

Membership Assessment Advisory Panel Terms of Reference and Scheme of Delegation

1. Remit

- 1.1 The panel is a sub-committee of the RTPI Membership and Ethics Committee and will take delegated responsibility on its behalf for scrutinising routes to Chartered membership and inputting into the management of all Assessments of Professional Competence (APCs) and assessments for membership of the Associate and Legal Associate classes.
- 1.2 The panel receives its duties and responsibilities from the Membership and Ethics Committee and is ultimately responsible for how these duties are discharged.
- 1.3 As the panel is responsible for overseeing assessors, all panel members are required to have up-to-date knowledge of assessment processes and routes to membership, and must attend the annual assessor training.

2. Composition and support

- 2.1 All members of the panel, including those who fill any casual vacancies that may arise, shall be appointed by the RTPI Nominations Sub-Committee.
- 2.2 The panel's composition shall be determined by the Membership and Ethics Committee in accordance with the regulations, which include ensuring all committees and panels are representative, and with regard to the need to include representation from different employment sectors.
- 2.3 The composition of the panel is:
 - Chair (Membership and Ethics Committee Member)
 - Licentiate Assessment of Professional Competence Assessor – 1
 - Associate Assessment of Professional Competence Assessor – 1
 - Experienced Practitioner Assessment of Professional Competence Assessor – 1
 - Assessor for the Associate or Legal Associate class – 1
 - Learning Partner employer – 2
 - Academic representative – 1
 - Young Planner – 1
- 2.4 At least two of the panel members will not be assessors.
- 2.5 The chair of the panel will become a member of the Membership and Ethics Committee, but cannot be the chair of the Membership and Ethics Committee.
- 2.6 The Vice chair will be selected from the panel by the Nominations Sub-committee.
- 2.7 Should the current Chair wish to resign during the MAAP term then the current Vice chair will be invited to take on the role of Chair with immediate effect.

- 2.8 The members of the panel are appointed for a two-year term.
- 2.9 The maximum term on a panel is 6 years, after which there must be a break of at least one year.

3. Quorum

- 3.1 The quorum necessary for the transaction of business shall be one third of the composition of the panel.
- 3.2 In the event of a tied vote, the chair of the panel shall exercise a casting vote as well as a first vote.

4. Conduct of Business

- 4.1 The panel shall meet three times a year, with the option of an additional meeting via teleconference. The chair shall determine whether business should be conducted face to face, electronically or by telephone.
- 4.2 Members can be present via electronic means with prior approval from the chair.
- 4.3 Meetings of the panel shall be called by the secretary of the panel, at the request of the panel chair who shall determine the date.
- 4.4 Unless otherwise agreed, notice of each meeting confirming the type of meeting venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the panel and any other person required to attend no later than 5 working days before the date of the meeting. Supporting papers shall be sent to panel members and to other attendees as appropriate, at the same time.
- 4.5 Dates of meetings will be decided prior to 1st January of each year. Dates can only be varied upon agreement of the chair of the panel and the Chair of the Membership and Ethics Committee.

5. Minutes

- 5.1 The minutes secretary will ascertain, at the beginning of each meeting, the existence of any conflicts of interest and ensure that these are minuted.
- 5.2 The secretary shall minute the proceedings and resolutions of all panel meetings, including the names of those present and in attendance.
- 5.3 Minutes of the panel meetings shall be circulated promptly to all members of the panel.
- 5.4 Items or minutes which contain commercially sensitive information, contractual issues, issues relating to employment, legal proceedings, information provided in confidence or which identify an individual shall be marked as confidential.
- 5.5 Minutes and papers for the panel shall be in accordance with the Institute's service standards.

6. Reporting responsibilities

6.1. The panel chair shall report formally to the Membership and Ethics Committee on its proceedings after each meeting on all matters within its duties and responsibilities.

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

7. Decisions delegated to the Membership Assessment Advisory Panel by the Membership and Ethics Committee

7.1 For determination

- Assessment of Professional Competence commendations.
- Criteria for assessor recruitment and selection.
- Membership assessment guidance for assessors.
- Topics to be covered in assessor training.
- Decisions to retrain or suspend individual assessors. Panel members who are also assessors will be subject to the same review processes as all other assessors where concerns about the quality of their work have been raised.

7.2 For consideration and recommendation back to the Membership and Ethics Committee for decision

- Strategic changes to the membership assessment procedures such as changes to the criteria or application process.
- Monitoring of access and pass rates for membership routes, and any complaints or feedback about the membership assessment process.
- Membership assessment guidance for candidates.
- Methods to ensure quality and consistency of membership assessments, including assessor reviews, monitoring and training.
- Recommendations regarding the overall operation of the membership assessment process.
- Methods to ensure the membership routes and assessment processes remain current and relevant.
- Support for candidates, such as identifying methods for improving resource material and assisting in developing strategies to overcome inequalities in access.

7.3 Delegation to Officers

The panel delegates the following to the Head of Membership or their nominee:

- Recruitment and training of assessors.
- Discussion of the outcome of any review with individual assessors and monitoring of future performance.