RTPI SCOTLAND EXECUTIVE COMMITTEE

MINUTES of a meeting of the RTPI Scotland Executive Committee held on 4 December 2018 at RTPI Scotland, 18 Atholl Crescent, Edinburgh EH3 8HQ

PRESENT:

Fraser Carlin (Convenor); Alasdair Adey (SYPN); Ian Angus (Board of Trustees); Irene Beautyman (Junior Vice-Convenor); Jim Birrell (Corporate Member); Barbara Cummins (Corporate Member); Julia Frost (Senior Vice-Convenor); Patrick Hanna (Dumfries & Galloway Chapter); Graham Marchbank (Corporate Member); Lesley Martin (Corporate Member); Michelle McGuckin (Corporate Member); Jill Paterson (Corporate Member); Jane Tennant (West of Scotland Chapter); Nick Wright (Corporate Member)

In attendance:

Craig McLaren (Director of Scotland and Ireland); Robbie Calvert (Policy and Practice Officer, RTPI Scotland); Annette O'Donnell (Office Manager, RTPI Scotland); Jennie Stansfield (Communications and Events Administrator, RTPI Scotland)

Minutes:

Item		Action
1	**Introduction and Welcome** The Convenor welcomed everyone.	
2	**Apologies for absence** Pam Ewan; Michael Kordas (West of Scotland Chapter); Alexandra Lewis (Central Chapter); Albert Muckley (South East Scotland Chapter); Stuart Salter (SPCF); Stefano Smith (Immediate Past Convenor); Tammy Swift-Adams (Corporate Member);	
3	**Declarations of Interests** There were no declarations of interest.	
4	**Minute of the Previous Meeting** The minute of the meeting held on 4 September was **APPROVED.**	
5	**Matters arising not covered elsewhere on the agenda.** None	
6	**Planning Bill: Towards Stage 3** The Policy and Practice Officer referred to Stage 2, which concluded on 14 November. Stage 3 was expected to take place around March or April. Now was a good time to take stock and focus the Bill to be more supportive of performance improvement. Many elements were still unclear. The Director reported that the paper set out the key issues to take forward. The issues had been discussed at a meeting with Scottish Government that morning.	

The new Bill included 91 new duties, none of which were funded. RTPI Scotland shared with Heads of Planning Scotland (HOPS), Homes for Scotland and Scottish Government that many of the duties could be done through existing legislation. RTPI Scotland was aware that planning authorities had 23% less staff since 2011. In taking this forward it was proposed to raise it as an issue taken into Stage 3 with Parliamentary Committee Clerks, MSPs and Derek Mackay, Finance Secretary.

The key issues on Stage 3 were discussed.

Strategic Planning

- RTPI Scotland has had a strong line all the way through.
- Designed as a means to allow strategic planning to be looked at.
- Tried to push as an amendment to MSPs but not managed to get it tabled.
- A sense that opposition MSPs are looking at viable options to do that.
- Scottish Government needed to have a statutory duty on it.

The Director suggested to continue line RTPI Scotland had all along and was keen to push that forward. The Committee AGREED.

Purpose of Planning

- RTPI Scotland had been influential with terms of wording.

The Committee AGREED the maintain its approach to this.

Infrastructure Levy and Land Value Capture

- Growing interest in land value capture
- Land value uplift was an interesting concept
- HOPS view was supporting it in principle but it was premature
- Unlikely to get support across all parties.
- There was cross party support for it in principle.

The Committee AGREED the recommendation to continue with the RTPI Scotland existing lines on the issues.

The Director and Policy and Practice Officer will be meeting the Scottish Land Commission in January.

Performance

- Provision in original Bill to include a Planning Performance Coordinator has been voted out
- Could be useful if pitched in a particular way
- Could be established without legislation
- Suggested a discussion about how to take it forward

It will be discussed at a meeting of the High Level Group on 11 December attended by the Director.

	The Committee AGREED the two recommendations. **Chief Planning Officer** • There was provision for Chief Planning Officers in the Bill The Committee AGREED that RTPI Scotland concentrate on engaging with Scottish Government to influence the guidance that they will produce on this. Scottish Government asked if RTPI Scotland could assist with: • Culturally Significant Zones – exclusive and could not build new housing around cultural venues • Greenbelt / Brownfield – worried about how it will work. • The Committee AGREED for RTPI Scotland to take these forward. **Action: The Director and Policy and Practice Officer will initiate discussions with politicians** Jim Birrell, on behalf of HOPS, and others said that the joint working with RTPI Scotland had been very successful and he thanked RTPI. The Convenor said that communication with other bodies would be important for RTPI Scotland to influence the Bill as it moved to stage 3.	**CMcL** **RC**
7	**Implementing the new Scheme of Delegation** The Director talked the Committee through the paper. The new scheme of delegation was agreed by the Board of Trustees on 19 September. The SEC had a membership of over 25, which will reduce to 16 in accordance with good governance principles. Chapter representatives will continue to attend the SEC but will have no voting rights. The Committee accepted the recommendation that the Senior Vice Convenor and the Convenor remain as General Assembly representatives for RTPI Scotland. It was proposed that the Junior Vice Convenor should be the representative on the Nations and Regions panel. Proposal formally adopted by the Committee. The Director will be involved in discussions looking at the different methods used to elect people to sit on committees. This will ensure that there is consistency throughout the Institute. It was AGREED that it might be useful to have an annual members' meeting, moving away from the Convenor's reception. The Director was looking at options and budget. The Committee **AGREED** the proposals set out in the paper.	
8	**Chief Executive's Report** The Director reported that there was a change to how the report worked now and that there was no hard copy. The key things to report were: • Communications and Marketing	

	The Awards for Planning Excellence had been launched and the Director encouraged the Committee to put forward projects. The Young Planners' Conference had sold out within 6 weeks of tickets going on sale. Around 15 young planners from Scotland attended. The Chief Executive had been on Radio 4, the Head of Policy & Research had an interview on BBC Breakfast Television, and both the Director Scotland and Ireland and the Director Wales had been on Radio. The Chief Executive was keen to do this. • Policy Practice and Research The Board of Trustees had agreed the Research Strategy. RTPI Scotland had helped shape the strategy. Robbie Calvert has been doing research on Chief Planning Officers. As a result he was trying to marry up Chief Planning Officers with Young Planners to shadow them for a day. • Membership APC Assessments In 2018, 334 new Chartered Members had joined through the APC. Membership was steady. • World Town Planning Day The RTPI celebrated with several events, including a presidential visit to Singapore where the President met with members of the Singapore Institute of Planners.	
9	**Operational Plan 2018** The Operational Plan was a standing item on the agenda. The Director reported on a roundup of the year. The three areas where progress had not been made were highlighted and all were medium priorities. All the high priorities had been achieved. The Committee noted the report.	
10	**Membership Growth** The Director tabled a paper and talked the Committee through the statistics. The drop in corporate membership might link to the reduction in local authority members. The number of private consultants' members had increased. The Institute was looking at how it could quantify the number of planners in the UK and Ireland. Part of the research will be to look at the number of planners we will need in the future. The Director asked that the Committee prioritise membership growth in 2019. It was suggested to broaden the title of the item to include Trends.	
11	**RTPI Scotland Annual Review 2018** The Director talked the Committee through the report and referred to the important figures in it. It was a useful tool to reflect on as a Committee and a useful summary of the year.	
12	**Chapter Updates** The following Chapter reports were noted. **West of Scotland Chapter** – The Chapter held two events in November. The first, in association with Policy Scotland, focussed on Urban Resilience and Inclusive Growth. It attracted a good attendance of planners, housing specialists, other urbanists and students. The Annual Quiz held on 28 November	

	was a successful evening. The budget the Chapter received has proved crucial for them being able to run a busy programme of events, particularly considering the prices for hiring suitable space in Central Glasgow. A tenuous draft programme of events for 2019 has been produced. **Dumfries and Galloway Chapter** – The archaeologist who discovered the Viking Hoards conducted a successful visit to the Galloway site. The event was well attended and included seven non-planners. The Director reported that publicising Chapter events had moved to the Monthly Bulletin and that would continue. One Chapter had an issue with their members not opening the Bulletin. The Communications and Events Administrator will keep an eye on it and ensure that people are aware of Chapter events and test the format of it. The Administrator worked 14 hours a week and it would be a physical impossibility to get a bulletin out for individual Chapters. It might be possible to fit in a Chapter Bulletin between the Monthly Bulletin. The events online booking system provided more information. **Action: Chapters to let the Communications and Events Administrator know if there is slow take up for an event and she will promote it again.** The Chapters were a core part of the work that RTPI Scotland does. Work on producing new Chapter Guidelines will be included as part of Scheme of Delegation.	**Chapters**
13	**Scottish Young Planners' Network** The Chair of the SYPN provided an update. The last couple of months had been busy with CPD events, networking events and Planning School presentations promoting RTPI membership. Students were encouraged to sign up for the SYPN Newsletter. The annual APC events had taken place in Aberdeen, Edinburgh and Glasgow with support from London. The Steering Group was working on the Annual Conference, which will be held in March 2019 in Dundee. The Group was keen to support work going on in Dundee and was looking at the Apex Hotel as a venue. The draft programme might include a "walkabout" and the steering group would appreciate any suggestions/feedback. There was strong support from the Minister for the event. The Steering Group was putting together a bid for the 2020 Young Planners' UK Conference for submission in January. The bid will include more detail about sponsorship than the previous bid for the 2019 conference. The RTPI Events Business Manager has been very supportive.	
14	**Events, CPD and Skills** The Director reported that the Annual Conference went very well. Looking to the 2019 Conference the theme will be "Collaborative Planning". Currently no speaker had been approached for the Geddes Lecture. The Director invited the Committee to let the Convenor know if they had any ideas for a speaker. The Partners in Planning (formerly known as Scottish Planning Skills Forum) web portal launched on 6 September.	

	Action: Committee to let the Communications and Events Administrator have events and good practice material for the platform. The Scottish Planner themes for 2019: March – 50 years of the Skeffington Report June – Health (public health issues) September – Planner of the Future December – Transport The Committee noted the report.	**All**
15	**Policy and Parliamentary Engagement Update** RTPI Scotland had submitted various consultation responses since the last meeting. The Director and the Policy and Practice Officer invited for discussion how to engage the Committee in consultation responses. RTPI Scotland was looking for opinions from the Committee on the Cross Party Group on Architecture and the Built Environment Draft Statement of Intent. The Convenor will attend the meeting of the Cross Party Group on 6 December. The Committee noted the report.	
16	**Public Affairs** The Committee noted the report.	
17	**Calendar for 2019** The Director referred to the Calendar 2019 and dates for noting.	
18	**Any other business** The Convenor thanked everyone for the very good level of discussion and the positive, constructive discussion at SEC meetings throughout the year. He wished the incoming Convenor good luck for next year. The Committee thanked the Convenor.	
19	**Date of Next Meeting** Tuesday 19 February 2019	