

**RTPI Board of Trustees Meeting**  
**Venue: etcvenues, 8 Fenchurch Place, London, EC3M 4PB**  
**Wednesday 1<sup>st</sup> December 2021 – 11:00 am**  
**Agenda**

Time	Item	Description	Reference
<b>a) Administrative Items</b>			
11:00	01	Apologies for absence	SB
11:00	02	Working together (Steve Wycherley)	SB
12:00	03	Declaration of interests	SB
	04	15 Sept BOT Meeting Minutes	SB
	05	Matters arising from the minutes	SB
<b>b) Standing Items</b>			
12:10	07	Health and Safety Report	RP
12:15	08	Risks and Issues Register	RW
<b>13:25 LUNCH BREAK (30 mins)</b>			
<b>d) Substantive Reports for Noting and Discussion</b>			
13:55	14	BOT Chair's Report	SEB
14:00	15	President's Report	WY
<b>e) Item for Discussion</b>			
14:05	16	2021 BOT/GA/Committee Meetings Attendance Review	SB
14:20	18	Membership Update - Slides	MK
<b>f) Items for Noting</b>			
15:20	20	Urgent / Important Updates from the Committee Chairs and Presidential Team	
15:30	21	COP26 Update	CMcL
<b>g) Notified Business</b>			
15:50	23	Any notified Business Not Otherwise on the Agenda - Goodbye and thank you to outgoing Trustees	
<b>MEETING CLOSE – 16:00-17:00 – DRINKS AND NIBBLES</b>			

**Reports added to the governance portal for the Trustees reference and noting**

		Standing Committee Reports: <b>Governance Portal: Library/Trustees Meetings/Standing Committees Papers and Reports</b>	Com. Chairs
		PAE Report: <b>Governance Portal: Library/Trustees Meetings/PAE Reports</b>	CP/RW
		RTPI Cymru/NI/Scotland/Ireland Reports: <b>Governance Portal: Library/Trustees Meetings/RTPI Cymru, NI, Scotland and Ireland Reports to Trustees</b>	RW/CMcL
		Chief Executive's Report	VH

**Date of BOT Meetings in 2022: 23 Feb 2022**  
**13 April 2022**  
**25 May 2022**  
**13 July 2022**  
**05 Oct 2022**  
**14 Dec 2022**