



**RTPI**

Royal Town Planning Institute

The Royal Town Planning Institute

# Report and accounts

31 December 2018

Registered Charity No: 262865

Registered Charity in Scotland No: SC037841

# The Royal Town Planning Institute

## Report and Accounts 2018

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### Annual Report of the Trustees for the year ended 31 December 2018

The Trustees of the Royal Town Planning Institute are pleased to present their Report and Financial Statements for the Institute for the year ended 31 December 2018. The Trustees confirm that the Report and Financial Statements of the Institute comply with the current statutory requirements of the Institute's governing document and the provisions of the Charities SORP (FRS 102), Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015).

### Reference and administrative details

Royal Town Planning Institute (RTPI) is a charity, registered in England and Wales (Charity number: 262865).

RTPI is also registered in Scotland  
(Charity number: SC 037841).

The principal and registered office of the Institute is:  
41 Botolph Lane, London EC3R 8DL

### Trustees

President 2018:	John Acres
Vice President 2018:	Ian Tant
Immediate Past President 2018:	Stephen Wilkinson
Chair of the Board:	Graham Stallwood
Honorary Treasurer :	Andrew Taylor
Honorary Solicitor and Secretary:	Bernadette Hillman
Trustee for Young Planners:	Lucy Seymour-Bowdery
Trustee for Scotland:	Ian Angus
Trustee for Regions and Nations:	David Stovell
Independent Trustees:	John Powell John Fenna
Co-opted Trustee:	Peter Geraghty
Elected Trustees:	Sue Bridge Tony Crook Janet Askew Colin Haylock Tom Venables



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### Annual Report of the Trustees for the year ended 31 December 2018 *(continued)*

Chief Executive

Victoria Hills  
 (appointed April 2018)  
 Trudi Elliott  
 (resigned March 2018)

Director of Commercial & Corporate Services  
 Director of Professional Standards and Development  
 Finance Director  
 Director of Scotland & Ireland  
 Director of Cymru & Northern Ireland

Richard Patrick  
 Rosslyn Stuart  
 (resigned December 2018)  
 Jacqueline Rees  
 Craig McLaren  
 Roisin Willmott

### Other relevant organisations:

The Institute's bankers are

HSBC Bank PLC, City of London Commercial Centre,  
 Level 6, 71 Queen Victoria Street, London, EC4V 4AY  
 Haysmacintyre LLP, 10 Queen Street Place, London EC4R 1AG  
 Blandy and Blandy, One Friar Street, Reading, RG1 1DA

The Institute's auditor is:

The Institute's solicitors are

### Structure, governance and management

RTPI is a body politic and corporate established in 1914 and granted a Royal Charter in 1959 as amended by a Supplemental Charter granted in 1971 and by orders in Council from 1982 to 2001. The Royal Charter was comprehensively updated by a Supplemental Charter granted in 2003, which was further amended in October 2012, and the new governance arrangements are effective from 1 January 2013.

The Chair of the Board of Trustees is elected by the General Assembly for a term of two years and may be re-elected for a further term of two years.

Trustees are elected by the General Assembly. Corporate Members who have held office in any capacity with the RTPI's governance structures for at least two consecutive years during the previous five are eligible to stand for election as Vice President. Once Vice President, the Trustee moves forward at the start of each subsequent year to become President and Immediate Past President respectively.

Members of the General Assembly elect up to three Trustees each year to serve for a two-year period and also a young planner from those nominated by the young planners for a two-year period each alternate year. The General Assembly will elect one Chartered member to represent the Regions and Nations (excluding Scotland), and one to represent Scotland.

The Board of Trustees may elect up to two additional Trustees for such renewable terms as the Board of Trustees may determine. In 2016, the Trustees agreed to appoint two additional independent Trustees to provide additional skills in finance and marketing and communications. These Trustees took up their roles in 2017.

Newly elected Trustees attend an RTPI induction session to provide an overview of the current work plans and structure of the RTPI. From 2018 onwards, all Trustees will be offered the opportunity to attend training on Trustee duties and legal responsibilities.

All Corporate members may stand for election. They may serve for a maximum of three terms of two years and are not subsequently eligible for re-election until they have been out of office for at least one year.

The General Assembly comprises the following representatives, all elected following a call for candidates published to all members: 28 Fellow and Members; 2 Legal Members or Legal Associates; 2 Technical Members; 6 Student Members or Licentiates; one representative from each Region in England, 2 from RTPI Cymru (Wales), 2 from RTPI in Ireland, 2 from RTPI in Scotland.

RTPI Services Limited, which is a wholly owned subsidiary of RTPI, has ceased to trade with effect from 1st January 2019. The continuing contracts with Redactive Publishing Ltd for the production of RTPI's magazine "The Planner" and Howden for insurance commission have been transferred to RTPI. The contract with Kaplan Hawksmere ended on 31st December 2017.

The taxable profits of the company of £422k (2017 £464k) were transferred to the Institute under Gift Aid.

More information on the results of RTPI Services Limited is given in note 15 of the notes to the financial statements.

### Risk review

The Trustees have identified and regularly review the major risks to which the Royal Town Planning Institute is exposed. The Trustees monitor the management controls and actions in place to manage the risks. The risks are reviewed by the staff of the Institute and the Trustees on an ongoing basis and the risk register updated accordingly.

The principal risks identified during this process are:

Chartered membership loss - key elements in the management of this risk include:

- Strategies to increase conversion to Licentiate and Chartered membership
- Promotion of the value of membership - to the public and private sectors
- Routes to membership framework

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### Annual Report of the Trustees for the year ended 31 December 2018 *(continued)*

- Member focussed subscription reminder/renewal process
- Employer engagement - Learning Partnerships with employers
- Development of an apprenticeship offer
- Postgraduate student bursary scheme converting undergraduates to planning
- Development of a membership growth and retention strategy.

Failure to maintain essential services - key elements in the management of this risk include:

- Business Continuity Plan in place and annually reviewed
- Disaster Recovery Plan in place and annually reviewed
- Six monthly testing of Disaster Recovery Plan communications
- Upgrade of server software and move all applications to cloud based operation
- Upgrade of telephone system
- Remedial electrical work to ensure restart of critical air conditioning systems
- Introduction two factor authentication for systems access
- Systems upgrades to most secure supported operating platforms
- Replacement of hardware and use of more secure devices

### Decision-making

The structure, governance and management section of the annual report outlines the formal roles of elected volunteers on the Board and the General Assembly.

The Board of Trustees have ultimate responsibility for governing the Institute and directing how it is managed and run, the delivery and management of day to day activities is delegated to the Chief Executive and the senior staff team.

The work of the Board is supported by the following Board Committees:

#### Board Standing Committees and Panel:

- Education and Lifelong Learning Committee
- International Committee
- Membership and Ethics Committee
- Policy, Practice and Research Committee
- Nations and Regions Panel

At least 50% of the membership of the Standing Committees and Panel are elected General Assembly members.

#### Board Committees:

- Audit Committee
- Major Projects Scrutiny Sub-Committee
- Nominations Sub-Committee

### Volunteers

Local members in RTPI nations and regions volunteer to work on national and regional

committees. These committees support the work of RTPI's national and regional staff in the delivery of local events and the charitable work of the Institute.

The table below illustrates the number of members and non-members attending RTPI national and regional events in 2017 and 2018.

Region/ Nation	Total 2017	Total 2018	CPD events	Social	Young Plan- ners	% increase/ (decrease)
East Midlands	529	365	265	0	100	(31.00%)
East of England	404	424	202	120	102	4.95%
London	1,680	1,413	673	484	256	(15.89%)
North East	1,007	1,160	640	403	117	15.19%
North West	1,969	2,236	1,311	785	140	13.56%
South East	1,503	1,646	1,099	229	318	9.61%
South West	1,786	2,276	1,588	189	499	27.44%
West Midlands	1,291	1,599	1,078	322	199	23.86%
Yorkshire	1,256	1,440	1,059	156	225	14.65%
Wales	923	577	438	89	50	(37.49%)
Scotland	1,799	1,603	1,306	112	212	(10.89%)
Ireland	271	246	161	85	0	(9.23%)
Northern Ireland	484	498	357	91	40	2.89%
<b>Grand Total</b>	<b>14,902</b>	<b>15,483</b>	<b>10,187</b>	<b>3,065</b>	<b>2,258</b>	<b>3.90%</b>

RTPI wishes to thank all volunteers for their contributions to the work of the Institute during 2018.

### Pay policy for senior staff

The pay of all RTPI staff excluding the Chief Executive is reviewed annually based on a recommendation from the Chief Executive and approval by the board of Trustees. The recommendation takes into consideration a number of factors including:

- affordability including RTPI performance against budget, reserve levels and projected performance for the current financial year
- external factors such as CPI and pay levels in other comparable organisations
- the full value of RTPI benefits such as pension contributions
- recruitment and retention rates
- UK and London living wage

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- the pay multiples – the ratios between the highest and lowest salaries, and the highest and the median salaries of an organisation

The Chief Executive's Appraisal Panel (comprising Board members) reviews on an annual basis the performance of the Chief Executive and recommends any annual pay award. The panel takes account of the factors listed above; including the impact on the organisation's pay multiples, when recommending the level of the annual pay award for the Chief Executive.

#### Objectives and activities

The objectives of the Chartered Institute, as incorporated in the Supplemental Charter 2003 and amended in 2012, are to advance the science and art of planning (town and country and spatial planning) for the benefit of the public.

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing the Institute's aims and objectives and when planning future activities.

During 2014, the Regions, Nations, General Assembly and the RTPI's standing committees were consulted about the RTPI's strategy for the next six years. The strategy for 2015-20 was agreed by the Board of Trustees in December 2014.

The RTPI's strategic objectives for 2015-20 are:

- Shaping and informing policy and practice.
- Developing knowledge, education and raising standards.
- Championing the planning profession while supporting and growing membership.
- Empowering communities.
- Delivering strong financial and business management in a member focused organisation.

#### Achievements and delivery of corporate objectives during the year

In 2018, the RTPI engaged in a full programme and of events and activities for members as it continues to serve the specific needs of planners and support them in developing their professional skills, while promoting the role and importance of planning across the world.

The Institute raised the profile of planning through engagement with digital and non-digital media, key stakeholders in England and across the devolved nations and at international events and forums

#### Shaping and informing policy and practice

##### Policy (UK and England)

Over 20 Consultation responses were submitted to the UK Government or Parliament. In particular the RTPI response to the revised draft National Planning Policy Framework involved 11 roundtables held in English regions and over 200 members attending.

The RTPI appeared in front of the Lords Committee on Seaside Towns and the Lords Committee on Intergenerational Fairness and was a key stakeholder in the Letwin review of Built out (England).

The RTPI along with other built environment institutes continued an ongoing dialogue with the government regarding managing the impact of EU Withdrawal and the role of planning in British exports after leaving the EU.

#### Research

From January to September 2018, the RTPI's Policy, Practice, Research & International team organised a wide range of focus groups, interviews, and surveys with RTPI members and other key stakeholders around the RTPI nations. The main goal was to inform the RTPI research programme for 2019-21 and to contribute evidence to guide planning research more broadly.

The RTPI Awards for Research Excellence was successfully run in 2018 and the awards ceremony was held at the UK and Ireland Planning Research Conference in Sheffield on 3 September.

The RTPI continued to be a major player in the long running national **Collaborating Centre for Housing Evidence**.

**The Great North Plan** – People and Place Strategy initiative, funded by RTPI NW NE and Yorkshire, was launched in 2018.

The first stage of RTPI's **Brexit and Environment** research work was published at the June 2018 General Assembly and the first stage of our **Chief Planning Officers** research was published at the Planning Convention in June 2018.

The RTPI's ground breaking work on Location of Development was revisited in May 2018 to coincide with the launch of the second NPPF (England). The study mapped planning permissions for over 226,000 new houses granted between 2012 and 2017. To accompany this study, the RTPI published a literature review on the relationship between settlement patterns, urban form and sustainability. This describes how large and compact settlement patterns support economic productivity; reduce transport emissions, improve public health by increasing physical activity, and encourage wellbeing for an ageing population

Work along with Sheffield University on **Working in the Public Interest** continued with round tables with RTPI members in each UK Nation through 2018 working towards the final report in January 2019.

#### Practice

As part of our service to Members, the following CPD Practice Advice Notes were published:

- Being an Expert Witness
- Rising to the Climate Crisis: A Guide for Local Authorities on Planning for Climate Change (2018) Produced jointly with the TCPA, and updated in December 2018 following the publication of NPPF 2.
- Planning's role in delivering renewable energy in the new low carbon economy
- Strategic Environmental Assessment and Sustainability Appraisal (SEA/SA)

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#### Networks

Two major consultancies group meetings were held during 2018.

- Independent Consultants' Network second annual conference held in Birmingham featuring special presentations on the Proceeds of Crime Act and work done by local enforcement teams up and down the UK.
- National Association of Planning Enforcement study tour, drinks reception conference held in York.

#### RTPI Scotland

- RTPI Scotland engaged heavily in the scrutiny of the Planning Bill and gave oral evidence to Parliamentary Committees twice and issued briefings for MSPs as the Bill progressed

#### RTPI Cymru

- RTPI Cymru launched the Value of Planning in Wales at their national convention. The tool was jointly commissioned by RTPI Policy, Practice and Research team in London and RTPI Cymru and conducted by Arup with help from JLL and kindly funded by the Welsh Government. The 'Value Dashboard' has been designed to provide RTPI Cymru and the Welsh Government with a platform to demonstrate to local authorities, national policy makers, the private sector, researchers and other broader policy and media audiences, the value planning contributes and how planning is positively contributing to Wales' seven well-being goals.

#### Media highlights in 2018

##### News and Queries:

- 310 print and online media mentions including The Times and The Guardian
- 180 RTPI website news items
- 65 corporate media enquiries
- Appearances on BBC Wales, BBC Scotland, BBC Breakfast, BBC World at One, BBC Sunday Politics

##### Social media followers:

- Corporate Twitter up by 23% since 2017 – ending at 15,769 followers by Dec 2018
- RTPI Facebook up by 41% since 2017
- RTPI Instagram up by 70% since 2017
- RTPI Corporate Linked In up by 18%

#### Developing knowledge, education and raising standards.

Significant work behind the scenes throughout 2018, led by the Chief Executive and the Head of Education and supported by the Chartered Town Planner Apprenticeship Trailblazer Employer Group, resulted in securing final approval from the Government and the launch of the Degree apprenticeship in England in March 2019.

There is strong interest for the scheme, with over 80 employers interested in employing apprentices and at least

seven locations working to offer the apprenticeship from September 2019.

RTPI Learn was redesigned and refreshed ready for use 'on the go' by members on phones and tablets: A series of bite-size (one hour) modules were launched during 2018 including:

- Professional ethics
- What are Smart Cities?
- Digital Economy and Town

The Institute's first Core CPD Framework for members was launched during 2018. This is a programme to guide Members in focusing and structuring their professional skills and planning knowledge over time. It has been used to shape the RTPI Training Programmes for 2019.

The RTPI World Town Planning Day schools competition was promoted nationally with over 200 pupils taking part in November last year. The project is a key part of RTPI's work to raise the profile of planning to teachers and develop links with schools. Judged by a panel of Young Planners and Fun Kids Radio, the winners in the secondary and primary categories will be announced during 2019.

RTPI Training launched the first year's in house programme at the end of 2017 and 2018 has been a successful pilot year which has delivered valuable insights into future venue, pricing, cost and promotional models. Key performance indicators for the first year are summarised below:

- 43 courses and 982 delegates were originally planned
- 51 courses were delivered with 1,144 delegates
- 9 venues across the UK including Belfast, Edinburgh and Cardiff.
- 7 additional London courses were added reflecting the volume of multi-buy tickets purchased
- 3 courses were cancelled (1xCardiff 2xEdinburgh) and one rescheduled
- 3 'in-house' courses were added
- 19 events (37%) sold out
- Non-members accounted for 10% of revenue
- 482 evaluation forms were returned (43% return rate) 96% with a good or excellent rating.

#### Championing the planning profession while supporting and growing membership.

##### Membership Numbers

The total number of members decreased slightly in 2018, from 25,154 at the beginning of the year to 25,067 at the end of the year, representing an overall decrease of 0.35%. Despite the slight decrease, it is extremely positive that the overall membership numbers remained above 25,000 at the end of 2018.

The implementation of the Data Protection Act 2018 required explicit 'opt in' consent from Retired Concessionary members. The lifetime membership campaign was successful with 74% of members opting



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### Annual Report of the Trustees for the year ended 31 December 2018 *(continued)*

to retain their membership but has resulted in an overall reduction in the number of retired members.

#### Growing the Pipeline of Planners

MHCLG has made a grant of £345,000 for a three year Future Planners bursary programme, allowing the Institute to continue to encourage graduates from cognate undergraduate disciplines to study planning at postgraduate level. The Scottish government followed suit to ensure the scheme also covers Scotland in 2019.

The RTPI's diversity bursary awards at undergraduate level continues to be sponsored by the RTPI Trust.

Outreach and Ambassadors - 100 secondary schools across the UK received the free RTPI Place Makers classroom resource pack last year and feedback continues to be gathered and analysed. We hope to seek sponsorship for a second release during 2019. Other schools' resources are were published, including extensions to the RTPI Education online teacher toolkit and a new radio series for Agent Plan-It:

#### Regional and National Events

The In House Conference and Events team, RTPI Nations and English Regions held in excess of 250 events during 2018. Events included seminars, conferences, roundtables, debates and lectures and opportunities to attend high-quality free and affordable CPD sessions.

The highlights of the 2018 calendar included:

- The programme for Regional Awards and National Awards for Planning Excellence were aligned during 2018 and there continued to be a high calibre of entries attracting both national and local press coverage.
- RTPI Awards for Planning Excellence a great success - 400 guests, 14 categories, 12 category sponsors and 2 headline sponsors.
- The National Planning Convention attracted 260 paid delegates with positive feedback from those who attended. Press coverage included 60 local media items covering the Award winners, The Guardian, The Times, Scottish Herald, BBC Breakfast TV, BBC Radio 4 World at One, the MJ. RTPI trended on Twitter at no. 6 nationally during the Convention
- The RTPI Young Planners' Conference was attended by 300 delegates. The event took place at the Albert Hall and Conference Centre, Nottingham on 2-3 November. The 2018 event was hosted by the East Midlands Young Planners Committee and attracted a record number of delegates.
- The Sir Patrick Geddes Commemorative Lecture was given by Tessy Britton, Chief Executive of The Participatory City Foundation. Over 100 people attended the event held in Edinburgh in June.
- The RTPI Scotland Annual Conference was held in Edinburgh in October and 120 people discussed "Scotland 2050: What do we want Scotland to be and how do we get there?"
- The Scottish Young Planners' Annual Conference was held in Glasgow in March and explored "The Changing Face of Planning: Planning Ahead" attracting 130 delegates.

- RTPI Ireland held three Member Open Forums an Annual Law seminar attended by 80 delegates and the RTPI Ireland Annual Dinner with guests of honour Damien English TD, Minister for Housing and Urban Renewal
- The Wales Planning Conference was held in Cardiff on 7th June at a new venue, the Holland House Hotel. The Conference theme was the value of planning and the Cabinet Secretary launched the Value of Planning toolkit.
- RTPI Cymru held an event at the National Eisteddfod in Cardiff Bay in the Societies area. This was a new venture for RTPI Cymru and worked well, attracting a mixed audience of RTPI members and members of the public. The panel discussed transport and planning.
- The RTPI Northern Ireland 2018 Annual Conference was held in Belfast on 11th September. The Conference continues to build in strength with over 100 delegates attending.
- RTPI Northern Ireland invited our members to tell us their experiences of the post-2015 planning system with a view to informing our future work programme, through a survey conducted in September and October. The results are being digested and the RTPI NI Policy and Research Forum will consider these in early 2019.

#### International Activities

In 2018 the RTPI has seen its influence on global planning policy grow, both with UK Government stakeholders and on a global stage. In order to encourage a better alignment of UK national and foreign policy with the SDGs, we have organised a policy roundtable on behalf of the UK Built Environment Advisory Group at the House of Commons. The roundtable discussed the lack of BE capacity in the Commonwealth and was attended by representatives of UN-Habitat, DfID and the FCO.

The Chair of the RTPI International Committee, represented the RTPI at the 2018 High Level Political Forum on Sustainable Development held at the UN Headquarters in New York to review the progress of national governments toward the achievement of the Global Goals. These engagements helped build the credibility of the Institute as a champion of global sustainable development with the UK Government and Parliament.

In 2018, RTPI provided evidence to the House of Commons Environmental Audit Committee on the Delivery of the SDGs in the UK, which they used to question the Home Office on the alignment of MHCLG Single Departmental Plan to SDG11.

Together with other BE Institutes, the RTPI supported the delivery of the first phase of the FCO Global Future Cities Programme, for which the Institute – either directly or via its members - conducted capacity assessment visits in Thailand, Vietnam and Turkey and supported the organisation of a week of training in London for delegates from 10 countries.

MHCLG invited the Institute to support them in organising the celebrations for the 2018 World Town Planning Day, providing speakers for a seminar on global challenges

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### Annual Report of the Trustees for the year ended 31 December 2018 *(continued)*

for rapid urbanisation and to present overseas planning systems to members of staff.

The Institute grew its influence in the UN-Habitat-led Global Alliance for Urban Crises and secured support for our international research on humanitarian camps and spatial development from organisations such as the Norwegian Refugee Council, UNHCR, UN-Habitat, and the UN International Organisation for Migration.

RTPI Head of Policy and Research was a guest speaker at the first ever Spatial Planning Conference for Eastern and Central Europe held in Budapest in May. He presented on the RTPI's Better Planning work on Smart City Regions.

#### Empowering communities

Planning Aid England made good progress during 2018 on delivering the strategy and work programme agreed by the board in 2017.

##### Email advice service

The number of PAE volunteers has grown significantly during 2018, ending the year on 452, with approximately half being MRTPI.

A key success has been the launch of the volunteer-led email advice service – which started in January and has a panel of 13 chartered volunteers based across eight of the nine English regions. During 2018, they responded to 1892 requests from the public for planning advice on a wide range of planning topics - with an average user satisfaction rating for the service of 80%. Feedback included:

*"Very useful. Helped me make an informed decision"*

*"The email I received was so prompt and, in the limited time they have per customer, was excellent."*

Similarly, the panel volunteers have found delivering the service very rewarding, with one describing it as the highlight of their week and another commenting on its value for their CPD.

##### Website advice

Another success has been the continued growth in the use of PAE's dedicated advice website – [www.planningaid.co.uk](http://www.planningaid.co.uk), which contains information and guidance on all aspects of the planning system. It received 71,727 views during 2018 with hits per month rising from 3565 in January to 7755 in November. Website content will be reviewed by a panel of volunteers in 2019 to ensure it is fully up to date.

##### Casework

PAE volunteers assisted with 20 pieces of casework during 2018, all of which were generated through initial contact with the email advice service. For example, in Troon, Cornwall a volunteer helped a local residents' group make representations on a planning appeal for a residential development of 70 dwellings on green field land on the edge of Troon. The appeal was dismissed and a member of Troon Residents Action Group sent the following message:

*'I would like to thank you for all your help, it is much appreciated. You provided excellent guidance and support, which, as I was very much on my own to deal with the representation and appeal speech, I found a massive help.'*

#### Regional events

A wide-ranging programme of events were organised and delivered by those regions with functioning task groups. Of particular note was a free workshop delivered in central Manchester in September 2018 for PAE volunteers in the NW and other regions on effective community engagement for plan making – providing advanced training, particularly to enable volunteers to offer a more bespoke service to Neighbourhood Planning groups.

#### Consulting

The major focus of PAE consulting activity during 2018 was on the preparation for its neutral facilitator role in supporting local parish and town councils to respond to EDFE's stage 3 public consultation on Sizewell C.

#### Best Places

The celebration of Best Places across the UK was established by the RTPI to mark its centenary in 2014. Following the first successful Scotland's Best Places, further competitions followed in England, Wales and Northern Ireland.

During 2018 RTPI launched Ireland's Best Places, a competition to give the public and civic Ireland the opportunity to identify their favourite places that have been built, enhanced or protected by planners and the planning system within Ireland. This attracted 185 different nominations highlighting around 90 different places. Our "Eminent Panel" then used this to agree a shortlist of 10 which was then made open to a public vote where almost 12,000 people voted. Lough Boora Parklands was announced as the winner.

#### Plans for future periods

The Institute has launched a public consultation online to collect a broad spectrum of views to shape its new corporate strategy that covers the ten-year period from 2020 onwards.

Respondents have been asked to comment on the proposed vision and mission of the RTPI, as well as its draft objectives, priorities and deliverables.

At a time of significant interest in the planning profession, the RTPI is keen to listen to our members and non-members alike on what matters most to them.

The review is being led by the Board and the Chief Executive. The consultation timetable comprises a two-stage approach: an open invitation to comment on the existing mission, purpose and objectives, with identified high-level proposed priorities, based upon output from the 2017 Membership survey.

The second stage will see intelligence gained from the Stage 1 consultation utilised to shape a new mission, purpose and objectives, along with a clear framework for how the mission and objectives will be delivered, including Key Performance Indicators to ensure that outcomes are measured and reported. The Corporate Strategy will be the 'golden thread' linking the national, regional and departmental business plans across the Institute.



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Stage 1 of the consultation was launched in December 2018 and will be completed by May 2019, Stage 2 will commence in early summer and completed soon after the summer recess 2019. The final version of the Corporate Strategy being agreed by the Board of Trustees in November 2019, to coincide with the agreement of the 2020 Business Plan.

The consultation has been undertaken in two ways; face to face meetings, and via a digital web-based survey. In addition to holding discussions at the Board of Trustees and General Assembly meetings, the Chairman or Vice Chair of the Board of Trustees, along with a member of the Senior Executive Team will attend all of the national and regional management boards.

#### Financial review

The financial statements have been prepared in accordance with the Statement of Recommended Practice on Accounting and Reporting by Charities (FRS 102).

Net income for the year after investment gains and losses was £2,480k (2017 £164k).

The increase in net income for the year arises from the Trustees' decision to cease membership of the West Sussex Local Government Pension Scheme. At the point of exit from the Fund RTPI was in a surplus position and entitled to an exit credit. The exit credit calculated by the Fund of £2,352k is included within Income from Charitable Activities in the Consolidated Statement of Financial Activities.

Excluding the exit credit the majority of the RTPI's income continues to be generated from subscriptions 67% (2017 73%). Subscription income continues to be stable, during 2018 overall income excluding the exit credit increased by £755k (11%) compared to 2017. There are two main reasons for the increase in income between 2017 and 2018. Firstly, the launch of the new services previously outsourced via the Kaplan contract, which generated additional income of £661k. Secondly, the receipt of the MHCLG Bursary funding of £230k.

Total expenditure increased by £580k (9%) compared to 2017. The main reasons for the increase in expenditure were: additional professional and legal fees associated with the exit from the West Sussex LGPS of £70k; an increase of in the cost of travel and subsistence of £60k; and the costs incurred in delivering the new training, and conference activities of £487k. The net return delivered by the new services in 2018 was £175k. (2017 the outsourced Kaplan contract delivered a net return of £100k).

The net unrealised loss on investments was £72k, (2017 an unrealised gain of £139k).

The current investments are split between funds, which seek to grow and maintain their capital value, and those, which realise an annual return.

The Trustees decision to exit the West Sussex Local Government Pension Scheme has both terminated a material long-term financial risk and resulted in a substantial financial gain. The Trustees are mindful that their review of their reserves policy is likely to result in the Institute holding overflow reserves and have scheduled a

review of their current investment and reserves policies during 2019.

#### Reserves policy

The Trustees' policy is to set aside designated reserves to meet specific requirements (see below) and in addition to maintain a general reserve at a minimum of 6 months' operating costs, to safeguard the continued provision of services to our members.

The general reserve is £7,201k - 13 months of operating costs (2017 £4,847k - 9 months of operating costs.)

The reserves are invested in fixed assets, listed investments and short-term deposits. The fixed assets include the freehold property in London used for the charitable activities of the Institute. A separate designated reserve has been created equal to the net book value of fixed assets not financed by restricted funds or other designated reserves. Tangible fixed asset reserve £1,517k (2017 £1,560k).

In addition to the fixed asset reserve, the following designated funds have been set aside at the end of 2018.

Property and maintenance £239k (2017 £239k): this sum has been set aside to fund major repairs to property or related plant and equipment as well as potentially acquiring new premises or facilitating the sale of existing freehold or leasehold properties.

Information and communications technology development £231k (2017 £255k); the Trustees topped up this reserve in 2018 to ensure that sufficient funds are available to fund the development costs of the CRM and website project.

Research £231k (2017 £110k): The Trustees have decided to retain this separate fund to give them the flexibility for funding future research projects as they arise. The Trustees topped up this reserve in 2018.

The Trustees have changed the regional funding model from 2018 onwards but have agreed that the historic accumulated reserves of the Regions should continue to be designated for regional use. Regional reserves are £235k (2017 £283k). The Regions provide the local membership support, learning opportunities and engagement with Regional planning policy of the Institute. During the year, regions contributed from their funds to The Great North Plan and Educational Research projects. the balance of the regional contributions to these projects has been held in designated funds for draw down during 2019.

During 2016, the Trustees set up an additional designated fund of £310k to manage the cessation of the Kaplan Hawksmere contract and to establish the infrastructure for the in house training and conferencing functions. The new services became operational during 2018, the fund has now been closed, and the balance transferred to the General fund.

Restricted funds are those received for specific purposes.

#### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Annual Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom

# The Royal Town Planning Institute

## Report and Accounts 2018

### Annual Report of the Trustees for the year ended 31 December 2018 *(continued)*

Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales and Scotland requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and the group and enable them to ensure that the financial

statements comply with the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland)

Regulations 2006 and the Charity's constitution. They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Provision of information to auditors

The Trustees in office on the date of approval of these financial statements confirm that as far as they are aware, there is no relevant audit information of which the auditors are unaware. The Trustees have taken all of the steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by the Trustees on 15th May 2019 and signed on their behalf by:



Graham Stallwood – Chair of the Board

# The Royal Town Planning Institute

## Report and Accounts 2018

### Independent Auditor's Report to the Trustees of The Royal Town Planning Institute (RTPI)

#### Opinion

We have audited the financial statements of The Royal Town Planning Institute ("RTPI") for the year ended 31 December 2018 which comprise the Consolidated and Charity Statement of financial Activities, the Consolidated and Charity Balance Sheet, Consolidated Cash Flow Statement and related to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31 December 2018 and of the group's and parent charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical

Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 18, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report of the Trustees. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a



# The Royal Town Planning Institute

## Report and Accounts 2018

### Independent Auditor's Report to the Trustees of The Royal Town Planning Institute (RTPI) *(continued)*

material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information; we are required to report that fact. We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the group and the parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Annual Report of the Trustees (which incorporates the strategic report and the directors' report).

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charity Accounts (Scotland) Regulations (as amended) require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011, section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters

we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**Jeremy Beard**  
(Senior Statutory Auditor)

*For and on behalf of Haysmacintyre LLP, Statutory Auditors on 15th May 2019.*

10 Queen Street Place  
London  
EC4R 1AG

# The Royal Town Planning Institute

## Report and Accounts 2018

### Consolidated Statement of Financial Activities (including consolidated income and expenditure accounts) Year ended 31 December 2018

	General Fund £'000	Designated Funds £'000	Restricted Funds £'000	Total 2018 £'000	Total 2017 £'000
<b>Notes</b>					
<b>INCOME FROM:</b>					
<b>Charitable activities</b>					
Membership subscriptions and fees	4,826	-	-	4,826	4,680
Grants towards promotion of spatial planning and membership	704	-	17	721	343
Support for members	1,316	-	238	1,554	1,338
Planning Aid	11	-	-	11	2
Investments	3 62	-	-	62	56
Other Income	4 2,352	-	-	2,352	-
<b>Total income</b>	<b>9,271</b>	<b>-</b>	<b>255</b>	<b>9,526</b>	<b>6,419</b>
<b>EXPENDITURE ON:</b>					
<b>Charitable activities</b>					
Support for members and promotion of membership of the Institute	4,438	239	88	4,765	4,685
Promotion of spatial planning	1,992	54	18	1,994	1,490
Planning Aid	215	-	-	215	219
<b>Total expenditure</b>	<b>5 6,575</b>	<b>293</b>	<b>106</b>	<b>6,974</b>	<b>6,394</b>
Net income/(expenditure) before investment gains/(losses)	2,696	(293)	149	2,552	25
Net gains/(losses) on investment assets	(71)	-	(1)	(72)	139
Net income/(expenditure)	2,625	(293)	148	2,480	164
Transfers between funds	13 (271)	271	-	-	-
<b>Net movement in funds</b>	<b>2,354</b>	<b>(22)</b>	<b>148</b>	<b>2,480</b>	<b>164</b>
<b>Reconciliation of funds</b>					
Fund balances at 1 January	4,858	2,501	487	7,846	7,682
<b>Fund balances at 31 December</b>	<b>7,212</b>	<b>2,479</b>	<b>635</b>	<b>10,326</b>	<b>7,846</b>

All income arises from the continuing activities of the Institute and subsidiary companies.  
The notes on pages 17 to 32 form part of these accounts.

# The Royal Town Planning Institute

## Report and Accounts 2018

### Charity Statement of Financial Activities (including income and expenditure account) Year ended 31 December 2018

	General Fund £'000	Designated Funds £'000	Restricted Funds £'000	Total 2018 £'000	Total 2017 £'000
<b>INCOME FROM:</b>					
<b>Charitable activities</b>					
Membership subscriptions and fees	4,826	-	-	4,826	4,680
Grants and Sponsorship towards promotion of spatial planning and membership	704	-	17	721	343
Support for members	1,167	-	238	1,405	1,200
Planning Aid	11	-	-	11	2
Investments	62	-	-	62	56
Other Income	2,352	-	-	2,352	-
<b>Total income</b>	<b>9,122</b>	<b>-</b>	<b>255</b>	<b>9,377</b>	<b>6,281</b>
<b>EXPENDITURE:</b>					
<b>Charitable activities</b>					
Support for members and promotion of membership of the Institute	4,289	239	88	4,616	4,547
Promotion of spatial planning	1,922	54	18	1,994	1,490
Planning Aid	215	-	-	215	219
<b>Total expenditure</b>	<b>6,426</b>	<b>293</b>	<b>106</b>	<b>6,825</b>	<b>6,256</b>
Net income/(expenditure) before investment gains/(losses)	2,696	(293)	149	2,552	25
Net gains/(losses) on investment assets	(71)	-	(1)	(72)	139
<b>Net income/(expenditure)</b>	<b>2,625</b>	<b>(293)</b>	<b>148</b>	<b>2,480</b>	<b>164</b>
Transfers between funds	(271)	271	-	-	-
<b>Net movement in funds</b>	<b>2,364</b>	<b>(22)</b>	<b>148</b>	<b>2,480</b>	<b>164</b>
<b>Reconciliation of funds</b>					
Fund balances at 1 January	4,847	2,501	487	7,835	7,671
<b>Fund balances at 31 December</b>	<b>7,201</b>	<b>2,479</b>	<b>635</b>	<b>10,315</b>	<b>7,835</b>



# The Royal Town Planning Institute

## Report and Accounts 2018

### Charity and Consolidated Balance Sheets As at 31 December 2018

	Notes	Charity		Consolidated	
		2018 £'000	2017 £'000	2018 £'000	2017 £'000
<b>Fixed Assets</b>					
Tangible fixed assets	9	1,517	1,560	1,517	1,560
Investments	10	1,772	1,883	1,772	1,833
<b>Total fixed assets</b>		<b>3,289</b>	<b>3,393</b>	<b>3,328</b>	<b>3,393</b>
<b>Current Assets</b>					
Debtors	11	3,002	414	2,995	489
Short term deposits		2,748	3,243	2,748	3,243
Bank balances and cash in hand		3,348	2,880	3,577	3,008
<b>Total current assets</b>		<b>9,098</b>	<b>6,537</b>	<b>9,320</b>	<b>6,740</b>
<b>Liabilities</b>					
Creditors: Amounts falling due within one year	12	2,072	2,095	2,283	2,287
Net current assets		7,026	4,442	7,037	4,453
Total assets less current liabilities		10,315	7,835	10,326	7,846
Creditors: Amounts falling due after more than one year		-	-	-	-
<b>Total Net Assets</b>		<b>10,315</b>	<b>7,835</b>	<b>10,326</b>	<b>7,846</b>
<b>The funds of the charity</b>					
General		7,201	4,847	7,212	4,858
Designated	13	2,479	2,501	2,479	2,501
Restricted	13	635	487	635	487
		<b>10,315</b>	<b>7,835</b>	<b>10,326</b>	<b>7,846</b>

These financial statements were approved by the Board of Trustees and authorised for issue on 15 May 2019 and were signed on its behalf by:



Graham Stallwood - Chair of the Board.

The notes on pages 17 to 32 form part of these accounts.

# The Royal Town Planning Institute

## Report and Accounts 2018

### Statement of Cash Flows and Consolidated Statement of Cash Flows For the Year Ended 31 December 2018

		Charity		Consolidated	
		2018	2017	2018	2017
	Note	£'000	£'000	£'000	£'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>					
<b>Net cash (used in)/provided by operating activities</b>	a	(46)	187	55	92
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
Dividends, interest and rents from investments		62	56	62	56
Purchase of property, plant and equipment		(32)	(18)	(32)	(18)
Proceeds from sale of investments		-	-	-	-
Purchase of investments		(11)	(13)	(11)	(13)
<b>Net cash provided by investing activities</b>		19	25	19	25
Change in cash and cash equivalents in the year		(27)	212	74	117
Cash and cash equivalents at the beginning of the year		6,123	5,911	6,251	6,134
<b>Cash and cash equivalents at the end of the year</b>	b	6,096	6,123	6,325	6,251

### NOTES TO THE CASH FLOW STATEMENT

		Charity		Consolidated	
		2018	2017	2018	2017
		£'000	£'000	£'000	£'000
<b>a Reconciliation of income/expenditure to net cash inflow from operating activities</b>					
Net income/expenditure before transfers		2,480	164	2,480	164
Depreciation charges		75	75	75	75
Losses/(gains) on investments		72	(139)	72	(139)
Dividends, interest and rents from investments		(62)	(56)	(62)	(56)
(Increase) in debtors		(2,588)	258	(2,506)	118
(Decrease)/increase in creditors		(23)	(115)	(4)	(70)
<b>Net cash (used in)/provided by operating activities</b>		(46)	187	55	92
<b>b Analysis of cash and cash equivalents</b>					
Cash in hand		2,748	3,243	2,748	3,243
Notice deposits (less than 3 months)		3,348	2,880	3,557	3,008
<b>Total cash and cash equivalents</b>		6,096	6,123	6,325	6,251

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018

#### 1 Structure and basis of consolidation

- a) The financial statements of The Royal Town Planning Institute ("The Institute") have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015), the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act, 2005 and applicable accounting standards. The financial statements are prepared under the Historical Cost convention with the exception of investments, which are included at market value.
- b) The Royal Town Planning Institute is a public benefit entity (No 262865) as defined by FRS 102, registered as a charity in England and Wales, also a registered charity in Scotland (SC037841).
- c) RTPI Services Limited (Company No 2463662 registered in England) is the wholly owned subsidiary of The Royal Town Planning Institute and its financial statements have been consolidated, on a line-by-line basis, in the Institute's accounts. The company is dormant with effect from 2019. The contracts previously managed by the company have been novated to RTPI from 2019 onwards.
- d) Scottish Town Planning Institute (Company No 145741 registered in Scotland) is a wholly owned subsidiary of RTPI Services Limited. This company is limited by guarantee and was dormant for 2018 and 2017.
- e) RTPI Services ITA Limited (Company No 5018796 registered in England) is a wholly owned subsidiary of RTPI Services Limited. This company is limited by shares and was dormant in 2018 and 2017.
- f) The National Council for Housing and Planning is a separate charity (No 252002) and company limited by guarantee (Company 496385 registered in England). The Trustees of the Institute appoint the Trustees of the National Council. The charitable company was dormant in 2018 and 2017. Following the merger of its business (previously trading under the name "ROOM") with the Institute in 2002.
- g) The RTPI Trust is a benevolent fund for the benefit of planners. The Trust was established by a Trust Deed dated 25 April 1994 and is a registered charity (No 1041078). Although a majority of its Trustees are Past Presidents of the Institute, the financial statements have not

been consolidated as the objects of the Trust are considered dissimilar and the governance independent of the Institute.

- h) Planning Aid Trust, a company limited by guarantee (Company No 4259433 registered in England) is registered as a charity (No 1092185). The financial statements of Planning Aid Trust have not been consolidated, as governance of the Trust is independent of the Institute.

#### 2. Accounting policies

##### a) Income recognition

Income is included in the Statement of Financial Activities when receipt is probable and the amount can be quantified with reasonable accuracy. Member subscriptions are recognised in the calendar year to which they relate. Amounts received in advance for future periods are deferred.

Grants are recognised in the period to which they relate as specified by the funder. Where usage is restricted, they are credited to a restricted fund. Bank deposit interest is stated on a receivable basis.

Investment income is recognised when receivable and the amount can be measured reliably which is usually on notification of the dividend payable.

Other income includes the cessation payment due from West Sussex local government pension scheme.

##### b) Expenditure recognition and allocation between activities

Liabilities are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Expenditure is recognised on an accruals basis and includes irrecoverable VAT. Charitable expenditure includes the direct costs of pursuing the objectives of the Institute together with an allocation of overheads. Governance costs include the direct costs of the Governance Office, an appropriate allocation of central overheads (where these relate to the strategic work of the Institute) and the direct costs of compliance with statutory requirements.

##### c) Regional activities

Income and expenditure related to Regional activities are included in the 2018 financial statements within the general fund and reported as such in the Statement of Financial Activities. Prior years included

Regional activities within designated funds. The regional designated funds accumulated in prior years continue to be designated for regional projects.

- d) Operating leases are charged to the Statement of Financial Activities over the period of the lease.

##### e) Taxation

The Royal Town Planning Institute is a registered charity and is therefore potentially exempt from taxation of its income and gains to the extent that they are applied for charitable purposes. No charge has arisen during the year.

##### f) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for specific purposes. Further details are given in the notes to the financial statements.

##### g) Tangible Fixed assets

All assets are capitalised where the useful life is expected to exceed 2 years and the cost is over £1,000. Depreciation is charged on a straight-line basis at a rate, which will write off the cost of the assets over their useful life. The depreciation rates charged are as follows:

Asset class	Depreciation rate
Freehold property excluding land	2%
Refurbishment of freehold property	4%
Plant and machinery	10%
Office equipment and furniture	20%
Computer equipment	33.33%

##### h) Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently re-measured at their fair value as at the Balance Sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

##### i) Debtors

Trade and other debtors are recognised at the settlement amount



# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

- due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.
- j) Cash at Bank and in hand  
Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.
- k) Creditors and provisions  
Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.
- l) Pension costs  
Details of the RTPI pension schemes are given in note 17.  
Defined Benefit Scheme – RTPI exited the West Sussex local government pension scheme on 30th September 2018.
- Defined Contribution Scheme - From 1st October 2018, RTPI there is one pension scheme for all staff.  
Pension salary sacrifice – From 1st September 2018 RTPI introduced a salary sacrifice offer for all staff in the Defined Contribution Scheme.  
Pension costs charged in the financial statements represent contributions payable by the Institute during the year
- m) Critical accounting estimates and assumptions  
Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.  
RTPI makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.
- The cessation payment due on RTPI's exit from the West Sussex local government pension scheme has been included based on the valuation provided by the Fund's actuaries. The valuation received from the fund is subject to a quality assurance review by the Institute's independent actuarial advisors. Further details of the cessation valuation are given in note 4.
- n) Financial instruments  
The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised initially at transaction value and subsequently measured at their settlement value.
- o) Preparation of the accounts on a going concern basis.  
The Trustees are satisfied that cash flow remains strong, income continues to be stable and operating costs are effectively managed. There are no immediate concerns with regard to the future of the institute for the next 12 – 18 months and on this basis, the Institute is a going concern.

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 3 Investment income

	2018 £'000	2017 £'000
Interest receivable on short term deposits	8	4
Investment income receivable	54	52
<b>Total investment income</b>	<b>62</b>	<b>56</b>

#### 4 West Sussex local government pensions schemes cessation valuation

Employer Cessation Valuation	30th Sep 2018	31st Mar 2016	31st Mar 2013
Liabilities	14,128	12,349	11,829
Asset Share	16,480	11,691	9,343
Surplus/(Deficit)	2,352	(658)	(2,486)
<b>Funding Level</b>	<b>117%</b>	<b>95%</b>	<b>79%</b>

Membership Statistics	30th Sep 2018	31st Mar 2016	31st Mar 2013
Actives	n/a	10	13
Deferred Pensioners	48	41	43
Pensioners	40	38	35
<b>Totals</b>	<b>88</b>	<b>89</b>	<b>91</b>

Financial Assumptions	30th Sep 2018	31st Mar 2016	31st Mar 2013
Discount Rate	gilts curve + 0.3%	2.2%	3.0%
Salary Increases	n/a	2.9%	3.8%
Pension Increases	inflation curve – 1%	2.1%	2.5%

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 5 Analysis of expenditure on charitable activities

##### Charitable expenditure

	People related costs £'000	Other costs £'000	Total 2018 £'000
<b>Support for members and promotion of membership of the Institute</b>			
Direct costs	1,577	1,972	3,549
Governance costs	31	30	61
Allocation of overheads	612	542	1,155
	<u>2,220</u>	<u>2,544</u>	<u>4,765</u>
<b>Promotion of spatial planning</b>			
Direct costs	858	518	1,376
Governance costs	16	15	31
Allocation of overheads	311	276	587
	<u>1,185</u>	<u>809</u>	<u>1,994</u>
<b>Planning Aid</b>			
Direct costs	112	7	119
Governance costs	2	2	4
Allocation of overheads	49	43	92
	<u>163</u>	<u>52</u>	<u>215</u>
<b>Total charitable expenditure</b>	<u><b>3,568</b></u>	<u><b>3,405</b></u>	<u><b>6,974</b></u>

People related costs include all the costs of recruitment, employment and training of members of staff employed by the Institute. The allocation here relates to people related costs of members of staff in central services.

Overheads of the central services and registered office are allocated on the basis of staff numbers who work at the registered office.



# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 5 Analysis of expenditure on charitable activities (continued)

##### Prior Year Comparatives

##### Charitable expenditure

	People related costs £'000	Other costs £'000	Total 2017 £'000
<b>Support for members and promotion of membership of the Institute</b>			
Direct costs	1,587	1,822	3,409
Governance costs	36	4	39
Allocation of overheads	705	532	1,237
	<u>2,328</u>	<u>2,357</u>	<u>4,685</u>
<b>Promotion of spatial planning</b>			
Direct costs	654	284	938
Governance costs	15	1	17
Allocation of overheads	305	230	535
	<u>974</u>	<u>516</u>	<u>1,490</u>
<b>Planning Aid</b>			
Direct costs	108	35	143
Governance costs	2	-	2
Allocation of overheads	42	32	74
	<u>152</u>	<u>67</u>	<u>219</u>
<b>Total charitable expenditure</b>	<u><b>3,454</b></u>	<u><b>2,940</b></u>	<u><b>6,394</b></u>

People related costs include all the costs of recruitment, employment and training of members of staff employed by the Institute. The allocation here relates to people related costs of members of staff in central services.

Overheads of the central services and registered office are allocated on the basis of staff numbers who work at the registered office.

Allocation of overheads under "other costs" above comprise:	2018 £'000	2017 £'000
Premises related costs	157	169
Office services	446	363
Legal and professional fees (excluding audit)	134	53
Irrecoverable VAT	124	162
Allocated overheads - total	<u>861</u>	<u>747</u>

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 6 Analysis of staff costs and the cost of key management personnel

	2018 £'000	2017 £'000
Wages and salaries (including redundancy costs)	2,663	2,490
Pension costs	332	290
Social security costs	271	255
	<u>3,266</u>	<u>3,035</u>

Wages and salary costs include termination payments of 37k payable to two individuals.

	2018	2017
Average number of staff employed	50	49
Support for members and promotion of membership of the Institute	25	22
Promotion of spatial planning	4	4
Planning Aid	1	1
Governance	<u>80</u>	<u>76</u>

The number of staff whose emoluments, including taxable benefits but excluding pension contributions, from The Royal Town Planning Institute exceeded £60,000 was:

Earnings band	Number of employees 2018	Number of employees 2017
£60,000 to £69,999	2	3
£70,000 to £79,999	2	2
£80,000 to £99,999	1	-
£100,000 to £109,999	-	-
£110,000 to £119,999	-	1
£130,000 to £139,999	<u>1</u>	<u>-</u>
	<u>6</u>	<u>6</u>

Pension contributions made during the year for these employees were £58k (2017 £46k).

The key management personnel of the parent charity and the group comprise the trustees, the Chief Executive Officer, the Director of Corporate and Commercial Services, the Director of Professional Standards, the Finance Director, the Director of Scotland & Ireland (2018 onwards) and the Director of Cymru & Northern Ireland (2018 onwards). The total employee benefits of the key management personnel were £606k (2017 £374k).

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 7 Transactions with Trustees and Connected Persons

- a) No payments are made to Trustees in respect of their time spent on trustee activities or to compensate for loss of earnings. The Trustees only receive reimbursement for expenses actually incurred in attending meetings. During the year 18 trustees were reimbursed £22k including payments to travel agents (2017 18 trustees were reimbursed £20k including payments to travel agents) in respect of expenses actually incurred.
- b) The Royal Charter and Byelaws do allow APC assessors who are Trustees to be paid for time incurred on examinations. No payment was made in 2018 (2017 none).

#### 8 Remuneration of Auditor

The audit fees for the Institute are £7k (2017 £7k) and the subsidiary company £3k (2017 £3k) totalling £10k (2017 £10k) for the group.

#### 9 Tangible fixed assets – charity and group

	41 Botolph Lane Freehold land £'000	Refurbishment & plant £'000	Office Equipment & Furniture £'000	Total £'000
<b>Cost</b>				
At 1 January 2018	300	2,351	93	2,744
Additions	-	-	32	32
Disposals	-	-	(10)	(10)
At 31 December 2018	<u>300</u>	<u>2,351</u>	<u>115</u>	<u>2,766</u>
<b>Depreciation</b>				
At 1 January 2018	-	(1,115)	(69)	(1,184)
Charge for the year	-	(61)	(14)	(75)
Disposals	-	-	10	10
At 31 December 2018	<u>-</u>	<u>(1,176)</u>	<u>(73)</u>	<u>(1,249)</u>
<b>Net book value</b>				
At 31 December 2018	<u>300</u>	<u>1,175</u>	<u>42</u>	<u>1,517</u>
At 31 December 2017	<u>300</u>	<u>1,236</u>	<u>24</u>	<u>1,560</u>

As at October 2015 the fair value of the premises at 41 Botolph Lane was £4,000k, the reinstatement value for insurance purposes was £3,154k as at March 2018.

#### 10 Investments (consolidated)

	2018 £'000	2017 £'000
Market value of listed investments at 1 January	1,833	1,680
Acquisitions at cost	11	13
Disposals/proceeds	-	-
Gains/(losses) on investments	(72)	140
Market value of investments at 31 December (consolidated accounts)	<u>1,772</u>	<u>1,883</u>
Historical cost as at 31 December	<u>1,397</u>	<u>1,363</u>

Material investments within the portfolio as at 31 December 2018 include:

CCLA COIF Charities investment fund £1,109k (63%)

Barclays Wealth Global Markets investment fund £623k (35%)

In addition to the above, the charity's balance sheet includes an investment of £1k in RTPI Services Limited (see note 15)

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 11 Debtors

	Charity		Consolidated	
	2018	2017	2018	2017
	£'000	£'000	£'000	£'000
Prepayments	104	102	104	102
Amount due from RTPI Services Limited	262	92	-	-
Other debtors	2,637	220	2,892	387
	<u>3,003</u>	<u>414</u>	<u>2,996</u>	<u>489</u>

#### 12 Creditors: amounts falling due within one year

	Charity		Consolidated	
	2018	2017	2018	2017
	£'000	£'000	£'000	£'000
Receipts in advance	1,750	1,778	1,750	1,778
Other taxes and social security costs	74	67	74	67
Other creditors and accruals	248	250	459	442
	<u>2,072</u>	<u>2,095</u>	<u>2,283</u>	<u>2,287</u>

Receipts in Advance Note:

Receipts in advance b/f comprise £1,778k, amounts recognised in the year are £1,778k.

Income deferred in the year amounts to £1,750k, with receipts in advance c/f amount of £1,750k.

#### 13 Outline summary of fund movements

	Fund balances brought forward 1 Jan 18	Income	Expenditure	Transfers	Fund balances carried forward 31 Dec 18
	£'000	£'000	£'000	£'000	£'000
<b>Designated Funds</b>					
Tangible fixed assets	1,560	-	-	(43)	1,517
Property and maintenance	239	-	-	-	239
Research	110	-	(54)	175	231
ICT development	255	-	(209)	185	231
Great North Plan	-	-	-	18	18
Education Research	-	-	-	8	8
Kaplan exit/in house Training Fund	54	-	(30)	(24)	-
Regions	283	-	-	(48)	235
	<u>2,501</u>	<u>-</u>	<u>(293)</u>	<u>271</u>	<u>2,479</u>

#### Prior Year Comparatives

	Fund balances brought forward 1 Jan 17	Income	Expenditure	Transfers	Fund balances carried forward 31 Dec 17
	£'000	£'000	£'000	£'000	£'000
<b>Designated Funds</b>					
Tangible fixed assets	1,616	-	-	(56)	1,560
Property and maintenance	239	-	-	-	239
Research	116	5	(11)	-	110
ICT development	359	-	(179)	75	255
Defined benefit pension	151	-	-	(151)	-
Kaplan exit/in house Training Fund	305	-	(251)	-	54
Regions – total	274	457	(666)	218	283
	<u>3,060</u>	<u>462</u>	<u>(1,107)</u>	<u>86</u>	<u>2,501</u>

#### Tangible fixed assets

The Trustees have decided to create a designated reserve equal to the net book value of tangible fixed assets not allocated to restricted funds or another designated fund, which represents assets in use for charitable purposes. During 2018, this fund has been reduced in line with the depreciation charge for the year to ensure the fund matches the net book value of fixed assets.



# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 13 Outline summary of fund movements *(continued)*

##### Property and maintenance

This fund has been created by the Trustees in order to fund major repairs to Botolph Lane and related plant and equipment.

##### Research

The Trustees have allocated funds for bids to be made for funding research projects along with matched funding where appropriate. During 2018, the Research team carried out a consultation across the institute with RTPI members and other key stakeholders to inform the RTPI research programme for 2019-2021. The Trustees agreed to transfer additional funding of £175k to fund the programme. £54k of research expenditure was charged to the fund during the year.

##### Information and communications technology development (ICT Development)

The Trustees have created a designated fund to enable the Institute in developing its systems capability, and to ensure that the information and communications infrastructure remain up to date and fit for purpose. A major three-year investment in IT infrastructure is underway, £209k of expenditure has been charged to the fund during 2018, and the Trustees have approved additional funding of £185k during the year. The total funds set aside to date are £650k and the cumulative investment in the CRM and website project to date is £418k. The CRM was successfully launched in February 2019. The website is scheduled to launch during the third quarter of 2019.

##### Kaplan exit/In house training fund

During 2017, the Trustees established a designated reserve of £310k to fund the costs of exiting the Kaplan contract, setting up a new in house training and conferencing function and replacing the website for the planning consultants' directory. The new products and services were successfully launched during 2018. £30k of expenditure was charged to the fund during 2018. The fund has now been closed and the underspend of £24k has been transferred to the General Fund. The total investment from the fund was £286k.

##### Regions

During 2018, the accounting arrangements with English Regions were simplified with regional activities included within the General Fund. The Trustees have agreed that any accumulated designated regional reserves as at December 2017 should continue to be held be designated as Regional Funds. During 2018 £48k of regional project costs were charged to regional reserves including regional contributions to The Great North Plan and Educational Research projects. The balance of the regional contributions to these projects have been held as separate designated funds which will be expended during 2019.

	Fund balances brought forward 1 Jan 18	Income	Expenditure	Transfers	Gains/ (losses)	Fund balances carried forward 31 Dec 18
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Restricted Funds</b>						
George Pepler International	55	-	-	-	-	55
Lichfield Memorial Lecture	21	2	(4)	-	(1)	18
Peter Suttie Award	7	-	-	-	-	7
Future Planners' Bursary Fund	43	-	(8)	-	-	35
RTPI Trust Diversity Bursary Fund	-	8	(8)	-	-	-
MHCLG Future Planners Fund 2017/18	-	115	(69)	-	-	46
MHCLG Future Planners Fund 2018/19	-	115	-	-	-	115
Scotland Government Bursary Fund	55	-	-	-	-	55
Practitioner Research Fund	147	-	-	-	-	147
Value of Planning in Wales	1	15	(15)	-	-	1
Consultation Scotland White Paper	2	-	(2)	-	-	-
Wales Training to LPA's	1	-	-	-	-	1
<b>Planning Aid</b>						
Grants and Donations	117	-	-	-	-	117
West Midlands Planning Aid	31	-	-	-	-	31
Gypsy and Traveller Training	7	-	-	-	-	7
	<u>487</u>	<u>255</u>	<u>(106)</u>	<u>-</u>	<u>(1)</u>	<u>635</u>

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 13 Outline summary of fund movements *(continued)*

##### Prior Year Comparatives

	Fund balances brought forward 1 Jan 17 £'000	Income £'000	Expenditure £'000	Transfers £'000	Gains/ (losses) £'000	Fund balances carried forward 31 Dec 17 £'000
<b>Restricted Funds</b>						
George Pepler International	55	-	-	-	-	55
Lichfield Memorial Lecture	20	2	(1)	-	-	21
Peter Suttie Award	7	-	-	-	-	7
Future Planners' Bursary Fund	19	16	(12)	20	-	43
Scotland Convention	55	-	-	-	-	55
Practitioner Research Fund	1	146	-	-	-	147
Value of Planning in Wales	-	15	(14)	-	-	1
Consultation Scotland White Paper	-	15	(13)	-	-	2
Wales Training to LPA's	-	18	(17)	-	-	1
<b>Planning Aid</b>						
Grants and Donations	117	-	-	-	-	117
West Midlands Planning Aid	31	-	-	-	-	31
Gypsy and Traveller Training	7	-	-	-	-	7
	<u>312</u>	<u>212</u>	<u>(57)</u>	<u>20</u>	<u>-</u>	<u>487</u>

The Institute has received the income shown above, which is restricted to the purposes for which it has been received.

##### The projects are:

##### George Pepler International Award

This biennial award is made to anyone their first 10 years of post-qualification planning experience who wishes to visit another country to that of their residence for a short period in order to study some particular aspect of town and country planning. The Award was established by Sir George Pepler, one of the founder members of RTPI, and offered for the first time in 1973.

##### Lichfield Memorial Lecture

In 2011, the Institute received a grant from Dalia Lichfield to fund a series of annual lectures in memorial of Professor Nathaniel Lichfield. The first lecture was held in October 2011.

##### Peter Suttie Award

This award is organised by the Scottish Young Planners' Network and supported by RTPI Scotland, Heads of Planning Scotland and the Aberdeenshire Council. It is awarded to young planners to undertake a comparative study into planning issues. It was first awarded in July 2013.

##### Future Planners Bursary Fund

A restricted fund established during 2015 with the purpose of increasing the number of students choosing to study Planning at Master's degree level. During 2018, MHCLG approved a three-year grant award to fund enhanced bursaries for a period of three years. In accordance with the funding agreement, restricted funds have been created to manage the annual awards.

##### MHCLG Future Planners Fund 2017/18

Bursary awards from this fund have been made for the 2018 academic year, the final awards will be made in the first quarter of 2019. Bursary awards from this fund are restricted to students at English Universities.

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 13 Outline summary of fund movements *(continued)*

##### **MHCLG Future Planners Fund 2018/19**

Bursary awards from this fund will be made for the 2019 academic year. Bursary awards from this fund are restricted to students at English Universities.

##### **RTPI Future Planners Bursaries (Scotland)**

A restricted fund initially established from monies received to hold a regeneration conference in Scotland, which was later cancelled. The Scottish Government have approved a funding to proposal to re-purpose this fund for bursary awards at Scottish Universities. The first awards will be made during 2019.

##### **Practitioner Research Fund**

A restricted fund set up to manage the fund established by the closure of the Town and Country Planning Summer School (TCPSS). The fund will be used to make a biennial research award. Income of £146k was received during 2017. The first award will be made during 2019.

##### **Value of Planning in Wales**

A restricted fund set up during the year for a joint research project with the Welsh government. The final expenditure from the fund was incurred during the first quarter of 2018.

##### **Consultation Scotland White Paper**

A restricted fund set up during the year for funding received from the Scottish Government to help develop thinking and effective engagement with their planning consultation paper. The fund was closed during 2018.

##### **Wales Training to LPA's**

A restricted fund set up during the year for an award from the Welsh government in relation to household projection training to LPA's. The project was completed during 2017.

##### **Planning Aid Grants and Donations**

This fund includes the balance of DCLG grants and donations for Planning Aid activities received prior April 2013. A review of the monies held in the restricted and the appropriate use of the remaining funds is ongoing.

##### **West Midlands Planning Aid Service**

Donations received in the West Midlands specifically for the furtherance of the Planning Aid programme. No expenditure was incurred in 2018; a review of the monies held in the restricted and the appropriate use of the remaining funds is ongoing.

##### **Gypsy and Traveller Training**

No expenditure was incurred in 2018, but funds are being held against future training activities in the context of current and emerging legislation.

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 14 Analysis of group net assets between funds

	General Fund £'000	Designated Funds £'000	Restricted Funds £'000	Total £'000
Tangible fixed assets	-	1,517	-	1,517
Listed investments	1,752	-	20	1,772
Current assets	7,743	962	615	9,320
Current liabilities	(2,283)	-	-	(2,283)
Net assets	<u>7,212</u>	<u>2,479</u>	<u>635</u>	<u>10,326</u>
<b>Prior Year Comparatives</b>				
	General Fund £'000	Designated Funds £'000	Restricted Funds £'000	Total £'000
Tangible fixed assets	-	1,560	-	1,560
Listed investments	1,813	-	20	1,833
Current assets	5,332	941	467	6,740
Current liabilities	(2,287)	-	-	(2,287)
Net assets	<u>4,858</u>	<u>2,501</u>	<u>487</u>	<u>7,846</u>

#### 15 Investment in subsidiary company

The Institute holds 100% of the issued share capital of RTPI Services Limited, a company registered in England, whose primary activities are to provide conferences and publications.

The registered address and place of business is: 41 Botolph Lane, London EC3R 8DL

	2018 £'000	2017 £'000
Turnover	1,292	1,321
Cost of Sales	(830)	(813)
Gross Profit	<u>462</u>	<u>508</u>
Interest received	-	-
Administration	(40)	(44)
Operating Profit	<u>422</u>	<u>464</u>
Gift Aid to parent undertaking	(422)	(464)
Profit for the year, before and after taxation	<u>-</u>	<u>-</u>
<b>Balance sheet of RTPI Services Limited as at 31 December</b>		
	2018 £'000	2017 £'000
Current Assets		
Debtors	255	167
Cash and bank balances	<u>229</u>	<u>128</u>
	484	295
Creditors (amounts falling due within one year)	(473)	(284)
	<u>11</u>	<u>11</u>
Shareholders' funds	<u>11</u>	<u>11</u>

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 16 Operating leases

Amount charged in the year			2018 £'000	2017 £'000
Leasehold property			21	21
Equipment			9	9
Total			<u>30</u>	<u>30</u>
Total Commitment	Property 2018 £'000	Equipment 2018 £'000	Property 2017 £'000	Equipment 2017 £'000
Operating leases expiring within one year	25	8	25	9
Operating leases expiring between 2 and 5 years	46	10	46	4
Operating leases > 5 years	-	-	-	-

#### 17 Pension Note

- I. During 2018, the Board of Trustees consulted with active members of the West Sussex local government pension scheme regarding the potential exit from the West Sussex Pension Scheme and moving to an equitable employer pension contribution of 12% for all staff. The consultation included both those staff who were active members of the West Sussex Local Government Pension Scheme and staff who commenced their employment prior to 31st March 2006 and who historically have received enhanced pension contributions into the Group Personal Pension Plan.
- II. RTPI exited the West Sussex local government scheme on the 30th September 2018. Staff who were previously members of the West Sussex scheme transferred to the Group Personal Pension Plan.
- III. A seven-year period of enhanced employer contributions into the Group Personal Pension was agreed for those staff exiting the West Sussex Scheme and those staff who had historically received higher employer pension contributions. Employer contributions at transfer to the Group Personal Pension scheme on 1st October 2018 are fixed at 22% and 17.7% respectively. The employer pension contributions for these staff and will be progressively reduced by 1.5% per annum to 12%.
- IV. From 1st October 2018, following the Trustees decision to exit the West Sussex Local Government Pension Fund, the Group Personal Pension Plan is the only pension scheme offered to both new and existing employees. The scheme is a Defined Contribution Scheme. Contributions are invested in personal pension plans with an insurance company. Contributions to this scheme for new staff are employee 6% and employer 12% or employee 3%, employer 6%.



# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 18 Prior year comparatives by class of fund

#### **Consolidated Statement of Financial Activities** (including consolidated income and expenditure accounts) Year ended 31 December 2017

	Notes	General Fund £'000	Designated Funds £'000	Restricted Funds £'000	Total 2017 £'000
<b>INCOME FROM</b>					
<b>Charitable activities</b>					
Membership subscriptions and fees		4,680	-	-	4,680
Grants and Sponsorship towards the promotion of spatial planning and membership		147	-	196	343
Support for members		860	462	16	1,338
Planning Aid		2	-	-	2
Investments	3	56	-	-	56
<b>Total income</b>		<b>5,745</b>	<b>462</b>	<b>212</b>	<b>6,419</b>
<b>EXPENDITURE ON:</b>					
<b>Charitable activities</b>					
Support for members and promotion of membership of the Institute		3,577	1,096	12	4,685
Promotion of spatial planning		1,434	11	45	1,490
Planning Aid		219	-	-	219
<b>Total expenditure</b>	4	<b>5,230</b>	<b>1,107</b>	<b>57</b>	<b>6,394</b>
Net income/(expenditure) before investment gains/(losses)		515	(645)	155	25
Net gains/(losses) on investment assets		139	-	-	139
Net income/(expenditure)		654	(645)	155	164
Transfers between funds	12	(106)	86	20	-
<b>Net movement in funds</b>		<b>548</b>	<b>(559)</b>	<b>175</b>	<b>164</b>
<b>Reconciliation of funds</b>					
Fund balances at 1 January		4,310	3,060	312	7,682
<b>Fund balances at 31 December</b>		<b>4,858</b>	<b>2,501</b>	<b>487</b>	<b>7,846</b>

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 18 Prior year comparatives by class of fund (continued)

##### Charity Statement of Financial Activities

(including income and expenditure accounts)

Year ended 31 December 2017

	General Fund £'000	Designated Funds £'000	Restricted Funds £'000	Total 2017 £'000
<b>INCOME FROM:</b>				
<b>Charitable activities</b>				
Membership subscriptions and fees	4,680	-	-	4,680
Grants and Sponsorship towards the promotion of spatial planning and membership	147	-	196	343
Support for members	722	462	16	1,200
Planning Aid	2	-	-	2
Investments	56	-	-	56
<b>Total income</b>	<b>5,607</b>	<b>462</b>	<b>212</b>	<b>6,281</b>
<b>EXPENDITURE</b>				
<b>Charitable activities</b>				
Support for members and promotion of membership of the Institute	3,439	1,096	12	4,547
Promotion of spatial planning	1,434	11	45	1,490
Planning Aid	219	-	-	219
<b>Total expenditure</b>	<b>5,092</b>	<b>1,107</b>	<b>57</b>	<b>6,256</b>
Net income/(expenditure) before investment gains/(losses)	515	(645)	155	25
Net gains/(losses) on investment assets	139	-	-	139
Net income/(expenditure)	654	(645)	155	164
Transfers between funds	(106)	86	20	-
<b>Net movement in funds</b>	<b>548</b>	<b>(559)</b>	<b>175</b>	<b>164</b>
<b>Reconciliation of funds</b>				
Fund balances at 1 January	4,299	3,060	312	7,671
<b>Fund balances at 31 December</b>	<b>4,847</b>	<b>2,501</b>	<b>487</b>	<b>7,835</b>

# The Royal Town Planning Institute

## Report and Accounts 2018

### Notes to the Financial Statements for the year ended 31 December 2018 *(continued)*

#### 19 Financial instruments

##### Categories of financial instruments

	Charity		Consolidated	
	2018 £'000	2017 £'000	2018 £'000	2017 £'000
Financial Assets				
Listed investments (fair value at amortised costs)	1,772	1,833	1,772	1,883
Debtors (amortised cost)	3,002	414	2,995	489
Cash and cash equivalents	6,096	6,123	6,325	6,251
	<u>10,870</u>	<u>8,370</u>	<u>11,092</u>	<u>8,573</u>
Financial liabilities (at amortised cost)	<u>322</u>	<u>317</u>	<u>533</u>	<u>509</u>

##### Market risk

Market risk arises from the Charity's listed investments. It is the risk that the fair value of investments will fluctuate because of market factors. RTPI's investment policy requires all investments to be held in pooled funds. RTPI does not rely on listed investments for income generation.

##### Credit risk

Credit risk is the risk of financial loss to the Group if a customer or counterparty to a financial instrument fails to meet its contractual obligations. The Group is mainly exposed to credit risk from credit sales. The majority of credit sales relate to attendance at events the risk is spread across a large number of customers. Customers with invoices for more than 6 months are blocked from booking on future events until any outstanding invoices have been cleared.

Credit risk also arises from cash and cash equivalents deposits with banks and financial institutions. RTPI's cash balances are held with financial institutions with a minimum Standard & Poor's credit rating of A.

##### Liquidity risk

Liquidity risk arises from the Group's management of working capital it is the risk that the Group will encounter difficulty in meeting its financial obligations. RTPI has a strong cash flow with the majority of income collected via member subscriptions in the first quarter of the year.

# The Royal Town Planning Institute

## Annual General Meeting 2019

NOTICE OF THE ANNUAL GENERAL MEETING OF THE ROYAL TOWN PLANNING INSTITUTE 2019  
ETC Venues, 8 Eastcheap, London EC3M 1AE  
13:30 hours, on Wednesday, 16th October 2019

### AGENDA

- 1 **To receive and approve the minutes of the 2018 AGM**
- 2 **To receive the Annual Report and Accounts** for the year ending 31 December 2018 and the Auditor's report
- 3 **To appoint the auditors**
- 4 **Members' subscriptions**  
The subscription rates payable by the various classes of membership are available at <https://www.rtpi.org.uk/membership/subscriptions-and-fees/2020-subscription-rates/>
- 5 **Question Time**  
After the conclusion of the business of the Annual General Meeting time will be allowed at the discretion of the President for members to raise any points and for informal discussions to take place on any matter relevant to the objects of the Institute.

### EXPLANATORY NOTES OF THE AGM AND THE INSTITUTE'S ANNUAL REPORT ARE AVAILABLE AT

<http://www.rtpi.org.uk/about-the-rtpi/governance/annual-report-and-accounts/>

If you wish to attend, please RSVP to [governance@rtpi.org.uk](mailto:governance@rtpi.org.uk).

# The Royal Town Planning Institute

## Annual General Meeting 2019

2020 Subscriptions – £6.00 increase in Chartered Rate

	% tage of chartered rate	Non UK	2019		2020	
			UK/Ire £	Non UK/Ire £	UK/Ire £	Non UK/Ire £
Chartered Fellow	100%	65%	309	201	315	205
Chartered Member	100%	65%	309	201	315	205
Legal Member	100%	65%	309	201	315	205
Legal Associate Member	50%	65%	155	101	158	103
Associate Member	50%	65%	155	101	158	103
Licentiate Member > 3 years	50%	65%	155	101	158	103
Affiliate Member	30%	65%	93	62	95	63
Student ( <i>non accredited courses</i> )	30%	65%	93	62	95	63
Licentiate Member < 3 years	20%	n/a	62	62	63	63
Retired Member	20%	n/a	62	62	63	63
Retired Lifetime Member	n/a	n/a	773	773	780	780
Students ( <i>accredited courses</i> )	n/a	n/a	Free	Free	Free	Free
Honorary Member	n/a	n/a	Free	Free	Free	Free



# The Royal Town Planning Institute

## Annual General Meeting 2019

Application form	Administration fee	Applications accepted
Fellow	£250	Quarterly
Chartered Member L-APC	£230	Quarterly
Chartered Member A-APC (2016 guidance)	£290	Quarterly
Chartered Member A-APC (2015 guidance)	£360	Anytime
Chartered Member EP-APC	£290	Quarterly
Associate	£90	Quarterly
Legal Associate	£90	Quarterly
Licentiate	£45	Weekly
Affiliate	£20	Weekly
Student	NA	Weekly
Retirement	NA	Weekly
Re-joining	Chartered, Legal Associate, Associate: £50 Affiliate, Retired: £20 Licentiate, Student: No charge	Weekly
Resignation	NA	Weekly
Reversion	£50	Weekly



**RTPI**

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