

MEMBERSHIP & ETHICS COMMITTEE

NON-CONFIDENTIAL MINUTES of the Membership & Ethics Committee Meeting on 16 May 2023 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, Alison Blom-Cooper, Lauren Whitworth, Lara Southam

IN ATTENDANCE: Martine Koch (Head of Membership), Neil Pearce (Membership Assessment Manager), Rachel McLinn (Membership Engagement Manager), Andrew Close (Director of Education & Profession) (Item 10), Ruth Richards (Complaints Investigator) (Item 13), Machel Bogues (Equality, Diversity and Inclusivity Manager) (Item 11), Simone May (Governance Manager)

APOLOGIES: Kieron Hyams, Lauren Whitworth and Paul Leeming

Item		Action
01.	<p>Welcome and Apologies for Absence</p> <p>Introduction and Welcome - The Chair welcomed members to the Membership & Ethics Committee meeting.</p> <p>The Chair advised the committee that the meeting would be recorded for minuting purposes.</p> <p>The Committee noted the following members joining or leaving the meeting:</p> <p>Jeffrey NG – leaving the meeting at 12:15-1pm for a work meeting. Ashley Baldwin – leaving the meeting at 12.00. Peter Geraghty – joining the meeting at around 1pm. Sarah Henderson – leaving the meeting at 1:30pm David Lowin – leaving the meeting at 2pm. Alison Blom-Cooper – leaving the meeting at 12.00. Lucy Seymour-Bowdery – leaving the meeting at 2:15pm.</p> <p>Apologies for Absence – Apologies received from Kieron Hyams, Lauren Whitworth and Paul Leeming.</p>	
02.	<p>Declaration of Interests</p> <p>There were no declarations of interest.</p>	

03.	<p>Minutes from Meeting of 23 February 2023</p> <p>The Committee agreed the non-confidential minutes subject to the title being renamed 'non-confidential' and not 'confidential' as currently stated.</p> <p>MQ requested that an 'e' be added to her name in both sets of minutes.</p> <p>The Committee agreed the confidential minutes subject to the revision outlined above.</p> <p>ACTION: Amend confidential and non-confidential minutes to reflect the changes above.</p>	Governance
04.	<p>Action Log</p> <p>JNG raised that there had been no further update on Action 21 regarding an MEC member to join the International Working Group. The Chair stated than an MEC representative was in waiting subject to the Working Group agreeing a way forward.</p> <p>DECISION: The Committee noted the Action Log and were happy with current stage of progress.</p>	
05.	<p>Middle East Visit De-brief.</p> <p>The Chief Executive presented the paper and advised the Committee they would take the paper as read but highlighted to the committee the 5 key opportunity areas and whether the Committee thought they were worth pursuing.</p> <p>The Committee made the following points: -</p> <ul style="list-style-type: none"> • How was the RTPI Brand protected especially due to human rights in that part of the world – the Chief Executive reported that the brand was very strong in the Middle East – part of it was because of the royal element and the other part was the planning expertise held globally. As part of the Corporate Strategy the vision is to a leading global planning Institute and as the only Institute in the UK to offer chartered membership this puts the RTPI in a privileged position. The Chief Executive highlighted that members had the Code of Conduct and Ethics which protects the brand and there is a clear process of how members are to behave and operate and this was how professional standards were maintained. • It was suggested that GA to be involved in this and have a steer or view. <p>The Committee noted the report and were content and supportive of exploring further the 5 key opportunities as outlined in the paper, subject to the consideration of ethical, diversity and brand issues.</p>	

	ACTION: It was agreed by the Committee that subject to the Chair of the GA agreeing this would be included on the agenda for the GA meeting in June.	Governance
06.	<p>Membership Statistics</p> <p>The Head of Membership presented this item and advised the committee slides had been distributed ahead of the meeting to members and would take these as read but highlighted to the committee the following points: -</p> <ul style="list-style-type: none"> • Positive position at the end of April in terms of growth for conversions and applications through to Chartered membership. • Slides 5, 6 and 7 quite a few questions marks were on the slide, and this was because that normally at this time of the year a comparison around retention and annual cancellations at the end of April would be done, but this has been delayed due to the implementation of the paperless direct debit project which was going live tomorrow. The annual cancellations would be done at the end of May. <p>The Committee noted the Membership Statistics slides without any further comments.</p>	
07.	CONFIDENTIALITY: The full minute for this item was marked	
08.	CONFIDENTIALITY: The full minute for this item was marked	
09.	CONFIDENTIALITY: The full minute for this item was marked	
10	<p>Education Policy Review</p> <p>The Director of Education & Profession gave a short introduction and update on the Education Policy Review. They thanked the Committee for their feedback on this from the last meeting and reported the following: -</p> <ul style="list-style-type: none"> • Survey had gone out to accredited schools with a good response. • 27 out of 32 universities had responded, some further initial queries from universities. • Assessing the data and any key actions from the survey would be sent out to members via the Member Bulletin next week. • Final proposals to the May Board meeting won't be met to ensure all key stakeholders have been inputted. • Consideration of a Programme Board would be developed – suggestion for Chair of MEC to be on this Board. <p>The Committee noted the verbal update on the Education Policy Review</p>	

11.	<p>Equality, Diversity & Inclusion, Memorandum of Understanding (EDI MOU) Action Plan</p> <p>The Equality, Diversity and Inclusivity Manager joined the meeting to give the Committee an update regarding EDI MOU.</p> <p>The RTPI are working collaboratively to improve inclusion for the collective memberships with RICS, The Landscape Institute, RIBA, CIOB, ICE and RTPI to make a difference to members. Collaboration was in three key areas:-</p> <ul style="list-style-type: none"> • Member data collection • Improving understanding of transition from education into employment • Setting EDI competencies <p>It was noted that a consistent set of EDI data collection had been agreed and was being tested.</p> <p>A survey would be issued to employers on the graduate recruitment and the survey would be followed up with some workshops with employers to explore this area.</p> <p>It is expected a final report of evidence and action will be delivered by April 2024.</p> <p>The Committee noted the report.</p>	
12	CONFIDENTIALITY: The full minute for this item was marked	
13.	CONFIDENTIALITY: The full minute for this item was marked	
14.	<p>International Ethics Standards Coalition Update</p> <p>The Complaints Investigator thanked Ashely Baldwin for taking up the MEC representative role on the International Ethics Standards Coalition, which used to be Tola Amodu. No further update as there had been no further correspondence since last year.</p> <p>The Committee noted the update.</p>	
15	CONFIDENTIALITY: The full minute for this item was marked	
16.	<p>Any Notified Business Not Otherwise on the Agenda</p> <p>CONFIDENTIALITY: The full minute for this item was marked</p>	

	<p>The Chair thanked the committee members and officers, confirmed the next MEC meeting would be held virtually on 19 September 2023 at 11am-3pm and a Teams meeting invite would be sent out and encouraged all MEC members to prioritise full attendance.</p> <p>There was no other business to discuss.</p>	Governance
MEETING CLOSED		