

APPOINTMENTS TO THE ARBORETA ADVISORY COMMITTEE

Purpose

1. To consider the reappointment of three members of the Arboreta Advisory Committee.

Background

2. The England National Committee appointed the first Arboreta Advisory Committee in 2005. This replaced the two Advisory Committees, one for the National Pinetum at Bedgebury and the other for the National Arboretum at Westonbirt. Appointment to this non-statutory Advisory Committee is by sealed Minute. A full list of members of the committee is included at Annex A and the Terms of Reference at Annex B.
3. Due to the specialist nature of the appointments they have not been limited to the 10-year maximum time that applied under the code of practice for Public Appointments when the Committee was set up.
4. The Committee's role is to contribute to the strategic direction of the National Arboreta. In particular, the Committee:
 - advises and supports the Forestry Commission on the development and implementation of policies, strategies and priorities for Westonbirt Arboretum and Bedgebury Pinetum;
 - receives and comments on written progress reports on developments at Westonbirt Arboretum and Bedgebury Pinetum;
 - supports and promotes the National Arboreta in developing key relationships and partnerships at regional and national levels.

Member reappointments

5. The period of appointment for three members of the Committee: Roy Lancaster, Giles Coode-Adams (committee Chair) and Anthony Hall has come to an end. All these members have expressed a willingness to be reappointed for a further three year period.
6. Assuming the ENC does not wish to change the role of the advisory committee, it is proposed that all three members are reappointed.

Recommendation

7. The National Committee agrees the reappointment of the three members named above.

**Richard Barker
Executive Office
15 April 2015**

Current committee

Member	Position
Banks, Elizabeth	Landscape consultant
Coode-Adams, Giles	Chair
Howick, Lord Charles	Dendrologist and private arboretum owner
Kendal, John	Trustee, Friends of Westonbirt
Lancaster, Roy	Horticulturist and broadcaster
Kerr, Malcolm	Trustee, Friends of Bedgebury
Hall, Anthony	Arboretum manager, RBG Kew
Knott, David	Curator, RBG Edinburgh

The Forestry Commission Arboreta Advisory Committee Terms of Reference

(22.3.05)

Purpose

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In particular, the Committee:

- advises and supports the Forestry Commission on the development and implementation of policies, strategies and priorities for Westonbirt Arboretum and Bedgebury Pinetum;
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Committee membership

Chair

Vice-Chair

Up to six external advisors

Two Friends representatives.

Committee members are appointed by the Forestry Commission. The Friends representatives are nominated by the Friends of Bedgebury Pinetum and the Friends of Westonbirt Arboretum. The Chair and Vice-Chair are elected by the Committee.

Forestry Commission staff in attendance

Director of Arboreta

Head of Collections

A representative from Forestry Commission England

A representative from the Forest Research Agency

Secretary

Co-option

Other Forestry Commission staff will attend and contribute on specific agenda items as required.

Sub-Committees

The Committee can establish Sub-Committees or Working Groups to advise the Forestry Commission on specific issues such as technical aspects of collection management; these groups work to terms of reference agreed by the Committee.

Appointment of the Committee

The appointment of the Committee is the responsibility of the National Office for England. The Committee is a non-statutory body; consequently the England National Committee approves the membership of the Committee, and minutes of appointment are signed by a Forestry Commissioner.

Term of Office

The Committee serves for a three-year term, with the possibility that individual membership can be renewed for further periods of three years.

Meetings

The Committee meets twice a year, alternating between Bedgebury and Westonbirt. The agenda and supporting papers are sent to Committee members four weeks before each meeting. The main purpose of the meetings is to discuss and comment on the written progress report, and to offer advice on the substantive issues brought to the Committee by the Forestry Commission.

Minutes of the meetings will be prepared and certified for accuracy by the Chair. Minutes will be kept to the minimum detail required to summarise effectively the proceedings and to reflect advice offered. The Secretary is responsible for the distribution of the minutes; this will normally be within four weeks after each meeting.

Reimbursement of expenses

Committee members are entitled to reimbursement of travel and subsistence expenses incurred in relation to their attendance at committee meetings in accordance with the Forestry Commission's regulations. Members are not remunerated for services rendered. Reimbursement of expenses is made upon submission of a Travel Claim form that is provided by the Secretary at each meeting