**NRP18.06.55 Appendix 3**

**Nations and Regions Panel Terms of Reference and Scheme of Delegation**

**1. Remit**

1.1The Nations and Regions Panel will act on behalf of the RTPI Board of Trustees as the Institute’s formal mechanism to enable the exchange of ideas and experience about the organisation and delivery of the RTPI Nations’ and Regions’ activities and to discuss their roles in helping to deliver the RTPI objectives.

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

**2. Composition and support**

2.1 The panel (and substitute members shall be appointed by the Board of Trustees.

2.2 Each nation and Region shall nominate a representative to the panel by the end of the preceding year.

2.3 Each Nation shall be entitled to nominate a substitute who shall be entitled to attend the panel when the panel member can not

2.4 The chair and vice chair of the panel shall be appointed by the board on the recommendation of the chair of the board in consultation with the chief executive.

2.5 Either the chair or the vice chair will be a board member.

2.6 The chair of the panel is appointed for a two-year term and can be renewed up to a maximum of 4 years

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

2.8

**3. Quorum**

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

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

**4. Conduct of Business**

4.1 The panel shall meet at least three times a year. The chair shall determine whether business should be conducted face to face, electronically or by telephone

4.2 Members can be present via electronic means with the prior approval from the chair.

4.3 Meetings of the panel shall be called by the secretariat of the panel in consultation with the chair of the panel.

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

4.5 Dates of meetings will be decided prior to 1st January of each year.

**5. Minutes**

5.1 The chair will ascertain, at the beginning of each meeting, the existence of any conflicts of interest and ensure that these are minute

5.2 Minutes of panel meetings shall be circulated promptly to all members of the panel and published online (member view only).

5.3 Items or minutes which contain commercially sensitive information, contractual issues, issues relating to employment, legal proceedings, information provided in confidence or which identify an individual shall be marked as confidential. These items shall not be published online.

5.4 Minutes and papers for the panel shall be prepared and distributed in accordance with the Institute’s service standards.

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**6. Reporting responsibilities**

6.1. The panel chair or vice chair shall report formally to the board on its proceedings after each meeting on all matters within its duties and responsibilities.

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

6.3 Panel members shall report formally to Regional Management and National Executive Boards on panel proceedings after each meeting on all matters within its duties and responsibilities.

6.4 Panel members shall seek input and advice from Regional Management and National Executive Boards as appropriate to assist panel proceedings on all matters within its duties and responsibilities.

**7.1** **For determination**

* The agreement, support or endorsement of operational decisions which seek to deliver best practice in the Nations and Regions in support of the delivery of RTPI corporate objectives.
* The establishment or disestablishment of sub-ordinate groups to assist in the delivery of the panel’s outlined remit.

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

* Any proposed changes to national or regional structures.
* Any proposed material changes to national or regional operational processes or budget processes.
* Comments on board decisions, which are likely to impact on regional or national activities.