
RTPI Displaced Planners Pathways to Work

Members Advisory Group

TERMS OF REFERENCE

1. Purpose

The main purpose of the Members Advisory Group (MAG) is to provide the RTPI with a sounding board, to gain market insight and intelligence to support the RTPI in developing initiatives and support for town planners who have been displaced from their home country. This can include those who have arrived and those who are soon to arrive in the UK with a view to continuing their professional career in planning, or closely related discipline.

2. Membership

The MAG will be comprised of a minimum of two volunteer RTPI Members, supported by the Chief Executive Officer, who shall be the Chair of the MAG, and relevant RTPI Officers.

Other stakeholders / experts may be invited by the Chair to attend all or part of any meeting.

The minimum quorum for meetings is two RTPI members.

3. Appointments and terms

All positions on the MAG are voluntary. The Chair and members have the possibility of resigning at any time from their position.

When a resignation takes place, the decision can be taken to replace or not the vacant position.

Appointments are at the discretion of the Chair.

4. Chair

In the absence of the appointed Chair in a meeting, the MAG members will appoint a Chair for the duration of the meeting.

5. Frequency of meetings

The MAG will meet on an ad hoc basis as required and agreed at the preceding meeting.

6. Notice of meetings

Unless otherwise agreed, notice of each meeting confirming the venue, time, and date together with an agenda of items to be discussed and supporting papers, will be sent to each member of the MAG, any other person required to attend, no later than three working days before the date of the meeting.

7. Conduct of Meetings

Any member of the MAG who has a material interest relating to any decision to be made by the Board must declare this interest before the item relating to that decision is discussed.

8. Duties and Responsibilities

The MAG is a non-decision making, advisory, body. Its duties can include:

- Provide advice and support to the Chair and team regarding delivery of the project.
- Provide advice and oversight of spending of any discretionary and / or dedicated funding
- Provide updates to the GLA on similar initiatives such as funding for education from planning schools.
- Identify potential partners and provide employer introductions.
- Engage with non-member stakeholders.
- Ensure clear and transparent communications about the project/programme
- Facilitate personal networks to advance the Displaced Planners Pathways to Work initiative

9. Health and safety implications

10. Data protection/privacy implications

Statement regarding any implications for the protection of personal data