

NAPE TERMS OF REFERENCE

1 Name

- 1.1 The name of the Network shall be NAPE, the RTPI enforcement network, which is hereinafter referred to as NAPE. NAPE is part of the RTPI and in terms of the governance structure currently reports to the Planning Policy and Practice Committee.

2 Aim and Objectives

2.1 Aim

NAPE's aim is to enhance and promote the role of planning enforcement within the planning profession.

2.2 Objectives

NAPE's objectives are:

- a) To promote professional recognition of enforcement;
- b) To provide a strong national voice for enforcement and compliance within the planning profession;
- c) To campaign for planning enforcement and compliance to be considered in spatial planning policy and practice;
- d) To support existing enforcement groups and encourage new regional/local enforcement groups;
- e) To identify, promote and encourage quality training for all members;
- f) To encourage members to undertake professional qualifications; and
- g) To encourage the exchange of ideas, information and best practice on planning enforcement and compliance.

3 Membership

- 3.1 NAPE is specifically aimed at individuals working in planning enforcement or planning enforcement support, either within or on behalf of planning authorities, but membership is open to all RTPI members who have an involvement or an interest in the subject.
- 3.2 NAPE membership is only open to current RTPI members (of any class). RTPI members who resign their membership, or who are suspended from RTPI membership, will be removed from NAPE.
- 3.3 To reflect the RTPI's Code of Conduct, NAPE Membership shall be open to all persons subject to their meeting the criteria set out at 3.1 or 3.2 above, irrespective of race, sex, sexual orientation, creed, religion, disability or age.

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4 Management Committee

- 4.1 Management of the Network shall be entrusted to a Management Committee working with the relevant RTPI Network Manager.
- 4.2 The Management Committee shall comprise eight network members as at 3.1 above, who shall be elected from those members living or working within the specified areas. Only one committee member shall be elected from each area. Committee members shall serve for a period of two years only, and further membership of the Management Committee will require the member to be re-elected by NAPE members in the relevant area.
- 4.3 Management Committee members shall be elected on an annual, rolling, basis as follows:
- Year 1 (2012 etc.): North of England, South West, Midlands and Scotland.
- Year 2 (2013 etc.): London & East of England, South East, Wales and Northern Ireland.
- 4.4 A deputy national/regional representative shall be appointed for each Nation/Region. In the event that an election is held the deputy shall be the person who was runner up. If there is no runner up or the role of deputy is declined then that person shall be appointed by the elected national/regional representative. Deputy national/regional representatives attending a Management Committee meeting on behalf of the national/regional representative will have full voting rights.
- 4.5 The deputy English regional representative or other regional NAPE member co-opted by the MC regional member will share responsibility for maintaining and updating a section of the enforcement handbook in accordance with a schedule to be provided by the committee. In the case of the nations the deputy will be in conjunction with the national committee member responsible for producing, maintaining and updating of a national enforcement handbook. In addition all deputies will be responsible on a rota basis for providing a case of the month for NAPE news.
- 4.6 In the event that a committee member resigns the deputy for that nation/region shall assume the position of committee member. Should this be declined an election for that nation/region shall be held within 28 days.
- 4.7 Committee members will in addition to representing their nation/region take responsibility for specific additional roles which are the responsibility of the committee.
- 4.8 Any committee member who without good reason fails to attend two consecutive management meetings within their two year term of office and fails to give apologies for such absence; or who fails to carry out their additional role(s) on the committee can following agreement between the Chairperson, Vice Chairperson and Network Manager be required to resign from the committee. Such a requirement is subject to appeal.
- 4.9 The Committee shall include the following two named Officers:
- a) Chairperson; and
- Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL
Registered Charity Number: 262865 Scottish Registered Charity Number: SC 037841

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b) Vice Chairperson.

and these officials shall be elected biennially from those members having been elected as Management Committee members in accordance with paragraph 4.2 above. The election for chair and vice-chair shall be held by secret ballot of all Management Committee members, one vote per member.

4.10 If the Chairperson or Vice chairperson is not re-elected but his or her term of office is not complete, then that person shall resign from the Management Committee and a new vote will be taken by Management Committee members in accordance with paragraph 4.9 above.

4.11 If the Chairperson resigns during the period of office, the Vice-Chairperson shall become the Chair for the remaining period of office. If the Vice-Chairperson also resigns during the period of office, a new vote will be taken by Management Committee members in accordance with paragraph 4.9 above.

Quorum

4.12 For the Management Committee to be quorate there shall be at least four committee members present (which must include either the Chairperson or the Vice-Chairperson) and whenever possible the RTPI Network Manager with responsibility for NAPE.

4.13 In the absence of the Chairperson, the Vice Chairperson shall chair any meeting.

Frequency

4.14 There shall be a minimum of two Management Committee meetings per calendar year, subject to available resources.

Voting

4.15 Committee members shall be entitled to one vote only when voting on any issue before the Management Committee for consideration or deliberation, and any decision shall be carried by a simple majority vote. The Chairperson shall vote in normal circumstances and shall also have the casting vote on issues where it has not been possible for the committee to reach a majority decision.

5 Annual Meeting & Conference

5.1 The network shall hold an Annual Meeting (AM) and conference. The Chairperson of the network shall give all members at least twenty eight (28) days notice of such a meeting. The business of the AM shall be to:

- a) receive a report from the Chairperson;
- b) receive any changes to the terms of reference;
- c) announce the results of elections to the Management Committee.

5.2 No votes shall be taken at the AM.

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Voting

- 5.3 Members shall be entitled to one vote only when voting on any issue, and any decision shall be carried by a simple majority vote. Voting shall be undertaken by email or through the members' area of the website. Members shall be alerted to any matter upon which a vote is required by email. The quorum for any votes taken shall be 10% of the total NAPE membership.

6 Terms of Reference

- 6.1 Any alteration to these terms of reference shall be agreed by majority vote of the Management Committee and formal endorsement shall be passed at the Annual Meeting provided not less than twenty eight (28) days notice in writing has been given of the proposed alterations prior to the meeting.

7 Dissolution

- 7.1 In the event of the dissolution of the Network any assets, monetary or otherwise shall not be given to the membership but shall be made over to the Trustees of the Royal Town Planning Institute.