

MEMBERSHIP AND ETHICS COMMITTEE

NON-CONFIDENTIAL MINUTES of a meeting of the Membership and Ethics Committee held on 17 February 2022. The meeting was held virtually via Microsoft Teams.

PRESENT: Layla Vidal-Martin (Chair), Nick Baker (Vice-chair), Derek McKenzie, David Lowin, Joanne Harding, Michael Vout, Michelle Quan and Tola Amodu.

In attendance: Martine Koch (Head of Membership), Neil Pearce (Membership Assessment Manager), Ruth Richards (Complaints Investigator), Rachel McLinn (Membership Engagement Manager).

Minutes: Rachel McLinn and Neil Pearce.

Item		Action
1	<p>Introduction and Welcome</p> <p>The Chair welcomed members of the Committee and RTPI officers.</p>	
2	<p>Apologies for absence</p> <p>Gordon Halliday, Helen Fadipe, Jay Skinner, Jennifer Winyard, Kath Haddrell, Kieron Hyams and Richard Wood.</p>	
3	<p>Conflicts of Interest</p> <p>None</p>	
4	<p>Minutes from meeting held on 27 October 2021</p> <p>The Committee agreed both sets of the minutes, confidential and non-confidential, from the last meeting without revision.</p>	
5	<p>Introduction: Membership Team and Committee's work</p> <p>The Head of Membership presented to the Committee a PowerPoint that introduced the Membership Team and the work of the Committee, mainly for the benefit of new Committee members.</p> <p>The presentation featured slides on: Committee's remit, scheme of delegation, Corporate Strategy, GROWPLAN, Membership Strategic Priorities. There were also slides on the Membership Team Structure, Membership Team core business, 2021 and 2022 work plans.</p>	
6	<p>GROWPLAN implementation plan update MEC22/FEB/01</p> <p>The Head of Membership talked through a paper on the GROWPLAN implementation plan. As this was the first meeting of the year, it was useful to talk through the context and background of GROWPLAN. There will be updates on specific projects, as previously requested, at future meetings.</p>	

7	<p>Committee work plan 2022 MEC22/FEB/02</p> <p>The Head of Membership introduced a paper on the Committee work plan for 2022. There are four sections to the work plan: GROWPLAN implementation, Maintain Professional Standards, Routes to Chartered Membership and Membership income.</p> <p>DECISION: The Committee approved the 2022 work plan.</p>	
8	<p>MAAP Terms of Reference MEC22/FEB/03</p> <p>The Membership Assessment Manager presented a paper on the updated Terms of Reference (ToR) for MAAP. This follows the Committee meeting in July 2021.</p> <p>CONFIDENTIALITY: The full minute for this item was marked confidential as it contains discussion of an item that has been marked confidential.</p>	
9	<p>Membership statistics annual report MEC22/FEB/04</p> <p>The Head of Membership presented the Committee with the Membership Statistics Annual Report for 2021. RTPI membership has grown to 27,164, representing an overall increase of 4% in 2021, this is the first time the Institute has ever reached over 27,000 members. The Head of Membership drew the Committee's attention to other highlights from 2021 and areas of growth that were outlined in the report.</p> <p>CONFIDENTIALITY: The full minute for this item was marked confidential as it contains discussion of an item that has been marked confidential.</p>	
10	<p>Equality, Diversity and Inclusivity</p> <p>The Head of Membership and the Equality, Diversity and Inclusivity Manager presented the Committee with the trends in data over the past five year to allow the Committee to discuss what possible actions need to be taken.</p> <p>CONFIDENTIALITY: The full minute for this item was marked confidential as it contains discussion of an item that has been marked confidential.</p>	
11	<p>Membership Assessment Advisory Panel annual report MEC22/FEB/05</p> <p>The Membership Assessment Manager outlined the key components of the paper.</p> <p>CONFIDENTIALITY: The full minute for this item was marked confidential as it contains discussion of an item that has been marked confidential.</p>	
12	<p>Conduct & Discipline Panel annual report MEC22/FEB/06</p> <p>The Complaints Investigator highlighted the outline of the annual report, regarding the nature of complaints as well as individual complaints received.</p> <p>CONFIDENTIALITY: The full minute for this item was marked confidential as it contains discussion of an item that has been marked confidential.</p>	

13	<p>Review of Code of Professional Conduct MEC22/FEB/07</p> <p>The Complaints Investigator introduced the review of the Code of Professional Conduct and asked for feedback on the review.</p> <p>CONFIDENTIALITY: The full minute for this item was marked confidential as it contains discussion of an item that has been marked confidential.</p>	
14	<p>Use of precautionary suspensions update MEC22/FEB/08</p> <p>The Complaints Investigator provided an update on the use of precautionary suspensions.</p> <p>CONFIDENTIALITY: The full minute for this item was marked confidential as it contains discussion of an item that has been marked confidential.</p>	
15	<p>Member wellbeing</p> <p>Committee member, Derek McKenzie, provided an update on the four wellbeing sessions that were held during 2021 in the Yorkshire region. Positive feedback has been received from members from both these sessions and since the launch of the Wellbeing hub. Derek would like to encourage all RTPI Nations and Regions to run local wellbeing sessions. Derek McKenzie mentioned the Mental Health First Aid training he will be receiving in March and wondered whether there was a route to offering this more widely within the RTPI. This opened the following discussion points:</p> <ul style="list-style-type: none"> • The limits of the training provided by Mental Health First Aid and when is appropriate to signpost to professional services. • Can resilience workshops be offered from the RTPI to planners to further support members. <p>ACTION: Derek McKenzie and the Head of Membership to liaise with the Head of English Regions after the Mental Health First Aid training in March to continue discussions about widening wellbeing support to members in the Nations and Regions.</p>	
16	<p>Departmental activity report MEC22/FEB/09</p> <p>The Committee noted the updates provided on the activity listed within the paper.</p> <p>CONFIDENTIALITY: The full minute for this item was marked confidential as it contains discussion of an item that has been marked confidential.</p>	
17	<p>AOB</p> <p>There were two AOB items:</p> <ol style="list-style-type: none"> a) It was discussed if the May meeting should be face to face, virtual or hybrid. Some Committee members expressed their preferences, whilst face to face was a popular method there was also support to move forward with hybrid meetings. The Chair suggested that all members should be surveyed to understand their preferences, including those who were absent from the February meeting. 	

	<p>b) The Head of Membership confirmed that there was no update regarding the International Ethics Standards Coalition.</p> <p>ATION: Survey all Committee members to understand their preferred method for the May meeting.</p>	RM
--	---	----

Abbreviations

APC	Assessment of Professional Competence
A-APC	Associate Assessment of Professional Competence
CSIP	Corporate Strategy Implementation Plan
CPD	Continuing professional development (CPD)
CEPD	Careers, Education and Professional Development
EDI	Equality, diversity and inclusion
CRM	Customer Relations Management Systems
ELLC	Education and Lifelong Learning Committee
EP-APC	Experienced Practitioner Assessment of Professional Competence
GDPR	General Data Protection Regulations
GROWPLAN	Growth Strategy
IESC	International Ethics Standards Coalition
IfA	Institute for Apprenticeships
ISWG	International Strategy Working Group
L-APC	Licentiate Assessment of Professional Competence
GDP	Gross Domestic Product
KPI	Key Performance Indicators
MAAP	Membership Assessment and Advisory Panel

MEC	Membership and Ethics Committee
NURTURE	Mentoring
RICS	Royal Institution of Chartered Surveyors
PCS	Professional Competence Statement
PES	Practical Experience Statement
PDP	Professional Development Plan
SET	Senior Executive Team