**England Policy Committee [NEW]**

**Terms of Reference and Scheme of Delegation – approved by the BOT 5.10.22**

**1. Terms of Reference**

1.1 To take delegated responsibility from the Board:

* To advise the Chief Executive on responses to consultations from the UK Government and other bodies regarding planning in England.
* To advise the Chief Executive on positions to be taken to any other UK Government activity such as Bills in Parliament, Statutory Instruments and other legislative action.
* To develop RTPI policy positions regarding planning in England, if necessary in advance of legislations and policy pronouncements by the UK Government.
* To suggest ideas for research and practice advice to the Policy Practice and Research Committee.
* To oversee in policy and practice terms the activity of Planning Aid England.

1.2 In exercising these functions the Committee will take account of:

* Broad policy discussions held at the General Assembly.
* Views from English Regions received by the Regional Policy Leads.

1.3 The standing committee receives its duties and responsibilities from the board. Responsibilities can be delegated to subordinate bodies but the committee is ultimately responsible for how these duties are discharged.

**2. Composition and support**

2.1 The standing committee shall be appointed by the Board of Trustees in accordance with the Regulations.

2.2 The chair and vice chair of the committee shall be appointed by the Board on the recommendation of the chair of the Board in consultation with the Chief Executive. The chair will normally be the England Trustee.

2.3 The maximum term on a standing committee is 6 years, after which there must be a break of at least one year.

2.4 Casual vacancies to the standing committee shall be filled by the RTPI Nominations Sub-Committee.

**3. Quorum**

3.1 The quorum necessary for the transaction of business shall be one third of the composition of the standing committee.

3.2 In the event of a tied vote, the chair of the committee shall exercise a casting vote as well as a first vote.

**4. Conduct of Business**

4.1 The standing committee shall meet four times a year.

4.2 Meetings of the standing committee shall be called by the secretary of the standing committee, at the request of the standing committee chair who shall determine the date.

4.3 Unless otherwise agreed, notice of each meeting confirming the type of meeting venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the standing committee and any other person required to attend no later than 5 working days before the date of the meeting. Supporting papers shall be sent to standing committee members and to other attendees as appropriate, at the same time.

4.4 Dates of meetings will be decided prior to 1st January of each year. Dates can only be varied upon agreement of the chair of the committee.

4.5 The Committee may conduct business through extraordinary meetings and through exchanges of messages through secure forums.

**5. Minutes**

5.1 The minutes secretary will ascertain, at the beginning of each meeting, the existence of any conflicts of interest and ensure that these are minuted.

5.2 The secretary shall minute the proceedings and resolutions of all standing committee meetings, including the names of those present and in attendance.

5.3. Minutes of the standing committee meetings shall be circulated promptly to all members of the standing committee.

5.4 Items or minutes which contain commercially sensitive information, contractual issues, issues relating to employment, legal proceedings, information provided in confidence or which identify an individual shall be marked as confidential.

5.5 Minutes and papers for the standing committee shall be in accordance with the Institute’s service standards.

**6. Reporting responsibilities**

6.1. The standing committee chair shall report formally to the Board on its proceedings on all matters within its duties and responsibilities.

6.2. The standing committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

**7. Decisions delegated to the England Policy Standing Committee by the Board of Trustees**

**7.1 For determination**

* Policy affecting England

**7.2 For consideration and recommendation back to the Board of Trustees for decision**

* Matters concerning the RTPI’s support for communities’ engagement in the planning system in England

**7.3 The Committee delegates the following to the Chief Executive**

* The authority to amend the Standing Committee Terms of Reference and Scheme of Delegation should any changes to the regulations or byelaws result in an inconsistency.