**MEMBERSHIP & ETHICS COMMITTEE**

**CONFIDENTIAL** MINUTES of the Membership & Ethics Committee Meeting on 23 February 2023 – in person – 41 Botolph Lane, London, EC3R 8DL and via Microsoft Teams.

**PRESENT:** Nick Baker (Chair), Jeffrey Ng (Vice Chair), Ashley Baldwin, Paul Leeming, Sarah Henderson, James Wickham, Lucy Seymour-Bowdery, David Lowin, Joanne Harding, Kieron Hyams, Michelle Quan, Peter Geraghty

**ONLINE:** Alison Blom-Cooper

**IN ATTENDANCE**: Martine Koch (Head of Membership), Neil Pearce (Membership Assessment Manager), Rachel McLinn (Membership Engagement Manager), Andrew Close (Director of Education & Profession), Ruth Richards (Complaints Investigator), Machel Bogues (Equality, Diversity and Inclusivity Manager), Simone May (Governance Manager), Sabina Ahmed (Governance Officer – Committee Support & Minute Taker).

**APOLOGIES**: Lauren Whitworth and Lara Southam

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| **Item** |  | **Action** |
| **01.** | **Welcome and Apologies for Absence**  **Introduction and Welcome -** The Chair welcomed members to the first Membership & Ethics Committee meeting of 2023 and to RTPI’s newly refurbished office and first floor member’s lounge. The Chair confirmed members were welcome to drop in and use the lounge.  The committee members were invited by the Chair to introduce themselves.  The Chair advised the committee that the meeting would be recorded for minuting purposes. The Committee agreed.  **Apologies for Absence –** Apologies received from Lauren Whitworth and Lara Southam. |  |
| **02.** | **Declaration of Interests**  It was noted in relation to Item 09 (Education Policy Review), that Lucy Seymour-Bowdery’s team works with the RTPI Education Team on some interventions and a mentoring programme. It was agreed by the Committee that it was not necessary for the member to leave the meeting for the item.  It was also noted that Peter Geraghty is Chair of the Hong Kong Partnership Board.  **Action**: The Chair thanked members who had already completed the online declarations of interest form and reminded the remaining members to complete and return the form as soon as possible. | **NI** |
| **03.** | **Minutes from Meeting of 22 November 2022**  The Chair thanked officers for the comprehensive minutes and confirmed principal items for discussion were on today’s agenda.  There were a few amendments requested by the Chair and Committee to the confidential set of minutes:   * Page 4, Item 06, Paragraph 3 Code of Conduct reads: new code comes into force 1st January\*. – this should be updated to 1st February. * The Chair queried Action point on Item 06 ‘review’ - NP reported that transitional arrangements regarding the introduction of the revised Code of Professional Conduct for Round one and Round 1 resubmission had been introduced. This had been communicated to candidates and assessors through the Member and Licentiate bulletins and changes had been made to the web pages. The transitional arrangements had also been discussed at the recent assessor training sessions. It was agreed that changes to the wording under this action should be reworded to ‘communicate with’ rather than ‘review whether…’. * Item 08 - last paragraph above action point: The Vice Chair requested at the extra ELLC meeting next week to have sight of revised learning outcomes\* - should read ‘after meeting’ instead of current phrase ‘at meeting’. * Item 12: The Appeal Panel found for the appeal that was upheld that the original assessors had remarked the submission. \* - should change from ‘remarked’ to ‘overmarked’.   The Committee agreed the minutes subject to the revisions outlined above.  **ACTION:** It was agreed by the Committee that the minutes going forward should have page numbers on them for ease of reference.  **ACTION:** Amend confidential and non-confidential minutes to reflect the changes above. | **SA**  **SA** |
| **04.** | **Action Log**  The Chair advised the committee that the action log was still a work in progress. The committee were invited to make suggestions on making the action log more effective.   * Action Eight, relating to the transition phase which was implemented following the introduction of the new Code of Professional Conduct was now closed. * Action Nine, relating to NP and further targeted emails now closed. * Action Ten, relating to Learning Outcomes was now closed. * Action Eleven, relating to Fellowship was still ongoing, and would be covered under the Annual Report paper item on the agenda.   **DECISION:** The Committee noted the updates on the Action Log and were happy with current stage of progress.  **Action**: Items to be closed when necessary | **NI/MK** |
| **05.** | **Introduction: Membership Team & Committee Work**  The Head of Membership presented a verbal introduction of the membership team and the work of the Membership and Ethics Committees.  The membership team had undergone a restructuring exercise in 2022 where there are now three very clear functions within the membership team, and three separate managers are in place to manage those functions effectively, they are as follows:   * Membership Assessments – which manages the APC and routes into membership. * Membership Operations – which brings together all the operational functions. * Membership Engagement – which is a new function for the organisation and was introduced as part of GROWPLAN and is about member engagement, member development and product management.   A background on the scope of the big issues and workplan of 2023 were as follows:   * **GROWPLAN** Implementation Plan. * **Review of APC Performance** – Findings and recommendations from the APC review. A working group had been established. * **Member Value Project** – Findings and recommendations from current phase and scope phase three. * **NURTURE –** Launch a second rollout of the current mentoring model and launch a wider mentoring programme. * **Digital Transformation** – launching paperless direct debits and scoping ‘online joining’. * **Education Policy Review** – identifying the implications for the APC.   **DECISION:** The Committee noted the verbal update and also about informing chairs of the Nations and Regions of the changes within the membership team. |  |
| **06.** | **GROWPLAN Update**  **This item was removed for confidentiality.** |  |
| **07.** | **Membership Annual Report**  **This item was removed for confidentiality.** |  |
| **08.** | **Member Value Project**  **This item was removed for confidentiality.** |  |
| **09.** | **Education Policy Review**  **This item was removed for confidentiality.** |  |

**BREAK FOR LUNCH 13:20 – 14:00**

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| **Item** |  | **Action** |
| **10.** | **APC Review Working Group Update**  **This item was removed for confidentiality.** |  |
| **11.** | **Framework for International Engagement**  The International Lead joined the meeting and asked the committee for their comments on the proposed Terms of Reference for a Framework for International Engagement Working Group to be set up this year.  The committee took the paper as read. a summary of the International Committee was given to members, including priorities of the implementation plan. A framework was drawn up for the setup of a departmental committee working group for proposals to guide RTPI on international engagement.  MEC members were asked for expressions of interest to join the working group, and it was confirmed concessions are in place to allow for up to three members from each committee.  The committee discussed:   * Phase one: not including anything on individual jurisdictions response to climate change, as well as planning systems and sharing best practise * Phase one: understand the structure behind existing professional bodies globally and the transferability of RTPI status to other institutes * Phase one: Understand how the profession is perceived globally * Phase two: More engagement in countries most affected by climate change * Phase two: Consider relationship to academia, the work of MEC and ELLC on education research, how is Chartered status perceived globally? * Not much comment on phases three and four – this will be mapped back to the international strategy itself * Member-led in specific areas, could become a conduit for volunteer engagement in other parts of the world.   The Committee noted the update.  **ACTION:** Members to express interest of joining International Working Group and send comments on the components of the framework by email to BC. | **ALL / BC** |

**STANDING ITEMS FOR NOTING**

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| **Item** |  | **Action** |
| **12.** | **Equality, Diversity & Inclusion Memorandum of Understanding (EDI MOU) Action Plan**  The Equality, Diversity and Inclusivity Manager joined the meeting to give the Committee an update regarding EDI MOU and the action plan.  The ‘MoU 6’ are working collaboratively making a difference to members. (RICS, The Landscape Institute, RIBA, CIOB, ICE and RTPI) agreed on data categories and are now beginning to look at what we can/might need do in terms of entry into the profession from HE. This is a three-track approach:   * Student journey and data * Graduate entry schemes * Retention rates   It was noted that the idea is that an evidence base is built and then it can be determined what actions are taken either collectively or as individual institutes.  It is expected a final report of evidence and action will be delivered by April 2024**.**  The committee asked that examples from other leading organisations and institutes are included in the report for comparison and review i.e., RICS are already using the questions.  **ACTION:** A paper to come back to the next meeting to set out what has happened so far, best practice from leading organisations, any learnings, and a roadmap. | **MB** |
| **13.** | **Membership Assessment & Advisory Update (MAAP)**  **This item was removed for confidentiality.** |  |
| **14.** | **Conduct & Discipline Panel – Annual Report**  **This item was removed for confidentiality.** |  |
| **15.** | **International Ethics Standards Coalition Update**  The Chair invited the Complaints Investigator to present this item who confirmed that there was nothing new to update and that no meetings had taken place yet.  The MEC representative for International Committee used to be Tola Amodu, we are currently looking for a new representative to take over the role. The standards have been set and the role has become more of a watching brief.  The Head of Membership clarified to the committee that more information on the role would be circulated to committee members. Members should express an interest via email to the Complaints Investigator and the Head of Membership.  The Committee noted the update.  **ACTION:** MEC members to email expressions of interest to be the MEC representative to IC to the Complaints Investigator and the Head of Membership. | **MK / RR** |
| **16.** | **Any Notified Business Not Otherwise on the Agenda**  The Head of Membership updated the committee regarding claiming expenses for committee meetings and joining the online system ExpenseIn, of which an introductory email should have been received from Governance. The Committee were advised if any issues persisted, to contact the finance team directly.  The Head of Membership also updated the committee on the membership renewal cycle which was discussed and agreed by the committee in 2022. To summarise:   * It was highlighted to new committee members, that RTPI regulations state the length of the membership renewal cycle and there is a proposal to shorten this. * Stage one – getting the regulations changed and more members signing up to direct debits. This uses less manual processing, resulting in a shortened renewal cycle. * The changes to the regulations were approved at the Board of Trustees meeting yesterday.   The Chair thanked the committee members and officers, confirmed the next MEC meeting of the year would be held virtually on Tuesday 16 May 2023 at 11am-3pm.  There was no other business to discuss. |  |
|  | **MEETING CLOSED** |  |

**COMMITTEE MEMBERS:**

1. Nick Baker (Chair) **NB**
2. Jeffrey NG Lok (Vice Chair) **JN**
3. Alison Blom-Cooper **ABC**
4. Ashley Baldwin **AB**
5. David Lowin **DL**
6. James Wickham **JW**
7. Joanne Harding **JH**
8. Kieron Hyams **KH**
9. Lara Southam **LS**
10. Lauren Whitworth **LW**
11. Lucy Seymour-Bowdery **LSB**
12. Michell Quan **MQ**
13. Paul Leeming **PL**
14. Peter Geraghty **PG**
15. Sarah Henderson **SH**

**ACRONYMS**

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| APC | Assessment of Professional Competence |
| A-APC | Associate Assessment of Professional Competence |
| CSIP | Corporate Strategy Implementation Plan |
| CPD | Continuing Professional Development (CPD) |
| CEPD | Careers, Education and Professional Development |
| EDI | Equality, Diversity and Inclusion |
| CRM | Customer Relations Management Systems |
| ELLC | Education and Lifelong Learning Committee |
| EP-APC | Experienced Practitioner Assessment of Professional Competence |
| GDPR | General Data Protection Regulations |
| GROWPLAN | Growth Strategy |
| IESC | International Ethics Standards Coalition |
| L-APC | Licentiate Assessment of Professional Competence |
| KPI | Key Performance Indicators |
| MAAP | Membership Assessment and Advisory Panel |
| MEC | Membership and Ethics Committee |
| NURTURE | Mentoring |
| RICS | Royal Institution of Chartered Surveyors |
| PCS | Professional Competence Statement |
| PES | Practical Experience Statement |
| PDP | Professional Development Plan |
| SET | Senior Executive Team |