



RTPI West Midlands
Royal Town Planning Institute

2018 BUSINESS PLAN AND BUDGET

Version: FINAL

Authors: Regional Management Board

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Foreword

On behalf of the RTPI West Midlands region I have much pleasure in submitting the attached Business Plan for 2018. The Plan is a product of discussion and debate at regional level and is aimed at ensuring that in the West Midlands continue to undertake activities which meet the needs of members in the region and at the same time promote planning in a positive way to a wider audience.

There continues to be uncertainties following the BREXIT vote including its implications for environmental policy and the affects upon the UK economy. The RTPI has an important and indeed critical role in both influencing and affecting our sustainable future which achieves social health and well being, environmental protection as well as economic prosperity.

I believe that the Business Plan provides opportunities and supports RTPI members in the West Midlands to improve the their skills and knowledge, to encourage new and young planners and to reach out and support of local communities, politicians and business.

Maria Dunn

RTPI West Midlands Chair, 2018

Introduction

The Role of Regional Business Plan

The role of the business plan is to:

1. Set out a framework for the relationship between the RTPI Region and the RTPI at a national level, enabling the Executive Team to recommend regional budgets to the Board of Trustees for approval
2. Provide guidance to Regional Management Boards and committees when making decisions and allocating resources.
3. Set out regional objectives within the context of the five national RTPI Corporate Objectives.
4. Set out a series of activities, with specific targets where appropriate, for the delivery of the regional objectives for 2018 and plans for 2019.
5. Indicate for each activity the strategy for delivery and the responsibility for the action.
6. Specify the budget allocation for each activity.
7. Identify discreet activities which draw down on reserves where available.
8. Inform the production and content of Annual Reviews

Development of the RTPI West Midlands Business Plan

The production of the region's Business Plan for the following year is an ongoing process. It is informed by a range of factors, including:

- the experiences in providing established services;
- the availability of funding through the RTPI and from other sources; and
- the willingness of members to commit their time to be actively involved.

The Regional Management Board (RMB) meets regularly each year, in the form of joint meetings with the Regional Activities Committee (RAC). It holds specific meetings for the purpose of developing the Business Plan and associated budget. There is also regular dialogue between the members of the RMB.

The RAC has an influential input to the Business Plan through specific agenda items at its meetings. The process is also informed by the experiences of the region's various Specialist Groups and other service providers.

The RMB, particularly through the Chair, Secretary and Treasurer, liaises with staff at Head Office regarding operational issues, availability of resources and delivery of services.

Regional Budget

In 2018 regional budgets will not include regional salary costs (the salary cost of the regional co-ordinator) or the regional grant.(the money that the region receives from the national RTP). In previous years the difference (the financial shortfall) between the regional grant and the total salary costs was provided by the region ie. the regional contribution towards their co-coordinator's salary.

Since the grant and salary are no longer included in regional budgets, Regions have been asked to make a minimum surplus on their budget equivalent of 15% of their total annual income as a contribution towards their regional co-ordinator's salary.

Note :

The new funding arrangements are of financial benefit to the majority of regions including the West Midlands Region. (A separate target will be agreed with those regions where the region's business plan cannot sustain the standard 15% contribution.)

From 2018 onwards, any planned expenditure from Reserves will be identified on a separate column within budget templates.

Reviewing & Monitoring

The structure of the Business Plan provides a framework from which identified activities can be regularly monitored and reviewed, and new opportunities identified.

Progress against the Business Plan is considered at Regional Management Board and Table A (Performance against 2017 Business Plan) provides a pro-forma from which to do this. **It is intended to complete and submit this table at the end of the year.**

The RTP mid-year review allows for financial variances to be addressed and budget permitting, new projects to be submitted to the Executive Team for approval.

National RTPI Context

The Corporate Objectives

At a national level the RTPI adopted a Corporate Strategy for the period 2015-2020.

This strategy now includes five corporate objectives:

1. Shaping and informing Policy and Practice.
2. Developing knowledge, education and raising standards.
3. Championing the planning profession while supporting and growing membership.
4. Empowering Communities.
5. Deliver strong financial and business management in a member focused organisation.

These corporate objectives underpin all regional business plans. A summary of activities which directly or indirectly feed into these corporate objectives is provided on page 30

RTPI Membership

In the UK and Ireland, the economy faces yet new challenges ahead. RTPI members are presented with the need to bring about sustainable economic growth, in an environment where government spending constraints continue to impact their work. Today RTPI Members are called to act as key influencers and leaders both at home and in emerging economies around the world whilst at the same time they work on key emergency projects helping rebuild devastated countries such as Nepal.

These UK and worldwide challenges mean that there is an increasing shortage of planners and this is even more true of chartered planners. In an unregulated environment the RTPI and the chartered status it bestows on the very best practitioners is the highest standard for the planning profession anywhere in the world. And yet, at the same time the RTPI faces growing competition from other membership bodies for members.

It is time for the RTPI to show the highest level of pride in the membership, organisation and the RTPI's ambition is to grow the membership and influence in the UK and around the world. RTPI have invested both resource and money in identifying and growing the next generation of planners. We continue to support planning schools around the world and auto-enrolment of students, introduction of bursaries and a focus on young planners represents a very exciting phase for RTPI.

In terms of delivery for 2018 the RTPI will continue to focus on four key areas:

- Communicate more clearly and with greater voice the very real value of being a member of RTPI both regionally and nationally.

- Grow and retain the core membership of Chartered members.
- Membership research – continue to understand more about members’ motivations and options through the ongoing membership research programme. Key findings from the lapsed and non-member research, as well as the all member survey will be addressed in 2018.
- Ensure the pipeline of planners continues through the progression from free student membership to Licentiate membership.

The Aim is to grow the core (Chartered) membership numbers by 4% over the coming years and every member of staff, department, region and nation is invited to contribute to and put membership at the core of their business plans.

Corporate Health Indicators

In 2015 the RTPI Board agreed a new suite of Corporate Health Indicators (CHI's). These were subsequently shared with the Regions and Nations Panel and regions were invited to consider how these targets could be met in part through the regional business planning process. This business plan seeks to reference specific activities and related targets which will contribute to securing the growth identified within relevant CHI's.

The nine CHIs the Regions will directly feed into are listed as follows.

CHI	Title
CHI 2	Policy/Practice and Research Publications
CHI 7	Attendances on RTPI CPD Courses
CHI 9	Total Number of Members by Class
CHI 10	Conversion to Chartered Membership
CHI 11	Conversion of Student to Licentiate Membership
CHI12	Member Retention
CHI 14	Planning Aid Use
CHI 16	Income
CHI 17	Level of Reserves

Role of the Regions

In September 2014, the Nations and Regions Panel agreed the 'Role of the Regions' as identified in Appendix A. Regions provide an essential part of our service to members, meeting their needs for CPD and networking. It is a vital forum for consultation on policy, education and Planning Aid in the community and provides support for Young Planners' groups. The regions are a critical conduit for members and stakeholders alike to showcase organisational strength and bring together volunteers to engage with planning at a local and national level.

RTPI West Midlands Context

(a) Physical characteristics

The West Midlands Region covers the historic counties of Herefordshire, Shropshire (including Telford and Wrekin Unitary Authority), Staffordshire (including Stoke-on-Trent Unitary Authority), Warwickshire and Worcestershire, together with the Metropolitan Authorities that cover the old West Midlands County, and a small part of the Peak District National Park Authority. The region covers some 13,000 square kilometres and has a population of around 5.6 million (2011 Census).

The West Midlands is a region of great diversity, ranging from the extensive conurbation of Birmingham and the Black Country, to sparsely populated rural areas such as the Welsh Marches. This diversity is also reflected in employment, skills, culture, opportunities and quality of life experienced across the region.

The economic recession hit the region hard and it experienced contraction at a faster rate than other parts of the UK. In recent years, parts of the region – geographic and sectoral – have recovered strongly. However, other areas are struggling with a higher than national average level of unemployment and poor living environment.

At the centre of the region is the City of Birmingham. This, in itself, presents advantages and disadvantages in the functioning of the RTPI Region. On the one hand, Birmingham is accessible from most parts of the region and provides a focus for administration and a number of activities. On the other hand, it is important to provide opportunities for members across the whole region to attend events and be active in the work of their Institute at the local level.

(b) Provision of services

This Business Plan seeks to focus on key services that will help to support the region's members in their work and promote the vital role that town and country planning plays in our society. It is closely aligned with the current RTPI Corporate Strategy, whilst also reflecting the specific circumstances and experiences in this region.

This Business Plan focuses specifically on 2018, although it is anticipated, subject to ongoing assessment, that similar areas of activity will continue into 2019 and subsequent years.

This region has been successful in attracting a range of sponsors to support various activities and we are grateful to them. Our Business Plan for 2018 anticipates an income of about £7,600 from

sponsorship and further opportunities will be sought. It should also be recognised that a great deal of support is provided in kind by local authorities, individual members, planning consultancies and law firms.

This Business Plan, following recommendations from the national RTPI proposes an approach to utilising and reducing the level of reserves that the region has accrued in recent years. A number of additional areas of activity have been identified as well as increased funding for established /existing activities during 2018.

We believe it is important to continue to function and to engage with sister Institutes and other organisations. In 2018 we aim to build upon the existing relationships we have with other built environment professions and their respective institutes/representing bodies.

Our greatest challenge is how to deliver a wide range of high quality services to regional members and to promote the role of planning to communities in an effective manner. The region is in a strong financial position largely due to the success of the CPD programme, and while it will continue to look at ways to reduce its reserves and seek and explore additional initiatives, it continues to rely upon a considerable amount of voluntary commitment by its members which is acting as a constraint upon what can be achieved. Increasing demands and expectations as well as seeking ways to reduce the reserve means that additional paid support will be required in order to maintain and improve the services we provide.

(c) Resources

The West Midlands region continues to face significant and interrelated challenges. In many ways it is a victim of its own success. We have concerns about the ability of the region to sustain, develop and improve the services it provides due to limited human resources. Our well-established and successful activities are particularly vulnerable as they are resource intensive.

The region provides a wide range of activities and services which benefit its members and promote the role of planning. The Young Planners Group is particularly active and despite recent changes, the regional magazine, Tripwire continues to be a substantial and well-received publication. The region has an extensive, extremely popular and successful CPD programme. All of these, and various other activities are due to the commitment of a significant number of regional members contributing their own time (and often expense) on a voluntary basis in support of their professional Institute.

The introduction of the season ticket arrangement in 2012 enhanced the CPD programme, both in terms of product and income. The success of the programme is a significant reason why the region will have a substantial surplus of around £59,025 at the end of 2017.

This is a healthy situation to be in and it provides scope to expand existing activities and introduce new ones for the benefit of regional members and to promote the role of planning in society. However, to do so requires human resources as well as finance, and there are severe limitations on how much can be done on a voluntary basis due to work and other pressures.

Regional Membership

The RTPI Membership is core to maintaining the role and influence of Planners and planning. 'Membership Growth' is a priority aim for Business Plans in 2018.

	2013	2014	July 2015	July 2016	July 2017
Retired Member	264	254	258	243	248
Chartered Fellow	4	4	3	2	1
Chartered Member	1108	1092	1078	1079	1064
Legal Associate	12	12	9	8	10
Licentiate Member	177	169	165	157	143
Affiliate Member	18	36	33	19	17
Technical Member	12	19	13	8	0
Student Member (paying)	10	9	9	9	7
Student Member (final year)	31	38	78	80	39
Student Member (FREE)	0	0	21	35	66
Associate	22	17	12	18	27
Totals	1658	1650	1679	1658	1622

It is evident from the table above that the overall membership in the West Midlands region has not changed significantly over the past three years. There had been a small decrease in the number of chartered members but this trend seems to have been halted.

To support the RTPI aim to grow and retain membership, the region will support the wider initiatives as well as consider activities to promote the conversion rates for Student to Licentiate and Licentiates to Chartered Membership.

The region will continue to promote the value of planning and RTPI membership with a range of valued activities as illustrated throughout the Business Plan.

Performance against 2017 Business Plan

The objectives of the 2017 Business Plan and outcomes are summarised in Table A – Business Plan Tracker below. This template acts as a monitoring tool to plan and review activities through the business plan cycle.

It is intended to complete and submit this table at the end of the year.

Table A – Business Plan Tracker

Goal /Objective	Name of Activity	Delivery	Corporate Health Indicator	Note/Outcomes
		Targets met or exceeded		
		Some targets met		
		Not met		
Developing and shaping planning policy and practice	Hold 4 Urban Design Forum events in the form of visits/ meetings	Event held 6.4.17		
	Hold a conference in Spring (UDF)	UDF Chair standing down. New Chair sought. Conference may be later in year		
	Contribute to RTPI's research and practice programme	Roundtable discussion in Lichfield 13.6.17 for LA provision of housing project		
Delivering Knowledge, Education & Standards	Hold at least 10 events covering a wide range of topics.	Programme of 11 events organised. 4 held by 24/5/17		Call for free evening seminars at the RAC/RMB meeting on 28/06 meeting
	Hold a Planning Summit to address key topical issues	Date set for 30.11.17. First steering group meeting 5.6.17		
	Provide 4 free evening seminars at venues across the region	None arranged yet		

	<p>Hold a series of training and networking events</p> <p>Circulate 4 editions of an electronic newsletter</p> <p>Maintain close links with the Planning Schools in the region</p> <p>Present an award to the most promising planning student at Birmingham City University and the University of Birmingham</p> <p>Make a financial contribution to the RTPI Future Planner Bursary scheme which supports one place each on the Masters course at University of Birmingham and Birmingham City University</p>	<p>2 Tripwire Plus updates circulated</p> <p>Contribution made</p>		
	<p>Produce 4 editions of regional Tripwire magazine [all electronic]</p> <p>Develop use of social media</p>	<p>Spring edition circulated</p>		
	<p>Undertake a scoping exercise for the Futures Network project and decide how to take it forward</p>	<p>Initial meeting held</p>		
	<p>Promotion of Place-making -Publish an Action Plan</p>	<p>Liaising with Policy Team. Wider agenda (not just WM)</p>		
	<p>Support three members to attend Planning Convention</p>	<p>Chair, plus junior and senior vice chairs to attend Convention</p>		

	Support student/licentiate members to attend Young Planners conference			
Championing Planning & Growing Membership	Attend 2 career fairs and facilitate 5 school visits	Myton School careers fair attended		
	Distribute careers and education material to 10 secondary schools			
	Arrange for planning issues contributions to be made to media features on request			
	Arrange Regional Planning Awards for Excellence	To be presented on 7.7.17		
	Hold event with an international theme	Nothing arranged yet but still enthusiasm		
	Design a programme to accommodate official overseas delegates to the region			
	Organise/support 2 joint CPD events and other activities	Supporting Building Brum series		
	Hold an inter-professional Great Debate	Held 2.2.17		
	Summer Ball	To be held on 7.7.17		
	Autumn Reception	To be held on 27.9.17		
	Five-a-side football tournament	To be held 13.7.17		
	Other social events			
	Organise a two-day presidential visit to the region involving a varied itinerary	Held 20 and 21.3.17		

	<p>Communicate more effectively the value of being a member of the RTPI throughout the activities of the Region, including at CPD and other events</p> <p>Achieve a 4% increase in the number of chartered members in the region in line with the RTPI's overall national target</p>			
	Roll out Participology game to a wide range of schools and colleges	Liaising with Andrew Close & NW region Background research completed.		
	Hold two pilot inter-challenge events in Birmingham and the Black Country	No progress to date		
Empowering Communities	Develop and implement a comprehensive action plan based on findings of the research study	WM Planning Aid Group asking for paid admin support to facilitate this		Update at RAC/RMB 28/06 following attendance at BL by Neville Ball
Delivering strong financial management	<p>Hold at least 4 joint Regional Management Board/Regional Activities Committee meetings and at least 2 separate Regional Management Board meetings during the year</p> <p>Hold an Annual General Meeting in the spring</p> <p>Hold other operational meetings as required</p> <p>Produce an Annual Review</p> <p>Chair's expenses</p> <p>Young Planners Group Chair's expenses</p>	Held 20.3.17		

Regional Resources, Services and Opportunities

The RTPI, and the West Midlands region specifically, have benefitted from the commitment of a large number of its members who seek to provide effective services to the membership and the wider public, mainly through the work of various Specialist Groups.

Over and above the services it effectively and successfully provides to support its members and the planning function, the West Midlands region will seek to deliver the following priorities within the means it has available.

1. Encouraging the growth of RTPI membership

Opportunities will be taken at CPD and other events, and through regular communication with colleagues working in the planning sector, to encourage them to become members of the RTPI and to transfer to a different class when eligible.

Events will continue to be held to explain the Assessment of Professional Competence and to support licentiate planners going through this process.

2. Developing and shaping planning policy and practice

The region's CPD programme and magazine in particular provide opportunities for members to keep informed about key issues they face in their work. The use of social media to share information, experiences and opinions is to be developed, such as through the region's own Blog.

The region will continue to support RTPI initiatives that advise and influence how national planning-related issues are addressed and applied.

3. Empowering communities to be involved in planning

A network of school ambassadors is co-ordinated and supported through advice and materials to go into schools to explain the role of planning and to promote planning as a career. The West Midlands region intends to be active in delivering this initiative.

The Planning Aid service in the region will continue to advise communities on how to be involved in the planning process. It will also support volunteers who provide advice to the public on planning matters.

Regional Resources

Both the long standing Honorary Secretary and Regional Co-ordinator retired in 2017 and whilst both of these positions have been filled, the new situation will involve a degree of adjustment (including the implications described below). In addition, the magazine editor (John Acres) also retired after editing Tripwire for many years. Whilst a new arrangement has been adopted using guest editors which has stimulated considerable interest, editors for each edition is still problematic and there is uncertainty as to whether this arrangement can be sustained..

It is important that the region continues to function effectively and deliver high quality services for members. The appointment of a new Honorary Secretary and Regional Co-ordinator has raised a number of issues :

1. The previous Honorary Secretary had been in post for the past 30 years and over that time had undertaken an extensive range of tasks many of which are now provided by the paid Co-ordinator in other regions. The appointment of the new secretary is seen as an opportunity to review the range of tasks, which the previous secretary provided, and in particular, how this relates to those tasks, which are or could be undertaken by the Regional Co-ordinator.
2. The extent to which the paid Co-ordinator post will have to increase the amount of time spent on providing assistance in the production of the regional magazine. The new arrangement using guest editors involve the editors focusing on 'editing' (and the provision of some of the content) and not the administration, publication and circulation. Associated with this situation has been the change from printed editions to an electronic format. These issues present an opportunity to set in place new arrangements for disseminating information and other material to members, in terms of both format and frequency.
3. The previous Regional Co-ordinator had been in post for many years and had brought a great deal of experience and professionalism to the role, frequently going above and beyond the expectations of the job in terms of time and commitment. Whilst the region is very fortunate in having a new Regional Co-ordinator who is very familiar with the post having previously been the Regional Co-ordinator for the Yorkshire region there will be a period of adjustment, including understanding the implications of the role of the secretary and the production of the regional magazine. The challenge will be to maintain the established functions of the post, implement changing operational processes, and undertake a range of additional tasks.

To assist, the Region has been allocated an increase in co-ordinator hours from the previous 28 hours to 31.5. This will continue into 2018 and for the foreseeable future.

Looking forward

The region anticipates maintaining and, where possible, developing its activities and service set out in next year's Business Plan in subsequent years. This will be dependent on the commitment of many of its members to dedicate time and energy on a voluntary basis, and on the availability of funding. Ongoing review of our experiences and outcomes will be used to gauge whether and how services should be maintained, adjusted and enhanced.

The following circumstances may have a bearing on our focus of activity in 2018 and subsequent years.

1. The Planning Aid research project is likely to identify initiatives to promote and develop the service in the region.
2. Increased focus on promoting the profession as a career and encouraging membership of the RTPI.
3. Consider allocating specific funds towards the RTPI's programme of research and practice projects.
4. Assessment of the Urban Design Conference as to whether it should be held in future years.
5. Assessment of the Planning Summit as to whether it should be held again in future years.
6. How various new areas of activity identified in this Business Plan can be maintained and developed where deemed appropriate to do so.

Many of the new activities identified in this Business Plan will need further resources in future years to maintain and/or develop. The situation will be kept under review in order to gauge how each of them should be supported through the subsequent Business Plans. This will take into account an assessment of their performance and value, the availability of funding from the RTPI and other sources, and the commitment of regional members to implement them.

A note about awards

How the regional and national awards are organised was updated in 2017. In essence it made the process clearer and simpler whereby regions held their awards and then the winners of the regional awards are carried forward for the national awards.

To enable the West Midlands region to have awards in 2018 and continue to be in aligned with the refreshed arrangements , the region has decided to switch its annual awards ball from late spring/early summer to early autumn and the autumn reception will now be held in the late spring /early summer. It is not anticipated that this will cause any additional financial consequences.

Key Aims, Objectives and Priorities

Much of what the West Midland region seeks to provide, by way of services to members and the community, is directly related to the RTPI's corporate objectives, and applied to the specific circumstances of the area.

The Region's key aims, objectives and priorities for 2017 are summarised as below:

1. To provide a wide range of opportunities for professional development in order to improve the skills of planners in the region.
2. To raise the profile of the planning profession and to promote it as a career choice for young people.
3. To contribute to the development and effective operation of the planning process through debate and engagement with the government, agencies and other institutions.
4. To encourage a wider involvement of members in the activities and services of the RTPI region.
5. To increase the public's awareness of the contribution that spatial planning makes to meet the needs of society.
6. To support the provision of professional planning advice that empowers communities, in particular those that are more deprived, to be involved in the planning process.
7. To contribute to the RTPI's aim to increase overall membership by 4%.
8. To ensure the Region operates in an efficient and effective manner in delivering its services.

These objectives are not listed in any order of priority. Each of them is important, although the capability to deliver them is dependent on opportunities that open up and the availability of resources, including the level of commitment of the region's members to volunteer their time.

Activities, Targets & Budget Allocation

It should be noted that many of the region's activities relate to the delivery of more than one of the RTPI's Corporate Objectives. The activities are placed under an appropriate primary objective.

1. Corporate Objective 1: Shaping and Informing Planning Policy and Practice

1.1 Urban Design Forum

To encourage high quality design in development across the region.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Hold 4 events in the form of visits/ meetings	Urban Design Forum	0	1,000

1.2 Urban Design Conference (CHI 7)

To arrange a day event in conjunction with various partners to address key built design themes.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Hold a conference	Urban Design Forum	1,500	2,000

1.3 National planning policy (CHI 2)

To advise on regional implication of current and proposed national policy

Target	Delivery Responsibility/Mechanism	Budget *from reserves	
		Income	Expenditure
Contribute to RTPI's research and practice programme	Regional Management Board with support from Regional Co-ordinator and in conjunction with RTPI Better Planning programme	0	2,000*

2.0 Corporate Objective 2: Developing Knowledge, Education & Standards

2.1 Continuous Professional Development (CHI 7 & 16)

To assist regional members to develop their professional skills and knowledge.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure

Hold at least 10 events covering a wide range of topics.	Member Services Group in conjunction with Regional Co-ordinator and organisers of individual events	26,000	19,000
Hold a Planning Summit to address key topical issues		1,500	1,500
Provide 4 free evening seminars at venues across the region		0	1,000

2.2 Young Planners (CHI 10 & 11)

To provide specific opportunities for young planners to develop their knowledge, skills and awareness.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Hold a series of training and networking events	Young Planners Group with support from Regional Activities Committee	500	1,000
Maintain close links with the Planning Schools in the region		0	500
Present an award to the most promising planning student at Birmingham City University and the University of Birmingham		0	70
Make a financial contribution to the RTPI Future Planner Bursary scheme which supports one place each on the Masters course at University of Birmingham and Birmingham City University		0	1,500

2.3 Communication with regional members

To ensure that members are provided with information and material on a regular basis.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Produce 4 electronic editions of regional Tripwire magazine	Member Services Group in conjunction with Regional Co-ordinator and magazine editor	0	5,000
Develop use of social media		0	0

2.4 Future role of strategic planning (CHI 2)

Development of a project to identify the planning implications of the new strategic context for planning in the region.

Target	Delivery Responsibility/Mechanism	Budget * from reserves	
		Income	Expenditure
Projects resulting from and identified by the 2017 scoping exercise	Futures Network West Midlands and University of Birmingham in liaison with Regional Management Board and in conjunction with RTPI Better Planning programme	0	1,500*

2.5 Promotion of place-making (CHI 2)

To produce guidance on how to deliver better places in the West Midlands.

Target	Delivery Responsibility/Mechanism	Budget *from reserves	
		Income	Expenditure
Publish an Action Plan	Urban Design Forum in conjunction with built environment professions	0	1,900**

** carried forward from 2017

2.6 Attendance at RTPI Planning Convention

To support members of the Regional Management Board or its representatives to attend the event.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Support three members to attend	Regional Management Board	0	1,900

2.7 Attendance at RTPI Young Planners Conference

To support members of the Young Planners Group to attend the event.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Support student/licentiate members to attend	Young Planners Group in liaison with Regional Management Board	0	1,500

3.0 Corporate Objective 3: Championing Planning & Growing Membership

3.1 Promoting planning as a career

To ensure the role of planning and careers material is available to schools across the region.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Attend 2 career fairs and facilitate 5 school visits	Regional Future Planners Co-ordinator with support from Regional Co-ordinator and in conjunction with RTPI Head of Careers, Education & Professional Development	0	500
Distribute careers and education material to 10 secondary schools			

3.2 Media relations

To improve coverage of planning issues and the role of planning

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Arrange for contributions to be made to media features on request	Regional Chair in conjunction with RTPI's Communications Officer	0	0

3.3 Regional Award for Planning Excellence

To promote and recognise best planning practice in the region

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Present the Award	Judging Panel [In association with National Award]	100	200

3.4 Relations with planners in other countries

To share experiences and best practice and promote awareness of international planning issues.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Hold event with an international theme	International Group in liaison with RTPI Head Office and International Committee	0	500
Design a programme to accommodate official		0	250

oversees delegates to the region			
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3.5 Relations with sister professions

To ensure mutual understanding of the roles played in developing and enhancing the built environment of the region.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Organise/support 2 joint CPD events and other activities	Regional Management Board with support from Regional Co-ordinator	0	1,000
Hold an inter-professional Great Debate		0	600

3.6 Networking events for members

To provide a range of opportunities for members to meet in an informal environment.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Autumn Ball	Organising Group with support from Regional Co-ordinator	12,500	13,300
Summer Reception	Regional Chair with support from Regional Co-ordinator	500	1,000
Five-a-side football tournament	Organising Group	1,500	2,000
Other social events	Regional members	0	500

3.7 RTPI President's visit to the region

To organise a visit to the region by the RTPI's President.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
A two-day visit to the region involving a varied itinerary	Regional Chair with support from Regional Co-ordinator	0	£750

3.8 Promote membership of RTPI (CHI 9 & 12)

To endeavour to increase regional membership in various categories and to retain existing members.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
<p>Communicate more effectively the value of being a member of the RTPI throughout the activities of the Region, including at CPD and other events</p> <p>Achieve a 4% increase in the number of chartered members in the region in line with the RTPI's overall national target</p>	Regional Management Board to oversee in conjunction with Regional Co-ordinator, Specialist Groups and Office Representatives	0	200

NB. Most of the region's activities and services support this objective.

3.9 Supporting student research project

To help communicate and experience the art and science of spatial planning.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Development and application of planning game	Birmingham City University in conjunction with RTPI Head of Careers, Education & Professional Development	0	2,000

3.10 Planning-based inter-school challenges

To hold a series of events to promote understanding of the role of planning in regenerating urban areas

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Hold two pilot events in Birmingham and the Black Country	Lead organiser in liaison with Regional Management Board and in conjunction with RTPI Head of Careers, Education & Professional Development	0	4,000*

*carried forward from 2017, from reserves

3.11 Promote regional planning award winners

To celebrate the achievement of planning projects and planners in the region.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Hold an event in conjunction with winner of regional Planning Excellence Award	Lead organiser in conjunction with Award winner	0	570

4.0 Corporate Objective 4: Empowering Communities

4.1 Planning Aid (CHI 14)

To provide administrative support and free independent planning advice to those who need it and help communities to engage in the planning process.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Develop and implement a comprehensive action plan based on findings of the research study	Planning Aid Group and Regional Liaison Officer in conjunction with Planning Aid England Advisor	0	1000

NB [Additional ring-fenced fund available]

5.0 Corporate Objective 5: Delivering Strong Business and Financial Management

5.1 Regional Management Board & Regional Activities Committee

To ensure the Region is managed responsibly through its officers and elected Committee.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
Hold at least 4 joint Regional Management Board/Regional Activities Committee meetings and at least 2 separate Regional Management Board meetings during the year	Regional Chair and Regional Management Board in conjunction with RTPPI Head of English Regions	0	2,000
Hold an Annual General Meeting in the spring		0	500
Hold other operational meetings as required		0	200
		0	50

Produce an Annual Review		0	500
Chair's expenses		0	500
Young Planners Group Chair's expenses			

5.2 Maintain region's operational functions

To ensure that the day-to-day services of the Region are provided effectively.

Target	Delivery Responsibility/Mechanism	Budget	
		Income	Expenditure
<p>Provide a principal point of contact for members to find advice and support</p> <p>Ensure WM member records are updated regularly</p> <p>Provide an effective means of communication between members in the region and Head Office</p> <p>Disseminate information and other material to regional members</p> <p>Ensure that the regional page on the RTPi website is kept up-to-date</p> <p>Maintain the Office Representatives Network as an effective means of communicating with members</p> <p>Provide an effective point of contact for other parties about the RTPi and planning in the region</p> <p>Provide support for the Regional Treasurer</p>	Regional Management Board in conjunction with Regional Co-ordinator and RTPi Head of English Regions	0	0

Summary of activities in relation to RTPI Corporate Objectives

The proposed RTPI West Midlands activities are set out in the schedule below in relation to the RTPI's national Corporate Objectives; in some cases the activity can be seen as meeting more than one of these Objectives but those identified are considered to be the most applicable and appropriate.

REGIONAL OBJECTIVE			RTPI CORPORATE OBJECTIVES					
No.	Name of Activity	Target	1	2	3	4	5	CHIs
1.	Urban Design Forum and Conference	Hold a range of events including a Conference	*					7
3.	National planning policy	Contribute to RTPI's input to government	*					2
1.	Continuous Professional Development	Hold at least 10 events plus a Planning Summit		*				7 & 12
1.	Young Planners	Provide a series of events and other services		*				10 & 11
4.	Communication with members	Produce 4 editions of regional magazine		*				
3.	Role of strategic planning	Support a research project		*				2
5.	Promotion of place-making	Publish an Action Plan		*				2
1.	RTPI Planning Convention	Support attendance at Convention		*				
1.	RTPI Young Planners Conference	Support attendance at Conference		*				
2.	Promotion of planning as a career	Attend careers fairs and support school visits			*			
5.	Media relations	Contribute to media features			*			
5.	Regional Award for Planning Excellence	Present an annual Award			*			
1.	Planners in other countries	Hold events and support visits to region			*			
1.	Relations with sister professions	Hold joint events including a Great Debate			*			
4.	Networking events	Hold a Summer Ball, Autumn Reception, etc.			*			
7.	Promotion of RTPI membership	Organise a two-day visit			*			9 & 12
2.	Planning board game application	Support rolling out of Participology			*			
2.	Inter-school challenges	Support 2 pilot events			*			
6.	Planning Aid	Develop a comprehensive action plan				*		14
8.	Management of Region	Hold regular operational meetings					*	

RTPI Corporate Objectives: 1 Shaping and Informing Policy and Practice; 2 Delivering Knowledge & Standards; 3 Championing Planning & Growing Membership; 4 Empowering Communities; 5 Delivering Strong Financial Management

2018 Budget Summary¹

	BUDGET	
	Income	Expenditure
1.0 Shaping and informing Planning Policy and Practice		
4 Urban Design events	0	1,000
Urban Design Conference	1,500	2,000
Research and practice	0	2,000*
2.0 Delivering Knowledge, Education & Raising Standards		
CPD	26,000	19,000
Planning summit	1,500	1,500
Evening seminars	0	1,000
Young planners	500	1,500
Tripwire magazine	0	5,000
Strategic planning – Futures Network	0	1,500
Place making	0	1,900
Attendance at Planning Convention	0	1,900
Attendance at YP conference	0	1,500
3.0 Championing planning and growing membership		
Promote planning as career	0	500
Bursaries	0	1500
Planning excellence awards	100	200
International	0	750
Relations with sister professions/organisations	0	1,600
Autumn Ball and Spring reception	13,500	14,300
5 a side and other social	1,500	2500
President visit	0	750
Promote membership	0	200
Support student research – planning game	0	2,000
Inter schools challenges	0	4,000
Promote regional award winners	0	570
4.0 Empowering Communities		
Planning Aid	0	1,000
5.0 Delivering strong financial management in a member focussed organisation		
RAC/RMB management	0	2,700
AGM/Annual Review		550
Activities Sub-Totals		
Totals	29,600	91,870
2018 Deficit/Surplus		
Reserves spend		

¹ Projects highlight in yellow are from Reserves

Appendix A - Role of the Regions

Purpose

Each RTPI region provides an essential part of our service to members, meeting their needs for CPD and networking. It is a vital forum for consultation on policy, education and Planning Aid in the community and provides support for Young Planners' groups. The regions are a critical conduit for members and stakeholders alike to showcase organisational strength and bring together volunteers to engage with planning at a local and national level.

- Organising the governance of their regions and contributing to the sound governance of the Institute and creating opportunities to grow the profession and the Institute's future leaders.
- The provision and support for regional CPD opportunities comprising both needs identified regionally and subjects identified as of Institute wide importance to the profession.
- To contribute to formulation and dissemination of RTPI policy and practice through the hosting of policy round tables and events and responding to consultations as appropriate.
- Showcasing their regions best practice in the context of RTPI's policy and practice strategies.
- Engagement with and support for RTPI accredited planning schools within their region.
- The support, engagement retention and recruitment of members through opportunities for members to engage with each other and the institute and the support for Young planners (including students) in their region.
- Support for planning aid volunteers in their regions work with the community.
- Regional delivery of national projects and programmes drawing on regional diversity and best practice.
- Undertaking regional projects which will provide examples of good practice applicable more widely.
- Engaging with stakeholders and partner organisations to promote the value planning.