Reference	BOT21.MAY.22
Date	Wednesday, 26th May 2021

Board of Trustees

Brief Summary of activities performed by RTPI Board Committees

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

FOR INFORMATION AND DISCUSSION

The BOT is asked to 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.

1. Membership and Ethics Committee

Background:

The Committee takes delegated responsibility on behalf of the Board of Trustees for managing entry to membership, growing and retaining existing membership and maintaining professional standards, ethics and discipline.

Summary of 30 March meeting business

1.1. The Committee discussed and agreed the proposed changes to the criteria for Honorary membership, subject to some amendments to wording.

1.2. The Chief Executive provided a verbal update on the on the progress of the 2020-2030 Corporate Strategy Implementation Plan. The next stage is to seek feedback on possible priorities for 2022.

1.3. The Chief Executive thanked the Committee for the work undertaken on GROWPLAN. The Committee discussed the implementation plan for GROWPLAN; noted the update on the progress made with the 2021 projects; and considered and discussed some early thoughts on the priorities for the next three-year Service Plans 2022-2024.

1.4. The Chair or the Membership Assessment Advisory Panel (MAAP) presented the 2020 MAAP annual report, noting the following in particular:

1.4.1 The number of applications and pass rates through the different APC routes to Chartered membership.

1.4.2 The six 2020 APC Commendations recently awarded.

1.4.3 Assessor recruitment for 2021 – we now have a total of 91 assessors, 73 continuing from 2020 and 18 new assessors.

1.4.4 The 2021 Assessor Training day was held online in late January and early February 2021. This was the first time the annual training has been delivered online and was successful. MAAP will review the different options for 2022 assessor training at their meeting in June.

1.4.5 There were 4 appeals received in 2020, all of which were dismissed.

1.4.6 In accordance with the MAAP Terms of Reference, the members' term limits were reviewed at the end 2020. The Nominations Sub-Committee agreed to renew Panel members for their third two-year term, where applicable.

1.5. The Committee discussed the One Institute Project, they welcomed the report and the opportunity to work together as One Institute, appreciating the sensitivities around some of the issues raised. The Committee provided feedback to the Director of Scotland, Ireland and English Regions.

1.6. The Chair of RTPI Board of Trustees presented the Committee with the proposed changes to modernise the RTPI constitution. The Governance Review is being undertaken in line with the Charity Commission's Code for Charities to review the working and governance arrangements of the RTPI Board of Trustees (BOT). The Committee generally felt that the proposed changes were logical.

1.7. The Complaints Investigator presented the paper on the minor review of the Complaints Procedure and the proposed changes to the procedures and associated working practices. The current Complaints Procedure has been in place since November 2015 and it is good practice to review our processes on a regular basis. The Conduct and Discipline Panel have started to review the process and the Committee discussed the proposed changes.

1.8. The Complaints Investigator provided an update from the recent Conduct and Discipline Panel. There were two complaints reviewed, covering 3 members. One complaint covered two members which raised the issue of members not using their post-nominals. The two members were not found in breach of the Code but were advised to use their post-nominals. An advice note is now being produced on post-nominals to notify members that it is a part of the Code.

2. Nomination Subcommittee

Background:

The subcommittee 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.

The subcommittee 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 12th May 2021 meeting business:

2.1. The Subcommittee considered and agreed to put forward two individuals for Fellowship to the Academy of Social Sciences. For confidentiality reasons, the names of these individuals have been kept confidential to the Nomination Sub-committee members; the Chief Executive and the Governance Team are only privy to this information and are liaising with the Academy of Social Sciences to process these applications.

2.2. The Subcommittee considered applications to be selected for the Young Planners Representative Role for the Membership Assessment Advisory Panel (MAAP) and approved Alastair Curran a term of two years.

2.3. The Subcommittee considered two applications for RTPI Fellowship, out of which one was unsuccessful and the other was deferred requesting more information. One resubmission application was signed off and approved by the Chair of the Nomination Subcommittee as it had previously been discussed and it was agreed that the Chair would sign this application off.

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 Subcommittee might not have yet been shared with the applicants/nominees, therefore the above discussions are still required to be kept confidential.

3. Finance Committee

Background:

The RTPI Finance Committee is responsible to the Board of Trustees (BOT) for monitoring and planning the institutes financial position and financial strategy. It takes 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 5th May meeting business

3.1 The Committed noted the report on the March Management Accounts.

3.2 The Committee noted the report on the status of the Designated Funds.

3.3 The Committee noted the Investment Update report.

3.4 The Committee noted the report on the progress with delivery of Digital Transformation Update.

3.5 The Finance Committee noted the report on the progress with the Digital Transformation 365 Upgrade Project.

3.6 The Committee noted the progress on the Corporate Strategy Projects.

3.7 The Committee noted the verbal update given by the Chief Operating Officer regarding the review of the Kaplan Services.

4. Audit Committee

Background:

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 28th April meeting business

4.1 The Committee approved the Letter from Hays McIntyre for the reporting of the audit for the year ending 31.12.2020.

4.2 The Committee agreed the Letter of Representation presented by Haysmcintyre. The Committee agreed to recommend that the Board of Trustees agree the letter and authorise the Chair to sign the Letter of Representation.

4.3 The Committee agreed the actions proposed in the Audit Report 2020.

4.4 The Committee recommended the draft annual report as a fair and accurate report including suggestions made for the next year.

5. Young Planner Chairs' Committee

Background:

The Young Planner Chairs' Committee provides a forum for Young Planner Chairs from across the Nations and Regions to come together to share ideas, knowledge and best practice whilst discussing issues that are relevant to Young Planners. The Committee meets a minimum of three times a year and is chaired by the Trustee for Young Planners.

Summary business for the meeting held on 16th March was shared with the Trustees for their meeting on 7th April. There have been no meetings since then.

6. Education Lifelong Learning Committee

Background:

The terms of reference for the Education & Lifelong Learning Committee (ELLC) state it takes 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.

Summary of meeting business held on 9th March was shared for 7th April Trustees Meeting. There have been no meetings since then.

7. Policy, Practice and Research Committee

Background:

The Policy Practice and Research Committee is responsible for cross border policy, planning practice and the RTPIs research programme.

The Terms of Reference and the Scheme of Delegation of PPRC are currently pending a wider Board review.

Summary of 24 March 2021 meeting business was shared with the Trustees for 7th April Trustees Meeting. There have been no meetings since then.

8. International Committee

Background:

The International Committee leads work on developing the relationship between all aspects of Institute activity and the practices of planning outside the British Isles; and the Institute's relations with bodies in other countries and international bodies relevant to planning.

The Terms of Reference and the Scheme of Delegation of the IC are currently pending a wider Board review. In practice the IC covers RTPI **research** and RTPI **policy** that have a global scope – such as the alignment of national policy to international agreements (e.g. SDGs, UNFCCC and Paris Agreement) and planning matters in DfID and FCO official development assistance (ODA). The IC also oversees the Institute's relationships with other national and international planning organisations.

Summary of 18 March 2021 meeting business was shared with the Trustees for their meeting on 7th April. There have been no meetings since then.

9. Nations & Regions Panel

Background:

The Nations and Regions Panel leads the work on supporting effective services for members in the Nations and Regions and developing and facilitating good communications with all part of the Institute.

Summary of 16 March meeting business was shared with the Trustees for their meeting on 7th April. There have been no meetings since then.

10. Recommendation

The BOT is asked to note the reports from the Committee Chairs and comment on any particular noteworthy aspects and/or feedback or observations directly to the Committee Chairs.

11. Health and Safety Implications

Statement regarding the health and safety considerations.

12. Equality and Diversity Implications

Statement regarding the RTPI's compliance with or continuing commitment to equality and diversity.

13. Resource Implications

Statement on any resource (financial / non-financial) considerations.

14. Governance and Compliance Implications

Statement to cover governance, charter, byelaws, regulations, devolution (issues affecting England, Northern Ireland, Wales, Scotland and/or Ireland), data protection and other legal considerations.

15. Communications Implications

Statement on any internal/external communication considerations.

16. Corporate Strategy - Climate action

Identify the Climate Action implications and how the RTPI's Climate Action Plan is addressed.

17. Corporate Strategy - GROWPLAN

Identify the implications for GROWPLAN.

18. Corporate Strategy - Digital Transformation

Identify the implications that would affect the Digital Transformation Strategy.