**Policy, Practice and Research Committee**

**Terms of Reference and Scheme of Delegation**

**1. Terms of Reference**

1.1 The Policy Practice and Research Committee will take delegated responsibility on behalf of the RTPI Board of Trustees to lead work on policy and practice affecting the UK and Ireland as a whole, or more than one RTPI Nation therein. It shall also oversee work on the research undertaken by the Institute and on RTPI Networks. The Committee will also seek input to consultations at UK-wide and international level, taking into account the views of the Scottish Executive Committee, the RTPI Cymru Executive Committee/Policy Forum, the England Policy Committee, the RTPI Northern Ireland Executive Committee/Policy Forum, the RTPI Ireland Executive Committee and the International Committee and ensure the necessary co-ordination of general issues which arise from or affect the policy practice and research work of those Committees. The Committee will take into account policy discussions undertaken by the General Assembly and determine suitable future courses of action arising therefrom. It will advise the President on what policy discussions should be held at the General Assembly.

1.2 The standing committee receives its duties and responsibilities from the board. Responsibilities can be delegated to subordinate bodies but the committee is ultimately responsible for how these duties are discharged.

**2. Composition and support**

2.1 The standing committee shall be appointed by the Board of Trustees.

2.2 The standing committee’s composition shall be as follows:

* Chair: Selected from among the Trustees by the Board, generally the England Trustee or Nations Trustee.
* Vice-Chair: Selected from among the Trustees by the Board, generally the England Trustee or Nations Trustee.
* One representative each from those three nations which do not currently hold the Nations Trustee position: Nominated by the appropriate National Executive Committee
* Representative from the Education and Life-Long Learning Committee
* Representative from the International Committee
* Representative from an accredited planning school: Nominated by the Planning Schools Forum or other body as determined by the Board of Trustees
* A practitioner representative chosen by the Board of Trustees

2.4 The chair and vice chair of the committee shall be appointed by the Board on the recommendation of the chair of the Board in consultation with the Chief Executive. The RTPI President will be invited to attend meetings.

2.7 The maximum term on a standing committee is 6 years, after which there must be a break of at least one year.

2.8 Casual vacancies to the standing committee shall be filled by the RTPI Nomination Sub-Committee. This includes instances if more than one nomination is forthcoming for the representative from an accredited planning school, or as practitioner representative.

**3. Quorum**

3.1 The quorum necessary for the transaction of business shall be one third of the composition of the standing committee.

3.2 In the event of a tied vote, the chair of the committee shall exercise a casting vote as well as a first vote.

**4. Conduct of Business**

4.1 The standing committee shall meet at least two times a year, virtually.

4.2 Meetings of the standing committee shall be called by the secretary of the standing committee, at the request of the standing committee chair who shall determine the date.

4.3 Unless otherwise agreed, notice of each meeting confirming the type of meeting venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the standing committee and any other person required to attend no later than 5 working days before the date of the meeting. Supporting papers shall be sent to standing committee members and to other attendees as appropriate, at the same time.

4.4 Dates of meetings will be decided prior to 1st January of each year. Dates can only be varied upon agreement of the chair of the committee.

**5. Minutes**

5.1 The minutes secretary will ascertain, at the beginning of each meeting, the existence of any conflicts of interest and ensure that these are minuted.

5.2 The secretary shall minute the proceedings and resolutions of all standing committee meetings, including the names of those present and in attendance.

5.3. Minutes of the standing committee meetings shall be circulated promptly to all members of the standing committee.

5.4 Items or minutes which contain commercially sensitive information, contractual issues, issues relating to employment, legal proceedings, information provided in confidence or which identify an individual shall be marked as confidential.

5.5 Minutes and papers for the standing committee shall be in accordance with the Institute’s service standards.

**6. Reporting responsibilities**

6.1. The standing committee chair shall report formally to the board on its proceedings on all matters within its duties and responsibilities.

6.2. The standing committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

**7. Decisions delegated to the Policy, Practice and Research Standing Committee by the Board of Trustees**

**7.1 For determination**

* Policy and practice affecting the UK and Ireland as a whole, or more than one RTPI Nation therein.
* Research.

**7.2 For consideration and recommendation back to the Board of Trustees for decision**

* UK election policy.
* Starting and terminating RTPI Networks which have a policy or research (not membership) basis.

**7.3 The Policy Practice and Research Committee delegates the following to the Chief Executive**

* The authority to amend the Policy Practice and Research Standing Committee Terms of Reference and Scheme of Delegation should any changes to the regulations or byelaws result in an inconsistency.