Wheatley (SW), Simon Garnett (SG)	Note	
1.2	Present: Rachel Tennant (RT), Rachel Howe (RHa), Jon Rowe (JR), James Spence Watson (JSW), Dan Walker (DW), Clare Winsch (CW), Nick Bowen (NB), Rebecca Hughes (RHp), Alex Burton (SB), Swaantji Ridegh (SR), Nicola Garmory (NG)	Note	
1.3	AB to send RHa his contact details	AB	Ongoing
1.4	Committee reminded to inform RHa of attendance prior to committee meetings RHa to move requests for meeting attendance confirmation to the top of future emails	Note RHa	 Ongoing
2.0	PREVIOUS MEETING MINUTES AND MATTERS ARISING		
2.1	Previous minutes approved by committee	Note	
3.0	CHAIR'S UPDATE		
3.1	Strategic Business Planning & Block Grant Finance		
01	<ul style="list-style-type: none"> Annual financial plan for Business Plan lifespan of plan has been prepared and issued to LI for confirmation of block grant. Following on from LI Finance Officer statement that we need to raise more money CW has included money raised by Branch for events through other contributions such as speakers time; joint marketing; FOA17 etc. RT to attend a long-term business planning meeting with LI in Aug/Nov 17. 	Note CW RT	Ongoing Ongoing
02	Key items from 2017-2018 Business Plan are listed below under our main themes and new members can assess where they would like to assist us.	Note	
3.2	Supporting Members		
3.2.1	Events & Feedback		
01	Refer to the Events Schedule and Item 4 of the agenda	Note	
02	<u>Young practitioners Joint Social</u> event in Glasgow. June: Not as well attended as hoped by LIS members. Better advertising in advance may have helped	Note	
03	<u>Senior Practitioner Event / Landscape for Scotland Follow Up</u> – refer to Item 2 of the agenda	Note	
04	<u>Brian Evans: 'From the past to the future – towards a new paradigm in landscape and environment'</u> GSA recorded and will be shared with LIS for website. RT to follow up	RT	

Landscape Institute Scotland

Inspiring great places

3.2.2	LI Liaison		
01	<p><u>Meeting with CEO</u> RT/RHp and RH met with CEO 17.07.17 As of 1st October 17 - RHp & RHa will be appointed through LI.</p> <ol style="list-style-type: none"> RHp will report to Vera <u>Cotteral</u> – Head of Policy and Influencing. RHa will report to Andrew Morris - Head of Business Development based in Manchester. His role is CPD / training, (selling in advance, combining events with other organisations, webinars) and gaining new members. The liaison with branches is still to be determined 		
02	<p><u>Meeting with Vice President - Helen Tranter:</u> Main focus is the public sector. See Item 1.3</p>	Note	
03	<p><u>Branch rep: Advisory Council meeting:</u> See separate report from NB</p>	NB	Ongoing
04	<p><u>Board of Trustees:</u> RT to meet MvG to ensure LIS issues are represented at Board level.</p>	RT	Ongoing
06	<p><u>Draft Digital Media Protocol and Guidance for Branches (attached to agenda)</u> <i>LI volunteers are representatives of their professional organisation. As well as the confidential & data protection-compliant handling of client data, as stipulated in the LI Code of Conduct with respect to your professional work, it is crucial that you be aware of data protection and confidentiality in everything you do.</i></p> <ol style="list-style-type: none"> RT has commented and requested clarification in areas regarding Dotmailers and use of personal email addresses for LI business 'official LI channels should be used for all external communications relating to LI business' Data Protection: From 24.05.18 EU General Data Protection Regulation (GDPR) supersedes the Data Protection Act (DPA) 1998. Strong emphasis on Personal Data and Sensitive Data LI will have to update its current Data Protection Policy to comply with this <p>3. <u>KEY Issues for LIS</u></p> <ul style="list-style-type: none"> <u>Permission from members</u> - LI will require to do this every 2 years. <u>Opting in and out:</u> LI have confirmed they will incorporate the above with topic section. RT requested that Branches are involved in selection of topics and this could diminish our ability to communicate items of Scottish focus to <u>Personal Data</u> - If you could use the data you hold to personally identify a single living individual, then it is personal. LI's interpretation is that holding someone's email address has 'the potential to impact on [a living] individual' in all cases, as it could be used to contact them directly. The issue is not holding this data, however, but that it is held and processed in accordance with the DPA, which Eventbrite does - which is why it is the preferred platform. I have subsequently asked for further clarification on this interpretation and also administrator's rights on Eventbrite which will be included in new Data Protection policy 	Note RT Note RT Note	Ongoing Ongoing
07	<p>Website & Communications Update Refer to Agenda Item 5.0</p>		
3.2.3	Public Sector		
01	<p>Public Sector Forum is ongoing headed by Helen Tranter and with representatives from all branches. Next step is to have local forums within each Branch area.</p>	Note	
02	<p>RT has discussed with SG and SR as an opportunity to develop this in Scotland. First suggestions for the group to discuss could be the development of information to explain to public sector employers the critical role that landscape professionals have in helping delivery their statutory responsibilities Refer to Item 3.0</p>	RT/SG/SR	Ongoing
3.2.4	RIAS Office Lease		
01	<p>RT, CW and RHp are nominated key holders</p>	Note	
02	<p>The office has been used regularly for meetings over the last few months. Committee members can use for any LIS business or meetings. LIS material can be stored here. However, nominated person must be on the door to sign people in after 5pm for evening meetings</p>		

Landscape Institute Scotland

Inspiring great places

		Note	
3.2.5	Archive		
01	The aims for a Scottish Archive are on hold:- 1. Gillespies – sadly the LIS were advised that material in storage has now been thrown away despite offers by LIS to hold some of it. Some material is held by Brian Evans that related to his personal work 2. Peter Daniels – we have been advised that this is at Edinburgh University but nobody is able to locate it 3. Mark Turnbull – to be advised by Vanessa Stephens	Note	
02	If substantial material is made available options available are:- 1. Collaborative Doctoral Partnerships. Opportunity to obtain funding for collaborative studentships from Scottish Heritage Consortium' which consists of National Museums Scotland, National Galleries of Scotland, National Library of Scotland] and Historic Environment Scotland. 2. Helen Tranter has experience of the MERL archive and has offered assistance f required	Note	Ongoing
3.3	Advocacy & Promotion		
3.3.1	'Landscape for Scotland'		
01	Following on from the Senior Practitioner Breakfast Event., Think have been appointed based on a tender and an interview to develop the document for presentation at the Scottish Parliament in November 17		
02	The first meeting of the Editorial Panel will take place on 9.08.17 as well as a meeting with event's organiser at the Scottish Parliament. Refer to agenda Item 4.0		
3.3.2	SNH Liaison		
01	RHp and RT attended overdue update meeting with SNH on 12.06.17 to review LIS and SNH key areas of focus. This was extremely useful in terms of the Manifesto engagement and important links through a Coalition of other willing organisations RHp to develop minutes with SNH and RT input	Note	
02	A programme of meetings has been schedules including one in September to assist with the Manifesto	RT/RHp	
3.3.3	Scottish Government		
01	<u>Angus Corby - Transport Scotland 25.07.17.</u> Agreed to meet in the new year. Key updates on Scenic Routes; Fitting Landscapes and importance of LIS panels members for A&DS and Urban Design panels on influencing planning and design decisions on non trunk road large scale road infrastructure projects for housing developments	Note RT/RHp	Ongoing
	Angus Corby to suggest names for Landscape for Scotland event. RT to issue invitation	RT	Ongoing
03	<u>Sandy Robinson, Kristen Anderson, Susie Stirling - Planning & Architecture Division Meeting 10.08.17</u>	RT/RHp	Ongoing
3.3.4	Liaison with Other Professional Organisations		
	Events sharing is ongoing with RTPI and RIAS. Contact also made with Chartered Institute of Horticulture. If committee think an event shodl be advertised more broadly then please advise.		
3.4	Supporting Education		
3.4.1	Pre-University		
01	NG attended the LI Education Forum in June 17 bringing together practitioners educationalists and LI to brings more students into the profession and create alternative routes to professional membership. Next steps Jay Consulting preparing a strategy and continue discussions with practitioners. Industry reps and universities	Note	Ongoing

Landscape Institute Scotland

Inspiring great places

02	Skills Scotland event in Glasgow and Edinburgh. JSW/NG obtained costs for an LI stand. Awaiting Poppy Smith at LI for additional funding. LIS have allocated 1.5k to this.	Note	Ongoing
3.4.2	University		
01	RT to meet K Fraser on 9.08.17 to discuss the following. (Refer to Agenda Item 6.0) 1. LIS prizes – introduction to students about the prizes, dates of award and requirements for winners to be displayed on the LIS website. 2. AGM date – another Reflections talk that would be useful to the students and doesn't clash with a hand in date 3. LI /LIS career talk 4. Opportunities for a school competition project with A&DS/pupils/parents to tie in with Year of Youth 2018	RT	Ongoing
4.0	LANDSCAPE FOR SCOTLAND		
4.1	NB, RT and RHp updated the committee on the progress of the Landscape for Scotland document A brief was issued taking on comments from the SPE. The LIS went out to tender with three companies and after interviews appointed Think. The company has experience with member organisations and environmental publications. Two meetings have been had with Think, to develop the brief and with the Editorial Panel. Think are working on a contents plan for issue next week, after this they will organise a survey to send to the membership for case studies to be added to the final document.	Note Note Note	
4.2	RT and DW visited the exhibition space at Scottish Parliament earlier that afternoon to run through protocol	Note	
4.3	Up to 400 people can fit in the exhibition space, DW suggested that a minimum of 100 people would work in the space and suggested the LIS aim for 150 attendees NB highlighted the need for media personnel to be in attendance at the Landscape for Scotland event. RHa and DW to progress the list of invitees including media personnel so that publicity can start as soon as possible, ideally in September	Note Note RHa/DW	Ongoing
5.0	PUBLIC SECTOR WORKING GROUP		
5.1	RT met with Helen Tranter to discuss her work with the national public-sector forum (which SR attended). The need for better communication within the public and third sector was highlighted. As the sector is greatly diminished and there is fear about job losses it was suggested that each Branch set up its own public sector working group which can generate its own agendas. Branches in the rest of the UK have started to do this and the SE have prepared a draft leaflet on the role of landscape architects in ensuring local authorities are undertaking their statutory obligations	Note	
5.2	RT would like to see an informal public sector working group established in Scotland. One topic could be a version of the leaflet on relevant legislation in Scotland that demonstrates the role of LA's in public sector. SR and SG to progress	SR/SG	Ongoing
6.0	EVENTS		
	Refer to Events Schedule.	Note	
6.1	LIS have been offered through Andrew Furness a tour of the Cowden Castle Japanese garden as part of the Year of History and Heritage. It would be a paying event. It was agreed that it would be good opportunity but also to include the SGHS and Society of Horticulturalist for joint events. RT and RHp to contact.	RT/RHp	Ongoing
6.2	CW still waiting on confirmation for dates of Preben Jakobsen talk but also noted damage to gardens at Strathclyde University	Note	Ongoing
6.3	Reflections 4 – speakers confirmed but venue and date tbc	SJ	ongoing
6.4	LIS FOA17 contribution and funding confirmed. Venues to be found	RT/RHa	ongoing
6.5	JSW reported on the event "Specifi Landscape Glasgow" to be held at the Royal Concert Hall on the 26th October. They area also sponsoring the RICS/GIA summer drinks event in Glasgow on 31st August. He spoke to Andrew McCormic of Specifi who suggested a meeting when he was in Glasgow at the RICS/GIA event (to which		

Landscape Institute Scotland

Inspiring great places

	<p>JSW was attending in any case). Specifici organise some 39 events each year in the UK divided between Design (there is one coming up in Edinburgh), Landscape, and Services.</p> <p>The committee confirmed that Specifici have already collaborated with LIS on an event in Glasgow that Julian Farrar was a speaker att. The key issue for LIS is that they represent a number of organisations/manufacturers and that the LI corporate sponsor is currently Hardscape which would limit their ability to sponsor events such as the next Reflections Series.</p> <p>JSW and RHa will meet with Andrew McCormick on the 31st of August to discuss LIS and Specifici involvement with each other.</p>	<p>JSW</p> <p>Note</p> <p>JSW/RHa</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
7.0	WEBSITE AND DIGITAL PROTOCOLS FROM LI		
7.1	LI have issued draft digital protocols booklet which has been distributed to the Committee. From 24.05.18 EU General Data Protection Regulation (GDPR) supersedes the Data Protection Act (DPA) 1998. Strong emphasis on Personal Data and Sensitive Data LI will have to update its current Data Protection Policy to comply with this. RT has been in dialogue with Ben Gosling. (Refer to Item 3.2.2)	Note	
7.2	DW updated the LI with comments on new website structure but has yet to hear back	Note	Ongoing
7.3	RHa has raised an issue with hyperlink functionality on the website with Louis Varely and is waiting to hear back on progress	Note	
7.4	The committee debated the use of monthly newsletters. DW to look into the usability of the template on dotmailer	DW	Ongoing
8.0	EDUCATION UPDATE		
8.1	University		
8.1.1	<p>RT gave a brief update on her meeting with Kenny Fraser at ESALA on 9.08.17 to encourage better liaison and co-ordination between LIS and ESALA. Danny McMckendry in A&DS role attended. Points discussed</p> <ul style="list-style-type: none"> AGM date - March (but avoiding university holidays) and include Reflections talk to maximise student attendance Escape – the student body is very active and there is an opportunity for LIS & A&DS to contribute to panel discussions/ debate. KF to provide suggested contact. Urbanism / Architecture studio (2nd yr U/G and 1st yr P/G course) LIS and A&DS could also engage more directly. LIS Student Prizes – Rep from LIS could attend the full portfolio review or the shortlisted portfolio review next year at the end of May 17. This could be DMcK in LIS committee member role. LIS requested introduction to students about the prizes, dates of award and requirements for winners to be displayed on the LIS website Year of Youth – DMcK outlined a school project that A&DS are advising on and working with head teacher. It could make an excellent student ideas project. KF confirmed the timetable included a 'Festival of Innovative learning' 1 week project in February that students can choose from a range of topics. If A&DS prepare a brief then there is likely to be strong interest from 8-10 students. 	Note	<p>RT/DMcK</p> <p>Ongoing</p>
8.1.2	NG has arranged to meet with Gerard O'Brian and Douglas Coltart of SRUC to discuss other related landscape course (management and science)	NG	Ongoing
8.2	Pre-University		
8.2.1	NG has provided Poppy Smith a blog focusing on the practices that are working on school's design and construction projects to encourage more engagement with pupils in an ambassadorial role.	NG	Ongoing
8.2.2	JSW reported that he had met with NG to discuss the size and cost of a LIS stand at 'Skills Scotland' events in Glasgow and Edinburgh, NG had written to Poppy Smith at the LI about this. JSW informed on the breakdown of the cost of a shell stand at Glasgow and Edinburgh that amounted to £4,180. Poppy Smith response was also noted. JSW then added that as part of the reply Poppy had attached a photograph of a LI stand elsewhere so the spoke to Poppy about this and discovered that LI with the Careers Advisory Service had exhibited in other Regions and that		

Landscape Institute Scotland

Inspiring great places

	their logos and some interactive equipment was being revised for next year. RT then requested a comprehensive list of all the locations where LI have exhibited. NG agreed to write to Poppy suggesting that LI assist with the preparation of the proposed LIS stands at 'Skills Scotland. It was also noted that LIS had missed the deadline for general publicity to schools but were informed by the organising company that they could be included in any subsequent publicity following confirmation of taking up stands.	NG	Ongoing
9.0	CONSULTATIONS		
9.1	SNH Scoping an Upland Vision: DW asked why the LIS were not on the consultee list. RHp clarified that we have not been invited to comment but will discuss with SNH	RHp	Ongoing
9.2	JSW and RHp reported that they had attended the BEFS Planning Review Task Force that morning to discuss the proposed BEFS strategy in responding to the consultation on the forthcoming Planning Bill due to be submitted by the 12th August. JSW tabled the issues and actions paper and reported that the final response would be distributed at the time of submission. RHp reported that LIS would be submitting its own response to the consultation separately to ensure the LIS view fully covered.	Note	
9.3	RHp advised that the LI had put a membership request out for comment on the Greenbelt Consultation. It was noted that it appeared only to apply to England but this was not the case as Scotland does have 16 Greenbelts. RHp provided LIS response.	Note	
9.4	RHp will be providing responses to Planning Review, National Energy Strategy, Climate Change, Community Empowerment	RHp	Ongoing
9.5	LI sent out CPD questionnaire to Scottish members. RT saw a draft of this before it went out and made comments although notes that some of the comments were not incorporated.	Note	
10.0	RAISING THE PROFILE OF THE LIS		
10.1	JSW reported that following visits to the NTS Greenbank Garden he had been made aware of two initiatives to stimulate interest by schoolchildren in the Garden. The first was a project with a school ceramic class where 'art works' could be placed by the originators who had to explain the positioning in relation to the surrounding environment. The second was a competition between schools where each school provided a standard wheel barrow planted to reflect particular periods of history to acknowledge the Year of Archaeology and History. JSW tabled reports on these two initiatives. As these both involved an appreciation of plants he was of the view that it may be beneficial for LIS to approach the Garden Manager with a view to a joint project for next year and if successful possibly roll out to other NTS locations.	JSW	Ongoing
11.0	CONSULTANCY / JOB ADVERTISING		
11.1	JSW raised concern that LI would not permit advertising on the LIS website of a consultancy from BEFS that they had assumed LIS would distribute to their members. It was noted that this was a Council tender opportunity for a project and not a job vacancy and would have been widely publicised on Public Contracts. RT raised the point with the CEO who confirmed that as the LI receive income from advertising for job positions it formed was an important part of their revenue stream. The CEO stated he was open to further discussions.	Note	
12.0	AOB		
12.11	JS has sent RT an email confirming that he will have to step down as LIS Student Rep for personal reasons but like to assist in providing a suggested replacement name. RT hopes that liaising with ESALA will help with student involvement and finding a new Student Rep. ESALA have had a high international student intake, most of whom return to their home countries after graduation but they are actively trying to change this profile. RHa to remove JS from the committee mailing list	Note RHa	 Ongoing
12.2	All items from the previous Actions List have been completed save the following which will roll over to the next Actions List: - SW to contact the ECA Estates and research alternate venues for next year's AGM		

Landscape Institute Scotland

Inspiring great places

	<ul style="list-style-type: none"> - CW to clarify LI indication that the LIS needs to raise more money - RT to meet with MvG to discuss LIS representation at Board level within the LI - RT to follow up with Glasgow Urban Lab regarding their research into green infrastructure and city-regions 	Note	Ongoing
8.0	DATE OF NEXT MEETING		
	6-8pm 14TH OF SEPTEMBER 2017 LUC Offices, 37 Otago Street, Glasgow	Note	