

Reference	BOT21.FEB.23
Date	Wednesday, 3 rd February 2021

Board of Trustees

Brief Summary of activities performed by RTPI Committees

Report from the respective Committee Leads, on behalf of Committee Chairs

FOR INFORMATION AND DISCUSSION

The BOT is invited to:

- (i) Note the reports from the Committee Chairs and comment on any particular noteworthy aspects and/or feedback or observations directly to the Committee Chairs.

Introduction

The key role of these Board Committees/Panel is to support the work of the Board of Trustees by scrutinising the delegated matters in detail and providing assurance.

The following reports highlight the summary of activities performed by various Committees/Panel as reported by the Committee Leads on behalf of the Committee Chairs.

Summary Report from Board Committees

- 1.1 Membership and Ethics Committee; Policy Practice and Research Committee; International Committee; Education and Lifelong Learning Committee; Nations and Regions Panel didn't had any meetings since the Trustees receive the last update at their December 2020 Meeting.

1.2 Nomination Subcommittee

Background:

- 1.2.1 The sub-committee will take delegated responsibility on behalf of the Board of Trustees for scrutinising member applications for nomination to external bodies, co-option to the Board of Trustees, General Assembly and standing/other committees.
- 1.2.2 The sub-committee shall consider such other selection processes as are referred to them by the Board or standing/other committees. The sub-committee also has the delegated responsibility in deciding the eligibility criteria and applications received with regards to the State Honours; Gold Medal and Outstanding Services Award.

Summary of 4th November meeting business:

- 1.2.3 The subcommittee appointed Peter Batey as the Chair of AcSS Search Committee.
- 1.2.4 The Subcommittee recommended the amendment to the existing Gold Medal process and criteria to the Trustees through a written resolution. The Trustees considered the written

resolution and shared their feedback which will be considered by the Nomination Subcommittee Chair and the Chief Ex in their meeting on 24th January. An amended written resolution would be proposed to the Trustees for their approval.

- 1.2.5 The Subcommittee recommended the Trustees to appoint David Burch as the new independent member of the Audit Committee.
- 1.2.6 The Subcommittee recommended the Trustees to appoint Atefeh Motamedi and Paul Bateman as the 'Associate Members' for the two vacant roles on the General Assembly.
- 1.2.7 The Subcommittee agreed to appoint Gillian Dick as the Vice Chair of the Partnership and Accreditation Panel for a term of two years.
- 1.2.8 The Subcommittee proposed to Routledge (the publisher) to appoint Professor Mark Tewdwr-Jones as the Chair of the Editorial Board, RTPI Library Series, for a term of three years.
- 1.2.9 The Subcommittee re-appointed Past President John Acres as the RTPI Representative on the Construction Industry Council (CIC), for a term of two years – 2020-21 and 2021-22.

To note: *Due to the sensitivity of the matters considered and approved by the Nomination Subcommittee, the Board and all concerned who have received the information are requested to keep the information confidential. Due to further processes involved for some of the matters, the decisions taken by the Nomination Sub-committee might not have yet been shared with the applicants/nominees, therefore the above discussions are still required to be kept confidential.*

1.3 Finance Committee

Background:

- 1.3.1 The RTPI Finance Committee is responsible to the Board of Trustees (BOT) for monitoring and planning the institutes financial position and financial strategy. It took on the responsibilities of the Major Project Scrutiny Committee and the Investment Working Group. The role of the Committee is to ensure the BOT discharges its financial responsibilities correctly and the Institute remains financially viable at all times.

Summary of 5 & 19 November meeting business:

- 1.3.2 The Committee noted the RTPI Investment Performance and it was reported that both funds were doing well especially the Barclays Fund.
- 1.3.3 Heather Lamont from CCLA joined the meeting to give an overview of the CCLA portfolio.
- 1.3.4 The Committee noted the 2020 Management Accounts including Year End Forecast.
- 1.3.5 The Committee noted a report on the use of the Business Continuity Fund.
- 1.3.6 The Director of Commercial Services gave a verbal update regarding the Digital Transformation Project.
- 1.3.7 The Committee were asked to make a recommendation to the Trustees for the draft of next year's budget assumptions. Following various questions a further meeting of the Committee was agreed to be arranged to consider the draft budget in more detail.

- 1.3.8 The Committee agreed the budget subject to minor amendments and recommended to the Trustees for their December 2020 meeting for approval.

1.4 Appointments & Remuneration committee

Background:

- 1.4.1 The Appointment and Remuneration Committee is responsible to the Board of Trustees (BOT) for monitoring and setting remuneration policy for the institute. Its role is to ensure the BOT discharges its corporate governance and has an effective reward strategy in place which promotes an effective high performing and diverse workforce and supports the delivery of the Corporate Strategy.

Summary of 17 December meeting business:

- 1.4.2 The Committee noted the report regarding the Staff Survey Employee Engagement.
- 1.4.3 The Committee were asked to consider and comment on the proposed re-structuring of the Senior Executive Team.
- 1.4.4 The formation and operational matters are usually in the remit of the Chief Executive however in accordance with the terms of reference for the Appointments & Remuneration committee it is required for the Chief Executive to consult with the committee on any changes to the structure.

1.5 Audit Committee

Background:

- 1.5.1 RTPI Audit Committee has the responsibility for reviewing the audit plan and audit findings; monitoring RTPI's overall financial health; monitoring the probity of financial systems; and monitoring expenditure for probity and value.

Summary of 11 November meeting business:

- 1.5.2 The Committee approved the Letter from Hays McIntyre for the audit planning for the audit for the year ending 31.12.2020.
- 1.5.3 The Committee received and discussed the auditor's fees to be further recommended to the Trustees for their approval.
- 1.5.4 The Committee noted the 2020 Emerging Issues and Audit Committee Work Plan 2021.
- 1.5.5 The Committee recommended the new Audit Committee Terms of Reference to the BOT for their approval.