

Terms of Reference: Biodiversity in Practice Task & Finish Group

Reporting to: Knowledge & Practice Standing Committee

Approved by: Knowledge & Practice Standing Committee 17 March 2026

Review due: March 2028

The main purpose of the Task & Finish Group is to support the Standing Committee in delivering specialist task and finish project work for a fixed period, for completion of a specific initiative, or to work on longer-term projects or responsibilities.

Duration of groups are a maximum of two years where specific project focused. Where a group is ongoing then to be subject to biennial review including a skills review

1. Group description including specific task/objectives

The primary purpose of all Task and Finish Groups (TFG) reporting to the Knowledge and Practice Standing Committee is to support the delivery of defined, specialist project work within an agreed scope and timescale, to address specific biodiversity-related initiatives or priorities. This may include time-limited phases of longer-term biodiversity priorities, subject to review and approval by the Standing Committee.

1.1 Group Purpose

The purpose of this Task and Finish Group is to support the Landscape Institute in advancing its work on biodiversity and related subject areas, providing expert strategic and technical input, help identify priority areas for guidance, and support the work of the Policy Team where appropriate.

All activities and work programmes must be agreed in advance with, and reported to, the Knowledge & Practice Committee and / or Council where appropriate.

1.2 Objectives and Scope

The objectives and scope of the Group are to:

Provide strategic and technical support by offering informed advice and technical input on biodiversity and related subject areas.

Identify priorities for the development of guidance, recognising gaps, emerging issues and opportunities for the development and dissemination of biodiversity-related knowledge. Recommendations for task-specific work will be made to the Knowledge & Practice Committee for approval.

Deliver effective project governance and delivery in relation to biodiversity

matters, through clearly defined and time-limited pieces of work. Projects may be undertaken directly by the Group or through the establishment of sub-groups, subject to Knowledge & Practice Committee approval. All projects must have clear objectives, defined outputs, realistic timescales, and identified risks.

Contribute to training, capacity building and knowledge sharing through the development and delivery of biodiversity related learning activities and training, including webinars, masterclasses, and representing the Landscape Institute as speakers or contributors where appropriate.

Promote best practice and consistency ensuring that biodiversity related guidance, outputs, and training are evidence-based, aligned with current best practice, and consistent with Landscape Institute's policies and strategic priorities.

1.3 Required Skills and Experience

Members should have

- Professional experience in one or more of the following areas: biodiversity and nature recovery measures, associated policy and legislation, landscape ecology, environmental planning, landscapes as systems, climate adaptation and resilience, planting and horticulture, habitats and species, and protected landscapes or places.
- Demonstrate an understanding of the interrelationships between biodiversity and related disciplines, current issues, legislation, and best practice.
- Skills, capacity, and commitment to contribute effectively to the objectives of the Group, meet agreed deadlines, and work collaboratively.

Members are expected to support inclusive discussion, respect a diversity of views, and contribute constructively to reaching clear, evidence-based conclusions.

2. Meetings

- 2.1 The group will meet on a regular basis as required.
- 2.2 The running of meetings will comply with LI meetings policy and procedure as approved by the Board.
- 2.3 Members of the group will adhere to the Behaviour Principles and Acceptable Behaviour Policy during meetings which will be upheld by the chair of the group.
- 2.4 A member of the LI staff team to be assigned to each group and can attend meetings of the group without prior agreement.

3. Chair

- 3.1 The Chair of the group to be appointed by Chair of the relevant Standing Committee and Executive staff lead.

4. Membership

- 4.1 Terms of Office for group members will be two years or for the duration of the task set for the group if it is less.
- 4.2 Terms of office can be renewed for a further two terms up to a maximum of three terms or 6 years provided the duration of the group is extended and agreed or reviewed and agreed to continue as detailed above.
- 4.3 The process for appointing the members of the group will be as agreed for all Task and Finish Groups and in line with skills requirements of the task to be undertaken.
- 4.4 Additional members, including non-members of the LI, may be co-opted onto the group for specific pieces of work or where specific expertise is needed for a period of time. Co-opted members to serve for the period of the project if less than one year. Otherwise, to serve for one term, renewable annually for maximum of 3 years.
- 4.5 Observers may be invited to attend a meeting at the discretion of the chair of the group.
- 4.6 Code of Conduct

Members of the Group will:

- Apply their skills, knowledge and judgement to further the work of the group and undertake the duties and responsibilities of the group as set out.
- Uphold the reputation and position of the LI when representing it externally and be aware of any potential conflicts of interest that may arise
- Notify the chair of the group if planning to resign before the end of their agreed term.
- Comply with [the LI's principles of behaviour](#).

4.7 Removal of a member of the group

A member of the group may be removed if they have:

- exceeded their authority in a way that is detrimental to the LI.
- breached the Acceptable Behaviour Policy
- acted in a manner likely to bring the LI into disrepute.
- failed to attend three consecutive meetings.
- are subject to ongoing disciplinary proceedings and/or are subject to any disciplinary sanction.

The processes for such removal will be undertaken in accordance with the Disciplinary Regulations.

4.8 A staff lead to be identified for the group and may attend meetings.

4.9 Conflicts of Interest

- Any potential conflict of interest to be declared by individuals at the point of recruitment to the group. The LI reserves the right not to appoint a member to a group on that basis.
- If anything changes during their term on the group, individuals are required to update the group and declare any new potential conflicts of interest / where potential conflicts of interest have changed since joining the group and prior to

any relevant action by the group. The group reserves the right to exclude a member from the group on this basis.

5. Meeting records

- 5.1 A record of each meeting to be taken that will include:
 - details of those present, in attendance and any apologies
 - a summary of the discussions and deliberations of the group - any decisions taken or recommendations to be made and any actions agreed.
- 5.2 The group to agree and appoint who will take notes as a record of the meeting.
- 5.3 Notes from the meeting to be shared with the group and the LI staff team within 4 weeks of a meeting.
- 5.4 A report of progress to be made to each meeting of the relevant Standing Committee and recorded in the committee minutes.

6. Authority

- 6.1 The group will work within the parameters set out in the group description above and within any budget if set.
 - All new policies / resources as recommended by the group must be approved by the Board following recommendations from the Council.
 - No written statements can be made by the group or member of the group without approval of the Standing Committee as per its terms of reference.
 - Oral statements made to the public or the media should be consistent with agreed positions or policies and the objectives of the Institute. Where a statement is not covered by an agreed policy, staff or members of the group should make clear in their statements that it is not agreed LI policy.
 - When representing the LI in closed meetings and where discussions are not covered by agreed policies or position statements, opinions should be consistent with the objectives of the Institute. Anyone acting on behalf of the group at such meetings should report back to LI staff on all such meetings.
 - The group cannot commit the LI to activity or expenditure.
 - The group to make recommendations on the final output / deliverable to inform the decision of Council and / or Board.

7. Task & Finish Group review

- 7.1 The group shall review its performance each year to determine progress against task set, if the ongoing work of the group is still required and the terms of reference still fit for purpose. Any revisions to be recommended to the relevant standing committee.
- 7.2 If the work of the group extends beyond the original term set, then the group to undertake a skills assessment and review of terms of members and recommend any changes to the relevant Standing Committee.

