Annex 1
Draft Minutes of meeting held on March 15th 2016

Date: 15th March 2016
Venue: CAN Mezzanine
Present: Peter Matthews – Chair (PM), Libby Meyrick Vice chair (LM) Sarah Beacock (SB), Ian Byrne (IB), Will Pope (WP), Brian Robinson (BR), Emma Wilcox (EW) and Kerry Geldart (KG)

1. Welcome, apologies and declarations of conflicts of interest.

The Chair welcomed everyone to the meeting. Apologies were received from Jenny Blumhof and Carolyn Roberts. Jenny is recovering from an accident and the Cabinet wish her a speedy recovery.

There were no conflicts of interest declared.

2. Minutes of last meeting

Previous minutes were amended to show SB as present. Minutes were approved.

3. Matters Arising not on the agenda

No matters recorded

4. Cabinet Action Log

The updated Action list for 15th March Meeting is appended in Annex A.

4.1. CEO Report Update

The CEO gave an overview of progress on operations and delivery since the last meeting.

The headlines are:

- Total of 102 new CEnv registrants to date are higher than at Q1 last year and exceeding target. We are working with LBs to reconcile CEnv renewals.

- The RA held their away day in Birmingham.

- The recruitment campaign for the Head of Licensing and Standards did not result in an appointment. As a result, Brian Cameron (ex-engineering council) has been commissioned to carry out a full review of the RA and assist with the next round of recruitment.

- There has been organisational restructuring following the departure of Trish Hall after 10 years’ service. The Cabinet recorded their thanks to her and wish her well with her future endeavours.

- SocEnv is currently recruiting for an intern to assist with the pilot marketing strategy and policy engagement. There has been a low response so far which may be due to current location. The deadline will be extended for applications.

- We continue with profile raising activities. SocEnv held meetings with ENEP, Forum for the Future, the Academy of Experts and the Welsh Minister for Natural Resources.

- SocEnv has also been invited to join the Environmental Policy Forum (EPF) and attended its most recent meeting. SocEnv will be hosting the EPF policy officer meeting. As a result of becoming part of the EPF SocEnv will be supporting an event with the Royal Geographical...
Society entitled People, Planet and Politics, with Jonathan Dimbleby. We will take this opportunity to present Jonathon Dimbleby with an Honorary Fellowship.

- The Chair gave an update on recent policy engagement by the Society which includes recent responses to and wider circulation and engagement on a number of areas:
  1.ESCO - consultation on the importance of a credible professional workforce and the benefit of professional registration.
  2. Northern Ireland Governance – consultation on the future of Environmental bodies and agencies in Northern Ireland.
  3. Environmental Audit Committee - enquiry into the role of HM Treasury in sustainable finance.
  4. Letters were sent to top six supermarkets on developing a new recognition system ‘fair trade for British farmers’. Responses have been received but on the whole supermarkets are delivering individual competitive schemes on similar themes. There may be merit in further correspondence with the British Retail Consortium to explore an umbrella mark across all retail chains.
  5. Met with former London Mayor, Sir Roger Gifford on green finance and he has been invited to speak at a SocEnv reception (tbc).

- Office Relocation Proposal: Careful consideration and analysis has gone into the recommendation of a new office space at Coventry Technology Park. The main drivers for this move are the frequent problems with infrastructure at the current serviced office location in Nuneaton and its proximity to public transport.

The Cabinet discussed the office location analysis produced by the CEO. The Cabinet endorsed the decision to relocate the SocEnv office to the Coventry Technology Park.

Action: The CEO is to work with Coventry Techno Park and staff to make arrangements for the relocation

- Succession planning. Cabinet discussed the upcoming AGM and any potential posts. EW confirmed actions were place for the required administration of the AGM but noted the vacant HonSec duties require consideration.

5. Standards Registration and Licensing
5.1 Registration Authority Review

The Registration Authority held an away day in Birmingham as part of the review of Licensing and Registration. As a result the review will be completed in three stages:
  1. Licensing Feb-Sept 2016
  2. Registration Sept-Dec 2016
  3. Changes to Charter and Byelaws – if necessary – to be bought to December Council.

The review will take a bottom up approach starting with the Practice Directions and ending with the Charter. Brian Cameron has been commissioned to carry out the review which will focus on the following activities:
  - Processes and documentation
  - RA Membership and constitution
A meeting between SocEnv, Engineering Council and Science Council recently took place to discuss joint licence reviews and to share best practice. It was agreed there would be merit in holding a workshop on CPD. In particular, SocEnv are exploring CPD options for retired CEnvs currently.

**ACTION:** Cabinet to review CPD proposals from Registration Authority ahead of the proposed Council resolution.

### 5.2 Fees and Charges

KG and IWB are reviewing the SocEnv fee structure. Work is ongoing and the analysis of alternative models will inform a new fee structure to be recommended to Cabinet in May. The new structure is likely to include changes to:

1. **Licensed Body Fees:** Current structure consists of a one off joining fee and an annual membership fee. Volunteer licence reviewer expenses are currently borne out by the reviewer’s LB not the LB having the licence review. The review will explore the possibility of introducing a licence fee and changes to how volunteer licence reviewers are reimbursed for expenses.

2. **CEnv initial joining fee** – currently a flat initial registration fee of £80 is charged to LBs for new registrants. This may revert back to a split initial fee consisting of an initial entry fee of £40 and £40 registration fee. This would align the registration fee with the cost of similar designations.

The financial implications of introducing retired rates, hardship funds, or discretionary discounts will also be taken into consideration.

**ACTION:** Cabinet were invited to send comments on the proposed changes to KG by 15th April 2016

**ACTION:** KG and IWB to propose new fees structure to Cabinet in May ahead of a Council proposal in June.

### 6. Marketing and strategy – Annex 3

The CEO presented key points of the marketing strategy.

The top two target markets were identified as:

1. existing, eligible members of LBs; and
2. non LB members who are eligible to be CEnv.

Targeting eligible professionals through employers would potentially drive new members to LBs. The purpose of the marketing pilot is to drive volume in registrants and demonstrate the value of collaboration. It will showcase the excellence of existing registrants, demonstrate the benefit to individuals and employers of professional registration, and create a tool for SocEnv and LBs to use that has consistent messaging.

The recommendation to Cabinet was to invest up to £12k from the reserves into the pilot marketing programme including the development of a new website.
DECISION: The Cabinet approved the use of up to £12k of the reserves to invest into the marketing pilot and new website.

7. Policy and Influence
7.1 KG presented the work being undertaken on building an overarching policy strategy for the Society. The new framework identifies four activity areas:

1. Events and Seminars
2. Thought Leadership and insight
3. Consultation response
4. Forming strategic partnerships

Cabinet were asked to support the creation of a new policy to provide a flexible and efficient mechanism for responding to consultations and collaborative statements/open letters. It is proposed that the new model moves away from the current rule of garnering support from at least 50% of LBs.

The key purpose of the new policy is to create a dynamic, flexible output mechanism which acts as an enabler for SocEnv to have a credible input to environmental debate and decision making. Developing thought pieces in advance will enable swift response. It was recommended that a responsibility matrix be incorporated into the new policy strategy and that SocEnv should liaise with Env Agency and other bodies regularly, to identify the key ‘hot’ environmental challenges. Joining the EPF was seen as a positive move that would also act as an enabler.

DECISION: The Cabinet approved the creation of a new policy strategy to enable a more efficient, flexible and risk based approach to SocEnv policy engagement.

7.2 Policy mapping project: BR presented the results of the Licensed Partner Policy mapping project. The methodology used has identified nine key areas where LBs are most active. Results so far found a lack of divergent opinion.

Cabinet recommended that the policy mapping could be used to identify gaps and further develop the Society’s policy engagement and influence.

Action: KG to ensure completion of the policy mapping and its use in the SocEnv’s policy engagement strategy.
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Annex 2: Cabinet Open Action Log

<table>
<thead>
<tr>
<th>Ref</th>
<th>Action</th>
<th>Owner</th>
<th>Date of Meeting</th>
<th>Due Date</th>
<th>Status</th>
<th>Next Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>15_4</td>
<td>CEO to work with Coventry TechnoPark, RemCom and Staff to make arrangements to relocate the office.</td>
<td>EW</td>
<td>Mar 16</td>
<td>May 10</td>
<td>Open</td>
<td>EW to finalise relocation arrangements</td>
</tr>
<tr>
<td>15_5.1</td>
<td>Cabinet to review CPD proposals from Registration Authority ahead of the proposed Council resolution.</td>
<td>EW</td>
<td>Mar 16</td>
<td>May 10</td>
<td>Open</td>
<td>Report back to Cabinet</td>
</tr>
<tr>
<td>15_5.2</td>
<td>Cabinet invited to send comments on licence fee charging proposals to Kerry to inform new Fee structure proposal. KG and IWB to propose new fees structure to Cabinet in May ahead of a Council proposal in June.</td>
<td>KG/IWB</td>
<td>Mar 16</td>
<td>May 10</td>
<td>Open</td>
<td>Council approval June</td>
</tr>
<tr>
<td>15_7.1</td>
<td>KG to ensure completion of mapping exercise to inform SocEnv policy strategy</td>
<td>KG</td>
<td>Mar 16</td>
<td>May 10</td>
<td>Open</td>
<td>Council approval June</td>
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<tr>
<td>14_1</td>
<td>Additional member for RemCom</td>
<td>WP</td>
<td>Nov 15</td>
<td>Dec 15</td>
<td>Closed</td>
<td>Complete</td>
</tr>
<tr>
<td>14_2</td>
<td>Include high level review of budget on Audit and Risk Agenda for April meeting</td>
<td>KG</td>
<td>Mar 16</td>
<td>May 10</td>
<td>Open</td>
<td>Audit and Risk Meeting</td>
</tr>
<tr>
<td>14_5</td>
<td>Cabinet Away Day to be arranged for 2016 to, in part, consider longer term governance proposals</td>
<td>EW</td>
<td>Nov 15</td>
<td>Mar 16</td>
<td>Open</td>
<td>Schedule for Sept/Oct 2016</td>
</tr>
<tr>
<td>13_2</td>
<td>Feasibility study of introducing retirement, hardship and other relevant discounted fees</td>
<td>IWB/EW</td>
<td>Sep 15</td>
<td>May 10</td>
<td>Closed</td>
<td>Part of the Fee Structure Review</td>
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