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Meeting Date	09 June 2021

General Assembly

Chair's Report to General Assembly

Report from the Chair of the Board of Trustees, Sue Bridge

FOR INFORMATION

General Assembly members are asked to receive this report and attend with any questions or comments. Papers (excluding confidential items) will be available online at https://www.rtpi.org.uk/about-the-rtpi/governance/general-assembly-trustees-meeting-papers/

Introduction

1.1 The purpose of this report is to highlight the main decisions of the Board since the last meeting of the GA so that the Members of the Assembly can ask questions and seek clarification on the work of the Board.

1.2 Since the last meeting of the General Assembly in January 2021, the Board of Trustees have met three times, on the 3rd February, the 7th April and 26th May. There have been no decisions taken by written resolution.

1.3 In addition to the items set out below, which highlight the main work of the Board (excluding confidential items), the board considers standing items, notably the risk register and the health and safety report. It also considers other items for noting, mainly reports from the standing committees, nations and regions, the President, Chair of the Board and the Chief Executive. These items are all available in the board papers on the above link.

2. Board Meeting 3rd February 2021

2.1 The Board considered the amendments to the Nations and Regions Scheme of Delegation which was agreed subject to the proviso that if an individual has not attended two consecutive meetings they should step down from their position.

2.2 The Board considered and agreed the RTPI International Strategy, which was subsequently launched by the President, Wei Yang. The Board thanked all those involved in putting the strategy together, especially the International Committee and the relevant officers. The Board agreed that the next stage of the strategy is the implementation strategy and drawing up a new version of the 'Plan the World We Need' campaign with an international dimension in time for COP26.

2.3 The Board discussed .and agreed the fee for the external auditors.

2.4 The Board discussed the feedback from the GA on the changes to the constitution which is discussed in a further report to GA later in the agenda.

2.5 The Board agreed to increase the meetings of the Standing Committees and General Assembly from three to four meetings a year from 2022. The Board will consider the budget implications later in the year.

2.6 The Board received a report on the 'One Institute' approach. The Board noted that further reports will be received following the extensive consultation with the Nations and Regions and other groups. This consultation is still in progress and further reports will be considered in due course.

2.7 The BOT received a report on membership performance for 2020 and was pleased to note that membership had increased to 26,115 representing an overall increase of 2.1% in 2020. The Board noted that the biggest increase was in the pipeline categories of membership (students and affiliates) which represented a 6.2% increase in 2020. The conversion from students to Licentiate membership also grew by 11.8% as did the overall L-APC first time pass rate which increased to 50.78%. The overall membership retention for 2020 remained high at 93.28%. Trustees requested that in future international membership statistics should also be recorded to measure the performance and achievement associated with this group of members.

3. Board meeting on 7th April 2021

3.1 The Board considered revisions to the Presidential role descriptions following the Board Effectiveness review.

3.3 The Board noted that the criteria and process for the Honorary Membership of the RTPI was last considered in 2017 and these need to be reviewed in the light of the Corporate Strategy. The Board reviewed and approved revised criteria.

3.4 The Board considered and approved the amended process and criteria for nominations for the Gold Medal and resolved that this be restricted to Chartered Members only. The Board considered that the category of Honorary Members was the right place to recognise the exceptional contribution of non-members. The approved criteria are available to view here: https://www.rtpi.org.uk/events-training-and-awards/awards/gold-medal/

3.5 The Board also note the RTPI's activities around COP26 and the involvement of the Board's climate change champion, Bernadette Hillman, in taking this forward. The Board resolved to receive a report on COP26 activities at each meeting.

3.6 The Board reviewed the current events strategy and established an Advisory panel, led by Tom Venables, which consists of officers and Trustees to look at future events, including a pricing strategy. The Panel will report back to the Board at regular intervals and further updates on the future of events will be the subject of further reports to the GA.

3.7 The Board received the first-year progress report on CHANGE, our first EDI action plan. This is the first report on the 10-year programme focussed on improving the planning profession by making sure that it is inclusive and welcoming, a profession where all can thrive and achieve their full potential and is attractive to young people making their career choice. Regular updates will be shared with GA and the members.

4 Board Meeting 26th May 2021

4.1 The BOT approved the auditor's findings report, the Letter of Representation, the Going Concern Declaration, the Financial Statements 2020 and the Trustees Report for Annual Review in accordance with its statutory obligations following the advice of the Audit and Financial Committees. The Annual Report and Accounts will be published in full and be available on the web-site in the near future.

4.2 The BOT agreed the final report on the constitutional changes for discussion at the GA meeting in June.

4.3 The BOT agreed to consult the GA on the increase in subscriptions.

5. Decisions of the Nomination Subcommittee

5.1 The Nomination Subcommittee takes 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 also considers such other selection processes as are referred to them by the Board or standing/other committees. The subcommittee also has the delegated responsibility in deciding the eligibility criteria and applications received with regards to the State Honours, Gold Medal and Outstanding Services Awards. The Nomination Subcommittee had considered and recommended the revised criteria for Honorary Members and the Gold Medal to the Board.

Summary of 17 February 2021 meeting business:

- The Subcommittee considered amendments to the existing Honorary Membership criteria and process, as it was felt that the existing criteria was inflexible and that the RTPI were missing opportunities to recognise leading professionals who have had a significant impact in planning and for the profession. It was proposed for route i) individuals need to be nominated to this class by two existing members. For route ii) individuals need to be nominated to this class by two existing members and endorsed by a Past President, or member of the current Presidential Team or a current Trustee. The Nomination Subcommittee recommended the amendment to the Membership and Ethics Committee (MEC), considering the MEC has the delegated authority from the Board of Trustees (BOT) to amend the criteria to membership classes.
- The Subcommittee approved to recommend the amended process and criteria for awarding the RTPI Gold Medal to the Board of Trustees for their final approval.
- The Subcommittee considered applications to be selected for the Learning Partner Representative Role for the Membership Assessment Advisory Panel (MAAP) and applicants for the L-APC Assessor Representative Role for a term of two years.
- The Subcommittee considered applications to appoint the co-opted member of the RTPI Appointment and Remuneration committee and agreed to recommend to the BOT to appoint Pamela Harding as the co-opted member for a term of two years from May 2021-April 2023.
- The Subcommittee considered four applications for the appointment as the RTPI Representative on the European Council of Spatial Planners. The Subcommittee approved a representative to take the position from Autumn 2021 to Autumn 2023.

Summary of 12th May 2021 meeting business:

- The Sub-committee considered and agreed to put forward two individuals for Fellowship to the Academy of Social Sciences.
- The Sub-committee 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.

- The Sub-committee 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 Sub-Committee as it had previously been discussed and it was agreed that the Chair would sign this application off.

To note: Much of the Nominations Sub-committee discussions are kept confidential

6. Decisions of the Finance Committee

6.1 The RTPI Finance Committee is responsible to the Board of Trustees (BOT) for monitoring and planning the institutes financial position and financial strategy. The role of the Committee is to ensure the BOT discharges its financial responsibilities correctly and the Institute remains financially viable at all times.

6.2 Summary of 10 March meeting business

The committee discussed and agreed reports on the following matters:

- the status of the Designated Funds.
- The Committee noted the Going Concern report, and agreed to share their recommendation to the Audit Committee and the Board of Trustees that there were no material uncertainties related to events or conditions that may cast significant doubts about the RTPI's ability to continue as a going concern.
- The Committee noted the report on the progress with delivery of the Corporate Strategy during 2020, the oversight arrangements for existing projects and the engagement approach and early thoughts on 2022 priorities.
- The Finance Committee noted the review of the post-Kaplan Strategy report.
- The Committee noted the progress update on the delivery of the foundation project for Digital Transformation.
- The Committee noted the verbal update given by the Interim Head of Finance regarding the 2020 Year End Update.
- The Committee noted the verbal update given by the Interim Head of Finance regarding the 2021 Management Accounts.

Summary of 5th May meeting business

- The Committed agreed the March Management Accounts.
- The Committee noted the report on the status of the Designated Funds.
- The Committee noted the Investment Update report.
- The Committee agreed the report on the progress with delivery of Digital Transformation Update.
- The Finance Committee agreed report on the progress with the Digital Transformation 365 Upgrade Project. And referred it to the BOT for approval

- The Committee noted the progress on the Corporate Strategy Projects.
- The Committee noted the verbal update given by the Chief Operating Officer regarding the review of the Kaplan Services and agreed to receive a further report.

7. Appointments & Remuneration Committee

7.1 The Appointments 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.

7.2 The committee met on the 13th May. As the matters discussed relate to matters of HR they are confidential.

8. Audit Committee

8.1 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 28th April meeting business

- The Committee approved the Letter from Hays McIntyre for the reporting of the audit for the year ending 31.12.2020.
- 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.
- The Committee agreed the actions proposed in the Audit Report 2020.
- The Committee recommended the draft annual report as a fair and accurate report including suggestions made for the next year.

Susan Bridge FRTPI
Chair of the Board of Trustees
May 2021