

<i>Reference</i>	BOT21/FEB/
<i>Date</i>	3 February 2021



Regional Activities Committee (RAC) Scheme of Delegation and Terms of Reference

As agreed by Board of Trustees on 03 February 2021

This scheme of delegation replaces all rules and regulations issued hitherto and comes into effect from 3 February 2021.

1. Remit

- 1.1 The Regional Activities Committee (RAC) will be responsible for the delivery of services and activities to support members and future members as identified in the Region's approved business plan.
- 1.2 The RAC receives its duties and responsibilities from the Regional Management Board, which is ultimately responsible for how these duties are discharged.

2. Composition and support

- 2.1 Nominations to the RAC shall be received annually.
- 2.2. Applications are invited through the RAC nominations process and ratified by the serving RMB.
- 2.3 The RAC's composition shall be determined as per the provisions mentioned in the subsequent section 2.4.
- 2.4 The RAC composition shall include to a maximum before co-option:
 - All members of the Regional Management Board (5-8 members), and
 - Up to 16 chartered or legal members or legal associates, half of whom are appointed in alternate years, and
 - Up to 4 student and/or licentiate members
 - 1 associate
 - 1 affiliate member

There is the power to co-opt up to a maximum of 30. Within this number, RMB's may choose to appoint:

- Young Planner Chair/Rep
 - Planning Aid England Chair/Lead
 - Policy Chair/link
 - Chairs of other sub-committees or working parties as identified by the RMB
- 2.5 The chair of the RAC is the Chair of the RMB or the Vice Chair of the RMB (or deputy in his/her lieu).
 - 2.6 Members of the RMB are members of the Regional Activities Committee by virtue of their membership of the RMB.

- 2.7 Casual vacancies to the RAC can be co-opted and remain in term until such point as an election takes place.
- 2.8 If an appointed member is absent from three consecutive meetings of the RAC, the RMB may resolve that his/her office be vacated.

3. Quorum

- 3.1 The quorum is one third of those members entitled to attend and vote. This should apply to any sub committees created but a quorum should never be less than three.
- 3.2 In the event of a tied vote, the chair of the RMB shall exercise a casting vote as well as a first vote.

4. Conduct of Business

- 4.1 The RAC shall meet a minimum of three times a year. 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 the prior approval from the chair.
- 4.3 Meetings of the RAC shall be called by the regional secretary or the regional co-ordinator, and in agreement with the chair
- 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 RAC 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 ~~standing~~ committee members and to other attendees as appropriate, at the same time.
- 4.5 Items containing commercially sensitive information, contractual issues, issues relating to employment, legal proceedings, and information provided in confidence or which identify an individual shall not be discussed at RAC without express permission from the RMB Chair.
- 4.6 Dates of meetings agreed and circulated to members prior to 1st January of each year.

5. Minutes

- 5.1 The chair will ascertain, at the beginning of each meeting, the existence of any conflicts of interest and ensure that these are minuted.
- 5.2 A designated minute taker shall minute the proceedings and resolutions of all meetings, including the names of those present and in attendance.
- 5.3. Minutes of RAC meetings shall be circulated promptly to all members of the RAC, the Head of English Regions and the Board of Trustees.
- 5.4 Items minuted under 4.5 shall be marked as confidential. These items shall be redacted if published online.
- 5.5 Minutes and papers for the RAC shall, where possible be prepared and circulated in accordance with the Institute's service standards.

6. Reporting responsibilities

- 6.1. Members of the RAC shall provide a verbal or written report to the RMB on their designated areas of responsibility in accordance with their role, including, but not limited to the work of a sub-committee or representation on another body.

7. Decisions delegated to the RAC by the RMB

7.1 For determination

- Undertaking of membership activities and services in line with approved business plan and budget
- Membership of working groups/ sub-committees designated by the RMB, subject to agreed Terms of Reference.

7.2 For consideration and recommendation back to the RMB for decision

- Contributions to the Region's draft annual budget and business plan.
- Identification of reserves projects.