

Role Descriptions

These are voluntary roles. The duties outlined below reflect our shared hopes and expectations but do not create any contractual obligations.

National Association of Planning Enforcement (NAPE) Management Committee

The primary purpose of the NAPE network is to promote and enhance the role of planning enforcement within the planning profession. NAPE promotes and supports local and regional activity and encourages the sharing of good practice. NAPE reports to the Board of Trustees

The role

NAPE's aim is to enhance and promote the role of planning enforcement within the planning profession. As a member of the NAPE management committee you will contribute to NAPE's objectives:

- To promote professional recognition of enforcement;
- To provide a strong national voice for enforcement and compliance within the planning profession;
- To campaign for planning enforcement and compliance to be considered in spatial planning policy and practice;
- To support existing enforcement groups and encourage new regional/local enforcement groups;
- To identify, promote and encourage quality training for all members;
- To encourage members to undertake professional qualifications; and
- To encourage the exchange of ideas, information and best practice on planning enforcement and compliance.

What's involved?

- Keeping the allocated pages of the Enforcement Handbook up-to-date.
- Providing case studies and new articles for the NAPE news newsletter (as per rota).
- Contributing towards the annual conference program through speaker suggestions and topics.
- Attending Management Committee meetings – or briefing your deputy if you cannot attend
- Responding to NAPE consultation responses on request of the Network Manager and encouraging other members the network to contribute
- Setting up an account (if you don't already have one) and actively contributing to the RTPI enforcement discussion group on LinkedIn
- Championing and promoting NAPE, particularly within your region/nation.

All RTPI volunteers:

- Act in the interests of the RTPI, irrespective of any commitments to other organisations or groups or any personal interests.
- Declare any potential conflicts of interest and seek advice from the Governance Manager if necessary.
- Adhere to relevant RTPI policies, procedures and behaviours.

Composition of the NAPE Management Committee

The NAPE Management Committee comprises eight network members working in planning enforcement or planning enforcement support, either within or on behalf of planning authorities, who shall be elected from those members living or working within the specified areas. Deputy representatives shall also be appointed for each nation and region.

Please also see [Appendix 1 - Role specific responsibilities](#) of Chair and Vice Chair.

Further information regarding the composition of the committee can be found in the [Terms of Reference](#).

Expected Commitments

- Attend a minimum of two Management Committee meetings per calendar year, ensuring the regional deputy attends and is briefed if you are unable to attend.
- Encouraging members in your area to respond to policy consultations, collating their responses and returning to the Management Committee policy lead.
- Responding to local enquiries from NAPE members. Informing NAPE members of relevant local events and activities.
- Supporting your local enforcement groups, enforcement related events and meetings

Term of office

Committee members shall serve for a period of two years only, and further membership of the Management Committee will require the member to be re-elected by NAPE members in the relevant area. Members of the Management Committee are permitted to a maximum of six years tenure.

About you

A role on the NAPE Management Committee would be suitable for NAPE network members with the following attributes:

- Ability and willingness to devote time to the role.
- Current employment as a planning enforcement officer.
- A strong commitment to planning and the RTP1's strategic objectives and vision.
- A strategic and collegiate approach to working with committee members.
- Good communication and interpersonal skills, in particular listening skills

Key Contact

Policy and Networks Adviser

Appendix 1 - Role specific responsibilities

Contents

- A. Chair
- B. Vice-Chair

A. Chair of NAPE Management Committee

The role

The Chair is elected by the Management Committee, and in addition to the responsibilities of committee members detailed earlier in this document, shall:

- Chair Committee meetings and the annual conference;
- Discuss planning enforcement issues with representatives from government and external organisations;
- Be the point of contact for RTPi communications staff on media issues (e.g. quotes on enforcement issues, providing expertise)

B. Vice-Chair of NAPE Management Committee

The role

The Vice-Chair is elected by the Management Committee, and in addition to the responsibilities of committee members detailed earlier in this document, shall:

- Chair Committee meetings and annual conference in the absence of the Chair.
- Assist the Chair and deputise as appropriate.