

**THE ROYAL TOWN PLANNING INSTITUTE**

**THE ROYAL TOWN PLANNING INSTITUTE  
ANNUAL REPORT AND ACCOUNTS**

**31 DECEMBER 2019**

Registered Charity No: 262865

Registered Charity in Scotland No: SC037841

# THE ROYAL TOWN PLANNING INSTITUTE

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# THE ROYAL TOWN PLANNING INSTITUTE

## ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019

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 2019. 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 (from 1<sup>st</sup> January 2019 – 31<sup>st</sup> December 2019)

President 2019	Ian Tant
Vice President 2019	Sue Manns
Immediate Past President 2019:	John Acres
Chair of the Board:	Graham Stallwood (Resigned May 2019) Susan Bridge (Elected May 2019)
Honorary Treasurer:	Andrew Taylor
Honorary Solicitor and Secretary:	Bernadette Hillman
Trustee for Young Planners:	Lucy Seymour-Bowdery
Trustee for Scotland:	Stefano Smith
Trustee for Regions and Nations:	David Stovell
Independent Trustees:	John Powell John Fenna
Elected Trustees:	Susan Bridge (Resigned May 2019) Tony Crook Janet Askew Colin Haylock Tom Venables Meeta Kaur

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Chief Executive	Victoria Hills
Director of Commercial & Corporate Services	Richard Patrick
Finance Director	Jacqueline Rees
Director of Scotland & Ireland	Craig McLaren
Director of Cymru & Northern Ireland	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

The Institute's auditor is Haysmacintyre LLP, 10 Queen Street Place, London EC4R 1AG

The Institute's solicitors are Blandy and Blandy, One Friar Street, Reading, RG1 1DA

## **Structure, governance and management**

The 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 Institute'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 and in 2019, the trustees agreed to renew the terms of the current independent trustees until the end of 2020. 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.

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RTPI Services Limited, which is a wholly owned subsidiary of RTPI, has ceased to trade with effect from 1<sup>st</sup> 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.

## 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
- 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

In response to the COVID-19 pandemic the Trustees have identified the need to review the potential impact across all of the risks in the risk register and have put in place the following risk actions and controls to manage, monitor and mitigate the risks.

- The Chief Executive has put in place a daily/bi-weekly meeting to ensure that the Institute can respond quickly to emerging issues. The Covid 19 meeting has been named the Gold call. Membership of the Gold Team includes all of the Senior Executive Team plus the Head of HR and Office Services, The Head of IT and the Head of Marketing and Communications.

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## Risk review (continued)

The Gold call has a standing agenda, which comprises

- Health & Wellbeing of Colleagues, Volunteers and Members
  - A review of the latest government advice
  - Business continuity issues (input from IT, Finance & HR)
  - Covid Communications (Members and Colleagues)
- All RTPPI colleagues are currently working from home
  - No colleagues have been furloughed and the focus has been to continue to provide value to RTPPI members by replacing face-to-face events with free virtual events and establishing an on line Covid hub to keep members informed of the impact of Covid 19 on planning services.
  - All colleague and volunteer travel has been cancelled up until 31<sup>st</sup> December 2020
  - All face to face events have been cancelled up until 31<sup>st</sup> December 2020
  - A designated fund was approved by the BOT to purchase laptops and home working equipment for all staff and to enhance the IT infrastructure to support homeworking.
  - No formal decision has yet been made with regard to returning to office based working. A review of each office location and the controls and actions required to comply with government guidelines in progress together with an ongoing dialogue with colleagues about their health and safety concerns and the use of public transport for their journey to the office.
  - The cancellation of the national and regional conference and event programmes will have a substantial financial impact on the Institute's financial performance for 2020. The Chief Executive and Finance Director are leading a review across all departments to identify cost savings to offset the anticipated loss of income.
  - A review of the risks and risk scores of all risks on the risk register has commenced and will include a review of the impact of the economic downturn on the Institute's ability to maintain current service levels.

## 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.

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### Board Committees:

- Audit Committee
- Major Projects Scrutiny Sub-Committee (responsibilities transferred to the Finance Committee from 2020 onwards)
- 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 members and non-members attending RTPI national and regional events in 2018 and 2019.

Area	CPD Events	Social	Young Planners	Total 2018	CPD Events	Social	Young Planners	Total 2019	% change
East Midlands	265	0	100	365	580	0	51	631	72.9
East of England	202	120	102	424	185	120	144	449	5.9
London	673	484	256	1,413	627	200	109	936	-33.8
North East	640	403	117	1,160	461	209	150	820	-29.3
North West	1,311	785	140	2,236	1,318	710	441	2,469	10.4
South East	1,099	229	318	1,646	482	225	518	1,225	-25.6
South West	1,588	189	499	2,276	1,395	198	577	2,170	-4.7
West Midlands	1,078	322	199	1,599	627	496	448	1,571	-1.8
Yorkshire	1,059	156	225	1,440	1,023	142	77	1,242	-13.8
Wales	438	89	50	577	510	105	184	799	38.5
Scotland	1,306	112	212	1,603	1,136	290	245	1,671	4.2
Ireland	161	85	0	246	251	67	0	318	29.3
Northern Ireland	367	91	40	498	227	116	42	385	-22.7
<b>Total</b>	<b>10,187</b>	<b>3,065</b>	<b>2,258</b>	<b>15,483</b>	<b>8,822</b>	<b>2,878</b>	<b>2,986</b>	<b>14,686</b>	<b>-5.1</b>

RTPI wishes to thank all volunteers for their contributions to the work of the Institute during 2019.

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## **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
- 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.

## **Achievements and Delivery of the Corporate Objectives During the Year**

### **Comments from the Chief Executive Victoria Hills**

It was my privilege to lead the Institute in a year of transition for us in what was also an unstable year politically. Nevertheless 2019 was an incredibly productive year for the Institute. The report below highlights some of our major achievements in promoting the art and science of planning, supporting our members and working to ensure that our profession is resourced properly with a solid pipeline of planners that represent our diverse society ready, to take on the huge challenges we all face.

A couple of highlights of the year for me were:

Our first degree level planning apprentices actually starting their courses which marked the culmination of an enormous amount of work by our Task Force and officers. Planning apprenticeships are arguably the most important achievement of the Institute since we obtained our Royal Charter 60 years ago and support a more diverse future for the profession, enabling the profession to attract the best from the widest pool of talent.

Another highlight was that following on from the feedback from members in our 2017 Membership Survey, we have been working to raise our profile higher than ever. In January 2019 the Secretary of State for Housing, Communities and Local Government James Brokenshire MP attended our Parliamentary Reception and said a few words to echo our call for more resources to local planning authorities. Kit Malthouse, Minister for Housing, Communities and Local Government attended our Planning Convention in June and repeated our call for more planners at the top table of local authorities, to enable better join up on decision making on local places and issues. In Scotland the role of Chief Planners has been enshrined in law. We have seen our policies and asks across England, Scotland, Wales and



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Ireland repeated in everything from reports by Government Commissions to acts of Parliament.

However, perhaps the project that will have the biggest impact on the future of the Institute was the creation of our new Corporate Strategy to take us through the next decade. We consulted more widely than ever before with members and stakeholders on how to create a resilient, growing and sustainable future for the Institute and working with the Board of Trustees, myself and the senior management team have put into place a strategy that has clearly defined aims and objectives to ensure a successful future.

We ended 2019 on a high as membership has started to increase again. Together our job in 2020 will be to build on this success and deliver our strategy for you, our members. I would like to thank our brilliant team of officers at the RTPI, our dedicated volunteers and the Board of Trustees for all their hard work and our members for belonging to this unique and thriving Institute.

## **Forward from the Chair of the Board of Trustees Susan Bridge FRTPI**

It was my honour to be elected to the role of Chair of the Board of Trustees following the resignation of Graham Stallwood FRTPI in May. Over seven years Graham served as a trustee, Honorary Treasurer and over the last two years Chair, and we are grateful for the significant contribution he made to our institute.

The Institute has evolved hand in hand with the profession of Town Planning itself since Thomas Adams set us up in 1914, a mere 5 years after the first Town and Country Planning Act, and at the beginning of people being employed to do the job of town planning. Indeed, I would argue that RTPI has done more to shape the profession and cement the professional standing and standards of planners than any other organisation.

The role of Chair of the Board of Trustees of the RTPI is a vital one for the profession as a whole, members and non-members included. My first job as Chair was to lead on the huge consultation during 2019 to inform our Corporate Strategy 2020-2030. I met with many of our members and was impressed by the level of engagement with the Institute and its future.

As you can see from this review of 2019, we are in an excellent position to build on what has been achieved already. Ending 2019 with an uplift in new members shows that we are an organisation with a fantastic future ahead if we accept the challenge of continuing to evolve to keep pace with the rapid changes our profession is facing. 2020 will possibly be one of the most challenging years for our profession and I am proud to say that our work in 2019 has provided us with a solid platform from which to continue to support and promote our members.

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## 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. These 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.

## Shaping and Informing Planning Policy and Practice

### Public Affairs

The Institute continued to work with members and volunteers to represent the views of the planning profession to governments in all devolved nations during 2019. We implemented further member consultation on current issues via introducing highly popular "speed surveys" enabling us to get a snapshot of member views to promote to press and ministers. The Institute created and built on strategic partnerships and links with other membership organisations, think tanks, local authorities and pressure groups to amplify our capacity and message. The work with the Joint Institutes of the Built Environment; Royal Institute of Chartered Surveyors (RICS), Royal Institute of British Architects (RIBA) and the Chartered Institute of Building (CIOB) was formalised with a joint Memorandum of Understanding. The remit of the Joint Institutes group has moved on from focussing on issues arising from Brexit to become a joint lobbying body for all shared issues for the built environment.

Further milestones for 2019's public affairs work include:

- In 2019 the Directors agreed to allocate a budget to create a new role; Senior Parliamentary Affairs Advisor to lead on our lobbying work with the UK Parliament
- We took over the secretariat of the All Party Parliamentary Group on Housing and Planning, chaired by Mark Prisk MP and were able to convene three standing room only meetings of MPs across all parties on various topics around planning
- We wrote to each new Secretary of State for Housing, Communities and Local Government and Minister for Housing and Planning outlining our key asks and organised and hosted two events at both the Conservative and Labour party conferences, speaking on many other event panels to raise the profile of the Institute and ensure that the voice of the profession was heard in debates at the party conferences

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- Minister for Communities, Housing and Local Government Kit Malthouse attended our Convention and Secretary of State James Brokenshire attended our sell-out Parliamentary Reception in January. Both repeated our call for the reinstatement of Heads of Planning at the top table in speeches
- We launched our three campaign priorities for the year, Design, Climate Action and Health and Wellbeing including creating our first “Speed Member Surveys” on campaign issues of Design and Climate Action. This saw an unprecedented response rate from almost 1000 for each survey. This member input enabled us to present the Government with the views of our members and influence policy areas

### Research

2019 saw the introduction of the Priorities for Research Programme 2019-2021 following institute-wide consultation during 2018. A particular focus for 2019 was placed on examining the diversity of the planning profession itself in line with the upcoming 2020-2030 Corporate Strategy pillar on Diversity and Inclusion in the profession. The Institute led on research into the number of Heads of Planning across the UK who work at senior management level within local authorities. This research directly fed into our campaign on Heads of Planning Everywhere, an ongoing campaign which has resonated strongly with the Ministry of Housing, Communities and Local Government (MHCLG) and supported the statutory role of Chief Planners in Scotland. In addition, the Institute delivered the following reports:

#### Better Planning: Smart City-Regions

- Published A Smarter Approach to Infrastructure Planning
- Major contribution to Chartered Institute of Highways and Transportation (CIHT) advice *Better Planning, Better Transport, Better Places*
- Working with Department for Trade and MHCLG on upcoming planning guidance on sustainable transport
- Published a shared vision for the digital future of planning, with the Connected Places Catapult

#### Better Planning Climate Change

- Embedded action research on climate change in Liverpool City Region (with publications awaited)
- Smart Energy research (with RTPI South West)
- Major update of our industry-leading guide *Rising to the Climate Crisis* (with the Town and Country Planning Association (TCPA))
- Developed a law and policy briefing off the back of *Rising to the Climate Crisis* (with the TCPA)
- Delivered a series of policy workshops with Local Planning Authorities across the country interested in planning for zero carbon

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## Networks

Our Networks offer topic centered communities for members with shared interests. Our vision for 2019 was to re-invigorate these networks through delivering face to face conferences for our Transport, Independent Consultants and Planning Enforcement members. In addition, although not a formal Institute network we convened a group representing the profession in the North of England to continue the work to create the Great North Plan, to underpin the government's focus on the Northern Powerhouse.

Our other work has included:

- Contract to deliver update to NAPE handbook won and under way
- Appointed a new chair and vice chair of Urban Design Network, created successful events reviving this important network
- Ambitions for the North launched with Michael Heseltine in Leeds

## Policy

Working with the England Policy Panel and the Policy Practice and Research Committee we continued to deliver high level thought leadership policies and position papers. We worked closely with other NGOs and government commissions to influence national and local governments' policies. We contributed to some 17 England government consultations.

Some highlights included:

- Working with the Building Better Building Beautiful Commission (BBBBC) including convening a round table and meeting with the 2019 President, Ian Tant MRPTI
- Completed the position paper on Design using the responses to our speed member survey which influenced the BBBC Report of 2019
- Appointed a new chair and vice chair of Urban Design Network, created successful events

Planning Profession publications

- *Serving the Public Interest?* (The "Austerity Planner" research)
- Chief Planning Officers Phase 2
- State of the Profession 2019

UK Government's High Streets Task Force

- Won sub contract for the delivery of this work in 2020

Environment

- Published *Environmental Planning after Brexit*
- Joined Broadway Initiative and prepared to lobby Westminster on the upcoming post Brexit Environment Bill

Planning for All People

- Module on Mental Health published
- Open survey on mental health and the built environment
- Publication of survey of Child-Friendly planning policy

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## Practice Notes

The Institute's Practice Notes continue to be an important tool for members, bridging the gap between policy and practice. These notes compile a great deal of information, best practice and policy thinking into easy to read accessible documents and Institute Learn modules. Work during 2019 focused on ensuring greater join-up between Institute CPD training and policy and practice advice.

Practice Notes in 2019 included:

- Local authority delivery of housing
- Biodiversity
- Learn module on Ancient Woodlands
- Construction safety

## International

During 2019 our international focus was on ensuring that the Institute consolidated its position in the international debates around sustainable development and that the Institute's work was brought to international audiences of sister planning institutes around the world. We worked with the World Urban Forum to ensure that the Institute had a strong presence at the 2020 WUF conference in Dubai. In 2019 we worked closely with the award winning team at Plymouth Council to support their delivery of the first UK hosted European Biennial of Towns and Town Planners.

Other highlights included:

- Poster presentation at APA Conference San Francisco on Location of Development
- Hosted Executive Director of unHabitat
- Joined Planners for Climate Action
- Promoting the RTPI International Award for Planning Excellence
- Delivering events and activities for World Town Planning Day

## RTPI Scotland

Celebrating its 25<sup>th</sup> year as an office presence in Scotland, RTPI Scotland continued to grow its close relationships with the Scottish Government as a "critical friend", holding the government to account during the introduction of the Planning Act and directly influencing its content. We also held our first RTPI Scotland Parliamentary Reception to commemorate our 25<sup>th</sup> year of having an office in Scotland.

Other achievements in the year included:

- Influenced the Planning Act, especially regarding the introduction of statutory Chief Planning Officers, a purpose for planning, Regional Spatial Strategies, Local Place Plans and the National Performance Improvement Coordinator
- Published impactful research on the resource implications of the Planning Act which found that 49 new and unfunded additional duties have been placed on planning authorities and these could £12.1M and £59.1M over a ten-year period

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## ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019 (continued)

- Responded to 20 consultations from the Scottish Parliament, Scottish Government and agencies
- Gave oral evidence to the Scottish parliament twice
- Sat on 23 advisory groups including the Ministerial High Level Group on Planning Performance and the Ministerial Advisory Group on the Crown Estate
- The Chapters organised 50 free or low cost events across the country
- Organised the RTPI Scotland conference, the Scottish Young Planners' Conference, the inaugural RTPI Scotland Annual Debate and the Sir Patrick Geddes Commemorative Lecture, attracting over 400 delegates
- Established a new RTPI Scotland International group to explore what can be learned for Scotland and what Scottish practice can be promoted internationally
- Agreed a workforce strategy to support the development of a healthy pipeline of planners; to support people to enter planning as a career and to study planning; and to ensure that we have a resilient planning workforce.
- Secured over Scottish Government funding for the RTPI's postgraduate student bursary scheme which will support three bursaries in each of the planning schools in Glasgow University, University of Dundee and Heriot Watt University for the next 3 years.
- Published four editions of the Scottish Planner journal which were themed on the planner of the future; transport; community engagement, 50 years after the Skeffington Report; and health and wellbeing

### **RTPI Republic of Ireland**

In 2019 we continued to support our volunteers in the Republic of Ireland to grow the presence of the Institute in that country, working with the Irish Planning Institute where appropriate to present a joint front to the Irish government.

Highlights included:

- Responded to three consultation documents including the Office of the Planning Regulator Draft Strategic Housing Development consultation from the Department of Housing, Planning and Local Government and the Draft National Marine Planning Framework
- Met and engaged with the new Acting Chief Planner in the Irish Government, Paul Hogan
- Discussed future joint working with the Executive Director of the Irish Planning Institute
- Built the relationship with the Office of the Planning Regulator and sat on the advisory group established to develop approaches on the methodology for conducting statutory reviews of planning authorities and their National Knowledge Group
- Held the Inaugural Annual Planning Lecture which was given by Frank McDonald, former Environment Editor of the Irish Times on "Irish planning, politics and connecting the dots on climate breakdown".
- Organised Member Open Forums on Planning for Vibrant Town Centres and on the Office of the Planning Regulator
- Held an Annual Law Seminar, an Annual dinner and an Annual Member Meeting

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## **RTPI RTPI Cymru**

In 2019 RTPI Cymru celebrated the opening of the first RTPI office in Wales with a well-attended reception in the new office space. Our new office in Cardiff underpins the value that members and the Board of Trustees place on a strong presence in Wales to support and promote the interests of Welsh planners.

Highlights for the year included:

- Submitted 18 consultation responses including to Welsh Government and the National Assembly for Wales
- Issued four editions of Cynllunio
- Announced the first Wales Young Planner of the Year
- Four TV interviews on Welsh national TV channels
- Held six events with partners
- Young Planners Cymru held 6 events

## **RTPI Northern Ireland**

2019 was a challenging year for Northern Irish members in the face of no government being formed. However, RTPI supported its members during the year through activities including:

- Three CPD events across the year on LDP Hearings, Housing and a Law Update
- Round table discussion about the issues around Brexit with planners and business in Derry/Londonderry
- Providing support to local Councils on embedding the 2015 planning system, including introducing mentoring and support for senior managers
- Annual Conference in Belfast
- Annual Dinner was held at the Waterfront in Belfast
- Young Planners NI held four events
- Publishing two editions of our newsletter, PlaNI

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

### **Careers, Education, Professional Development & Training:**

In a very busy year, 2019 will be marked as the year that planning apprentices were able to start their courses following the launch of the Planning Apprenticeship at a high profile event with the Trailblazers, England Chief Planner, CBRE and the RTPI President Ian Tant. More than three times as many apprentices were enrolled onto the scheme than the first year target of 50 new apprentices. This is an extremely important landmark for the RTPI and its members in securing a pipeline of talented people from all backgrounds into the profession. In addition, other highlights included:

- 59 expert training courses designed and delivered for members (three extra than planned), many sold out, exceeding our delegate targets and generating (subject to final finance figures for confirmation) a £30k surplus for the RTPI.
- Commissioned to deliver internal HR training on presentation and communication skills for the Institute's staff.
- Securing approval for Chartered Town Planner Degree Apprenticeship in March 2019 which embeds the APC so graduates directly meet the Institute's membership requirements, opening access and new local talent to the profession.

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190 apprenticeship starts in Sept, exceeding 50 target, at 8 locations (University of Birmingham, University of Brighton, University of the West of England, Anglia Ruskin University, Leeds Beckett University, London South Bank University, University of Plymouth, Sheffield Hallam University). The Institute's President also welcomed new apprentices at the Young Planner Conference in November.

- New Core CPD Framework of professional skills and planning knowledge rolled out as the standard expectation for all RTPI events, having been piloted through the Institute's training programmes in 2019.
- All 32 university Partnership Board accreditation review meetings completed and assessed across UK and Ireland, and overseas online. Continued accreditation of over 120 planning degrees, over 4000 planning students, and requiring auto-enrolment to secure new members.
- Accreditation of University of Hertfordshire on condition of new Professor of Planning.
- Securing £100k income from managing the university accreditation fee.
- 2019 RTPI Trust diversity bursary to four recipients
- Over 50 students benefitted from RTPI Future Planners bursary this year, with Scotland and Northern Ireland governments joining the RTPI scheme
- Design and development of Agent Plan-It cartoon (10 episodes) and comic for schools
- Fast track accreditation of apprenticeships, and publication of apprenticeship guidance for employers. Written new Apprenticeship APC guidance for membership to publish in 2020.
- Represented Institute at LGBT Property Diversity Conference
- Partnership and Accreditation Panel (PAP) annual meeting and training held to upskill volunteers and information exchange, including facilitation of Corporate Strategy discussion
- Engaging with Regions and Nations colleagues over training content and Core CPD endorsement for 2020
- New look student talks programme at universities, promoting the Institute and professional membership, created and coordinated via Young Planners
- Led a bursary and apprenticeships advertising campaign through Higher Education media outlets
- RTPI Learn: new free modules commissioned and managed including: planning for mental health, and biodiversity, and community engagement training with Planning Aid
- Our annual World Town Planning Day (WTPD) school competition, 100 entries received from across the UK including Channel Islands and a submission from US
- Learning Partner of Year Award presented at GA on 16th October. Winner: Edinburgh City Council, and highly commended Central Bedfordshire Council

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

2019 saw the beginnings of the results of the investment placed in creating free student places and expanding and streamlining the routes to membership. This work will be built on during 2020 as the Membership and Ethics Committee and the Institute's officers create the Membership Growth Strategy, one of the key pillars of the 2020-2030 Corporate Strategy.



## THE ROYAL TOWN PLANNING INSTITUTE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

APC training was successfully trialled in an online environment and new APC guidance was produced.

Highlights for the year included:

- In 2019 total membership increased by 2% to 25,579. The number of Chartered members also increased by 209 to 15,000. The significant increase in the conversion rate of Students to Licentiates seen in 2018, was sustained in 2019 resulting in 2,920 licentiate members the highest number for ten years. The healthy pipeline of future members is also apparent in the increase in student members again to the highest number for ten years
- We launched revised membership APC guidance. In addition to the five main guidance documents, a summary of changes document was produced, along with additional resources to assist candidates with their submission. The new guidance will take effect from January 2020
- We delivered two face to face APC assessor training days and one virtual training session for international assessors
- We delivered 19 APC events across the RTPi Nations and English Regions. The APC session at the 2019 Young Planners Conference in Newcastle proved extremely popular this year with approximately 60 delegates attending an increase of more than 40 on last year
- We piloted APC webinars at the end of 2018 and following the success of these sessions we rolled out a programme of monthly APC webinars. These were extremely popular resulting in us changing the software to improve functionality and increase the number of delegates able to attend. We now have approximately 80 delegates on each webinar with each session being sold out
- In 2019 we awarded three successful APC candidates with a commendation earlier this year and we had our first ever commendation for an EP-APC candidate who is an academic
- We delivered eight APC assessment rounds (four first time and four resubmission) back to back
- The L-APC pass rate was 41% in 2019 a 6% increase on 2018 and a 3% increase on 2017.
- Number of APC submissions – we have seen a 16% increase in the number of first-time APC submissions this year compared to 2018. This is significant increase and will start to get us back to the level of submissions we were receiving in 2015/2016
- We have elected seven new Fellows in 2019 and the Institute held its first ever Fellow events, one in London in May and the second in Manchester in November
- We rolled out our student auto-enrolment for the 5<sup>th</sup> year and we now have 20 of the 32 accredited planning schools (63%) signed up
- We have just launched the declaration of criminal convictions for new members and those changing class

# THE ROYAL TOWN PLANNING INSTITUTE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

## Communications and Marketing

The national Communications and Marketing team continued to work tirelessly to champion and defend the planning profession and the Institute to national and international media and social media, increasing our profile hugely during 2019. We also worked on creating better member communications including a new all member bulletin, which won an award.

### Other achievements include:

- We have increased our Twitter followers by nearly 15% this year, Linked In by 115%
- We have garnered 564 individual media mentions across print and online media, an unprecedented figure and incredible for a team of one full time and one-part time officer. The Chief Executive was interviewed on BBC News, the President on BBC South West, the Institute has appeared in publications from Architects Journal to Scottish Building Now, including nationals The Guardian and The Times
- In the summer the Marketing team won the Highly Commended Award for Best Member ENewsletter at the Memcom Awards, beating off competition from much larger organisations and coming second only to RIBA
- The 60<sup>th</sup> Anniversary of the Royal Charter campaign was launched for members which has gone down extremely well, and continues
- We launched our first external “campaigns”, on climate action and design, including creating our first “Speed Member Surveys” on campaign issues which saw an unprecedented response rate of almost 1000 allowing us to create press coverage and influence government

### National Events

RTPI Awards for Planning Excellence had a record number of entries garnering exceptional local press. National Events and RTPI Training have seen an increase in delegates thanks to ever improving quality and marketing techniques by the team.

Other achievements included:

- We delivered a new-look Planning Convention at a new London venue in June which was extremely well attended and garnered excellent feedback from delegates. It was attended by MPs and the Minister as well as the Chief Planners from the four devolved nations.
- For the first time we delivered the Minerals Planning Conference as RTPI, which was very well attended and received some excellent delegate feedback.
- The Young Planners Conference sold out within a record six weeks and was hosted by the RTPI North East Young Planners with great support from the RTPI national events team. It included the famous Tyne Bridge being lit up in RTPI brand colours.

### Website

- The website was kept up to date and small but important improvements made whilst the major work on building the new website prior to its launch in 2020.

# THE ROYAL TOWN PLANNING INSTITUTE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

## RTPI English Regions

- **English Regions' volunteers and co-ordinators continued to support members through a variety of offers and activities, promoting membership of the RTPI and delivering value for members locally.** In 2019 the Institute's first ever Volunteering Strategy was approved by the Board of Trustees for launch in 2020. English Regions have delivered over 250 events - a mix of CPD, social and networking events all with the support of member volunteers. Circa 10,000 delegates have attended these sessions.

Highlights for the year include:

- Young planners have organised 80 events, including supporting regional activities, L-APC sessions, school visits and university careers talks. Over 2000 young planners have attended these events. We also held three Young Planners Chair meetings, one of which was held outside of London for the first time
- We organised nine presidential visits, two featuring on local radio stations
- We had a bumper year for regional awards with over 115 submissions across eight regions. For the first time, regional winners were automatically shortlisted to the national awards. In excess of 1400 guests attended our awards ceremonies and the team secured the support of 42 sponsors who gave over £36,000 in sponsorship
- In support of our outreach out to Local Authorities, the North West Region met with all 40 Heads of Planning in the North West
- Our pilot Chief Planners of Tomorrow initiative was a great success with 23 Young Planners participating in the scheme. We have now launched for 2020 - 35 local authorities and Learning Partners have offered to host Young Planners next year
- We produce regular regional e-communications to our members – this year our combined Twitter feeds reaching in excess of 15,000 followers, we published editions of 3 x Branchout (South West), 2 x InPerspective (South East) and 4 x Tripwire (West Midlands)
- We produced an Elections Guidance Note as part of the follow up work to our Schemes of Delegation project
- We have recruited +20 new members to our regional committees for next year, as we seek to support the RTPI's commitment to welcoming diversity in the profession
- The three Northern Regions (North East, North West and Yorkshire), launched 'Ambitions for the North - A spatial framework for people and places in the North of England'

# THE ROYAL TOWN PLANNING INSTITUTE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

## Empowering communities

### Planning Aid England:

- **Work in 2019 focussed on supporting our volunteers to respond** to over 1,900 enquiries to our email advice service, providing impartial, professional planning advice to individuals and communities across the country. The volunteer team who deliver this service has consistently provided excellent customer service, responding to enquiries within two working days (on average) and with a customer satisfaction rating of 88%.

### Planning Aid England:

Through the work and support of its core team and volunteers, Planning Aid England has been able to:

- Provide up-to-date web-based guidance on a range of planning topics via [www.planningaid.co.uk](http://www.planningaid.co.uk), PAE's online knowledge base. Thank you to our panel of volunteers who updated over 100 pages of planning guidance this autumn. This website has received over 98,500 hits so far this year – we may reach 100,000 by the end of the month
- Deliver in-depth 1:1 support for 19 new pieces of casework, assisting vulnerable individuals, as well as community groups in deprived areas, with a range of planning issues. Many of these cases require ongoing support over several months (sometimes years) and our casework volunteers continue to demonstrate exceptional commitment to helping our clients
- Additionally, Regional PAE Task Groups have supported local communities in responding to Local Plan consultations and in developing neighbourhood plans in deprived areas, as well as providing local volunteer training. We would particularly like to thank our Regional Representatives and Task Groups for all their efforts to generate regional opportunities for volunteers to support

## THE ROYAL TOWN PLANNING INSTITUTE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

### **Delivering strong financial and business management in a member focused organisation**

Colleagues across the business have worked to deliver more effective business processes and systems resulting in more effective and efficient ways of meeting the needs of our members.

These have included:

- A key achievement for the institute was the launch of new Customer Relationship Management software, the most significant business systems transformation that the institute has ever attempted, replacing an obsolete database with the very latest technology.
- With the growing complexity of our business systems in an uncertain world, improvements and investment in our approach to business continuity have been long overdue. In 2019 a new business continuity plan and disaster recovery plan was created, tested and implemented.

Our climate action and business continuity objectives will be better met by reducing the need for volunteers and colleagues and members to travel to meetings. To support this, our remote conferencing facilities were upgraded in every meeting room and significant investment was made in new IT hardware for colleagues to support greater remote working.

- The results of the first RTPI employee engagement survey were shared with all colleagues this year and is being used to drive actions to support colleagues and establish the institute as an 'employer of choice'.
- A new recruitment website and applicant tracking system have been configured and tested ready to launch in 2020. This will provide a modern and relevant recruitment experience for candidates and managers, will broaden the reach of our employer brand and improve candidate attraction.
- A new Cardiff office was opened in 2019 to support colleagues and members in Wales.
- Defibrillators were purchased for RTPI offices and training was received. Colleagues put their training into practice outside the London office when a life was saved with the equipment.
- A review of the effectiveness of the board of trustees was completed by partners NCVO in 2019. All the recommendations of the review were accepted by the trustees and many have been rolled out with the remaining being tackled in 2020.

# THE ROYAL TOWN PLANNING INSTITUTE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

## 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 £301k (2018 £2,480k).

The 2018 out-turn included an accrual for the Institute's exit credit arising from the Trustees' decision to cease membership of the West Sussex Local Government Pension Scheme. The valuation of the exit credit included in the 2018 outturn was £2,352k. An enhanced offer of an additional £264k has been received from the fund and this has been reflected in the Institute's income from Charitable activities for 2019.

Excluding the exit credit the majority of the RTPI's income continues to be generated from subscriptions 68% (2018 67%). Subscription income continued to be stable, during 2019 overall income excluding the exit credit increased by £174k (2%) compared to 2018. The business areas with the most improved performance for 2019 were advertising revenue from the Planner increased by £82k and English Regions income increased by £32k, PAE external contract income increased by £75k,

Total expenditure increased by £690k (10%) compared to 2018. The main focus of the additional operational expenditure during 2019 were business activities focused on supporting the development of the new Corporate Strategy, promoting the work of the Institute, and the continuing investment in digital transformation. The cost of the C.E. & Presidential Teams increased by £83k, ICT departmental costs increased by £162k, Marketing and Communication costs increased by £83k, Facilities costs increased by £57k reflecting the opening of the new RTPI Cymru Office in Cardiff and refurbishment works at Botolph Lane.

The net unrealised gain on investments was £277k, (2018 an unrealised loss of £72k).

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

During 2019, the Trustees reviewed and updated their statement of investment principles and long-term investment policy. The main financial objective stated in the investment policy is to preserve real value: "Our overriding objective is to ensure long-term financial security so that our charitable objects can be delivered indefinitely. The primary objective, therefore, is to generate a total return (i.e. a combination of income and growth) of 1% above the rate of inflation on a 5-year rolling basis".

During 2020, the newly established Finance Committee has reviewed the existing investment portfolio in the light of the updated investment policy, interviewed prospective fund managers and made recommendations to the BOT on additions and changes to the existing portfolio. The investment recommendations have been approved by the BOT and the investment decisions will be implemented during 2020.

# THE ROYAL TOWN PLANNING INSTITUTE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

## Reserves policy

The Trustees updated their reserves policy during 2019. The updated policy introduced a new methodology for calculation the level of the general reserve based on an analysis of the financial risks in the Institute's risk register. Based on the refreshed approach the level of general reserves the Institute has deemed appropriate to hold is £4,571k (30% of operating income, 25% of operating costs plus £500k). As at 31<sup>st</sup> Dec 2019, the general reserve is £7,926k. This means that the Institute is holding excess reserves of £3,364k. The Trustees have agreed in principal during 2019 to use the excess general reserves to top up their designated investment reserves and to set up an additional investment fund to support the delivery of the new Corporate Strategy.

During 2020, the Finance Committee will be making recommendations to the Board of Trustees on the appropriate use of the excess reserves. The 3-year financial plan will make recommendations on how quickly the excess funds should be drawn down and allocate the excess reserves between the new investment fund and the existing funds (ICT Development, Property & Maintenance, and Research)

During the first quarter of 2020, two new designated funds have been created by the Trustees. The Corporate Strategy Investment Fund - to support the implementation of the 10 year Corporate Strategy launched in 2020 with an initial transfer of £170k from the general fund. A Business Continuity Designated Fund of £50k has been set up. The purpose of the fund is to manage and mitigate the potential impact of the Coronavirus outbreak on our ability to maintain the delivery of core services to members.

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 £1,435k (2018 £1,517k).

In addition to the fixed asset reserve, the following designated funds have been set aside at the end of 2019.

Property and maintenance £189k (2018 £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. £50k was expended from the fund during 2019.

Information and communications technology development £66k (2018 £231k); the Trustees topped up this reserve by £85k in 2019 to ensure that sufficient funds are available to complete the final phase of the CRM and website project.

Research £183k (2018 £231k): The Trustees have decided to retain this separate fund to give them the flexibility for funding future research projects as they arise. £48k was expended from the during 2019.

# THE ROYAL TOWN PLANNING INSTITUTE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

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. The increase in regional reserves of £17k arises from the reconciliation of the historic Yorkshire Conference Series profit share account. Regional reserves are £252k (2018 £235k). The Regions provide the local membership support, learning opportunities and engagement with Regional planning policy of the Institute.

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 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:

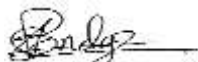
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures 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 12 August 2020 and signed on their behalf by:



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Susan Bridge – Chair of the Board



# THE ROYAL TOWN PLANNING INSTITUTE

## 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 2019 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 2019 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 102
- 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.

# THE ROYAL TOWN PLANNING INSTITUTE

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE ROYAL TOWN PLANNING INSTITUTE (RTPI) (continued)

### 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 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 Charity 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  
Date 21 August 2020

10 Queen Street Place  
London  
EC4R 1AG

# THE ROYAL TOWN PLANNING INSTITUTE

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (including consolidated income and expenditure accounts)

YEAR ENDED 31 DECEMBER 2019

	Notes	General Fund	Designated Funds	Restricted Funds	Total 2019	Total 2018
		£'000	£'000	£'000	£'000	£'000
<b>INCOME FROM:</b>						
<b>Charitable activities</b>						
Membership subscriptions and fees		5,009	-	-	5,009	4,826
Grants and Sponsorship towards the promotion of spatial planning and membership.		885	19	33	937	721
Support for members		1,367	17	12	1,396	1,554
Planning Aid		6	-	-	6	11
Investments	3	76	-	-	76	62
Other Income	4	264	-	-	264	2,352
<b>Total income</b>		<b>7,607</b>	<b>36</b>	<b>45</b>	<b>7,688</b>	<b>9,526</b>
<b>EXPENDITURE ON:</b>						
<b>Charitable activities</b>						
Support for members and promotion of membership of the Institute		4,508	301	113	4,922	4,765
Promotion of spatial planning		2,409	84	7	2,500	1,994
Planning Aid		240	-	2	242	215
<b>Total expenditure</b>	5	<b>7,157</b>	<b>385</b>	<b>122</b>	<b>7,664</b>	<b>6,974</b>
Net income/(expenditure) before investment gains/(losses)		450	(349)	(77)	24	2,552
Net gains/(losses) on investment assets		276	-	1	277	(72)
Net income/(expenditure)		726	(349)	(76)	301	2,480
Transfers between funds	13	(3)	3	-	-	-
<b>Net movement in funds</b>		<b>723</b>	<b>(346)</b>	<b>(76)</b>	<b>301</b>	<b>2,480</b>
<b>Reconciliation of funds</b>						
Fund balances at 1 January		7,212	2,479	635	10,326	7,846
<b>Fund balances at 31 December</b>		<b>7,935</b>	<b>2,133</b>	<b>559</b>	<b>10,627</b>	<b>10,326</b>

All income arises from the continuing activities of the Institute a RSL - the trading subsidiary ceased to trade with effect from 1st January 2019.

The notes on pages 30 to 51 form part of these accounts.

# THE ROYAL TOWN PLANNING INSTITUTE

## CHARITY STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account)

YEAR ENDED 31 DECEMBER 2019

	General Fund	Designated Funds	Restricted Funds	Total 2019	Total 2018
	£'000	£'000	£'000	£'000	£'000
<b>INCOME FROM:</b>					
<b>Charitable activities</b>					
Membership subscriptions and fees	5,009	-	-	5,009	4,826
Grants and Sponsorship towards the promotion of spatial planning and membership.	885	19	33	937	721
Support for members	1,367	17	12	1,396	1,405
Planning Aid	6	-	-	6	11
Investments	76	-	-	76	62
Other Income	264	-	-	264	2,352
<b>Total income</b>	<u>7,607</u>	<u>36</u>	<u>45</u>	<u>7,688</u>	<u>9,377</u>
<b>EXPENDITURE</b>					
<b>Charitable activities</b>					
Support for members and promotion of membership of the Institute	4,506	301	113	4,920	4,616
Promotion of spatial planning	2,409	84	7	2,500	1,994
Planning Aid	240	-	2	242	215
<b>Total expenditure</b>	<u>7,155</u>	<u>385</u>	<u>122</u>	<u>7,662</u>	<u>6,825</u>
Net income/(expenditure) before investment gains/(losses)	452	(349)	(77)	26	2,552
Net gains/(losses) on investment assets	276	-	1	277	(72)
<b>Net income/(expenditure)</b>	728	(349)	(76)	303	2,480
Transfers between funds	(3)	3	-	-	-
<b>Net movement in funds</b>	725	(346)	(76)	303	2,480
<b>Reconciliation of funds</b>					
Fund balances at 1 January	7,201	2,479	635	10,315	7,835
<b>Fund balances at 31 December</b>	<u>7,926</u>	<u>2,133</u>	<u>559</u>	<u>10,618</u>	<u>10,315</u>

# THE ROYAL TOWN PLANNING INSTITUTE

## CHARITY AND CONSOLIDATED BALANCE SHEETS

AS AT 31 DECEMBER 2019

	Notes	Charity		Consolidated	
		2019 £'000	2018 £'000	2019 £'000	2018 £'000
<b>Fixed assets:</b>					
Tangible fixed assets	9	1,437	1,517	1,437	1,517
Investments	10	2,063	1,772	2,063	1,772
<b>Total fixed assets</b>		<u>3,500</u>	<u>3,289</u>	<u>3,500</u>	<u>3,289</u>
<b>Current assets:</b>					
Debtors	11	3,158	3,002	3,158	2,995
Short term deposits		2,756	2,748	2,756	2,748
Bank balances and cash in hand		3,581	3,348	3,590	3,577
<b>Total current assets</b>		<u>9,495</u>	<u>9,098</u>	<u>9,504</u>	<u>9,320</u>
<b>Liabilities:</b>					
Creditors: Amounts falling due within one year	12	2,377	2,072	2,377	2,283
Net current assets		<u>7,118</u>	<u>7,026</u>	<u>7,127</u>	<u>7,037</u>
Total assets less current liabilities		<u>10,618</u>	<u>10,315</u>	<u>10,627</u>	<u>10,326</u>
Creditors: Amounts falling due after more than one year		-	-	-	-
<b>Total Net Assets</b>		<u>10,618</u>	<u>10,315</u>	<u>10,627</u>	<u>10,326</u>
<b>The funds of the charity</b>					
General		7,926	7,201	7,935	7,212
Designated	13	2,133	2,479	2,133	2,479
Restricted	13	559	635	559	635
		<u>10,618</u>	<u>10,315</u>	<u>10,627</u>	<u>10,326</u>

These financial statements were approved by the Board of Trustees and authorised for issue on 12th August 2020 and were signed on its behalf by:



Susan Bridge - Chair of the Board.

The notes on pages 30 to 50 form part of these accounts.



# THE ROYAL TOWN PLANNING INSTITUTE

## CHARITY AND CONSOLIDATED STATEMENT OF CASHFLOWS

FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	Charity		Consolidated	
		2019 £'000	2018 £'000	2019 £'000	2018 £'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>					
Net cash (used in)/provided by operating activities	a	182	(46)	(38)	55
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
Dividends, interest and rents from investments		76	62	76	62
Purchase of property plant and equipment		(2)	(32)	(2)	(32)
Proceeds from sale of investments		-	-	-	-
Purchase of investments		(14)	(11)	(14)	(11)
<b>Net cash provided by investing activities</b>		<b>60</b>	<b>19</b>	<b>60</b>	<b>19</b>
Change in cash and cash equivalents in the year		242	(27)	22	74
Cash and cash equivalents at the beginning of the year		6,096	6,123	6,325	6,251
<b>Cash and cash equivalents at the end of the year</b>	b	<b>6,338</b>	<b>6,096</b>	<b>6,347</b>	<b>6,325</b>

### NOTES TO THE CASH FLOW STATEMENT

a Reconciliation of net income/expenditure to net cash inflow from operating activities	Charity		Consolidated	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
Net income/expenditure before transfers	303	2,480	301	2,480
Depreciation charges	83	75	83	75
Losses/(gains) on investments	(277)	72	(277)	72
Dividends, interest and rents from investments	(76)	(62)	(76)	(62)
(Increase) in debtors	(156)	(2,588)	(163)	(2,506)
Decrease/increase in creditors	305	(23)	94	(4)
<b>Net cash (used in)/provided by operating activities</b>	<b>182</b>	<b>(46)</b>	<b>(38)</b>	<b>55</b>
<b>b Analysis of cash and cash equivalents</b>				
	Charity		Consolidated	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
Cash in hand	2,756	2,748	2,756	2,748
Notice deposits (less than 3 months)	3,581	3,348	3,590	3,577
<b>Total cash and cash equivalents</b>	<b>6,337</b>	<b>6,096</b>	<b>6,346</b>	<b>6,325</b>

# THE ROYAL TOWN PLANNING INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

### 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 1<sup>st</sup> Jan 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 2019 and 2018.
- 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 2019 and 2018.
- 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 2019 and 2018. 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.

# THE ROYAL TOWN PLANNING INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019 (continued)

### 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 an accrual for the settlement of the cessation payment due from West Sussex LGPS on RTPi's exit from the scheme in September 2018. The accrual is based on the latest offer received from the Fund.

#### 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.



## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019.  
(Continued)

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 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.

## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019.  
(Continued)

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 30<sup>th</sup> September 2018.

Defined Contribution Scheme - From 1<sup>st</sup> October 2018, RTPI there is one pension scheme for all staff.

Pension salary sacrifice – From 1<sup>st</sup> 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 was included in the accounts based on the latest valuation provided by the Fund's actuaries. Final settlement of the surplus on RTPI's exit from the West Sussex LGPS was received in July 2020.

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 have reviewed and will continue to review the impact of the Covid 19 Pandemic on the Institute's cash flow and future liquidity. They are currently satisfied that cash flow remains strong, The anticipated reduction in non-subscription income for 2020 is expected to be largely offset by savings in operating costs. 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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019.  
(Continued)

### 3. Investment income

	2019 £'000	2018 £'000
Interest receivable on short term deposits	11	8
Investment income receivable	<u>65</u>	<u>54</u>
Total investment income	<u>76</u>	<u>62</u>

### 4. Other Income

RTPI exited the West Sussex LGPS on the 30<sup>th</sup> September 2018.

The original cessation valuation by the fund was a surplus of £2,352k.

RTPI challenged the actuarial assumptions used by the Fund and an enhanced offer of an additional payment of £264k was received from the Fund in January 2020. The enhanced offer has been included in the 2019 accounts. Full settlement of the outstanding amount was received in July 2020.

## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019.  
(Continued)

### 5. Analysis of expenditure on charitable activities

	People related costs £'000	Other costs £'000	Total 2019 £'000
<b>Charitable expenditure</b>			
<b>Support for members and promotion of membership of the Institute</b>			
Direct costs	1,713	2,100	3,813
Governance Costs	43	45	89
Allocation of overheads	490	531	1,020
	2,246	2,676	4,922
<b>Promotion of spatial planning</b>			
Direct costs	999	748	1,747
Governance Costs	30	31	60
Allocation of overheads	333	360	693
	1,361	1,139	2,500
<b>Planning Aid</b>			
Direct costs	117	6	123
Governance Costs	5	5	10
Allocation of overheads	53	57	109
	174	68	242
<b>Total charitable expenditure</b>	3,781	3,883	7,664

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 based on staff numbers who work at the registered office.

# THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

## 5. Analysis of expenditure on charitable activities (continued) Prior Year Comparatives

### Analysis of expenditure on charitable activities

	People related costs £'000	Other costs £'000	Total 2018 £'000
<b>Charitable expenditure</b>			
<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
	2,220	2,544	4,765
<b>Promotion of spatial planning</b>			
Direct costs	858	518	1,376
Governance Costs	16	15	31
Allocation of overheads	311	276	587
	1,185	809	1,994
<b>Planning Aid</b>			
Direct costs	112	7	119
Governance Costs	2	2	4
Allocation of overheads	49	43	92
	163	52	215
<b>Total charitable expenditure</b>	3,568	3,405	6,974

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 based on staff numbers who work at the registered office.

Allocation of overheads under "other costs" above comprise:	2019 £'000	2018 £'000
Premises related costs	170	157
Office services	471	446
Legal and professional fees (excluding audit)	111	134
Irrecoverable VAT	196	124
	948	861
<b>Allocated overheads - total</b>	<b>948</b>	<b>861</b>

## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

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

	<b>2019</b>	<b>2018</b>
	<b>£'000</b>	<b>£'000</b>
Wages and salaries (including redundancy costs)	2,726	2,663
Pension costs	469	332
Social security costs	<u>272</u>	<u>271</u>
	<u>3,467</u>	<u>3,266</u>
	<b>2019</b>	<b>2018</b>
Average number of staff employed		
Support for members and promotion of membership of the Institute	48	50
Promotion of spatial planning	32	25
Planning Aid	5	4
Governance	<u>2</u>	<u>1</u>
	<u>87</u>	<u>80</u>

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

	<b>No of employees</b>	<b>No of employees</b>
Earnings band	<b>2019</b>	<b>2018</b>
£60,000 to £69,999	5	2
£70,000 to £79,999	2	2
£80,000 to £99,999	-	1
£100,000 to £109,999	-	-
£110,000 to £119,999	-	-
£120,000 to £139,999	<u>1</u>	<u>1</u>
	<u>8</u>	<u>6</u>

Pension contributions made during the year for these employees were £75k (2018 £58k).  
The year end pension liability was £nil (2018 £41k).

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 Finance Director, The Director of Scotland & Ireland and the Director of Cymru & Northern Ireland. The total employee benefits of the key management personnel were £507k (2018 £606k)

## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(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 16 trustees were reimbursed £32k including payments to travel agents (2018 18 trustees were reimbursed £22k 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. One Trustee was paid £220 in 2019 (2018 none).

### 8. Remuneration of Auditor

The audit fees for the Institute were £12k during 2019. During 2018 there was a separate audit for the subsidiary company of £3k and a £7k audit fee for the parent company ( 2018 £10k for the group).

### 9. Tangible fixed assets – Charity and group

	41 Botolph Lane Freehold land £'000	Refurbishment & plant & plant £'000	Office Equipment & Furniture £'000	Total £'000
<b>Cost</b>				
At 1 January 2019	300	2,351	115	2,766
Additions	-	-	2	2
Disposals	-	-	-	-
At 31 December 2019	300	2,351	117	2,768
<b>Depreciation</b>				
At 1 January 2019	-	(1,176)	(73)	(1,249)
Charge for the year	-	(65)	(17)	(82)
Disposals	-	-	-	-
At 31 December 2019	-	(1,241)	(90)	(1,331)
<b>Net Book Value</b>				
At 31 December 2019	300	1,110	27	1,437
At 31 December 2018	300	1,175	42	1,517



## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

### 10. Investments (consolidated)

	2019 £'000	2018 £'000
Market value of listed investments at 1 January	1,772	1833
Acquisitions at cost	14	11
Disposals/proceeds		
Gains/(losses) on investments	277	(72)
Market value of investments at 31 December (consolidated accounts)	2,063	1,772
Historical cost as at 31 December	1,411	1,397

Material investments within the portfolio as at 31 December 2019 include:

CCLA COIF Charities investment fund £1,1307k (63%)

Barclays Wealth Global Markets investment fund £714k (35%)

In addition to the above, the charity's balance sheet includes an investment of £9k in RTPI Services Limited (see note 15)

### 11. Debtors

	Charity		Consolidated	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
Prepayments	172	103	172	103
Amount due from RTPI Services Limited	0	262	-	-
Other debtors	2,986	2,637	2,986	2,892
	3,158	3,002	3,158	2,995

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

	Charity		Consolidated	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
Receipts in advance	2,195	1,750	2,195	1,750
Other taxes and social security costs	0	74	0	74
Other creditors and accruals	182	248	182	459
	2,377	2,072	2,377	2,283

Receipts in Advance b/f: **£1,750k**  
Amounts Recognised in the Year: **£1,750k**

Income Deferred in the Year: **£2,195k**  
Receipts in Advance c/f: **£2,195k**



## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019.  
(Continued)

### 13. Outline summary of fund movements

Designated Funds	Fund balances brought forward 01-Jan-19 £'000	Income £'000	Expenditure £'000	Transfers £'000	Fund balances carried forward 31-Dec-19 £'000
Tangible fixed assets	1,517	-	-	(82)	1,435
Property and maintenance	239	-	(50)		189
Research	231	19	(67)		183
ICT development	231	-	(250)	85	66
Great North Plan	18	-	(18)		0
Education Research	8				8
Regions	235	17	-		252
	<b>2,479</b>	<b>36</b>	<b>(385)</b>	<b>3</b>	<b>2,133</b>

#### Prior Year Comparatives

Designated Funds	Fund balances brought forward 01-Jan-18 £'000	Income £'000	Expenditure £'000	Transfers £'000	Fund balances carried forward 31-Dec-18 £'000
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	0	-	-	18	18
Education Research	0			8	8
Kaplan exit/In house Training Fund	54	-	(30)	(24)	-
Regions	283	-	-	(48)	235
	<b>2,501</b>	<b>-</b>	<b>(293)</b>	<b>271</b>	<b>2,479</b>

#### 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 2019, 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.

#### 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. The Trustees approved expenditure of £50k from the fund during 2019 pending a longer term review of the future of the building.

# THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

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

### **Research**

During 2018, the Trustees allocated funds for the RTPI research programme for 2019-2021. The purpose of the Research Fund is to manage the delivery of RTPI's research programme and matched funding where appropriate. During 2019 match funding was received of £19k and £67k 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 support 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 investment in IT infrastructure was approved in 2015. The total funds set aside as at 31<sup>st</sup> Dec 2019 to date are £735k and the cumulative investment in the CRM and website project as at 31<sup>st</sup> Dec 2019 is £669k. The balance of the funding of £66k will be drawn down in 2020 following the successful launched of the new website in March 2020.

### **Regions**

These reserves were accumulated under the previous regional funding arrangements, which ended in January 2018. During 2019, the reconciliation of an historic profit share account for the Yorkshire Conference Series has resulted in an increase in regional reserves of £17k. The draw down from regional reserves for 2019 was nil.

## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

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

Restricted Funds	Fund balances brought forward 01-Jan-19 £'000	Income £'000	Expenditure £'000	Transfers £'000	Gains/ (losses) £'000	Fund balances carried forward 31-Dec-19 £'000
George Pepler International	55	-	(2)	-	-	53
Lichfield Memorial Lecture	18	2	(7)	-	1	14
Peter Suttie Award	7	-	-	-	-	7
Future Planners' Bursary Fund	35	-	(1)	-	-	34
RTPI Trust Diversity Bursary Fund	-	8	(8)	-	-	-
MHCLG Future Planners Fund 2017/18	46	-	(18)	-	-	28
MHCLG Future Planners Fund 2018/19	115	-	(63)	-	-	52
Scottish Government Bursary Fund	55	-	(7)	-	-	48
Northern Ireland Government Bursary Fund	-	4	(4)	-	-	0
Practitioner Research Fund	147	-	(10)	-	-	137
Value of Planning in Wales	1	-	-	-	-	1
Planning Enforcement Fund	-	31	-	-	-	31
Wales Training to LPA's	1	-	-	-	-	1
<b>Planning Aid</b>						
Grants and Donations	117	-	(2)	-	-	115
West Midlands Planning Aid	31	-	-	-	-	31
Gypsy and Traveller Training	7	-	-	-	-	7
	635	45	(122)	-	1	559

### Prior Year Comparatives

Restricted Funds	Fund balances brought forward 01-Jan-18 £'000	Income £'000	Expenditure £'000	Transfers £'000	Gains/ (losses) £'000	Fund balances carried forward 31-Dec-18 £'000
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
Scottish 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
	487	255	(106)	-	(1)	635

# THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

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

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 three years funding programme of bursary awards. The final tranche of funding was received in March 2020.

### **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.

### **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.

## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

### **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 three year programme of bursary awards at Scottish Universities. The first awards were during 2019.

### **Northern Ireland Government Bursary Fund**

A restricted fund established to manage the funding The Northern Ireland Government have provided to make bursary awards at Northern Ireland Universities. The first awards were 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 was paid in 2020.

### **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.

### **The Planning Enforcement Fund**

A restricted grant from MHCLG to update the Planning Enforcement Handbook. The funding was received in 2019 and the work has been completed during 2020.

### **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.

## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

### 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.

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

	General Fund £'000	Designated Funds £'000	Restricted Funds £'000	Total £'000
Tangible fixed assets	-	1,437	-	1,437
Listed investments	2,043	-	20	2,063
Current assets	8,269	696	539	9,504
Current liabilities	(2,377)	-	-	(2,377)
<b>Net assets</b>	<b>7,935</b>	<b>2,133</b>	<b>559</b>	<b>10,627</b>
<b>Prior Year Comparatives</b>				
	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)
<b>Net assets</b>	<b>7,212</b>	<b>2,479</b>	<b>635</b>	<b>10,326</b>

## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

### 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

The Institute holds 100% of the issued share capital of RTPI Services Limited. The company registered in England and ceased trading with effect from 1st Jan 2019

Profit and loss account of RTPI Services Limited for the year ended 31 December 2019

	2019 £'000	2018 £'000
Turnover	0	1,292
Cost of sales	<u>(2)</u>	<u>(830)</u>
Gross profit	(2)	462
Interest received	-	-
Administration	<u>-</u>	<u>(40)</u>
Operating profit	(2)	422
Gift Aid to parent undertaking	<u>-</u>	<u>(422)</u>
Profit for the year, before and after taxation	<u>(2)</u>	<u>-</u>

Balance sheet of RTPI Services Limited as at 31 December

	2019 £'000	2018 £'000
Current assets		
Debtors	0	255
Cash and bank balances	<u>9</u>	<u>229</u>
	9	484
Creditors (amounts falling due within one year)	<u>0</u>	<u>(473)</u>
	9	11
Shareholders' funds	<u>9</u>	<u>11</u>

### 16. Operating leases

	2019 £'000	2018 £'000		
Amount charged in the year				
Leasehold property	28	21		
Equipment	9	9		
Total	<u>37</u>	<u>30</u>		
Total commitment	Property 2019 £'000	Equipment 2019 £'000	Property 2018 £'000	Equipment 2018 £'000
Operating leases expiring within one year	34	7	25	8
Operating leases expiring between 2 and 5 years	108	7	46	10
Operating leases > 5 years	<u>13</u>	<u>-</u>	<u>-</u>	<u>-</u>

## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

### 17. Pensions 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 31<sup>st</sup> 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 30<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019.  
(continued)

## 18. Prior year comparatives by class of fund

### CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (including consolidated income and expenditure accounts)

YEAR ENDED 31 DECEMBER 2018

	Notes	General Fund	Designated Funds	Restricted Funds	Total 2018	Total 2017
		£'000	£'000	£'000	£'000	£'000
<b>INCOME FROM:</b>						
<b>Charitable activities</b>						
Membership subscriptions and fees		4,826	-	-	4,826	4,680
Grants and Sponsorship towards the 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>		<u>9,271</u>	<u>-</u>	<u>255</u>	<u>9,526</u>	<u>6,419</u>
<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		1,922	54	18	1,994	1,490
Planning Aid		215	-	-	215	219
<b>Total expenditure</b>	5	<u>6,575</u>	<u>293</u>	<u>106</u>	<u>6,974</u>	<u>6,394</u>
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>		2,354	(22)	148	2,480	164
<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>		<u>7,212</u>	<u>2,479</u>	<u>635</u>	<u>10,326</u>	<u>7,846</u>

All income arises from the continuing activities of the Institute and subsidiary companies.

# THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019  
(continued)

## 19. Prior year comparatives by class of fund (continued)

### CHARITY STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account)

YEAR ENDED 31 DECEMBER 2018

	General Fund	Designated Funds	Restricted Funds	Total 2018	Total 2017
	£'000	£'000	£'000	£'000	£'000
<b>INCOME FROM:</b>					
<b>Charitable activities</b>					
Membership subscriptions and fees	4,826	-	-	4,826	4,680
Grants and Sponsorship towards the 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>	<u>9,122</u>	<u>-</u>	<u>255</u>	<u>9,377</u>	<u>6,281</u>
<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>	<u>6,426</u>	<u>293</u>	<u>106</u>	<u>6,825</u>	<u>6,256</u>
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>	2,625	(293)	148	2,480	164
Transfers between funds	(271)	271	-	-	-
<b>Net movement in funds</b>	2,354	(22)	148	2,480	164
<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>	<u>7,201</u>	<u>2,479</u>	<u>635</u>	<u>10,315</u>	<u>7,835</u>

## THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019.  
(continued)

### 19. Financial instruments

Categories of financial Instruments:	Charity		Consolidated	
	2019 £'000	2018 £'000	2019 £'000	2018 £'000
<b>Financial Assets:</b>				
Listed Investments (fair value at amortised costs)	2,063	1,772	2,063	1,772
Debtors (amortised cost)	3,158	3,002	3,158	2,995
Cash and cash equivalents	6,337	6,096	6,346	6,325
	<u>11,558</u>	<u>10,870</u>	<u>11,567</u>	<u>11,092</u>
Financial liabilities (at amortised cost)	<u>182</u>	<u>322</u>	<u>182</u>	<u>533</u>

Financial liabilities comprise other taxes and social security costs, other creditors and trade creditors.

#### Market risk

Market risk arises from the Charity's listed investments. The fair value of investments will fluctuate the risk 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

### 20. Post balance sheet events

The worldwide outbreak of the virus causing COVID-19 represents a significant event since the end of the financial period. The Trustees have reviewed the actual and potential impact of the virus on operations and have concluded that the going concern basis remains an appropriate basis of preparation (Accounting Policies (o)).

COVID-19 is considered to be a non-adjusting post balance sheet event and therefore has not been taken into account in preparing the statement of financial position as at 31 December 2019.