

## Board of Trustees Meeting Minutes, 15 September 2021

**11:00am to 3:00pm, video conferencing through Microsoft Teams**

**Chair:** Sue Bridge **(SEB)**

**Present:** Wei Yang **(WY)**, President; Timothy Crawshaw **(TC)**, Vice President; Sue Manns **(SM)**, Immediate Past President; Meeta Kaur **(MK)**, Vice Chair; Andrew Taylor **(AT)**, Honorary Treasurer; Bernadette Hillman **(BH)**, Honorary Solicitor and Secretary; Janet Askew **(JA)**; Tom Venables **(TV)** **(Item 20-;** Rebecca Dewey **(RD)**; Laura Archer **(LA)** John Powell **(JP)**; Layla Vidal-Martin **(LVM)**

**In Attendance:** Victoria Hills **(VH)**, Chief Executive; Richard Patrick **(RP)**, Chief Operating Officer; Roisin Willmott **(RW)**, Director of RTPI Cymru and RTPI Northern Ireland; Craig McLaren **(CMcL)**, Director of Scotland and Ireland; Simon Creer **(SC)**, Director of Communications; Andrew Close **(AC)**, Director of Education and Profession; Jennifer Bosiacki **(JB)**, Head of Finance; Lesley Mitchell **(LM)**, Head of HR and Compliance; Sukhpreet Bhatia **(SB)**, Governance Manager; Simone Tomlinson **(ST)**, Governance Officer

**Apologies:** Lucy Seymour-Bowdery **(LSB)**; Stefano Smith **(SS)**

### Welcome:

The Chair welcomed the Trustees to their first in-person meeting since February 2020.

No.	Agenda Items	Actions
<b>(A) Administrative items:</b>		
<b>1.0</b>	<b>Apologies for Absence</b>	
<b>1.1</b>	The Trustees noted the apologies received from Lucy Seymour-Bowdery and Stefano Smith.	
<b>2.0</b>	<b>Declarations of Interests</b>	
<b>2.1</b>	Layla Vidal-Martin declared that she has started working for the Department of Business, Energy, and Industrial Strategy.	
<b>2.2</b>	The Trustees noted the above and the usual declarations of interest as reported by the Trustees in their declaration of interest forms.	
<b>3.0</b>	<b>Minutes of the previous meeting held on 22 July action log</b>	
<b>3.1</b>	<b>Agreed:</b> Minutes of the previous meeting held on 22 July were agreed as an accurate record.	
<b>4.0</b>	<b>Matters arising</b>	
<b>4.1</b>	There were no matters raised from the last meeting/minutes.	
<b>5.0</b>	<b>BOT action log</b>	
	The Trustees noted the action log with no further comments being raised on the open actions.	
<b>(B) Standing items:</b>		

<b>6.0</b>	<b>Health and Safety Report</b>	
<b>6.1</b>	The Trustees noted the Health and Safety Report.	
<b>7.0</b>	<b>Risk and issues register</b>	
<b>7.1</b>	<b>Decision:</b> The Trustees agreed the amendments to Risks R03: Brand and Reputational Damage. The impact score of this risk is increased to 5 (from 4) given the serious implications which reputational damage can cause.	
<b><u>(C) Substantive reports for noting and discussions:</u></b>		
<b>9.0</b>	<b>BOT Chair's Report</b>	
<b>9.1</b>	The Trustees noted the Chair's report with no further comments.	
<b>11.0</b>	<b>President's Report</b>  The President took her report as read by the Trustees and raised the following two feedback from the members:  (i) The President shared a new proposal for 'RTPI Rising Stars' programme to strengthen the impact of National and Regional Young Planners of the Year Award Winners. The proposal details were shared with the Trustees as an Appendix A to the main paper 11.  The Trustees were appreciative of the proposal. The Trustees noted the following concerns associated with the proposal: - It's important to note that the RTPI has young planners' section that's how they are represented/referenced within the RTPI's structures. If the proposal refers young planners are rising stars, the Institute will lose the reference and the relatability to the young planners, young planners' representative on the board, young planners' network, etc: it seems to break that link and starts to devalue the two elements/terms – 'Young Planner' and 'Rising Star'. Considering there are a lot of things that need to be assessed in this regard, the Trustees agreed to refer this matter to the Young Planners Panel and share their recommendation with the Trustees at a future BOT Meeting.  (ii) RTPI Legal Associate: The President reported that an RTPI member in Jersey contacted her and raised that the RTPI Legal Associate criteria would only recognise relevant experience in the UK, but not in British Islands. They argued the case that it should be recognised by the RTPI.  The Trustees referred this matter to the Membership and Ethics Committee.	

	<p><b>Action:</b> The following actions were agreed:</p> <ul style="list-style-type: none"> <li>- The Young Planners Panel to discuss the proposal: rising stars and share their recommendation with the Trustees at a future BOT Meeting.</li> <li>- The MEC to discuss the matter as referred by a member from Jersey that the RTPI Legal Associate criteria to be recognised in British Islands.</li> </ul>	<p><b>Sarah W/ Laura A</b></p> <p><b>Martine K</b></p>
<b>12.0</b>	<p><b>Membership update for the Trustees</b></p> <p>The Trustees noted a very useful summary of membership updates shared by the Head of Membership:</p> <ul style="list-style-type: none"> <li>- The membership has increased from 24,806 members in Aug 2020 to 25,513 members as at the end of Aug 2021.</li> <li>- The affiliate class of membership has increased significantly from 420 to 561 members.</li> <li>- Chartered member class has increased by 1%</li> <li>- There has been 5% increase in conversion rate from student membership.</li> <li>- The Institute has reached a 58% conversion rate from free student membership since last year.</li> <li>- A very small number of members are converting to affiliate, so that's an area to focus.</li> <li>- There has been 20% decrease in conversion from Licentiate to Chartered class.</li> <li>- There has been 6% decrease in the first-time applications. This might be the first sign of a delayed impact from those who had been furloughed last year.</li> <li>- Associates membership class has also increased.</li> </ul>	
<b>13.</b>	<p><b>Board Effectiveness Report</b></p> <p><b>Decision:</b> The Trustees noted the final consultation results on the proposed changes to the Bye-Laws and Regulations.</p> <p>The Trustees noted the external solicitor's opinion that Regulation 7.1 is functional, and functions should not be set out in the Regulations. The Trustees agreed to delete Regulation 7.1 on the basis that is inconsistent with the Bye-Laws.</p>	
<b>16.</b>	<p><b>Recommendation from PPRC: Research Strategy</b></p> <p>The Trustees noted the report on the Research Strategy 2022-24 and were asked to agree the draft Research Strategy 2022-24.</p> <p>The Head of Policy and Research reported to the Trustees that it was the last four months of the 2019-2021 Research Strategy which had been very successful. He reported that the Research Strategy 2022-24 flows out from the Corporate Strategy and built on the Foundation F4 whereby the RTPI conduct and commission its own research. This was also being widened from</p>	

	<p>a focus on RTPI commissioning to extending the relationship with accredited planning schools so that the RTPI will devote some resources to disseminating and drawing attention to planning research undertaken in schools and lobbying for more funds to go into planning research.</p> <p>This would mean diverting some resources away from our commissioning activity to more of a lobbying, advocacy, and dissemination activity particularly in the first year of 2022. There was a need to strengthen and build on relationships with the journal and library series which has been very underpromoted and build on our relationships with the publishers and provide a statistical underpinning for other aspects of the corporate strategy such as BALANCE, Planning is great Change and Your Plan.</p> <p>It was reported that Vanessa Watson from the University of Cape Town had passed away, she had been involved in planning matters and had been to London and around the world promoting planning especially issues around displacement and informal settlement. The President expressed her condolences at the passing of Vanessa Watson and would write a letter on behalf of the RTPI sharing her condolences.</p> <p>The Trustee's attention was drawn to Paragraph 3 under the Events Strategy regarding the future of the research awards and how this should be taken care of going forward.</p> <p>The Head of Policy &amp; Research advised the Trustees that part of the research strategy would be more closely involved in the planning Research Conference.</p> <p><b>Decision: The Trustees agreed the Research Strategy.</b></p>	
17.	<p><b>One Institute Awards for Planning Excellence</b></p> <p>The Trustees received a paper from the Director of Scotland, Ireland and English Regions and were asked to review and agree the proposed model outlined.</p> <p>The paper outlined the proposed changes to the RTPI's Awards for Planning Excellence programmes currently operating across the Regions, Nations and nationally and a recommendation was being made to adopt a One Institute model creating a single Awards programme that celebrated through one calendar year both at local and national level.</p> <p><b>Decision: The Trustees agreed the proposed model outlined. The Chair thanked everyone for their hard work in the Nations &amp; Regions.</b></p>	
21.	<p><b>Urgent/Updates from Committee Chairs and Presidential Team</b></p> <p>The Trustees noted the updates from the Committee Chairs and Presidential Team.</p>	
22.	<p><b>COP26 Update</b></p>	

	<p>The Trustees noted an update report on COP26. The Director of Scotland, Ireland and English Regions highlighted two updates: -</p> <ul style="list-style-type: none"> <li>- RTPI COP26 Web Hub is due to go live on 22 September.</li> <li>- Reconsidering whether the Planner World should be brought forward and launched on the 8 November.</li> </ul>	
<b>23.</b>	<p><b>Any Other Business</b></p> <p>There was no other business reported and the Chair thanked everyone for their attendance at today's meeting and closed the meeting at 15:07pm.</p>	

**Approved,**

**Chair**