

Role Description

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

The RTPI's Independent Consultants' Network (ICN) Steering Group

The primary purpose of the ICN is to provide targeted information and resources to independent planning consultants, and to provide a forum that allows ICN members to discuss issues and share practice. The ICN reports to the Board of Trustees.

The role

The ICN's aim is to be a key professional resource and support for RTPI members who are sole practitioners or who run their own small practices (with other planners or related professionals). As a member of the ICN Steering Group you will contribute to the ICN's objectives to:

- Reflect the interests and concerns of independent consultants by providing a forum (known as the ICN Discussion Forum) for them to discuss relevant issues.
- Support and raise the profile of independent consultants
- Signpost independent consultants to training, events and other resources to help develop their knowledge and skills
- Offer friendly contact and informal support to lone workers
- Contribute to the wider purpose and activities of the RTPI (as appropriate)

What's involved?

- Subscribing and actively contributing to the ICN Discussion Forum
- Contributing towards the annual conference programme by providing speaker and topic suggestions.
- Attending Steering Group meetings either in-person or via phone/video call (as appropriate).
- Contributing to RTPI consultation responses on the request of the Network Manager, and encouraging other members of the Network to contribute (as appropriate).
- Championing and promoting the ICN.
- Helping to further the interests of independent consultants.

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 ICN Steering Group

The ICN Steering Group comprises six network members working as sole planning practitioners or running their own small practices. Steering Group members shall serve for a period of two years only, and further membership of the Steering Group will require the member to be re-selected by the Nominations Sub-committee. Steering group members will be selected on an alternating annual basis,

with 50% of members selected in 2021, 2023, 2025 etc. and the remaining 50% of members selected in 2022, 2024, 2026 etc.

The Steering Group will select a Chair on an annual basis in January. In addition to the responsibilities associated with being a Steering Group member, the Chair shall:

- Chair Steering Group meetings and the annual conference;
- Discuss planning issues affecting ICN members with representatives from government and external organisations (as appropriate);
- Prepare an annual report for consideration by the Board of Trustees
- Be the point of contact for RTPi communications staff on media issues (e.g. quotes on issues pertaining to ICN members and providing expertise).

Expected Commitments

- Attend a minimum of two Steering Group meetings per calendar year either in-person or via phone/video call (as appropriate).
- Encourage members to respond to policy consultations, collate their responses and return to the Network Manager
- Subscribe and contribute (to the best of your ability) to the ICN Discussion Forum
- Support the ICN and its Steering Group by contributing to events, meetings and other related activities (as appropriate).

Term of office

The RTPi representative position is for a term of two years with an opportunity to reapply for two further terms. The maximum term is 6 years.

About you

A role on the ICN Steering Group would be suitable for ICN members with the following attributes:

- A Chartered member of the RTPi.
- A current member of the ICN
- A subscriber and contributor to the ICN Discussion Forum
- Ability and willingness to devote time to the role.
- Current employment as a sole planning practitioner or someone who runs their own small practice
- A strong commitment to planning and the RTPi's strategic objectives and vision.
- A strategic and collegiate approach to working with other Steering Group members
- Excellent communication and interpersonal skills, with the ability to effectively communicate with stakeholders.

Key Contact

RTPi Policy and Networks Adviser

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