

MINUTES OF THE 16th ANNUAL GENERAL MEETING OF THE SOCIETY FOR THE ENVIRONMENT ONLINE MEETING ON THURSDAY, 4th JUNE 2020 AT 10.00AM

1. HOUSEKEEPING

PRESENT

Will Pope - Institution of Environmental Sciences (Chair)
 Stephen Axford - Institute of Fisheries Management
 David Barr - Royal Society of Chemistry
 Sarah Beacock - Nuclear Institute
 Suzanne Beard - Energy Institute
 Kevin Blunden - Chartered Association of Building Engineers
 Tim Boldero - Institute of Water
 Michelle Boyce - Chartered Association of Building Engineers
 Tim Brigstocke - Institute of Agricultural Management
 Sue Buxey - Institute of Environmental Management and Assessment
 Adam Donnan - Institution of Environmental Sciences
 Ian Dudley - Institute of Chartered Foresters
 Terry Fuller - Chartered Institution of Water and Environmental Management
 Sally Hayns - Chartered Institute of Ecology and Environmental Management
 Joanna Horton - Institution of Mechanical Engineers
 Mark Kibblewhite - Institution of Agricultural Engineers
 John Laverty - Institution of Civil Engineers
 Peter Matthews - Chartered Institution of Water and Environmental Management
 Bruce McGill - Society of Operations Engineers
 Stephen McKenna - Royal Institution of Chartered Surveyors
 Libby Meyrick - Institution of Engineering Designers
 Sarah Poulter - Chartered Institution of Wastes Management
 Carolyn Roberts - Institution of Environmental Sciences
 Nigel Sagar - Institution of Civil Engineers

Board Members

Will Pope - Institution of Environmental Sciences (Chair)
 Ian Barker - Institute of Water
 Martin Baxter - Institution of Environmental Management and Assessment
 Francesca Berriman - Chartered Institute of Architectural Technologists
 Colin Church - Institute of Materials, Minerals and Mining
 Dougal Driver - Institute of Chartered Foresters (Vice Chair)
 Alan Fitzpatrick - Society of Operations Engineers
 Alan Harper - Institution of Chemical Engineers (HonSec)
 David Lloyd-Roach - Institution of Chemical Engineers
 Brian Robinson - Institution of Mechanical Engineers
 Sandra Norval - Institute of Environmental Management and Assessment (HonTreas)
 Kirsten Rottcher - Institute of Environmental Management and Assessment
 Ross Weddle - Institute of Chartered Foresters

PROXY VOTES

Institution of Chemical Engineers: Tim Boldero - Institution of Water

APOLOGIES

Simon Benfield - Institution of Engineering Designers (Board Member)
 Ian Bowbrick - Institute of Materials, Minerals and Mining
 Victoria Bywater - Institute of Agricultural Management
 Tony Ginda - Chartered Institute of Building
 Amy Gough - Chartered Institute of Building

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IN ATTENDANCE **Society for the Environment**

- Emma Wilcox Chief Executive
- Geoff Atkins
- Sarah Ridgeon
- Elaine Rutherford (Minute Taker)
- Phil Underwood
- Katie Wilcox

The Chair noted that the meeting was quorate.

2. Declaration of Interest

Other than as a Member and as already disclosed to the Society (and for those standing for election, those named in item 5), no potential conflicts of interest with any agenda item were declared.

3. Minutes of previous meeting – for approval

15th Annual General Meeting 4th June 2019

The minutes of the Annual General Meeting held on the 4th of June 2019 were agreed as a true and accurate record of the meeting.

4. SocEnv Update

4.1 Chair's report

The Chair updated members on events that had taken place throughout the year:

- The 10,000th Chartered Environmentalist was registered by the Society
- Implementation of the new Governance Model including establishment of the Board and the initial meeting of the Advisory Council
- Partnering with leading environmental organisations and employers to create and launch the Pledge to Net Zero to encourage net zero targets across the environmental services sector and beyond
- Continued championing World Environment Day across the UK
- Contribution to environmental policy through the continued facilitation of the Environmental Policy Forum
- Launching the Environmental Professionals podcast series
- Developing and launching Employer Champion's programme:
 - Amey, Anglian Water, Arup, Atkins, Environment Agency, Locogen, Skanska, Willmott Dixon, Wills Bros and WSP.
- Awarding membership to the Institution of Occupational Safety and Health (IOSH)
- Showcasing our registrants at multiple events including Flood Expo, Futurebuild, National Sustainability Expo and Network Harvest

The Chief Executive shared with the Members the three-plan stage the Society had taken to respond to the COVID-19 pandemic and to ensure operations continued in a safe and effective manner; “stabilise, adapt, and a new normal”

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Stabilise:

- Switch all possible functions to virtual
- Additional Board / A&R Meetings
- 100% home working for all staff
- Focus on immediate mental and physical wellbeing of team members
- Consider all support options and access grant
- 2020 budget / business plan review and balanced
- Early thoughts to 2021 budget and fees

Adapted to:

- Remote licence reviews
- Resolve certificate production
- Virtual WED and AGM
- Fee reduction incentive for new registrants (May – Sept '20)
- Consider office / location for medium term
- Focus on staff productivity and longer-term mental and physical wellbeing

New normal:

- Focus on building back better
- Consider not “when” we should change back but “why”/”how”/”what” e.g.
- All licence reviews virtual
- All meetings/events “normally” virtual - only face to face by exception

Registration Fees

It is recognised by SocEnv that the COVID-19 impacted on registrants’ ability to pay fees.

- A time-limited 50% reduction in fees for new registrations is a useful incentive at this time coupled with additional LM support for online registration activity
- The saving must be passed to registrants
- Full details have been issued to all Licensed Members.

The Chair thanked the Chief Executive, all the SocEnv staff, our Member Bodies and all volunteers and committee members for their contributions throughout the year.

4.2 Governance Update

- Following the implementation of the new Governance Model, the Board have established a Governance Committee responsible for the continued effectiveness and continuous improvement of the SocEnv Governance arrangements. The committee is responsible for the ‘snagging list’ from the 2017-19 Governance Review and will be working through ensure all issues are addressed by June 2021.

Charitable status

The HonSec and Chief Executive are in discussion with the Charity Commission and are drafting a Board paper in support of processing SocEnv’s application for Charitable Status in England and Wales.

4.3 Level 5 Registration

The Chief Executive summarised:

- REnv development has reached the second phase of consultation, this time with employers
- Feedback to date is positive for a registration at a ‘practitioner level’ - addressing two groups
- Firstly those en-route to CEnv, degree apprentices and other graduates with some experience; those who would benefit from a “ladder of progression”
- Secondly, those individuals for whom REnv will be a destination in its own right, who are environmental practitioners working alone, or part of a team, and who do not require or satisfy the leadership and strategic requirements of CEnv
- This level will enable a new community of practitioners to demonstrate their environmental competence whilst operating under our code of professional practice
- The RA is developing a draft REnv Practice Direction with competences and assessment processes and is considering
 - Grandparent routes for relevant LM members and current REnvTech registrants
 - Grandparent routes for REnvTech registrants
 - Simple licensing process for existing LM

The Chief Executive added that the Society having been in communication with employers, SMEs, and large and regulated organisations has received consistent feedback. This has been in addition to surveying and engaging with our Licensed Members.

DLR noted that the RA working hard, and is consulting with a view to distinguishing between the different levels of registration and is mindful not to disfranchise current REnvTechs - and noted that the RA is reviewing the draft competence. This will be a single agenda item to consider launching REnv in Q3 – and with agreeing on a name for the Register.

The Members were content with the report. Pleased to note the recording of the clarity of registration levels and looked forward to a formal proposal at a future meeting.

5. Items for Approval

The Chair announced that a poll was to take place using MS Forms for the Board and Committee positions, and handed over the Chairing of the meeting for this item to the Chief Executive.

Having received the votes from members in General meeting:

5.1 Board and Committee members

The new incumbents for the Board to take office from 4th June 2020

- Will Pope HonFSE CEnv - to stand again as Chair of the Board
- Dougal Driver CEnv - to stand again as Vice Chair of the Board
- Alan Harper CEnv - to stand again as Honorary Secretary

All Council Members present voted unanimously in favour of approving the foregoing as Officers.

The Chair of the Honorary Fellows Panel take office from 4th June 2020

- Carolyn Roberts CEnv - to stand again as Chair of the Honorary Fellow Panel

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All Council Members present voted unanimously in favour of approving the foregoing as Officer of the Honorary Fellow Panel.

The new incumbent for the post of Chief Licence Reviewer from 4th June 2020

- Alastair Taylor - to stand as Chief Licence Reviewer for the Registration Authority.

All Council Members present voted unanimously in favour of approving the foregoing as Chief Licence Reviewer.

Confirmation of Registration Authority Members

The following were confirmed as members of the Registration Authority:

John Klahn (RICS)	Robert Bradley CEnv (IWater)
Amina Khanum (CIAT)	Alastair Taylor CEnv (IAgrE) Chief Licence Reviewer
Toby Underwood (RSC)	Karl Moreton-Jones CEnv (IAgrM)
Kevin Blunden CEnv (CABE)	Rodney Wilkinson (CIWEM)
Sophie Dunajko (CIWEM)	

All members in General Meeting present voted unanimously in favour of approving the members of the Registration Authority.

Confirmation of Honorary Fellows Panel Members

The following were confirmed as the elected members of the Honorary Fellow Panel:

Terry Fuller (CIWEM)	Alan Fitzpatrick CEnv (SOE)
Ross Weddle CEnv (ICF)	Ian Barker CEnv (IWater)

All Council Members present voted unanimously in favour of approving the foregoing as the members of the Honorary Fellows Panel.

Will Pope took back the Chairing of the meeting.

5.2 Annual Report 2019

The Chair informed the members that the Board had approved the Annual Report and Accounts for 2019. The report had been made available to members joining the online meeting. The HonTreasurer addressed the meeting on the status of the organisation arising from COVID-19 and noted that thus far this had left the Society in a strong position.

The Annual Report and Accounts were received and approved unanimously by the members in General Meeting.

- Proposer ----- Tim Boldero
- Secunder----- Libby Meyrick
- Against ----- None

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5.3 Appointment of 2020 Auditors

Arising from the minutes, the Audit and Risk committee had agreed to recommend that the current Auditors, Burgis & Bullock, continue as Auditors for 2020 and that the Committee plan for re-tendering before the 2021 audit. The 2021 accounts will therefore be audited by the new (or existing, if Burgis & Bullock are reappointed), auditors. This recommendation had been reviewed by the Board and the recommendation was accepted.

The members in General Meeting unanimously approved the re-appointment of Burgis and Bullock as the Society's Auditors 2020, and that the contract is then put out for competitive tender prior to the 2021 audit.

- Proposer ----- Bruce McGill
- Secunder----- David Bar
- Against ----- None

5.4 Chartered Environmentalist Practice Direction (CEnvPD)

A motion in support of the amendments to the CEnvPD, approved by the Board and for ratification by the AGM.

The members in General Meeting unanimously approved to adopt the CEnvPD which had been circulated prior to the meeting.

- Proposer ----- Sue Buxey
- Secunder----- Ian Dudley
- Against ----- None

5.5 Licensed Member Practice Direction (LMPD)

A motion in support of the amendments to the LMPD, approved by the Board and for ratification by the AGM.

The members in General Meeting unanimously approved to adopt the LMPD which had been circulated prior to the meeting.

- Proposer ----- David Barr
- Secunder----- Libby Meyrick
- Against ----- None

The Chair thank the members for attending and the meeting was formally ended at 11:40 hrs