

Transport Planning Society

Meeting Date	5 September 2019
Report Title	Chair's Report
For Decision or for Information?	For Information
Decision Sought	N/A
Report Summary	This report summarises my main activities since the last Board meeting and other key issues.

TPS Stakeholder Forum & Dinner (13 June)

I chaired the TPS Stakeholder Forum before the TPS Dinner. The turnout was fairly low, but I think it is important that we hold this event every year to give our Stakeholder Members the opportunity to engage with the Board. We are looking at ways we can improve engagement.

I thought the Dinner was very successful. It was relaxed and friendly, as always, and was a great opportunity to catch up with fellow professionals and celebrate our achievements, particularly the Chartered status for TPP. I also thought it was great that we handed out a PDS certificate before the dinner, as this highlighted the value we place on the Scheme and gave it good profile.

Chartered Transport Planning Professional (CTPP)

I attended a PMG meeting on 25 June with Keith and Lynda. Topics discussed included:

- Review the financial model for TPP – we agreed the approach and key principles for charging for CTPP
- CTPP marketing – we noted planned activities, e.g. TPM conference, see later item
- TPP website – now hosted by CIHT rather than standalone
- Report from Professional Standards Committee
- TPP budget – general principles agreed for 2020 budget, to be finalised

- TPS PDS update

Minutes of the meeting are available if anyone is interested in more details.

At the meeting we were also provided with a draft copy of the proposed CTPP certificate. This draft layout featured only the CIHT logo (not TPS logo) and referenced TPS involvement in CTPP as a footnote. Following the meeting, I discussed this with Keith and Lynda and we agreed that we had strong and serious objections to this layout, given the key role of TPS in the TPP. I raised this with the Chief Exec of CIHT, Sue Percy, to express our concerns. We then exchanged emails and had further calls to discuss, as CIHT would not agree to putting the TPS logo on the certificate. As a compromise, CIHT agreed to include TPS in the main wording of the certificate, rather than as a footnote. We have clearly stated our disappointment that CIHT would not include our logo on the certificate. The certificate has now been finalised and is being issued by CIHT.

Marketing and promotion of CTPP is ongoing. Any further ideas for activities to promote the title are invited from Board members.

Skills Sub Group meeting (3 July)

The Skills Sub Group comprises myself, Kate Morris, David Connolly and Keith Buchan.

We had useful session discussing the latest CTPP news, TPP budget (reporting back from PMG meeting), and progress on skills initiatives and budget.

Board Member Resignations

Unfortunately, I had to confirm two Board member resignations during this period:

Joanne Carmichael – due to move to Arup's Sydney office

Clare Cornes – due to job change outside transport sector

I would like to thank them both for their fantastic contributions to the Society in their time in role, particularly Jo for developing the membership area and analysis of data, and Clare for developing a Comms strategy for us. We really appreciate all your hard work and efforts for the TPS – thank you.

Jo and Clare have kindly agreed to assist with handover of responsibilities to their successors and ensure a smooth transition.

I plan to replace their positions on the Board at the next AGM in early 2020.

After some discussions with other Board members, I am pleased to confirm the following changes to Board roles:

Membership – Harriet Glen will take over as Lead from Jo C.

Comms – Clare Woodcock will take over as Lead from Clare C.

Policy – with Clare W moving to Comms, James Gleave has kindly agreed to take on the Policy Group lead role, supported by Justin Bishop.

I have updated the Board roles table which I will present at the meeting.

Transport Planning Day Steering Group (9 July & 22 August)

I attended two TP Day Steering Group meetings during this period and I am involved in ongoing preparations for the campaign and events – Lynda will provide an update in her item at the meeting.

Transport Practitioners Meeting Conference, Oxford (10-11 July)

I attended the TPM Conference with a number of Board colleagues. Thank you to all those who helped prepare for the TPM conference and to those who attended the stand and represented TPS so well at the event. I think we had great profile with the stand and a number of us speaking on panels and in conference sessions and we did the TPS proud.

I hosted the TPS-sponsored Drinks Reception in the evening of Day One and was able to announce the chartered status for TPP with Sue Percy of CIHT and Kevin Richardson of CILT.

There was plenty of social media coverage under #2019TPM on Twitter (<https://twitter.com/search?q=%232019tpm&src=typd>) and LinkedIn (<https://www.linkedin.com/feed/hashtag/2019tpm/>).

Clare Woodcock has a report on TPM and ideas for improvements for next year in a later item at the meeting.

Transport Knowledge Hub (15 July)

Lynda and I joined a call with the Transport Knowledge Hub, Claire Haigh and Hilary Chipping, as well as Andrew Hugill from CIHT. We discussed the dissemination plan for the CIHT housing and sustainable transport guidance. We also invited Claire to write a blog for our website (now published: <https://tps.org.uk/transport-planning-day-2019/read-our-blogs/building-more-inclusive-and-sustainable>). This has established a good connection with TKH for the future.

TPS Officers Meeting (9 August)

The Officers Group comprises myself, Kate Morris, and David Connolly.

We discussed preparation of the budget for the next financial year (which David will present later at the meeting), Board roles, Supporting Institutions and Co-optees, agenda for a meeting with ICE in September on the SLA, the Board meeting agenda, and progress on employment issues.

Supporting Institution Reps Meeting (11 August)

I held a call with all four SI reps on the TPS Board to discuss their role and how we can improve engagement.

I confirmed the value of having SI representatives on the TPS Board and this should continue.

I also confirmed their status as non-elected Directors, which includes full voting rights and same 'rules' apply as elected Directors. This means that the normal term of office is 3 years, and not more than 6 consecutive years should be served. Whilst everyone agreed to these limits, there was unanimous agreement that there should be an option for SI reps to continue beyond the 6 years if agreed by both parties (TPS and the relevant SI) at the appropriate time. We propose to change to the TPS Articles at next AGM to reflect this.

I also advised that SI reps should all be aware of potential conflicts of interest in voting on the Board, particularly where SI aims and objectives may conflict with those of TPS. It was agreed that conflicts should be declared at the beginning of the meeting and SI reps may abstain from voting if they feel there is any conflict with the interests of their SI.

I also requested that there is two-way feedback between SI reps and the TPS Board at the meetings. It was agreed that there should be a standing item on the Board meeting agenda for SI feedback. It was also agreed that SI reps would feed back within their organisations to relevant people on the relevant headlines from each TPS Board meeting. This is particularly important to encourage collaboration on events and policy activities.

Note also that I have now met with senior representatives from three SIs (CIHT, CILT and ICE). Kate Morris and I will be meeting ICE to discuss administration and the Service Level Agreement (SLA) between the two organisations on 3 September, and I have a meeting scheduled with the Chief Executive of RTPI, Victoria Hills, on 4 October.

TPS Business Manager

I have agreed a new title for Andy Costain's role at TPS, to better reflect the activity undertaken. With effect from my email of 13 August, this role is the TPS Business Manager (formerly known as Development Officer).

We have also agreed an updated Job Description, which sets out the main activities that Andy should undertake in this role – see TPS Sharepoint site. There are a lot of demands on Andy's time to support the activities of the Society, but when making requests to Andy please be mindful of the scope of her role.

We can choose to ask if Andy can undertake extra activities for us, but this should be agreed with Andy and I in advance, as this will incur an additional cost to TPS and we need to make sure Andy has the time to do it.

I would like to take this opportunity to thank Andy for her ongoing invaluable support to the TPS in this role.

CIHT / RTPI / TPS meeting (14 August)

Lynda, Martin, Nick Perrins and I joined a call convened by James Harris, Chair of the Transport Planning Network in RTPI, to discuss cooperation on events and plans for a CIHT/RTPI/TPS TPN conference in October/November 2019.

Future of TPS Working Group

Back in March I presented a report to the Board on the Future of TPS. I have had a long-standing action to convene a working group to deliver the action plan in the report, which was agreed at the meeting. I intend to kick this off after the September Board meeting.

I would like to ask for volunteers to be on the working group. It will comprise myself, Kate Morris as Company Secretary and David Connolly as Treasurer, as well as Andy Costain as TPS Business Manager. I will confirm the list at the Board meeting.

Press and Publicity Activity

I wrote an article for the Transport Knowledge Hub which was published in July 2019 – link here: <https://transportknowledgehub.org.uk/blog/lets-change-our-mindset-and-work-together-to-create-great-new-development/>.

I also wrote a blog for Business Green which was published in August 2019 – link here: <https://www.businessgreen.com/bg/opinion/3080198/addressing-five-key-challenges-to-achieving-net-zero> (requires subscription, blog also published on TPS website in full here: <https://tps.org.uk/transport-planning-day-2019/read-our-blogs/addressing-five-key-challenges-to-achieving-net>)

Nick Richardson has offered me an article in Passenger Transport magazine, using his regular column. I am in the process of drafting this with Tim Morton.

Stephen Bennett, TPS Chair

30 August 2019