

## **Landscape Institute Technical Committee**

### **Draft Terms of Reference July 2010**

The purpose of the Landscape Institute Technical Committee is to promote good practice in the landscape profession.

#### **Terms of Reference**

The LI Technical Committee will:

1. Be responsible for reviewing and approving the technical content of LI Guidance and Specifications (G & S). These documents will then be published by the Institute.
2. Develop a business plan for the delivery of G & S. To be approved annually by the Board.
3. Develop a governance procedure for the review and approval of G & S to be agreed by the LI board.
4. Develop an annual G & S programme for review by the LI Board.
5. Develop an authors guide for the production of G & S.
6. Set up sub groups for the delivery of agreed G & S.

In addition to these key work areas, the executive committee of the Technical Committee will:

- Contribute to the annual review of the Development Plan, informing the Board of priority areas for the coming year.
- Advise the Policy Committee on technical aspects of policy development.
- Coordinate and approve, with the Secretariat, the Institute's response to relevant consultation or other documents or statements on technical matters issued by Government departments and other external bodies.

Draft

- Recommend to the Board topics for LI events in the upcoming financial year (April – March), no later than September, and assist the Secretariat in developing conference and seminar programmes, as appropriate.
- Prepare and draft details of delivery of the action plan for use in the Landscape Institute annual report no later than June.

### **Delegated Authority**

- The Technical Committee will have the authority to make written and verbal statements on behalf of the Landscape 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 LI Appointments and Selection 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 the recommendation of the Appointments and Selection Committee 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. They will be responsible for items 1-6 of the terms of reference and will meet quarterly.
- Members will be accepted from Licentiate, Chartered or Fellow grades of LI membership. Members from England, Wales, Northern Ireland and Scotland will be sought. Members from central government, local authorities and private practice will be encouraged to participate.
- Members will normally sit for a maximum of two consecutive terms of two years unless in exceptional circumstances the Appointments and Selection Committee recommends that they remain for one further term of a maximum of two years.
- The committee will elect one member to sit on the Advisory Council. This may not be the committee Chair.

Draft

- The Chair may delegate authority to one member of the committee, usually the Vice-Chair, to attend meetings of the Board of Trustees on his/her behalf. On these occasions the representative will not have the authority to vote.
- The Director of Policy and Communications will attend and participate in meetings but will not vote.
- The Executive committee of the TRB will not exceed five members. Nominations will be sought from the existing Technical Committee. They will develop the business plan, G&S programme and undertake executive tasks as shown in the terms of reference. They will conduct telephone conferences on a monthly basis.
- Subject to approval by the Board of Trustees, one member of Technical Committee will be co-opted by Policy Committee, and a member of Technical Committee will be co-opted to sit on Policy Committee, in order to ensure good communication and joint working between the two committees, These co-opted members will be responsible for circulating minutes between the two committees and identifying issues of mutual concern that need to be addressed.
- The Institute's Head of Library and Information Services will provide administrative and project support to the committee and any subgroups.

### **Sub Groups**

Sub Groups will be nominated to develop best practice guidance on specific themes. Any sub group will have a member of the Technical Committee as chair. Technical 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.

### **Authors**

Alternatively, authors will be nominated to develop best practice guidance on specific themes. Nominations for LI Authors will be trawled on an annual basis. Authors will prepare guidance on specific technical areas, to be agreed by the TRB. Authors will be selected from all grades of LI membership. Members from England, Wales, Northern Ireland and Scotland will be sought.

### **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 Landscape Institute therefore all members of the Technical Committee have a general duty to act in the best interests of the Landscape Institute and to adopt the following standards for Committee members and trustees:

### **Selflessness**

Committee members and trustees of the Landscape Institute have a general duty to act in the best interests of the Landscape 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**

Landscape 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;
- As well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- Should 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, Landscape Institute committee members and trustees should ensure that decisions are made solely on merit.

### **Accountability**

The Landscape 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 Landscape Institute;
- Are accountable for their decisions and actions to members, the public and funders. They must submit themselves to what scrutiny is appropriate to their role.

### **Openness**

The Landscape Institute's committee members and trustees:

- Should ensure that confidential material, including material about individuals, is handled in accordance with due care;
- 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 Landscape Institute's committee members and trustees:

- 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;
- Must make relevant declarations of interest in the different circumstances and roles they play both within and outside of the Landscape Institute.

### **Leadership**

The Landscape Institute's committee members and trustees should:

- Promote and support the principles of leadership by example
- Be supportive of the role of the Chief Executive and Secretariat staff