RTPI
Royal Town Planning Institute

Board of Trustees (BOT) Minutes, 28th November 2018

11:00, 41 Botolph Lane, London EC3R 8DL

Present: Graham Stallwood (GS), Chair; Ian Angus (IA), Vice Chair; John Acres (JAc), President; Ian Tant (IT), Vice President; Andrew Taylor (AT), Honorary Treasurer; Steven Wilkinson (SW), Immediate Past President; Sue Bridge (SBr); Tony Crook (TC); Colin Haylock (CH); Lucy Seymour-Bowdery (LSB); David Stovell (DS); Ian Tant (IT); John Powell (JP); Bernadette Hillman (BH); Janet Askew (JAs), *attended through Skype Call*; Tom Venables (TV), *joined the meeting from 11:25*

In Attendance: Victoria Hills (VH), Chief Executive; Jacqueline Rees (JR), Finance Director; Richard Patrick (RP), Director of Commercial and Corporate Services; Roisin Willmott (RW), Director of RTPI Cymru and RTPI Northern Ireland; Craig McLaren (CMcL), Director of Scotland and Ireland; Sukhpreet Bhatia (SBh), Governance Manager; Aude Bicquelet (AB) (*Item 24*); Andrew Close (AC) (*Item 19 and 31*)

Apologies: John Fenna (JF)

Absent: Peter Geraghty (PG)

Summary of main actions from this meeting (Agenda Item 1-20):

- JP to update the RTPI's record by completing a new declaration of interest form. **(Action: JP)**
- To amend the action log as advised by the Board. **(Action: SBh)**
- To include an update on 'Employee Wellbeing and mental Health' in future Health and Safety Reports. **(Action: RP)**
- To consider and accept Board's recommendations around Appendix 3 of the Risk Register. **(Action: SET)**
- To reduce the 'Governance risk probability ratio' to 2 (two). **(Action – JR)**
- To amend the document to correct a few typographical errors. (**Action: SBh**)
- To remove clause 2.6 and 2.8 from the RAC Scheme of Delegation and Terms of Reference. **(Action – CMcL)**
- To amend clause 2.3 of the RMB Scheme of Delegation and Terms of Reference as advised by the Board. **(Action – CMcL)**
- To inform the Chair; Vice Chair and concerned Leads of various Committees/Panels about new appointments and/or regularisation of existing appointments. **(Action: SBh)**
- Decisions relating to composition, membership of 'Academy of Social Sciences Working Group' to be included in the scope of NsC. **(Action: SBh)**
- To inform THPF about the re-appointment of AT as RTPI's representative to TNPF's Board. **(Action: SBh)**
- To evaluate the records for GA members who didn't attend three consecutive meetings on the basis of the insights shared by the Board. **(Action: RP/SBh)**
- After thorough evaluations, to perform GA members removal process. **(Action: RP/SBh)**
- Board decided to include Ethnicity characteristic to the diversity agenda in the Election Process. **(Action: RP/SBh)**
- The Board suggested to do media training to prepare the Board for Presidential Video and to get the video professionally outsourced. **(Action: RP/SBh)**
- To send a thank you email to NAPE Chair. **(Action: JAc)**
- To update Terms of Reference of the Partnership and Accreditation Panel. **(Action: TC and SBh)**
- To update the website content regarding appointment to RTPI's International Committee. **(Action: RP and SBh)**

S. No.	Agenda Item	Action
1.	**Welcome and apologies** The Chair welcomed everyone to the Board Meeting and SBh to her first meeting of the BOT's at the RTPI. The Board noted the apologies received from JF	
2.	**Declarations of Interests** LSB declared that she was a member of the West Sussex Local Government Pension Scheme. JP declared he's recently been appointed as an Independent member of the Institution of Civil Engineers (ICE) Audit Committee. As AT is the current Chair of Management Committee of The National Planning Forum (NPF), he will absent himself for an item where the Board will decide to nominate a Board Member to represent RTPI at NPF. **Action:** JP to update the RTPI's record by completing a new declaration of interest form.	**JP**
3.	**Minutes of the meeting held on 19th September 2018** Minutes of the previous Board Meeting were approved as an accurate record of the meeting. The Board noted the action log and advised to amend the document by pushing the outstanding actions at the top and removing the ones which have been completed. **Action:** To amend the action log as advised by the Board.	**SBh**
4.	**Matters arising not on the agenda** There were no matters arising.	
Standing Items:		
5.	**Health and Safety Report** The Board noted the contents of the Health and Safety Report and commended RP and team for their work. The Board was apprised, the Health and Safety Audit and Fire Risk Assessment conducted in April 2018 highlighted 68 risks out of which 19 were high risks. These risks were rectified within the timescales with only 1 low level risk outstanding till date.	

	The Board suggested to include an update on 'Employee Wellbeing and Mental Health' in future reports. **Action:** To include an update on 'Employee Wellbeing and mental Health' in future Health and Safety Reports.	**RP**
6.	**Risk Register** The Board was informed, Audit and Risk Committee have discussed and analysed the risk register in detail, and the Board shall only focus on the high level key strategic risks (highlighted in red in risk register). As for 2019, there are plans to involve Heads of Services (HOSs) in the service plans in scrutinising and mitigating risks. The Board reviewed and discussed the probability of occurrence and impact of the high level risks. Evaluating the fact that elections run smoothly; gender diversity have improved as compared to last year and there are actions in place to achieve effective governance, the Board advised to reduce the 'Governance risk probability ratio' to 2 (two). **TM joined the meeting, 11:25** Point 1, 12, 13 and 14 of Appendix 3 – Key Performance Indicators were discussed elaborately. **Decisions:** The Board shall only focus on the high level risks highlighted in red in the risk register. With regards to the Key Performance Indicators, the following recommendations were proposed for the SET to consider and accept as appropriate: • RTPI's volunteering strategy should work around engagement with Volunteers, so that it is at par with Planning Aid England and/or Planning Aid Scotland • Word 'Planning Aid' shall be removed from KPI14 • KPI12 could be modified as 'Planning Aid England – Number of Cases and Website Advice Page Hits'; accordingly KPI13 could be mentioned as 'Volunteers and Activities' • As per KPI1 'Influencer and Stakeholder Perception Survey Outputs', stakeholders will be contacted as part of the corporate strategy review, this could be closely monitored to measure engagement and reach. **Action:** The following actions were agreed: • To consider and accept Board's recommendations around Appendix 3 of the Risk Register. • To reduce the 'Governance risk probability ratio' to 2 (two).	**SET** **JR**
Items for Decision:		
7.	**Scheme of delegation for English Regions** The Board discussed Scheme of Delegation Report shared by the Head of English Regions. In September 2018, the Board had adopted a scheme of delegation for the	

	Executive Committees of the four RTPI Nations – RTPI Cymru, RTPI Ireland, RTPI Northern Ireland and RTPI Scotland. Subsequently the work has been undertaken and Scheme of Delegation for the Regional Management Boards (RMBs) and for Regional Activity Committees (RACs) is proposed herewith for Board's decision. **Decision**: The following decisions were agreed: • The Board advised to correct a few minor typographical errors to the document. • The Board agreed that the six year rule was necessary for RMBs and but not so for RACs. It agreed to remove clauses 2.6 and 2.8 from the RAC Scheme of Delegation and Terms of Reference; to amend first two lines of last paragraph of clause 2.3 of RMB Scheme of Delegation and Terms of Reference to read as: *Additionally Regions may choose to appoint:* *Junior Vice Chair (may be working towards Chartership but cannot progress to SVC until Chartered)* **Action**: The following actions were agreed: • To amend the document to correct a few typographical errors. • To remove clause 2.6 and 2.8 from the RAC Scheme of Delegation and Terms of Reference. • To amend clause 2.3 of RMB Scheme of Delegation and Terms of Reference as advised by the Board.	**SBh** **SBh** **SBh**
8.	**2019 Committee Chair/Vice Chair Appointments; Incoming and outgoing Trustees** The Board was reminded of the rules, practices and the processes used when recommending to the Board to appoint Chair, Vice Chair and members of RTPI's standing and various other Committees and Panels. The Chair presented 'Board of Trustees Committee Appointments 2019' paper and requested the Board to approve appointments for Chair and Vice Chair for various Committees and Panels for 2019. The Chair further informed about an inadvertent error in his report: Item 8 Committee Chairs 2019 BOT18.NOV.08; page number 3; Nominations Sub-Committee; 2nd paragraph; should say "Lucy Seymour-Bowdery MRTPI to remain as Vice Chair. Bernadette Hillman LARTPI and Andrew Taylor FRTPI to remain as members of the sub-committee." Rest of the paper remains the same. The Chair explained the Board on an important update not included in his paper. TC Chairs 'Academy of Social Sciences Working Group' and it is proposed that TC continues to be the Chair of that working group. For future appointments, the Board shall leave this decision with the Nominations Sub-Committee (NsC) to look at the composition/membership of that group and make sure that it meets the governance aspects including diversity and succession planning. **AT left the meeting room for the prior to subsequent discussion, 11:45** The Board discussed to appoint a representative from RTPI to The National Planning Forum's (NPF) Board. Currently, AT is the nominee, the Chair suggested to re-	

appoint him as RTPI's representative to be selected on TNPF's Board. This matter is reserved for the NsC to decide, but due to urgency of matter this decision cannot wait for next NsC. The Board unanimously agreed to appoint AT to represent RTPI to TNPF Board.

AT joined the meeting after the above decision, 11:48

The Board shared their concerns regarding TNPF's nominations process and asked AT to advise them to adopt better nominations process which gives ample time to the Representing Organisations' Board to decide on nominations.

Decisions: The following decisions were agreed by the Board of Trustees:

- JAc; CH; Dr Wei Yang (WY) to leave the Board and/or their current position at the end of 2019.
- TC; GS; CS; IT to leave the Board and/or their current position at the end of 2020.
- SBr to become the Vice Chair.
- Stefano Smith (SS) to become the Chair and David Edmondson (DE) to remain as Vice Chair of ELLC.
- Meeta Kaur (MK) to become the Chair and James Carpenter as Vice Chair of the MEC.
- TV to become the Chair and Lindsey Richards (LR) as the Vice Chair of the PPRC.
- JA to remain the Chair and Dr Wei Yang as the Vice Chair of the International Committee.
- Bob Chilton to remain as the Chair and JP to become the VC of the AC.
- SBr to become the Chair; Lucy Seymour-Bowdery remain the Vice Chair; BH remain as member and TC to join as a member of NsC.
- Nicki Alvey to become the Chair; AT as the Vice Chair and JF as the Trustee member of the MPSsC.
- Corrine Swain to remain Chair and Rob Krzyszowski as Vice Chair of the EPP.
- Sue Manns to become Chair and DS to continue as Vice Chair of the NEPP
- Lucy Seymour-Bowdery to remain as the Chair in her role as the Trustee for Young Planners
- Sue Manns to become the 'Board of Trustees Diversity and Inclusivity Champion' during her tenure as RTPI's Vice President in 2019 and President in 2020.
- Decisions relating to composition, membership of 'Academy of Social Sciences Working Group' to be included in the scope of NsC.
- The Board appointed AT as RTPI Representative to THPF's Board.

Actions: The following actions were agreed:

- To inform the Chair; Vice Chair and concerned Leads of various Committees/Panels about new appointments and/or regularisation of existing appointments. **SBh**
- Decisions relating to composition, membership of 'Academy of Social Sciences Working Group' to be included in the scope of NsC. **SBh**
- To inform THPF about re-appointment of AT as RTPI's representative to TNPF's Board. **SBh**
- To inform Charity Commission about the incoming and outgoing Trustees. **SBh**

	The Chair thanked those leaving the Board or their existing roles for their commendable efforts in supporting and effectively performing their respective roles at the RTPI.	
Items for Discussions:		
9.	**Attendance Report (BOT/GA/Standing and other Committees and Panels)** The Board was reminded of provisions mentioned in the RTPI's governing document, which suggest, if a GA member misses three consecutive meetings, the Board may resolve to remove them. With regards to the Board, a Trustee cannot miss four consecutive meetings without the Chair's approval. Committee attendance is not specified in the Byelaws/Regulations, however, the tenure of Committee/Panel appointments is only for one year. Previous attendance to the Committee/Panel meetings is considered when applications to the Committee membership are reviewed. The Board recognised the good attendance of ELLC. The Board observed that the attendance records indicate July is particularly difficult for most people to attend the meetings. **Decisions:** After thorough discussions, the Board decided on following: • The Board resolved that, GA members who didn't attend 3 consecutive GA meetings in 2018, and if they'll not stand down automatically due to completion of their tenure, shall be eligible for removal from their appointments as GA member. • Before taking any action around removals, a gentle reminder to GA members explaining their duties shall be sent through JAc's email address. This will give them an opportunity to explain their situation and verify discrepancies in our records (if any). GA members' records related to apologies received should be verified to evaluate the reasons for non-attendance. **Actions:** The following actions were agreed: • To evaluate the records for GA members who didn't attend three consecutive meetings (including over consecutive years) on the basis of the insights shared by the Board. • After thorough evaluations, to perform GA members removal process.	**RP/SBh** **RP/SBh**
10.	**Review of 2018 elections** The Board was informed about smooth delivery and key learnings from the 2018 elections. The Board acknowledged that Mi-Voice were performing really well in supporting the RTPI's election process. The Board recognised the fact that making phone calls to successful and unsuccessful candidates was an important task in valuing member's engagement; and thanked VH and RP for calling each RTPI member who participated in elections. JAc shared his disappointment, that after trying a lot of different means to increase the volume of voting, the voting for both the GA and the Vice President have been	

	low. After elaborate discussions, JAc and SBr agreed to discuss and brainstorm separately, on finding ways to promote this. **Actions:** The following actions were agreed: • The Board suggested candidates undertake media training to prepare them for their Presidential Video and to get the video professionally outsourced.	**RP/SBh**
Items for Noting:		
11.	**Corporate Strategy – Next steps** The Board was informed, the SET in its Away Day in September 2018 proposed to disassemble the existing objectives to reduce it to three. The three objectives proposed by the SET are now recommended for Board's observation and comments. A few typographical errors highlighted by the Board were noted. **Decision:** The Board proposed following changes: • The second objective should read as: **Learning and Practice**: we deliver and accredit professional education and training, we ensure the planning profession is fit for purpose and we provide professional practice guidance. • The Board noticed there's no reference to involving universities in the consultation process and proposed to include Planning Schools Forum.	
12.	**Data Protection Report** The Board thanked RP and Team for the report with no further actions being proposed.	
13.	**CRM and Website Project Update** The Board thanked RP and Team for the report and acknowledged it was the right decision to delay 'go live' until after the subscriptions and major membership activity.	
14.	**PAE Update** The Board noted the report with no further actions being proposed.	
15.	**National Executive Minutes** The Board noted the National Executive Minutes.	
16.	**Report on Networks** The Board acknowledged the report and asked JAc's to send a thank you email to the NAPE Chair for his commendable work.	

	Action: The following actions were agreed: • To send a thank you email to NAPE Chair.	**JAc**
17.	**President's Report** The President shared his updates from October – November 2018 which had been a particularly busy period for him with performing significant visits, including his visit to Northern Ireland followed by the Conservative Party Conference wherein he introduced and engaged with various MPs. He visited various other places, including a visit to his old school, where he spoke to nearly 100 people about what 'Town Planning' is all about. He raised the RTPI's profile at various occasions and over social media.	
18.	**Urgent Update from the Standing Committee** The Committee Chairs shared the general updates with the Board. It was proposed to update Terms of Reference of the Partnership and Accreditation Panel electronically through Pink Paper. It was further proposed to update the website content regarding appointment to RTPI's International Committee. **Action:** The following actions were agreed: • To update Terms of Reference of the Partnership and Accreditation Panel. • To update the website content regarding appointment to RTPI's International Committee. **Andrew Close, joined the meeting for this item, 12:10**	**TC and SBh** **RP and SBh**
19.	**Apprenticeship Update** The Board was informed about extensive discussions with the IFA and the mechanism wherein RTPI would be successful in maintaining the integrity of APC without any associated costs. This was to maintain uniformity and integrity, if RTPI have been asked to introduce different ways of setting competencies in face to face interviews, which other APC candidates aren't required to have, it will lead into a two tier system. RTPI is in process of developing a mechanism that would involve face to face conversation while in the workplace, RTPI will still need independent assessors for this particular task. RTPI will not use the current assessors and will appoint a separate group of new assessors who will undertake this online and face to face conversations. There will be a cost associated with it, but that has aimed to come out from the Employer's contribution rather than the RTPI. As next step AC and the team will seek agreement from the RTPI's Chair of MNE and ELLC that they approve the new end point assessment. Subject to the Chairs agreement, RTPI will be able to resubmit applications for the Chartered Town Planner Apprenticeship to meet the IFA's next deadline in Jan 2019 with the decision in Feb 2019, resulting the launch in September 2019.	

20.	**Chief Executive's Report** The Board was informed about an exceptional impact RTPI made on radio across the Nation through consecutively three radio interviews. PPRC's Independent Consultants Network Annual Conference in York was completely sold out and it's regarded as an immensely valuable resource comprising Ex-Chief Planning Officers. RTPI is thinking of utilising the opportunities that could be gained from the Network. GDPR: RTPI team received response from 74% members and the process is still underway. The next step involves calling each individual member who didn't respond to give their consent. CE has plans in place to write to Chief Planning Officers asking them to do shadowing scheme for Young Planners. RTPI shall come up with the suitable name for this activity. **Item 21 – 31 being Confidential have been kept as a separate set of Minutes**	
32.	**Any notified business not otherwise on the agenda** **Diversity:** The Board was informed, in previous Board Meeting, BOT's signed off vision and on 28th November, RTPI press released it. The CE thanked the Board and informed, it's been picked up by the members and the media very well. **Planner Magazine** – The Board inquired about the monitoring and performance of the planner magazine and whether RTPI has editorial controls. The Board was informed, RP and JR meet with them every month and go through their entire forecast budget and make sure they're aware what RTPI's requirements and budget constraints are. The CE spoke to the editor of planning magazine in November and he complained about the decrease in advertising income from planning jobs which is a good sign for RTPI. From the Editorial point of view, RTPI's Head of Communications meets with the editorial team every month to work on the specific objectives and criteria to bring them in the direction which RTPI would want them to work on. The BOT's had agreed to extend the contract for Redactive for another year to publish 'The Planner', but SET will review and will advertise this project out for tender for the following year.	
33.	**Date of the next meeting** The Board noted the dates for 2019 meetings:	

	Wednesday, 6th February, 2019 Wednesday, 15th May, 2019 Wednesday, 11th July, 2019 Wednesday, 18th September, 2019 Wednesday, 4th December, 2019 The Chair closed the meeting, with a sincere thank you to PG, SW and IA for their last Board Meeting. All cheered!	

Approved,

Chair