

THE ROYAL TOWN PLANNING INSTITUTE

EXECUTIVE BOARD

SUMMARY REPORT of a meeting of the Executive Board held at 41 Botolph Lane, London on 18 July 2007.

PRESENT Janet O'Neill (in the chair), Faraz Baber, Chris Berry, Jim Claydon, Joanne Dutton, Peter Geraghty, Clive Harridge, Mike Hayes, Martin Willey.

- It was agreed that a note explaining the rationale behind the rise in 2008 membership subscription rates should be distributed to General Assembly members as soon as possible.
- The Board received an overview of the current Summer School situation, with a report from Roger Pidgeon, one of its current members.

The Board appointed Alistair Hackston, Mike Holmes, Neal Jillings, Bill Lindsay and Ruth Richards to serve as Summer School members for the period 2007 – 2010.

- Janet O'Neill reported to the Board that the interim arrangements, with Kelvin MacDonald as (part time) Chief Planning Adviser and Keith Mitchell as Chief Operating Officer were being reviewed with her at monthly meetings.

The Board thanked the directors for their efforts in maintaining the Institute during such a difficult time, and also noted that staff were being extremely upbeat in ensuring that the work continues.

- The Board approved the Management Accounts to 30 June 2007 and Year End Forecast. Keith Mitchell reported that the financial results were currently better than expected, principally because of greater income than anticipated.
- The Board noted the Update on Membership and Education, which noted, *inter alia*, that APC system was a new way of working, which changes the Institute's relationship with its Licentiate Members. More promotion was required for Associate membership, and the question of designatory letters will need to be considered in the future. The Learning Partner initiative was growing modestly, with a variety of applicants – a link with the EPiSP work (see below) could be beneficial. The Board discussed Awards for Learning Partner and Mentor of the Year and the possibility of assessments being available in Welsh. The Board noted that Institute membership was now approaching 21,000.
- The Board considered the work of the Effective Practice in Spatial Planning Steering Group. It resolved:

1. that the Steering Group should be requested to continue its work;
 2. that the Steering Group should report to the Board on contributions to be made by various 'champions' e.g. Planning Policy & Practice Committee, Planners In the Workplace;
 3. that the Steering Group should liaise with Institute directors to forward the agenda;
 4. that Janet O'Neill should be authorised to make payments in relation to the work;
 5. that Peter Geraghty sit on the Steering Group;
 6. that details of the report should be copied to all General Assembly members.
- The Board considered the way forward for General Assembly. It decided to:
 1. set up a group to look at the relationship between General Assembly and the Board;
 2. set up a group to re-examine the 'New Vision';
 3. authorise Janet O'Neill to outline these measures to General Assembly members;
 4. agree that General Assembly debate topics should be Board agenda items.
 - The Board noted the recent review of the Risk Register had not highlighted any new changes since the last review.
 - The Board noted that Audit Committee concerns were being addressed on an ongoing basis.
 - It was reported that the Board would receive a report on the Membership/Ethics committee structure at its next meeting.