

Background

The Policy Committee shall develop policy and provide expertise and advice on policy issues relevant to the Institute's objectives and development plan.

Policy is defined as:

'Plans, courses of action or guiding principles intended to influence or determine decisions or actions of relevance to the objectives of the Landscape Institute and the interests or concerns of its members'.

Terms of Reference

The Policy Committee will:

- Promote the role of the Institute and its members in contributing to issues in accord with the objectives of the Charter
- Contribute to the annual review of the development plan, informing the Board of Trustees and Secretariat of priority areas for the coming year
- Consider and respond to material passed to it from the Board of Trustees, other committees, members of the Institute and the Secretariat. Similarly, the Policy Committee will raise issues of priority with these Groups. The Committee will prioritise any identified issues and apportion tasks accordingly
- Consult the Technical Committee on technical aspects of policy development
- Consult the LI branches in Scotland, Wales and Northern Ireland on policy development relevant to the devolved nations
- Coordinate and approve, with the Secretariat, the Institute's response to relevant consultation or other documents or statements on matters of policy issued by Government departments and other external bodies
- Initiate, coordinate production of, monitor and review the content of all Institute material relating to policy matters, including relevant policy documents or position statements
- Approve, with the Secretariat, the Institute's standards for policy preparation and promote the Institute as the leading Chartered body for landscape related matters, including the production of public statements
- Identify a range of external partners and stakeholders and seek to ensure representation of the Institute on these bodies as appropriate, providing regular reports to the Board of Trustees and the Secretariat
- Establish working groups, as appropriate, with the approval of the Board of Trustees and coordinate their activity, including receipt of reports and making recommendations (for the Board of Trustees to approve)
- Recommend to Board of Trustees topics for Institute events and assist the Secretariat in developing conference and seminar programmes, as appropriate
- Approve, monitor and review the process for engaging the membership on policy issues, particularly in responding to public consultations and developing policy for the Institute and disseminating information both internally and externally
- Prepare and draft details of the delivery of the action plan for use in the Institute annual report

Delegated authority

The Policy Committee will have the authority to make written and verbal statements on behalf of the Institute. In order that the Committee may do so with confidence, the Board of Trustees will ratify the membership of the Committee

Where necessary, in the interests of expediency, such authority may be exercised by the Chair of the Committee

Chair

The Advisory Council's Appointment and Selections Committee will appoint a Chair and a Vice Chair who will each serve a maximum of two consecutive terms of two years unless in exceptional circumstances and on recommendation of the Council the Chair or Vice Chair is elected for one further consecutive term of a maximum of two years.

The Chair will sit on the Board of Trustees.

Membership

The Committee will not exceed 12 members in total, including co-options.

The Director of Policy and Communications will attend and participate in the meeting but will not vote
Members can be from the associate, member or fellow grades.

Members will normally sit for a maximum of two consecutive terms of two years unless in exceptional circumstances Advisory Council recommends that they remain for one further term of a maximum of two years.

Committee will elect one member to sit on Advisory Council, not usually the Chair.

Quorum

A meeting will be quorate when 5 members or more are present

Sub-groups

Any sub group will include a member of the Policy Committee

The Committee will establish the terms of reference for any groups formed and will monitor and review the progress of such groups at each of its meetings

Co-options

If required, and with the consent of the Board of Trustees, the Committee may make co-options to the Committee to take forward its work. Such co-options will be for a term of one year only, with an option for a further one-year period, if agreed by the Board of Trustees. A maximum of 2 co-options may sit on the Committee at any one time.

Corresponding members

The Committee may identify a number of corresponding members of people who take an interest in the work of the Committee and may, from time to time, contribute to particular pieces of work. These members will receive a copy of the minutes of each meeting. The Chair will review the corresponding members list on an annual basis.

Accountability

The actions of the Committee are directly attributable to the Institute therefore all members of the Committee have a general duty to act in the best interests of the Institute and to adopt the following standards for Committee members and trustees, which are based on the principles of the Nolan Committee:

- *Selflessness*
Committee members and trustees of the Institute have a general duty to act in the best interests of the Institute as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from or represent.
- *Integrity*
Institute committee members and trustees should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role. They should avoid actual impropriety, and appearance of improper behaviour and avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.
- *Objectivity*
In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, Institute committee members and trustees should ensure that decisions are made solely on merit.
- *Accountability*
The Institute's committee members and trustees have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in the Institute. They are accountable for their decisions and action to members, the public and funders. They must submit themselves to what scrutiny is appropriate to their role.
- *Openness*
The Institute's committee members and trustees should ensure that confidential material, including material about individuals, is handled in accordance with due care. They should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.
- *Honesty*
The Institute's committee members and trustees should have duty to declare any interests relating to their role as a committee member and to take steps to resolve any conflicts that may arise. Where private interests of a committee member/trustee conflict with their duties, he/she must resolve this conflict in favour of the committee member role. They must make relevant declarations of interest in the different circumstances and roles they play both within and outside of the Institute.
- *Leadership*
The Institute's committee members and trustees should promote and support the principles of leadership by example. They should be supportive of the role of the Chief Executive and Secretariat staff.