

Education and Lifelong Learning Standing Committee Terms of Reference and Scheme of Delegation

1. Remit

- 1.1 The standing committee will take delegated responsibility on behalf of the RTPI Board of Trustees for education policy development and provision of planning education, training and learning for RTPI members throughout their professional career and for others associated with the activity of planning; and for the promotion of planning as a career choice.
- 1.2 The standing committee receives its duties and responsibilities from the board. Responsibilities can be delegated to subordinate bodies but the committee is ultimately responsible for how these duties are discharged.

2. Composition and support

- 2.1 The standing committee shall be appointed by the Board of Trustees
- 2.2. The standing committee's composition shall be determined by the Board of Trustees in accordance with the regulations.
- 2.3 Composition of the standing committee is outlined in the regulations
- 2.4 The chair and vice chair of the committee shall be appointed by the board on the recommendation of the chair of the board in consultation with the chief executive.
- 2.5 Either the chair or vice chair will be a board member.
- 2.6 The chair of a standing committee is appointed for a two-year term.
- 2.7 The maximum term on a standing committee is 6 years, after which there must be a break of at least one year.
- 2.8 Casual vacancies to the standing committee shall be filled by the RTPI Nomination Sub-Committee.
- 2.9 The chair of the RTPI Partnership & Accreditation Panel and chair of Planning Schools Forum form part of the membership of the standing committee.

3. Quorum

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

4. Conduct of Business

- 4.1 The standing committee shall meet 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 standing committee shall be called by the secretary of the standing committee, at the request of the standing committee 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 standing committee 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 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 committee and the Chair of the Board of Trustees.

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 standing committee meetings, including the names of those present and in attendance.
- 5.3. Minutes of the standing committee meetings shall be circulated promptly to all members of the standing committee.
- 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 standing committee shall be in accordance with the Institute's service standards.

6. Reporting responsibilities

- 6.1. The standing committee chair shall report formally to the board on its proceedings after each meeting on all matters within its duties and responsibilities.
- 6.2. The standing committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

7. Decisions delegated to the Education and Lifelong Learning Standing committee by the Board of Trustees

7.1 For determination

- Consideration and approval of RTPI's initial planning education policy and guidance on its accreditation and partnership processes.
- Policy and guidance on non-university study pathways in town planning.
- Overview of the knowledge and skills required throughout a career in town planning including employer support.

- Accreditation of universities as RTPI 'planning schools'.
- Accreditation of programmes, qualifications and courses on planning.
- Appointment of accreditation and partnership boards and 'dialogue members'.
- Consideration of the effectiveness of planning schools.
- Promotion of town planning as a career choice.
- Setting standards and requirements for Continuing Professional Development and training of RTPI members.
- Advising on programmes of CPD provided by the RTPI.
- Monitoring of education and careers related activities across the RTPI Nations and English Regions.

7.2 For consideration and recommendation back to the Board of Trustees for decision

- Evaluation and setting of any annual fee charged to accredited planning schools.
- Significant changes to RTPI policy on initial planning education regarding the length, level and mode of study.
- Advise on the appointment of the chair and vice-chair of the RTPI Partnership & Accreditation Panel.

7.3 Delegation to Officers

The standing committee delegates the following to the Director of Professional Standards & Development or their nominee:

- Appointment of the RTPI Secretariat to accreditation or partnership boards.
- Removal of accreditation from university or further education institutions following advice from the partnership board and in accordance with RTPI guidance.
- Adjudication on disputes relating to partnership boards.

The standing committee delegates the following to the Chief Executive

- The authority to amend the Education and Lifelong Learning Standing Committee Terms of Reference and Scheme of Delegation should any changes to the regulations or byelaws result in an inconsistency.