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Date	Wednesday, 6th February 2019

RTPI
Royal Town Planning Institute

Board of Trustees

Partnership and Accreditation Panel – changes to terms of reference

Head of Careers, Education & Professional Development

FOR INFORMATION

To note the changes to the Partnership and Accreditation Panel (PAP) Terms of Reference, agreed under delegated powers by the Education & Lifelong Committee in October 2018, in the Appendix.

1. Introduction

A small series of clarifications to the PAP Terms of Reference (adopted 2016) bring the terms into alignment with established practice and improve our processes.

2. Changes approved by ELLC

2.1. Retired members

It was noted that members of the PAP are not engaged by the Institute to give planning advice to Partnership Boards, but rather to ensure that the planning education conforms to the Institute's Learning Outcomes and Effective Planning School criteria. In line with advice from the then Governance Manager on volunteering in a non-planning capacity, it was therefore agreed:

1. That the PAP Terms of Reference section 1.2 be edited to state that 'Members of PAP must be Chartered members, Fellows or retired Members of the Institute'.
2. That only one retired member at a time can serve as an RTPI-appointed volunteer on a Partnership or Accreditation Board, and that section 1.4.1 be amended to reflect this.
3. That the university-appointed practitioner members of Partnership Boards must hold Chartered Membership, and this should be checked as part of the approval process, and that the RTPI's *Partnership Board Guide for Participants* be amended to reflect this.

2.2. Observer 'shadow' members of Partnership Boards

To help avoid continuity issues on Partnership Boards, it was proposed that the terms be amended to allow for temporary 'shadow' members to hold observer status on the PAP one year before officially taking office on a Partnership Board. This approach is being piloted at two Planning Schools in 2018-19. It was therefore agreed:

1. That section 1.2 of the Terms of Reference be amended to state that PAP appointments are 'Dialogue Members, Chairs or Vice Chairs of Accreditation Boards and Partnership Boards, and temporary shadow positions where required.'

2.3. Appointment to the Panel

It was proposed that a 'pool' of volunteers, appointed to the Panel first before being assigned a specific Board role, would allow new volunteers to attend the annual PAP meeting and receive training in advance. It was therefore agreed:

1. That section 1.4 of the Terms of Reference be amended to state that 'Volunteers are recruited to PAP and then assigned a role for the accreditation of planning programmes, namely Dialogue Members, Chairs and Vice Chairs of Accreditation and Partnership Boards, or as temporary shadow members as required'.

2.4. Terms of office

The Committee acknowledged rare situations that may need an extension to roles and a need to clarify the start and end points and number of roles per volunteer. It was therefore agreed:

1. That section 1.4.1 terms of office be edited to clarify that volunteers serve for a three-year term, renewable by a further three years, 'up to a maximum of six years on the same Board. This can only be extended in exceptional circumstances, on the recommendation of RTPI staff'.
2. That section 1.4.1 include an addendum, stating that 'Terms of office will usually begin and end at the close of the annual PAP meeting'.
3. That the same section include a further addendum, clarifying that volunteers should, as far as possible, undertake a maximum of two appointments.

3. Resource implications

This changes will be managed as part of the core accreditation service provided by RTPI staff regarding volunteer recruitment, training and administration.

4. Communications implications

The changes will be reflected in the job descriptions for the roles in future recruitment campaigns.

5. Legal implications

The Chief Executive has delegated authority to amend the Terms of Reference and Scheme of Delegation for the ELLC and the PAP should any changes to the RTPI Regulations or Byelaws result in an inconsistency.

6. Jurisdiction and devolution implications

The amended Terms of Reference apply in all jurisdictions and the devolved nations.

7. Equality and diversity implications

New volunteers help to increase the diversity of the PAP.

Appendix – Partnership & Accreditation Panel Terms of Reference

1.1 Name of group

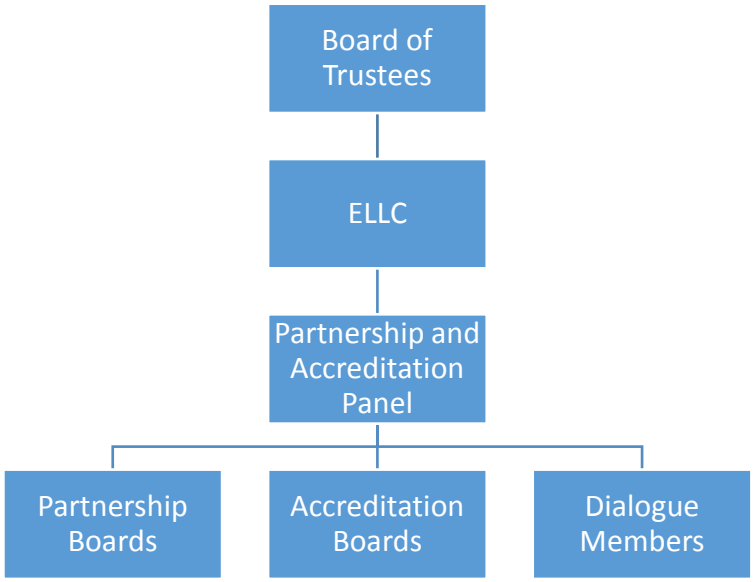
The Partnership & Accreditation Panel (PAP) of the Royal Town Planning Institute (RTPI).

1.2 Membership

The membership of the PAP shall consist of RTPI appointments in the accreditation process of planning programmes at Universities and other Higher Education institutions in the United Kingdom, the Republic of Ireland and elsewhere overseas.

These appointments are Dialogue Members, Chairs or Vice-Chairs of Accreditation Boards and Partnership Boards, and temporary shadow positions where required.

Members of PAP must be Chartered members, Fellows or Retired members of the Institute. All members will have knowledge of relevant RTPI policies and of Higher Education practice. The membership of PAP excludes those who act as Secretariat for the Boards, who are RTPI members of staff.



1.3 Function

The function of PAP members shall be:

- To provide RTPI accreditation for programmes in planning provided by Higher Education institutions in the UK, the Republic of Ireland and elsewhere overseas whose graduates meet the Learning Outcomes specified by the RTPI and whose Planning Schools meet the RTPI's Effective Planning School criteria;
- To ensure that the quality of provision of accredited programmes is maintained at the required standard; and
- To support the development of Planning Schools.

At their annual meeting, the members of the PAP shall:

- receive reports relevant to planning education, and training and development relevant to their roles;
- discuss good practice in provision of planning education and in the functioning of Accreditation and Partnership Boards; and
- receive and discuss other relevant information.

They shall make recommendations to the RTPI's Education and Lifelong Learning Committee (ELLC) on topics for discussion by the following year's Partnership Boards.

The PAP membership represents the RTPI in the accreditation process and on Partnership Boards. In carrying out their duties members will act at all times in accordance with the Institute's education policy as expressed in the most recent versions of relevant RTPI documents, chiefly the *Policy Statement on Initial Planning Education*, the *Guide to RTPI Accreditation* and *Partnership Board Guide for Participants*.

1.4 Appointment to the Panel

Volunteers are appointed to the PAP and then assigned a role for the accreditation of planning programmes - namely Dialogue Members, Chairs or Vice-Chairs of Accreditation Boards and Partnership Boards, or as temporary shadow members where required.

Appointments to the PAP and these roles will be made by the Chair and Vice-Chair of the PAP in accordance with the delegated authority from the ELLC set out in 1.11 of this terms of reference, on recommendation from RTPI staff.

1.4.1 Terms of office

The appointment of Chairs and Vice-Chairs of Partnership Boards, and Dialogue Members, is normally for three years in the first instance, renewable for a further three years subject to the approval of the Chair and Vice-Chair of PAP on advice from RTPI staff, up to a maximum of six years on the same board. This can only be extended in exceptional circumstances, on the recommendation of RTPI staff.

The Dialogue Member may continue as Chair of a Partnership Board (where a Planning School that has been in dialogue with RTPI receives accreditation) if the 3 + 3 term has not been exceeded.

The Accreditation Board Chair must also comply with the RTPI good governance guidelines of 3+3 years, but the majority of Accreditation Board Chairs will be in position for less than one year.

Terms of office will usually begin and end at the close of the annual PAP meeting. Only one Retired member can service on a Partnership or Accreditation Board at one time. As far as possible and practicable, volunteers should hold a maximum of two appointments on the PAP at one time.

1.4.2 Selection process

The appointment of members of the PAP to specific roles shall be in accordance with the specification in the most recent versions of relevant RTPI documents, chiefly the *Policy Statement on Initial Planning Education*, the *Guide to RTPI Accreditation* and *Partnership Boards Guide for Participants*. Roles are allocated through consideration of:

- members who have indicated they can work in the region/country,
- experience of previous PAP roles or other higher education/chairing experience as well as where possible, balancing between planning academics and planning practitioners,
- the capacity of the PAP member to undertake more than one role and
- to reflect the demographic composition of the membership of the RTPI as a whole.

1.5 Appointment of Chair and Vice-Chair of the Panel

1.5.1 Selection process

The roles of Chair and Vice-Chair will be advertised to all current members of the PAP. There will be a clear role description and person specification for the role which is agreed by the ELLC. Applications will be invited from any member of the PAP who has at least three years' membership of the PAP. The decision on the appointment of the Chair and Vice Chair will be made by the Nominations Sub-committee based on the person and role description agreed by the ELLC.

1.5.2 Term of office

The Chair and Vice-Chair will serve for an initial term of two years, renewable in exceptional circumstances for a second term subject to recommendation by ELLC and the approval of the Nominations Sub-Committee. Once the Chair has completed their term of two years, the Vice-Chair will begin their term as Chair. The Chair and Vice-Chair will have extensive knowledge of planning education and experience in the accreditation of planning education, and will normally have served on a Partnership Board for at least three years; where possible the Chair will have a background principally as a planning practitioner and Vice-Chair shall have a background principally as a planning academic, or vice-versa.

1.5.3 Responsibilities

The Chair of the PAP, in consultation with the Vice-Chair, is to approve or reject recommendations made by RTPI staff – the Director of Professional Standards & Development, the Head of Careers, Education & Professional Development, and the members of the Careers, Education & Professional Development Team – for the above-mentioned RTPI appointments in the accreditation of planning programmes and on Accreditation Boards and Partnership Boards.

The Chair, in consultation with the Vice-Chair of the PAP, approves the agenda for the PAP annual meeting and chairs the business of the annual meeting.

The Chair is to make a report to the annual meeting, including a statement as to whether all planning schools continue to be effective. The Chair of the PAP is an **ex-officio member** of the Education and Lifelong Learning Committee (ELLC) and is to ensure that an annual report is provided to the ELLC.

Where the Chair is unable - because of ill health or other engagements or other appropriate reason – to carry out these functions, the Vice-Chair is to carry them out. Further information is available in the role descriptions and person specifications for the Chair and Vice-Chair of the PAP.

1.6 Conduct of business

The business of the PAP annual meeting is to be conducted with the use of an agenda agreed prior to the meeting, with papers and reports to be considered at the meeting to be made available beforehand, where possible. Any decisions made by the annual meeting are to be made on the basis of a simple majority of those present, provided the meeting is quorate. Where an equal number of those attending agree and disagree with the matter to be decided, the Chair, or in their absence the Vice-Chair, shall have the casting vote.

1.7 Attendance at the annual meeting

All members on the PAP are expected to attend the annual meeting and its training. The Chair (or representative) of the Planning Schools Forum will be invited to attend the PAP annual meeting, but is not permitted to take part in any voting or decision-making unless also a member of the PAP by virtue of serving on an Accreditation Board or Partnership Board or as a Dialogue Member.

1.8 Frequency of meetings and quorum

The PAP shall meet once a year, at a day-long meeting normally held in central London. If a decision is to be taken at the meeting, the quorum shall be at least half of those eligible to attend.

1.9 Record of meetings

A member of RTPI staff shall keep a record of the meeting and any decisions made, and shall produce a minute of the meeting within two weeks of the annual meeting.

1.10 Reporting mechanism

There shall be an annual report from the Chair of the PAP to the Education and Lifelong Learning Committee of the RTPI.

1.11 Delegated authority

The members of the PAP are to carry out the role or roles in the accreditation of planning programmes to which they have been appointed by the RTPI at Universities and other Higher Education institutions in the United Kingdom, the Republic of Ireland and overseas, in accordance with the most recent versions of relevant RTPI documents, chiefly the *Policy Statement on Initial Planning Education*, the *Guide to RTPI Accreditation* and *Partnership Boards Guide for Participants*.

1.11.1 For consideration by the Partnership & Accreditation Panel and recommendation back to the Education & Lifelong Learning Committee for decision

- Consideration of RTPI's Initial Planning Education policy and guidance on its accreditation and partnership processes.

1.11.2 Decisions delegated to the Chair and Vice-Chair of the Partnership & Accreditation Panel by the Education & Lifelong Learning Committee

- Appointment of Accreditation and Partnership Boards and 'Dialogue Members'.

1.11.3 Decisions delegated to Accreditation Boards and Partnership Boards by the Education & Lifelong Learning Committee

- Accreditation of universities as RTPI 'Planning Schools'.
- Accreditation of programmes, qualifications and courses on planning.

1.11.4 For consideration by Accreditation Boards and Partnership Boards and recommendation back to the Education & Lifelong Learning Committee for decision, via the Partnership & Accreditation Panel

- Consideration of the effectiveness of Planning Schools.

1.12 Expenses

Members will be reimbursed travel, accommodation and subsistence expenses incurred on PAP business in accordance with the Institute's policy on expenses.

1.13 Secretary

The Secretary of the PAP shall be the RTPI's Higher Education Officer or other member of the Careers, Education & Professional Development team, as appointed by the Director of Professional Standards & Development.