# Board of Trustees Meeting Minutes, 26 May 2021

**11:00am to 3:30pm 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; Andrew Close **(AC)**, Director of Education and Profession; Jennifer Bosiacki **(JB)**, Head of Finance; Lesley Mitchell **(LM)**, Head of HR and Compliance; Sukhpreet Bhatia **(SB)**, Governance Manager**;** Simone Tomlinson **(ST),** Governance Officer, Richard Blyth **(RB)**, Head of Policy Practice and Research (Item 11); Bob Chilton **(BC)**, Audit Committee Chair (Items 17-20); Jeremy Beard **(Jeremy B)**, External Auditor, Haysmacintyre (Items 17-20)

**Apologies:** None

## Summary of Main Actions from This Meeting:

- **Item 18**: To file the 2020 financial statements with the regulatory bodies and distribution to the members. **(JB)**
- **Item 18**: To sign the annual report and accounts, and letter of representation. **(Chair)**
- **Item 22**: The outcome of the Finance Committee meetings should be reported in more detail to the BOT. **(AT/SB)**
- **Item 23:** Concessionary tickets for retired/student members and accessibility of paid virtual regional events should be assessed by the Events working group. **(TV)**
- **Item 23:** Lifetime membership for lifelong members should be assessed by the Membership and Ethics Committee. **(Meeta K/Martine K)**

| No. | Agenda Items | Actions |
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| 1.0<br>1.1 | **Apologies for Absence**<br>None. | |
| 2.0<br>2.1 | **Declarations of Interests**<br>The Trustees noted the usual declarations of interest as reported by the Trustees in their declaration of interest forms.<br>Lucy SB declared a potential conflict of interest for item 11 as she works with the MHCLG so will not participate in these discussions. | |
| 3.0<br>3.1 | **Minutes of the previous meeting on 7 April and action log** | |

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| | **Agreed:** Minutes of the previous meeting held on 7 April and the action log were agreed as an accurate record subject to, the changes to be made in para 11.2 of the minutes. | |
| **4.0**<br><br>**4.1** | **Matters arising from the minutes**<br><br>Meeta expressed an interest in becoming the EDI champion and would discuss the role with Sue Manns. | |
| **Standing item:** | | |
| **5.0**<br><br>**5.1**<br><br><br><br><br>**5.2** | **Health and Safety Report**<br><br>The Trustees noted the contents of the Health and Safety Report and thanked the officers for preparing a comprehensive report incorporating the suggestions that the Trustees shared in their previous meeting on 7 April 2021.<br><br>The Trustees authorised the Chief Ex to sign the updated Health and Safety Policy | |
| **Items for Decision:** | | |
| **16.0**<br><br>**16.1** | **Going Concern Declaration: Recommendation from FC and AC**<br><br>**Decision:** The Trustees agreed the recommendation of the RTPI SET endorsed by the Finance Committee and the Audit Committee that there are no material uncertainties related to events or conditions that may cast significant doubt about the RTPI's ability to continue as a going concern | |
| **17.0**<br><br>**17.1**<br><br><br><br><br><br><br><br><br>**17.2** | **Trustees Report for Annual Review – Excluding Financial Part**<br><br>The Trustees reviewed the report and noted that this year the format of the report was changed in line with the work of the institute's corporate strategy. In consultation with the auditors, the Trustees acknowledged that the annual review report is not an easy read for the members. Explaining the report by making use of charts, diagrams, infographics, and pictures will make it easier for the reader to look at and interpret it.<br><br>The Trustees suggested that the next year's report should also relate to the agreed KPI's of the Institute.<br><br>**Decision:** The Trustees approved the report subject to taking into account the Chair's amendments to her section of the report. | |
| **18.0**<br><br>**18.1**<br><br>**18.2** | **Financial Statements 2020**<br><br>The BOT received and reviewed the audited annual financial statements for the year ended 2020.<br><br>**Decision and Action:**<br><br>The BOT: | |

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| | (i) Reviewed and approved the Trustees Annual Report and Accounts for the year ended 31.12.2020.<br>(ii) Approved the 2020 financial statements to be filled with the regulatory bodies and distribution to the members;<br>(iii) Authorised the Chair of the Board to sign:<br>- The Annual Report and Accounts, and<br>- The letter of Representation | **JB**<br><br>**Chair** |
| **19.0**<br><br>**19.1**<br><br><br><br><br><br><br><br><br><br>**19.2** | **Auditors Finding Report**<br><br>JB, the external auditor informed the BOT, the audit report has a clean opinion and that they are content to approve and sign the accounts. A proper and thorough audit process was followed, RTPI satisfies the requirements to ensure that it remains a going concern entity for the next year as the Institute has a good level of reserves. There are no new detailed control points. The Audit Committee is very engaged in the whole audit process. The auditors have a direct line of communication with the Audit Committee Chair, Bob Chilton.<br><br>**Decision:** The Trustees accepted the Audit Finding Report. | |
| **20.0**<br><br>**20.1** | **Letter of Representation**<br><br>**Decision:** The Trustees approved the letter of representation and authorised the Chair of the Board to sign the letter on behalf of the Board of Trustees. | |
| ***Items for Noting:*** | | |
| **21.0**<br><br>**21.1** | **BOT Chair's Report**<br><br>The Trustees noted the Chairs report without any further comments. | |
| **22.0**<br><br>**22.1** | **Brief summary from Committee Chairs**<br><br>The Trustees noted the Committee Chairs report.<br><br>**Action:** The outcome of the FC meetings should be reported in more detail to the BOT. | <br><br><br>**AT/SB** |
| **23.0**<br><br>**23.1**<br><br><br><br><br><br>**23.2** | **President's Report**<br><br>The Trustees noted the President's report explaining the activities of the presidential team since the last BOT meeting.<br><br>WY informed the Trustees about the following feedback during her engagements with the RTPI members and external bodies:<br><br>**(i) Concessionary tickets for retired/student members**<br>Background: The RTPI Awards for Planning Excellence 2021 ceremony (online) was a chargeable event for both members and non-members (£30 plus VAT). This was to cover the cost of using the virtual platform.<br>A retired member got in touch and expressed concerns that because of the cost he couldn't attend. He asked that whether the RTPI would consider | |

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| | concessionary price for retired/pensioner members.<br><br>Suggestion: For inclusivity, to consider having a limited number of concessionary tickets for paid online events for student and retired/pensioner members.<br><br>**Action:** The Chair advised to refer this matter to Events Working Group. | **TV/Rebecca H** |
| 23.3 | **(ii) Accessibility of paid virtual regional events**<br><br>Background: This year, some regional webinars have become chargeable online events. After the event, links to the recording have only been distributed to paid attendees. The event recordings are unlisted online and are no longer being publicly shared on the RTPI YouTube channel. Some members expressed concerns as the CPD training budgets within their organisation have been cut or cannot join at a set time.<br><br>Suggestion: The recordings are valuable resources for CPD and excellent ways to promote RTPI activities. To consider publicly sharing recordings on the RTPI YouTube channel after a short delay.<br><br>**Action:** The Chair advised to refer this matter to Events Working Group | **TV/Rebecca H** |
| 23.4 | **(iii) Lifetime membership for long-standing members**<br><br>Background: Some of the RTPI members have been paying full chartered membership fee for over 50 years. Currently we don't have a formal routine to recognise long-standing members.<br><br>Suggestion: To thank the long-standing members for their contributions to the RTPI and the planning profession. To consider a new lifetime membership class (without a fee) to recognise them. For example, chartered members for over 50 years (subject to the availability of membership data), or members over a certain age to be automatically awarded. Further detailed analysis is needed on the number of members applicable.<br><br>**Action:** The Chair referred this matter to the Membership and Ethics Committee. | **Meeta K/Martine K** |
| 24.0<br><br>24.1 | **Chief Executive's Report**<br><br>The Trustees noted the summary report received from the Chief Executive. | |
| 25.0<br><br>25.1 | **Membership update for the Trustees**<br><br>The Trustees noted a very useful summary of membership updates shared by the Head of Membership. | |
| 26.0<br><br>26.1 | **Other Reports – PAE, Cymru, NI, Scotland, Ireland**<br><br>The Trustees noted the reports without any further comments. | |
| 27.0 | **Any notified business not otherwise on the agenda** | |

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| **27.1** | None raised. | |
| **28.0** | **Trustees Only Reflections Session** | |

**Approved,**

**Chair**