

Reference	BOT21.DEC.16
Date	Wednesday 1st December 2021

Board of Trustees - **Committee Attendance**

Report from the Governance Team

For Discussion and Noting:

The Board is asked to note the attendance records across the Board of Trustees, General Assembly; Standing and other Committees.

1. Summary

- 1.1 The Institute's governing structure is comprised almost entirely of members. The General Assembly and Board are democratically elected from RTPI membership except for a few Board and Committee positions. The election period over the last two years illustrates how tightly contested these places are – particularly with regards to the Chartered membership places on the Board and General Assembly.
- 1.2 Membership of the Standing Committee is decided after the elections. Members apply by submitting a form, which ranks their preference for each Committee.

2. Background

- 2.1 Attendance at General Assembly is governed by the RTPI Regulations 7.4 which state that if a member misses three consecutive meetings, the Board may remove them.
- 2.2 RTPI Bye Law 64.4 states that a Trustee shall vacate office and cease to be a member of the Board of Trustees if he or she is absent from four consecutive meetings of the Board of Trustees without the consent of the Board of Trustees and the Trustees resolve that his or her office be vacated.
- 2.2 Committee attendance is not specified in the Byelaws or Regulations. However, tenure is only for one year. When applications for committee membership is reviewed, previous attendance to the Committee meetings is considered.

3. Attendance Records

3.1 The Board of Trustees Meetings:

Trustees	Feb-21 Virtual	Apr-21 Virtual	May-21 Virtual	Jul-21	Sept-21 Virtual	Nov-21 Virtual*
Sue Bridge (Chair)	X	X	X	X	X	X
Wei Yang	X	X	X	X	X	Apologies
Sue Manns	X	X	X	X	X	Apologies
Timothy Crawshaw	X	X	X	X	X	Apologies
Janet Askew	X	X	X	X	X	Apologies
Layla Vidal-Martin	X	X	X	X	X	X
Rebecca Dewey	X	X	X	X	X	X
Bernadette Hillman	X	X	X	X	X	X
John Powell	X	X	X	X	X	X
Lucy Seymour- Bowdery	X	X	X	X	Apologies	X
Laura Archer	Apologies	X	X	Apologies	X	
Andrew Taylor	X	X	X	X	X	X
Stefano Smith	X	X	X	X	Apologies	X
Meeta Kaur	X	X	X	X	X	X
Tom Venables	X	X	X	X	X	X

*Nov 21 meeting was an additional meeting.

3.2 Nomination Subcommittee meetings

Members	Feb-21	May-21	June-21 additional meeting	Oct-21	Nov-21
Lucy Seymour- Bowdery (Chair)	X	X	Apologies	X	X
Laura Archer (V Chair)	Apologies	X	X	X	Apologies
Andrew Taylor	X	X	X	X	X
Janet Askew	X	X	X	X	X
Layla Vidal Martin	X	X	X	X	X
Bernadette Hillman	X	Apologies	X	Apologies	X

3.3 Audit Committee meetings

Members	Apr-21	Jun-21	Oct-21
Bob Chilton (Chair)	X	X	X
Stefano Smith (Vice- Chair)	X	apologies	X
David Burch	X	X	X
Samer Bagaeen	X	X	X
David Stovell	X	apologies	X
Jack Glonek	X	apologies	X
Bob Stewart	X	X	X

3.4 Finance Committee meetings

Members	Mar-21	May-21	Jun-21	Oct-21	NOV-21
Andrew Taylor (Chair)	X	X	X	X	X*
Rebecca Dewey (Vice Chair)	X	X	X	Apologies	X
Sue Bridge (Ex officio member)	X	X	X	X	X
John Powell	X	X	X	X	X
Tom Venables	X	X	X	X	Apologies
Nicki Alvey	X	X	X	X	X
Chris Potts	X	X	X	X	Apologies

*Andrew T had COVID attended the meeting was unable to Chair, Rebecca D Chaired the meeting.

3.5 Appointment and Remuneration Committee Meetings

Members	May-21	Oct-21
Sue Bridge (Chair)	X	X
Meeta Kaur (Vice Chair)	X	X
Flo Churchill	X	X
Pamela Harding	X	X
Bernadette Hillman	Apologies	X

3.6 Membership and Ethics Committee meetings

Members	Feb-21	Mar-21	Jul-21	Oct-21
Meeta Kaur (Chair)	X	X	X	X
Nick Baker (Vice Chair)	Apologies	X	Apologies	X
Adam Banham	X	X	X	Apologies
Joanne Harding	X	Part attendance	X	X
Kieron Hyams	X	X	X	X
Gordon Halliday	Apologies	Apologies	Apologies	Apologies
Tola Amodu	Apologies	Apologies	X	Apologies
Cath Ranson	X	X	X	Apologies
Judith Onuh	X	X	Apologies	X
Alison Blom-Cooper	Apologies	Apologies	X	Left at 11.00 am
Derek McKenzie	X	X	X	X
Joanne Dennis-Jones	X	X	X	X
Kath Haddrell	Apologies	X	X	Apologies
Helen Fadipe	X	Apologies	X	X
Matthew Black	X	X	X	Apologies

3.7 Education and Lifelong Learning Committee meetings

Members	Mar-21	Jun-21	Oct-21
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Stefano Smith (Chair)	X	X	X
Laura Archer (Vice Chair)	X	X	Apologies
Claire Hepher-Davies	X	X	X
Kirsty Macari	X	X	X
Nick Smith	X	X	X
Abraham Laker	x	Apologies	Apologies
Kim Cooper	Apologies	X	X
Garry King	Apologies	X	Apologies
John McCarthy	X	X	X
Miles Price	X	X	X
Mark Southgate	X	X	Apologies
Emmeline Reynish	X	X	X
Neale Blair (Chair of Planning Schools Forum, ex officio)	X	X	X
Robyn Prince	X	X	X
Robyn Skeratt	X	X	Apologies

3.8 Policy Practice and Research Committee meetings

Members	Mar-21	Jun-21	Oct-21
Tom Venables (Chair)	X	X	X
Layla Vidal-Martin (Vice Chair)	X	Apologies	Apologies
Nicky Linihan	Apologies	X	X
Tony Crook	X	X	X
Deb Upadhaya	X	X	Apologies
Maria Dunn	X	X	Apologies
David Carlisle	X	X	X
Alice Lester	Apologies	X	X
Janice Morphet	X	X	X
Andrew Coleman	X	X	X
Vincent Goodstadt	X	X	X
Barbara Cummins	X	X	Apologies
Richard Hamilton	X	X	X
Clare Taylor	X	X	X
Martyn Smithson	X	Apologies	Apologies

3.9 International Committee meetings

Members	Mar-21	July-21	Oct-21
Janet Askew (Chair)	X	X	X
Lucy Seymour-Bowdery (Vice Chair)	X	X	X
Christine Naylor	X	X	X
Olafiyinfoluwa Taiwo	X	X	X
Nadeem Ahmed	X	X	X
Laura Heykoop	X	X	X
Harry Quartermain	X	X	X
Gabrielle Appiah	X	X	X

David Lowin	X	X	X
Richard Williamson	X	X	X
Steve Kemp	X	X	X
Geoffrey Payne	X	X	X
Jeffrey NG	X	X	X
George Sariak	Apologies	X	Apologies
Keith Perry	Apologies	Apologies	Apologies

3.10 Nations and Regions Panel Meetings

Members	Mar-21	June-21	Oct-21
Rebecca Dewey (Chair)	X	X	X
Timothy Crawshaw	X	X	X
Andrew Dorrain (NE rep)	X	X	X
Peter Ellis (SW rep)	Apologies	Apologies	X
David Lowin (SW lieu)	X	n/a	n/a
Julie O'Rourke (SW lieu)	n/a	X	n/a
Katie Lidington (LON rep)	X	X	Apologies
Sharon Mossman (NI rep)	X	X	Apologies
Joanna Harding (NW rep)	X	Apologies	X
Ben Vickers (NW lieu)	n/a	X	n/a
Will Ryan (Wales rep)	X	X	X
Steve Kemp (EM rep)	X	X	X
Wendy Haque (EE rep)	X	X	X
Will Steel (YO rep)	X	X	Apologies
Bob Wolfe (YO lieu)	n/a	n/a	X
Bryan Smith (WM rep)	X	X	X
Nikola Miller (SCO rep)	Apologies	X	Apologies
Rachel Brown (Ireland rep)	Apologies	X	X
Ellie Gingell (SE rep)	X	n/a	Apologies
Simon Taylor (SE rep June onwards)	n/a	Apologies	Apologies

Please note - *NRP representatives are members of Regional Management Boards or national Executives. The RMB's Scheme of Delegation provides for NRP roles to be stand alone or part of another role (such as secretary). If for any reason the designated rep is unable to attend a meeting, it is common to send another RMB to represent their region.

3.11 General Assembly meetings

	Jan-21 (Virtual)	Jun-21 (Virtual)	Oct-21
Wei Yang (President)	X	X	X
Timothy Crawshaw (Vice President)	X	X	X
Sue Manns (Immediate Past President)	X	X	Apologies
Sue Bridge (Board Chair)	X	X	X
Andrew Taylor (Honorary Treasurer)	X	X	X
Bernadette Hillman (Honorary Secretary and Solicitor)	X	X	X

Janet Askew (BOT) (IC Chair)	X	X	X
Lucy Seymour-Bowdery (BOT) (Nom Sub Chair)	X	X	Apologies
Laura Archer (BOT)	X	X	X
Meeta Kaur (BOT) (MEC Chair)	X	X	X
Stefano Smith (BOT) (ELLC Chair)	X	X	X
Tom Venables (BOT) (PPRC Chair)	X	X	X
John Collins	X	X	X
John Powell (BOT)	X	X	X
Rebecca Dewey (BOT)	X	X	X
David Lowin (GA Rep, South West)	X	X	X
David Stovell (GA Rep, North East)	X	X	X
Katherine Green (GA Rep, South West)	X	X	Apologies
Andrew Trigger (GA Rep, Scotland)	X	X	X
Barbara Cummins (GA Rep, Scotland)	X	X	X
Niall Byrne (GA Rep, Ireland)	X	X	X
Sean Taylor (GA Rep, Wales)	Apologies	X	Apologies
Emily Kitching (GA Rep, North West)	X	X	Apologies
Michael Vout (GA Rep, West Midlands)	X	X	X
Christine Naylor (GA Rep, Yorkshire)	X	X	X
Lynette Swinburne (GA Rep, East Midlands)	Apologies	X	X
Gavin Lewis (GA Rep, Wales)	X	X	X
Carol Ramsey (GA Rep, Northern Ireland)	X	X	X
Helen Fadipe	X	X	X
Lubaina Mirza (GA Rep, London)	X	X	X
David Carlisle (GA Rep, East of England)	X	X	X
Garry King	X	X	X
Alice Lester	X	X	X
Sarah Platts	X	X	X
Nicky Linihan	X	X	X
Robyn Prince	X	X	X
Judith Onuh	X	X	X
Helen Fadipe	X	X	X
Guiseppe MA Zanre	X	Apologies	X
Martin Edwards	X	X	X
Atefeh Motamedi	X	X	X
Olafiyinfoluwa Taiwo	X	X	X
Paul Bateman	X	Apologies	X
Layla Vidal-Martin	X	X	X
Samer Bagaeen	X	X	X
Mark Southgate	X	X	X
Jennifer Winyard	X	Apologies	Apologies
Tola Amodu	X	X	X
Gabrielle Appiah	X	X	X
Andrew Coleman	Apologies	X	X
Andrew Martin	X	X	X
Peter Geraghty	X	X	X

Mark Hand	Apologies	X	X
Nadeem Ahmed	X	Apologies	X
Joanne Harding	X	X	X
Nick Smith	X	X	X
Liz Wood-Griffiths	X	Apologies	X
Adam Banham	X	X	X
Cath Ranson	X	X	X
Harry Quartermain	X	X	Apologies
Lindsey Richards	X	X	X
Alison Blom-Cooper	X	X	X
Laura Webster	X	X	X
Claire Hepher-Davies	X	X	X
Alexander Oxley	X	X	X
Adele Maher	X	X	X
Maria Dunn	X	X	X
Adrian Brown	Apologies	X	X
Kirsty Macari	X	X	X

4. Key Insights

General Assembly:

- The General Assembly Meeting attendance has been 91.7%, the highest recorded since the records are available.
- The above position also acknowledges the fact that coronavirus pandemic is presenting the RTPI and the members with many challenges. This year, planning for business as usual has required a lot of changes to the normal practices to which, it is hopeful that the members would adapt in the near future.
- This year with additional messaging and with the collective efforts by the governance team, head of regions and regional coordinators, the attendance of the Regional Representatives on the GA has improved as compared to the previous years.

Board Meetings: The overall attendance record for the BOT meetings so far has been more than 98.7%, which has been the highest recorded till the record is available. This excludes the attendance for the Nov BOT Meeting, that being an additional meeting.

The Trustees very quickly adapted to the virtual meetings. The BOT has agreed to a combination of virtual and in-person meetings for 2022 and will encourage this model for future RTPI meetings, accepting that many committee meetings can be held just as effectively on-line.

Committee meetings attendance overview:

Nomination Sub-committee: 83%

Audit Committee: 85.7%

Finance Committee: 91.4%

Appointment and Remuneration Committee: 90%

Membership and Ethics Committee: 60% (with one member didn't attend any meetings in 2021)

Policy, Practice and Research Committee: 80%

International Committee: 88.9%

Education and Lifelong Learning Committee: 82%

5. Recommendation

The Board is asked to note the attendance records across the Board of Trustees, General Assembly; Standing and Sub Committees.

6. Health and Safety Implications

There are no health and safety implications.

7. Resource implications

There are no new resource implications.

8. Communications Implications

- 5.1 As in previous years, the dates of Board and General Assembly meetings were published along with the elections communications so that the candidates are aware of the dates of the meetings.
- 5.2 Standing Committee meeting dates were published along with the Committee Applications communications.

9. Legal implications

- 6.1 Attendance at the General Assembly and the Board of Trustees is covered in the Byelaws and Regulations as below:

GA (Regulations)

7.4 If a General Assembly representative fails to attend three consecutive meetings of the General Assembly, the Board of Trustees may remove him or her from the General Assembly.

Board (Bye-laws)

64.4 is absent from four consecutive meetings of the Board of Trustees without the consent of the Board of Trustees and the Trustees resolve that his or her office be vacated;

10. Jurisdiction and devolution implications

There are no jurisdiction or devolution implications

11. Equality and diversity implications

Selection to elected roles is through the RTPI election process. Where possible, equality and diversity is a core consideration in the process. Equality and diversity is a core consideration in committee allocation to non- board elected roles (Chair/V Chair).