Board of Trustees Meeting Minutes, 7th April 2021

11:00am to 3:00pm via Microsoft Teams Video Conferencing

Chair: Sue Bridge **(SEB)**

Present: Wei Yang **(WY)**, President; Timothy Crawshaw **(TC)**, Vice President; Sue Manns **(SM)**, Immediate Past President; Meeta Kaur **(MK)**, Vice Chair; Andrew Taylor **(AT)**, Honorary Treasurer; Bernadette Hillman **(BH)**, Honorary Solicitor and Secretary; Lucy Seymour-Bowdery **(LSB)**; Janet Askew **(JA)**; Tom Venables **(TV)**; Stefano Smith **(SS);** Rebecca Dewey **(RD)**; Laura Archer **(LA)** John Powell **(JP)**; Layla Vidal-Martin **(LVM)**; Laura Archer **(LA)**

In Attendance: Victoria Hills **(VH)**, Chief Executive; Richard Patrick **(RP)**, Chief Operating Officer; Roisin Willmott **(RW)**, Director of RTPI Cymru and RTPI Northern Ireland; Craig McLaren **(CMcL)**, Director of Scotland and Ireland; Simon Creer **(SC)**, Director of Communications; Lesley Mitchell **(LM)**, Head of HR and Compliance; Sukhpreet Bhatia **(SB)**, Governance Manager**;** Simone Tomlinson **(ST),** Governance Officer, Machel Bogues **(MB)**, EDI Manager

Apologies: None

Summary of Main Actions from This Meeting:

- **Item 05**: To update the health and safety report/its appendix, to include a brief paragraph at the start of the report suggesting what changes have been done to the report as compared to the report submitted to the Trustees for their immediate last meeting. **(RP)**
- **Item 06**: The Trustees recommended SET reconsider to assess whether the scores for the risks R09 and R10 be reduced from 2 to 1; and for R16 to increase it from 1 to 2. **(RW)**
- **Item 09**: To take into account the Trustees feedback while preparing the paper to discuss the new optimum operating model matter further at the Trustees Away Day in July. **(RP)**
- **Item 11**: To update the proposed new role description for the Presidential Team taking into account the recommendations for amendments to be made to the role description. **(VH/Chair)**
- **Item 14**: The Trustees asked to receive the updated report on COP 26 at every BOT Meeting. **(CMcL)**
- **Item 16:** The Trustees to agree an additional EDI Champion in their September/earlier BOT meeting. **(Chair/Governance/Sue M)**
- **Item 16**: Referring the CHANGE paper - To change the chosen colour combinations of the table attached as Annexure, as it is not easy to read. **(AC/Machel B)**

Welcome and introductions

The Chair welcomed everyone to the Trustees Meeting and the new Director of Communications, Simon Creer (SC) and Jennifer Bosiacki (JB) for attending their first Trustees Meeting.

No.	Agenda Items	Actions
1.0	**Apologies for Absence**	
1.1	None.	
2.0	**Declarations of Interests**	
2.1	The Trustees did not report any new declarations to the declaration of interest form submitted to Governance for 2021.	

3.0 **3.1**	**Minutes of the previous meeting on 3rd February and action log** **Agreed:** Minutes of the previous meeting held on 3rd February and the action log were agreed as an accurate record subject to, the changes to be made to the remarks section of action number 42.	
4.0 **4.1**	**Matters arising from the minutes** None	
Standing item:		
5.0 **5.1** **5.2**	**Health and Safety Report** The Trustees noted the contents of the Health and Safety Report and asked to incorporate the following changes to the report: - To highlight any new/key points separately, that are being added to the standard format of the health and safety report. This will help the Trustees locate and focus on reviewing any new developments. - Section 7 of the report suggests that the first aid and fire safety trainings are suspended due to the pandemic. As this would usually be regular training, clarification of Section 7 suggesting that the training will be performed before the employees resume back into the building. **Action:** To update the health and safety report/its appendix, to include a brief paragraph at the start of the report suggesting what changes have been done to the report as compared to the report submitted to the Trustees for their immediate last meeting.	 **RP**
Item for Decision:		
17.0 **17.1**	**Appointment of independent member of the Rem Com** **Decision:** Following the Nomination Subcommittee's recommendation, the Trustees agreed to appoint Pamela Harding as the new independent member of the Appointment and Remuneration Committee for a term of two years from (May 2021 – April 2023). **Note:** Candidate's name was anonymised in the paper and for the BOT's discussions.	
Items for Noting:		
18.0 **18.1**	**BOT Chair's Report** The Trustees noted the Chairs report without any further comments.	
19.0 **19.1**	**RTPI Trust Annual Report** The BOT noted the RTPI Trust report and thanked the RTPI Trust Trustees for all the great work and contributions during 2020.	

20.0 20.1	**Brief summary from Committee Chairs** The Trustees noted the Committee Chairs report without any further comments.	
21.0 21.1	**Other Reports – PAE, NI, Scotland, Ireland** The Trustees noted the reports without any further comments.	
22.0 22.1	**President's Report** The Trustees noted the President's report.	
23.0 23.1	**Chief Executive's Report** The Trustees noted the summary report received from the Chief Executive. Chief Ex informed the Trustees on the following additional points: (i) RTPI will enter into a partnership with 'Building People'. They specialise in drawing in greater diversity of the candidates into the built environment sector predominantly construction, and would be helpful in introducing new candidates for the role of planning.	
24.0 24.1	**Data Protection Report** The Trustees noted the Data Protection Report without any further comments.	
25.0 25.1	**Any notified business not otherwise on the agenda** CMcL and RD informed the Trustees that the 'One Institute' paper was very well received at the recent NRP meeting.	

Approved,

Chair