**MEMBERSHIP & ETHICS COMMITTEE**

**NON-CONFIDENTIAL** MINUTES of the Membership & Ethics Committee Meeting on 19 September 2023 via Microsoft Teams.

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

**IN ATTENDANCE**: Martine Koch (Head of Membership), Neil Pearce (Membership Assessment Manager), Rachel McLinn (Membership Engagement Manager), Beatrice Crabb (International Lead) (Item 8), Andrew Close (Director of Education & Profession) (Items 10 and 11), Ruth Richards (Complaints Investigator) (Item 13), Sakinah Sutherland-Jones (Governance Officer)

**APOLOGIES**: Alison Blom-Cooper, David Lowin, Lauren Whitworth

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| **Item** |  | **Action** | |
| **01.** | **Welcome and Apologies for Absence**  **Introduction and Welcome -** The Chair welcomed members to the Membership & Ethics Committee meeting.  **Apologies for Absence –** Apologies received from Alison Cooper, and Lauren Whitworth. |  | |
| **02.** | **Declaration of Interests**  The Chair noted no declarations of interest by the committee for this meeting. |  | |
| **03.** | **Minutes from Meeting of 23 February 2023**  The Chair and Committee had no points for corrections or matters arising from the confidential or non-confidential minutes from 16 May 2023.  **DECISION:** The Chair noted both confidential and non-confidential minutes from 16 May as agreed and approved. |  | |
| **04.** | **Action Log**  The Membership Assessment Manager noted Action 29 (Resourcing implications from UAE) as currently underway, with further discussions due to take place on number of assessors needed if there is an increase in international applications.  The Chair noted no further comments on the action log.  **DECISION:** The Chair noted the Action Log and agreed with the current stage of progress. |  | |
| **05.** | **Membership Statistics**    This item is confidential. |  | |
| **06.** | **Member Value Project**  This item is confidential. |  | |
| **07.** | **APC Review Working Group Update**  This item is confidential. |  | |
| **08.** | **Framework for International Engagement**  The International Lead presented the Framework for International Engagement – and provided an overview of the vision (planning as a positive force for global sustainable development) and mission (empower members to lead our action internationally) of the International Strategy including the international pillars. The International Lead asked for the MEC to consider three key questions as part of the general principles for Phase 2 of the framework:  *Human rights considerations and ethics:*   * What best practise and due diligence should guide the Institute?   *Culturally sensitive approach*   * What should this approach consider? * How does the Institute engage with EDI in a varied global context?   Committee noted the following points:   * Code of conduct and endorsement: to strike a balance between creating relationships with other nations/plannings schools, but also to take note of code of conduct from these relationships. * Definition of a planner in international contexts: Number of planners per population – define what a planner is across country contexts, as some countries have architects, engineers working in planning. * To be clear on distinctions between practitioners in Hong Kong and China * Cultural sensitivity and differential approaches to planning law and practise: examples of unethical approaches to land use and planning laws are presented in some countries, with a need to be mindful of international engagement strategies across different cultural contexts. * Data on international membership decline can be used to better understand how to improve offer for international members.   The International Lead noted importance of the data collection stage, with CRM analysis to be conducted with RTPI’s CRM manager for more comprehensive overview of international membership and engagement. The International Lead encouraged engagement from MEC and noted that a progress report will be delivered before the end of the year to the MEC. |  | |
| **09.** | **Education Policy Review**  The Director for Education and Profession noted key developments of the Education Policy Review (EPR) diagnostic report submitted by Better Together – the consultancy for the EPR – which was presented to the Board of Trustees in July. The Board accepted that there were no significant flaws from the EPR to date but reflections for RTPI officers and committees are outlined in the recommendations and a summary report by the Director of Education and Profession on rescoping the project. Additional points noted were the further implications for APC competencies. The Board recommended that an oversight group is formed, which should include the MEC Chair and Vice Chair to help shape the project, inclusion of the APC, and alignment with other projects that focus on pipelines into the planning profession.  The Chair noted the importance of the summary report (pg.2) for the MEC committee, and the full recommendations (pg. 5-6). Regarding recommendation 1, the Chair noted that the review will go beyond Education Policy, and echoed comments by the committee during this meeting on the importance of APC as a journey and process, and that this should be included in the section of the report recommendation which state: ‘encompassing all the initiatives that further educate and train planners throughout their careers’.  The Director for Education and Profession noted the development of Education for Everyone – to increase pipeline into the profession – as part of the rescope of the Education Policy and wider RTPI Strategy. |  | |
| **10** | **2024 Membership Fees**  This item is confidential. |  | |
| **11.** | **Equality, Diversity & Inclusion, Memorandum of Understanding (EDI MOU) Action Plan**  The Chair takes the Diversity and Inclusion Memorandum of Understanding (EDI MOU) as read, and the Director for Education and Profession welcomed questions from the committee.  The committee noted the following:   * ‘Explore’ and volunteer involvement: for more opportunities for volunteers to promote EXPLORE in areas such as career events, local schools, employers and broader RTPI outreach activities. * To understand if the purpose of this framework is about promoting diversity in planning or supporting the RTPI diversity measures – more clarifications are needed. * Difficulties to conduct RTPI diversity framework due to pathway limitations for larger organisations, due to pre-existing quotas in areas such as work experience placements and school engagement, though the guidelines and policies outlined in the framework can be beneficial to smaller, and new, organisations. * University fairs and activities: to understand how to include RTPI in activities such as university fairs and STEM activities. * Data collection section: Member value survey has a different definition of ‘disability’ than the one presented in the MoU, and to understand which version is currently being used, and if this aligns with other institutions.   The Director of Education and Profession noted that both the EDI Manager and consultant will return to MEC for further input from MEC into the review and encouraged MEC to promote the recently advertised invitation to tender via their networks. |  |
| **12** | **Membership Assessment Advisory Panel (MAAP) Update**  This item is confidential. |  |
| **13.** | **Conduct & Discipline Panel (C&D) Update**  This item is confidential. |  |
| **14.** | **International Ethics Standards Coalition Update**  The Complaints Investigator noted that only one email was received from the International Ethics Standards Coalition (IESC) to agree for another membership body to be part of the IESC, which has now been approved, with no additional work currently taking place. |  |
| **15** | **Departmental Activity Report incl. GROWPLAN Update**  This item is confidential. |  |
| **16.** | **Any Notified Business Not Otherwise on the Agenda**  The Chair noted no other business not otherwise on the agenda. |  |
|  | **MEETING CLOSED** |  |