

Role Description



Conduct and Discipline Panel

Conduct and Discipline Panel Member

This is a voluntary role. The duties outlined below reflect our shared hopes and expectations but do not create any contractual obligations

The role

As a Conduct and Discipline Panel Member, you will contribute to leading work on:

- Complaints made against RTPI members
- Complaints procedures
- Maintaining professional standards, ethics and discipline.

You will also contribute to putting forward recommendations to the Membership and Ethics Committee on changes to complaints processes, sanctions applied and appeals processes relating to complaints.

The role of all Conduct and Discipline Panel members is to consider and determine each complaint referred to the Panel in accordance with the Complaints Procedures and Code of Professional Conduct.

What's involved?

- Regular attendance at Conduct and Discipline Panel meetings
- Willingness to participate in discussions and contribute to decisions
- Reading supporting papers, prior to the meeting, which are made available electronically no later than 5 working days before the date of the meeting
- Provision of verbal or written updates to the committee if allocated a designated task/role (e.g. representing a subordinate body or advising on a particular topic).

What's expected of you?

Expected time commitments & term of office:

- Four meetings are held each year virtually with the option of one held in person in London (daytime). Ability to attend all of these.
- Members may be present via electronic means with the prior approval from the Chair.
- Members must have read and considered all papers related to the committee meeting, prior to meeting.
- Members are appointed for a three year term. The maximum term on a standing committee is 6 years, after which there must be a break of at least one year.
- Immediately notify the Chair and key contact of any potential conflict of interest arising in connection with this role.
- Observe the confidentiality of any documents or discussions presented to the Committee.
- Maintain up to date knowledge of the RTPI Complaints Procedure, Code of Professional Conduct and other material as relevant.

About you

This role will suit those with:

- A keen interest in professional standards and conduct.
- A strong commitment to planning and the RTPI's strategic objectives and vision.
- A strategic and collegiate approach to working with Panel members.
- An interest in participating in RTPI Committees/Panels.
- Good communication and interpersonal skills, in particular influencing skills
- The ability to see the bigger picture, as well as taking into account current priorities.
- Availability to attend Panel meetings online as scheduled, or in London (one day per year)
- Stable internet connection in order to take part in, and contribute to, online meetings.

Key contact:

Complaints Investigator