

Constitution of the London Tree Officers Association (LTOA).

APPENDICES.

Appendix A: Membership and Seminar Costs

Appendix B: Benefits of Membership

Appendix C: Benefits of Sponsorship

Appendix D: Finance and Host Authority details

Appendix E: Code of Conduct

Appendix A: Membership and Seminar costs

As of July 1st 2013, costs pertaining to the LTOA are as follows:

Membership costs.

Membership Level	Cost per Annum
Full	£905
Associate	£280
Student	£20

Seminar costs.

If an individual who is not a Member of the LTOA wishes to attend a Seminar then they are to contact the Executive Officer in writing and request a place. If accepted, they will be required to pay £75 per person, per Seminar, prior to the event being held.

Appendix B: Benefits of Membership

As of January 1st 2013, the benefits of LTOA Membership can be summarised as follows:

Full Member benefits.

Discounts.

10% discount from Barcham Trees and Hillier Nurseries for LTOA members when tree purchase orders exceed £9K.

Seminars.

Tree Officers (this term includes Tree Managers) from Local Authorities which are Full Members have the opportunity to attend four LTOA seminars per year, at no additional cost. These cover a range of topics, and have recently included pests and diseases, climate change, subsidence, British Standards and new initiatives in urban tree management. Seminars can be noted on Personal Development Review files or other records such as Investors in People. In most cases, Full Members can send as many Tree Officers as they like to these seminars.

Full Members can have access to other seminars held by insurers and land management organisations either free of charge, or at a reduced cost. These seminars present Tree Officers with an invaluable opportunity to extend their personal working knowledge and gain a better understanding of best practice in terms of arboriculture, team management and contract management. This has proven to be particularly important for the development of inexperienced Tree Officers.

Full members are also entitled to attend the LTOA Annual General Meeting (AGM) and participate in any votes which may be undertaken at that time.

Continuous Professional Development (CPD).

LTOA seminars count as CPD for the following organisations and categories:

Arboricultural Association: Under category 'Conferences (C)' which includes conferences, seminars, workshops or other technical and professional events and meetings.

Institute of Chartered Foresters: Under 'Structured Learning' in the category for conferences, meetings, discussion groups and seminars organised by other bodies.

IEEM: Under 'Structured and Led Learning Events'.

RICS: Field meetings can be counted towards either 'Personal and Informal Learning' or may come under 'Courses, Conferences and Seminars'.

Guidance and support.

Full Membership of the LTOA gives Tree Officers access to the Executive Officer - during normal office hours - to seek information and guidance with regard to any issues or general enquiries.

The LTOA provides a communication network for Tree Officers to access professional information and advice, as and when it is needed. This can be particularly important when dealing with unfamiliar areas of work, or when the anticipated reply is unpalatable. For example, you may want to cite the fact that other authorities deal with the same issue in a similar way. This could range from aphid, subsidence, storm and other damage; trip hazards; safety concerns or seasonal effects such as leaf fall and shading; subsidence claims or to the wide variety of tree maintenance specifications. The LTOA Executive Committee can discuss any issues with Member Tree Officers and may issue a note of support if appropriate.

Other guidance includes:

- Free benchmarking information for all London Boroughs. Particularly useful in resource alignment, contract letting, and public realm management and award schemes, e.g. London in Bloom, Green Flag, 'Total Place' management.
- Access to a professional and comprehensive website (www.ltoa.org.uk), featuring a members only section and a members only discussion forum.
- LTOA guidance documents for tree professionals, covering topics such as the Risk Limitation strategy for tree root claims, CAVAT, OPM management and dog damage to trees.
- LTOA information leaflets include cover subjects such as the benefits of trees, guidance for managing brown tail moth infestation, tree roots and structures, pruning, employing a tree contractor and high hedges to name a few.

Industry influence.

The LTOA has an established presence on numerous groups including the Arboricultural Liaison Group and Trees and Design Action Group, engaging with the wider industry about important subjects relating to urban tree management. The LTOA also represents Local Authority Tree Officers on British Standards Institution working groups including BS3998: Recommendations for tree work, BS5837: Trees in relation to construction, the new BS8545 on young tree establishment and the National Joint Utilities Group.

Members have the opportunity to join and initiate Working Parties to focus on current issues that are of concern to your Authority. Ongoing Working Parties include those investigating Oak Processionary Moth, Drought and Salt Damage to name but a few.

Savings.

Membership of the LTOA frequently saves Tree Officers time and effort when replying to consultations that would otherwise require extensive research. This can be especially valuable where Freedom of Information requests and benchmarking require a rapid response.

The LTOA hosts and oversees the Joint Mitigation Protocol which is used for managing subsidence claims where trees are identified as a causal agent and the Capital Asset Valuation of Amenity Trees methodology which gives trees a monetary value. The former has had success in retaining trees that have recognised public benefit and verified that there is a significant number of relatively straightforward insurance claims that can be dealt with quickly and at reduced cost. This has subsequently led to a significantly reduced overall exposure to risk, and has freed up time to manage contentious or specious claims.

Funding which would otherwise be unavailable has also been raised for pruning and new planting through the use of monies from new developments.

Voting rights.

Full Member Tree Officers are entitled to vote in Executive Committee Elections every two years to determine the leadership of the LTOA. They are also entitled to vote in order to ratify or reject any amendments to the LTOA Constitution.

Associate Member benefits.

Seminars.

Associate Members have the opportunity to send up to two representatives to four LTOA seminars per year, at no additional cost. These cover a range of topics, and have recently included pests and diseases, climate change, subsidence, British Standards and new initiatives in urban tree management. Seminars can be noted on Personal Development Review files or other records such as Investors in People.

Associate Members can have access to other seminars held by insurers and land management organisations either free of charge, or at a reduced cost. These seminars present Members with an invaluable opportunity to extend personal working knowledge with others in the industry and gain a better understanding of best practice in terms of arboriculture, team management and contract management.

Continuous Professional Development (CPD).

LTOA seminars count as CPD for the following organisations and categories:

Arboricultural Association: Under category 'Conferences (C)' which includes conferences, seminars, workshops or other technical and professional events and meetings.

Institute of Chartered Foresters: Under 'Structured Learning' in the category for conferences, meetings, discussion groups and seminars organised by other bodies.

IEEM: Under 'Structured and Led Learning Events'.

RICS: Field meetings can be counted towards either 'Personal and Informal Learning' or may come under 'Courses, Conferences and Seminars'.

Guidance and support.

Associate Members have access to the Executive Officer - during normal office hours - to seek information and guidance with regard to any issues or general enquiries.

Other guidance includes:

- Access to a professional and comprehensive website (www.ltoa.org.uk), featuring a members only section and a members only discussion forum.
- LTOA guidance documents for tree professionals, covering topics such as the Risk Limitation strategy for tree root claims, CAVAT, OPM management and dog damage to trees.
- LTOA information leaflets include cover subjects such as the benefits of trees, guidance for managing brown tail moth infestation, tree roots and structures, pruning, employing a tree contractor and high hedges to name a few.

Industry influence.

The LTOA has an established presence on numerous groups including the Arboricultural Liaison Group and Trees and Design Action Group, engaging with the wider industry about important subjects relating to urban tree management. The LTOA is also represented on British Standards Institution working groups including BS3998: Recommendations for tree work, BS5837: Trees in relation to construction, the new BS8545 on young tree establishment and the National Joint Utilities Group.

Members have the opportunity to join and initiate Working Parties to focus on current issues. Ongoing Working Parties include those investigating Oak Processionary Moth, Drought and Salt Damage to name but a few.

Student & non-paying Membership

Seminars.

Students are entitled to attend two LTOA Seminars per year at no additional cost. Non-paying Members are required to pay £25 per person, per Seminar in order to attend. These Seminars cover a range of topics, and have recently included pests and diseases, climate change, subsidence, British Standards and new initiatives in urban tree management. Seminars can be noted on Personal Development Review files or other records such as Investors in People. Seminar places must be booked in advance with the Executive Officer and are subject to availability.

Student and Non-paying Members may have access to other seminars held by insurers and land management organisations either free or charge, or at a reduced cost. These seminars present Members with an invaluable opportunity to extend personal working knowledge with others in the industry and gain a better understanding of best practice in terms of arboriculture, team management and contract management.

Continuous Professional Development (CPD).

LTOA seminars count as CPD for the following organisations and categories:

Arboricultural Association: Under category 'Conferences (C)' which includes conferences, seminars, workshops or other technical and professional events and meetings.

Institute of Chartered Foresters: Under 'Structured Learning' in the category for conferences, meetings, discussion groups and seminars organised by other bodies.

IEEM: Under 'Structured and Led Learning Events'.

RICS: Field meetings can be counted towards either 'Personal and Informal Learning' or may come under 'Courses, Conferences and Seminars'.

Guidance and support.

- Access to a professional and comprehensive website (www.ltoa.org.uk), featuring a members only section and a members only discussion forum.
- LTOA guidance documents for tree professionals, covering topics such as the Risk Limitation strategy for tree root claims, CAVAT, OPM management and dog damage to trees.
- LTOA information leaflets include cover subjects such as the benefits of trees, guidance for managing brown tail moth infestation, tree roots and structures, pruning, employing a tree contractor and high hedges to name a few.

Industry influence.

The LTOA has an established presence on numerous groups including the Arboricultural Liaison Group and Trees and Design Action Group, engaging with the wider industry about important subjects relating to urban tree management. The LTOA is also represented on British Standards Institution working groups including BS3998: Recommendations for tree work, BS5837: Trees in relation to construction, the new BS8545 on young tree establishment and the National Joint Utilities Group.

Members have the opportunity to join and initiate Working Parties to focus on current issues. Ongoing Working Parties include those investigating Oak Processionary Moth, Drought and Salt Damage to name but a few.

Appendix C: Benefits of Sponsorship.

The exact terms and conditions of sponsorship will be determined on a case-by-case basis at the discretion of the Executive Committee, but in general, as of January 1st 2013, the benefits of sponsorship be summarized as follows:

Seminar sponsorship benefits.

- Brand association between your organisation and the event.
- A fifteen minute slot during the event in which you can present your organisation, the services you provide, or tell the LTOA Membership about a particular project you are working on.
- Display facilities for advertising your organisation around the venue, and the opportunity to disseminate information.
- Full acknowledgement of your sponsorship to be announced on the day, and on the LTOA website (www.ltoa.org.uk).
- Extensive networking opportunities with the LTOA Membership.
- Your company logo will appear prominently on the Seminar agenda, to be distributed to all attendees, emailed at least twice to all Members and posted on the website several weeks prior to the event.

Document sponsorship benefits.

- Brand association between your organisation and the document.
- A profile boost for your organisation to the wider industry and others (including the media) who may access the document through the LTOA website.
- Full acknowledgement of your sponsorship to be announced on the document itself, and on the LTOA website.

Appendix D: Finance and Host Authority details

Host Authority

- The Host Authority is responsible for providing office space for the LTOA and Line Management for the Executive Officer. It will employ the Executive Officer directly as a member of staff. Performance of the Executive Officer is to be appraised on an annual basis by the Host Authority. Input to objective setting and appraisal will be provided by the Chair and the Vice Chair.
- The Host Authority will also provide the LTOA with a Treasurer, who will ordinarily be the Arboricultural Manager of the Host Authority. If this is not possible then an alternative Treasurer will be nominated by the Executive Committee, with the approval of the Host Authority.
- As of January 1st 2013 the Host Authority of the LTOA is the London Borough of Camden.

Finances

- LTOA spending will be agreed between the Executive Officer, Chairman and Treasurer. Any expenditure exceeding £300 will require agreement from the Executive Committee.
- In order to generate additional revenue it may be necessary to sell advertising space, particularly on the LTOA website. Advertising arrangements are to be made on a case by case basis and any companies seeking to advertise through the LTOA must be ratified by Executive Vote prior to an agreement being made. Companies seeking to advertise must be Members of the LTOA, and must demonstrate commitment to the Aims and Objectives of the LTOA.

Appendix E: Code of Conduct.

As of January 1st 2013, the LTOA Code of Conduct for all Members is as follows:

The LTOA is a respected professional association, and its reputation is very important. Members of all membership levels are expected to:

- Maintain the highest standards of professional endeavour, integrity, confidentiality, financial propriety and personal conduct;
- Deal honestly and fairly with everyone and treat others with respect;
- Work within the legal and regulatory frameworks affecting trees;
- Encourage professional training and development among members of the profession;
- Not engage in any practice or be seen to conduct themselves in any manner which could be considered as detrimental to the reputation of the LTOA;
- Respect the truth and not disseminate false or misleading information;
- Be open and transparent;
- Respect and abide by this Code and the LTOA constitution.