

## **SCOTTISH YOUNG PLANNERS' NETWORK REMIT**

### **1. Constitution**

The Scottish Young Planners' Network (SYPN) will be constituted by the Institute's Scottish Executive Committee (SEC). The SEC has the right to review the SYPN annually in the light of its contribution to the Committee's work and to determine its continuance or discontinuance.

### **2. Purpose And Remit**

The purpose of the SYPN is to address the needs and involvement of Young Planners within the Institute in Scotland and to assist in raising the Institute's profile in Scotland, and promoting the Institute's Young Planners Network.

### **3. Membership**

Membership of the Steering Group is restricted to Corporate, Licentiate and Student members of the Institute who are young planners, (i.e. within 10 years of post qualification or in the equivalent early stages of their career) and shall include:

- a) Members of the Institute's Young Planners Network Steering Group from Scotland
- b) One representative from the Scottish Government
- c) One student representative
- d) Such other young planners as the SEC or Scottish Officers Group may agree

Subject to a total number of members of 15, or any smaller number as agreed by the SEC<sup>1</sup> and ensuring a balance between the number of appointed members in a), b) and c) and those in d)<sup>2</sup>

In considering membership under d) the group shall ensure, where possible, there is a balance between private/public sector and a balance between geographical spread. The membership details of the Steering Group will be made available on request to any third party however contact details of individuals will not be shared without prior approval.

### **4. Appointment of Members**

Members under a) and b) above will be appointed automatically to the SYPN.

Members appointed under c) should be appointed as outlined below:

The student representative place shall be advertised through the SYPN mailing list and university contacts and where appropriate an advert included within Scottish Planner/SYPN Newsletter or Bulletin communication. Appointment to the Steering Group shall be following a vote by the Steering Group members. They will serve for a 12 month period. Student members can also apply under d).

Members appointed under d) should be appointed as outlined below:

Places on the Steering Group shall be advertised through the SYPN mailing list and where appropriate an advert included within Scottish Planner/SYPN Newsletter or Bulletin communication. Appointment to the Steering Group shall be following a vote by the Steering Group members. They will serve for a maximum of six years, with membership reviewed on a bi-annual basis.

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<sup>1</sup> Agreed by SEC Officers January 2006

<sup>2</sup> Agreed by SEC September 2006

The advert for members under c) and d) shall invite short submissions outlining why he/she wishes to join the Steering Group and what they can bring to the role.

## **5. Appointment of Chair**

The SYPN will appoint a Chair and Deputy Chair. The Chair shall serve for a period of 12 months and will be succeeded by the Deputy Chair. The Deputy Chair will also automatically be elected to the SEC. Appointment of the Deputy Chair shall be a vote by Steering Group members.

## **6. Delegation of work and authority**

The SYPN shall determine its work priorities and targets noting that a RTPI Young planners Toolkit has been produced to provide a guide and template approach for most areas of likely activity. The toolkit and any subsequent activities or communication are informed by the SEC's annual Operational Plan and any Priorities in the Plan that might be relevant to the SYPN's work. Regular progress reports should be provided at each SEC meeting. Wherever possible the RTPI Scotland Outcomes stated in 2012 or those agreed subsequently, should be referenced and links made to ensure work or SYPN activities align.

The SYPN will have Authority to decide how it carries out its work within its remit and scope of delegation; however any expenditure or use of other Institute resources must be agreed with Institute staff before any commitment is made by SYPN members.

The SYPN will prepare and work to a business plan, which shall be reviewed annually. This will be presented to the SEC on an annual basis for approval. The business plan will reference the SYPN remit which will periodically be updated. Updates when made will also be subject to SEC approval.

## **7. Sub-Groups**

In carrying out their activities the SYPN may organise sub-groups in accordance with the Regional Chapters. The SYPN shall co-ordinate with the Chapters and sub-groups over the organisation of regional activities.

## **8. Events and Conferences Including Declarations of Interest**

The SYPN will agree the theme, programme, speaker, venue and format for events and conferences with the National Director. Institute staff will deal with suppliers and contractors for services as necessary, such as booking the venue, arranging printing and appointing a conference organiser. The budget must be agreed with staff for each event beforehand. Sponsorship raised to fund or assist with the running and hosting of events or conferences shall as necessary be declared in line with the RTPI and SEC governance arrangements. SYPN steering group members will be given the opportunity at each steering group meeting to declare any immediate conflicts of interest which will be noted in agreed minutes.

SYPN Steering Group members who are party to financial decisions made by the SYPN Steering Group may require to declare their interests if they consider that they have secured monies and any gifts or hospitality received in connection with their role or association in The Royal Town Planning Institute. A declaration of interests form is provided for this purpose, listing the types of interest to be declared.

This register of interests shall also be used to record all gifts of a value over £15 received by the Trustees, committee member and any member of staff. Interests and gifts will be recorded on the RTPI register of interests, which will be maintained by the Governance officer. The register will be accessible by Trustees and RTPI senior staff only.

## **9. Meetings**

The SYPN shall decide the frequency and time of meetings, bearing in mind that the number of meetings should not exceed six a year.

The Institute shall provide Administrative support and a room for meetings, and the availability of both should be confirmed before a meeting date is arranged if these are required.

## **10. Relationship with National Young Planners Network**

The SYPN will appoint a representative to the National Young Planners Network Steering Group. The Steering Group (or representative) will provide input to the National YPN Steering Group and advise the National Director of any pertinent issues. Details of activities, events etc. will be sent to the Young Planners Network Manager for inclusion on the website and bulletins.

***Final - March 2010 version as revised and considered by SYPN Steering group Members on 9 August 2013.***