

## Board of Trustees Meeting Minutes, 2<sup>nd</sup> December 2020

**11:00am to 3:00pm via GoToMeeting**

**Chair:** Sue Bridge **(SEB)**

**Present:** Sue Manns **(SM)**, President; Wei Yang **(WY)**, Vice President; Ian Tant **(IT)**, Immediate Past President; Tom Venables **(TV)**, Vice Chair; Andrew Taylor **(AT)**, Honorary Treasurer; Bernadette Hillman **(BH)**, Honorary Solicitor and Secretary; Tony Crook **(TC)**; Lucy Seymour-Bowdery **(LSB)**, (for agenda items 1-15); Janet Askew **(JA)**; Meeta Kaur **(MK)**; Stefano Smith **(SS)**; Rebecca Dewey **(RD)**; Laura Archer **(LA)** John Powell **(JP)**

**In Attendance:** Victoria Hills **(VH)**, Chief Executive; Richard Patrick **(RP)**, Director of Commercial and Corporate Services; Roisin Willmott **(RW)**, Director of RTPI Cymru and RTPI Northern Ireland; Craig McLaren **(CMcL)**, Director of Scotland and Ireland; Sukhpreet Bhatia **(SB)**, Governance Manager; Simone Tomlinson **(ST)**, Governance Officer, Richard Blyth **(RB)**, Head of Policy and Research (for non-confidential items only); Martine Koch **(MK)**, Head of Membership (for agenda item 18)

**Apologies:** John Fenna **(JF)**

No.	Agenda Items	Actions
<b>1.0</b>	<b>Apologies for Absence</b>	
<b>1.1</b>	Apologies for absence was received from JF.	
<b>2.0</b>	<b>Declarations of Interests</b>	
<b>2.1</b>	The Trustees noted the following usual declarations:	
<b>2.2</b>	LSB works for the Ministry of Housing, Communities and Local Government.	
<b>2.3</b>	WY is a trustee of the Landscape Institute.	
<b>2.4</b>	TC is engaged in the research for the Ministry of Housing and Local Government and with the Scottish Government.	
<b>2.5</b>	MK has accepted a position on the Women and Planning Advisory Board and is being appointed to a non-executive directorship position at the Public Practice.	
<b>2.6</b>	SS is commissioned by the Scottish Government for research on development contributions.	
<b>3.0</b>	<b>Minutes of the previous meetings and board action log</b>	
<b>3.1</b>	<p><b>Agreed:</b> Minutes of the board written resolutions and the meetings held on 12<sup>th</sup> August; 16<sup>th</sup> September and 26<sup>th</sup> October were agreed as an accurate record.</p> <p>The Trustees noted and thanked SET and team for their work in completing the actions.</p>	

<b>4.0</b>	<b>Matters arising</b>	
	None	
<b><u>Standing items:</u></b>		
<b>5.0</b>	<b>Health and Safety Report</b>	
<b>5.1</b>	The Trustees noted the contents of the Health and Safety Report. RP reported that there were no near misses reported, and it was inadvertently being left in the report.	
<b>5.2</b>	The Trustees asked, how the RTPI is dealing with the health and safety implications of home working. RP explained, the standard DSE assessments and training were continuing supported by regular staff surveys. The feedback from surveys were followed up with additional equipment where needed.	
<b>5.3</b>	The Trustees asked about the completion of fire evacuation tests. RP reported that these had been suspended whilst all offices were closed to colleagues and visitors. Full evacuation tests for Botolph Lane were not practical for the limited number of colleagues who volunteer to support maintenance, insurance and incoming post obligations.	
<b>20.0</b>	<b>RTPI Corporate Strategy Projects Update</b>	
<b>20.1</b>	The Trustees noted the corporate strategy projects update.	
<b>21.0</b>	<b>Report from the Chair of the Board of Trustees</b>	
<b>21.1</b>	The Trustees noted the Chairs report. The Chair and the other Trustees who had attended the recent training from NCVO, found the training very useful and asked for more such training opportunities in future.	
<b>21.2</b>	<b>Action:</b> The Chair asked to arrange finance training for all the Trustees.	<b>Governance</b>
<b>22.0</b>	<b>Brief summary from Committee Chairs</b>	
<b>22.1</b>	The Trustees noted the summary report the Committee Chairs.	
<b>23.0</b>	<b>President's Reports</b>	
<b>23.1</b>	President, Sue M shared an update since the start of her presidential year. The highlight of her presidential year has been the visit to the Urban Forum in Abu Dhabi – chairing a discussion on the centre stage. Straight after that she did one regional visit and launched the 'CHANGE' action plan. Since March, the digital meetings were introduced which had a huge impact on the events of almost all the organisations. Whilst she couldn't meet the members in person, she very much appreciated the opportunities that emerged from the digital meetings facility, eg, CPD events, virtual regional visits, etc. She developed the EDI opportunities and encouraged the talk about it at every opportunity to enrich Planners profession. She was very pleased to see 2000	

	members volunteering for the RTPI and very pleased to launch the volunteering strategy. She also launched 'the Plan the World We Need Campaign' at the Planner Live. She stated, it was not the year as expected, but it was completely an honour to serve as the President of the RTPI.	
<b>24.0</b>	<b>Other Reports: PAE; RTPI Cymru; RTPI NI; RTPI Ireland; RTPI Scotland; CIC; Right to build task force</b>	
<b>24.1</b>	The Trustees noted the report without any further comments.	
<b>25.0</b>	<b>Chief Executive's Report</b>	
<b>25.1</b>	The Trustees noted the report without any further comments.	

**Approved,**

**Chair**