

**APPOINTMENTS TO THE ARBORETA ADVISORY COMMITTEE****Purpose**

1. To consider the reappointment of three existing and appointment of two new members of the Arboreta Advisory Committee and a proposal to seek to broaden the expertise represented on the 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 is applied to Ministerial appointments to public bodies under the Commissioner for Public Appointments code of practice.

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.

5. In addition the Committee acts as a tangible means of collaboration and alignment between the two arboreta which rest within different management units within FE England. The 6 monthly meetings alternate between the two Arboreta and involve significant interchange of Arboreta staff. This is alongside other ongoing collaboration particularly on overseas seed collection, science and technical collection management.

**Member reappointments**

6. The period of appointment for three members of the Committee: Elizabeth Banks, Lord Howick, and David Knott have, or will shortly, come to an end. All these members have expressed a willingness to be reappointed for a further three year period.

7. In addition the two members nominated by the respective Friends charities have also retired and they have nominated Gavin Grant (Westonbirt) and Kathy Jary (Bedgebury) as replacements, which we support. Normally these nominees would be Trustees of the charities. At Bedgebury, the retirement of many former trustees has meant that new trustees' enthusiasm is not yet matched by the knowledge they believe is required to contribute to the AAC, so the nominee is the 'Friends Manager' who holds an executive position with the Friends, and is fully aware of the interactions between the Friends and the FC.

8. Assuming the ENC does not wish to change the role of the advisory committee, it is proposed that all five are reappointed/appointed.

9. As six of the new committee will have served for a long period the Director Westonbirt and Bedgebury Manager will continue to identify whether there are other potential new members to fill future vacancies. As part of this it is proposed that they seek to broaden the range of expertise on the committee, particularly by identifying an individual with expertise in the interpretation and associated learning opportunities of sites such as the arboreta.

### **Recommendation**

10. The National Committee agrees (a) the reappointment of the three members named in paragraph 6, (b) the appointment of the two people named in paragraph 7, (c) also endorses the approach to broadening the expertise represented on the committee outlined in paragraph 9.

**Richard Barker**  
**Executive Office**  
**September 2016**

**Annex A**

### **Current/proposed committee**

Retiring members #

Proposed reappointment \*

Proposed new appointment ^

| <b>Member</b>          | <b>Position</b>   |
|------------------------|---|
| Banks, Elizabeth *     | Landscape consultant, past President of Royal Horticultural Society                           |
| Coode-Adams, Giles     | Chair – former City Banker and past President of RHS  |
| Howick, Lord Charles * | Dendrologist and private arboretum owner, Holfords of Westonbirt descendent                   |
| Kendal, John #         | Trustee, Friends of Westonbirt  |
| Lancaster, Roy         | Horticulturist and broadcaster  |
| Kerr, Malcolm #        | Trustee, Friends of Bedgebury   |
| Hall, Anthony          | Arboretum manager, Royal Botanic Gardens Kew  |
| Knott, David*          | Curator, Royal Botanic Gardens Edinburgh  |
| Gavin Grant ^          | Trustee, Friends of Westonbirt; communications consultant and former Chief Executive of RSPCA |
| Kathy Jary ^           | Bedgebury Friends, Manager  |

## The Forestry Commission Arboreta Advisory Committee Terms of Reference

(22.3.05)

### Purpose

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.

### 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