

# Transport Planning Society

<b>Meeting Date</b>	9 January 2020
<b>Report Title</b>	Chair's Report
<b>For Decision or for Information?</b>	For Information
<b>Decision Sought</b>	N/A
<b>Report Summary</b>	This report summarises my main activities since the last Board meeting and other key issues.

## **Approach to Board meeting and governance**

I have been considering and discussing how to improve our governance at Board meetings. As per Kath Coldwell's email and as discussed at the last meeting, it was agreed to decide whether all items logged for future meetings needed to be considered at Board meetings or could be considered by other mechanisms.

We are beginning to operate more in this way, for example we have taken a number of smaller decisions to working group meetings with the Officers (Kate, David and myself), such as TPS Dinner, Image Library, etc.

I will continue to try and refine our operation so Board meetings can focus on the key issues for discussion and decision and we can take other items out of this forum. Any further thoughts on this from Board members are welcome.

## **RTPI Transport Planning Network Annual Conference (18 November)**

I attended this conference with a number of other Board members, many of whom spoke or managed workshops. This gave TPS a really good profile at the event. I provided a summing up at the end of the event and took the opportunity to promote TPS to RTPI members.

### **TPS Chairs Dinner (19 November)**

As verbally updated at the last Board meeting, I attended a dinner with most of the previous TPS Chairs. This was a great event and really gave a good overview of the history and purpose of TPS as told by those who shaped it.



I had an action from the last Board meeting to consider making this an annual event for the ex-chairs. I will bring a proposal to a future Board meeting.

### **Transport Planning Day (20 November)**

Although we discussed at the last Board meeting, I would like to document my thanks and appreciation to everyone on the Board who made TP Day such a success this year. It was noticeably bigger and better than our first year and we have had great feedback. I was also really pleased with the range of organisations that attended, from government to local authorities to consultants to community groups to developers and so on. I was also blown away by the engagement from the industry via the hashtag #TPDay2019 on social media. And I am really glad we agreed to go ahead with the campaign again next year.

On that subject, I have been heavily involved in tendering the Campaign Manager for 2020 as agreed at the last Board meeting. Thanks to everyone who helped with this. The tender was issued on 16 December and we have already had two firms confirm they will respond (JFG and Greenhouse PR) and one other interested (The PR Office).

I do need to ensure we have a TP Day 2020 Committee and a chair/lead for the campaign. I have emailed and would appreciate your inputs on this as one of our most important activities in the year.

### **Future of TPS Working Group (26 November)**

We held the second meeting of the Future of TPS Working Group. This included myself, Kate Morris as Company Secretary, David Connolly as Treasurer, and Andy Costain as TPS Business Manager.

We agreed at the last Board meeting not to pursue becoming a charity so that is now closed.

We are making progress on formalising our employment arrangements. Kate and I are meeting Bishopsgate Law on 9 January to discuss details.

We need to develop a succession plan for the TPS Business Manager. I will bring a proposal on this to the next Board meeting.

We propose to hold a second annual Future of TPS Board session in the first half of 2020 after we have more clarity on employment matters. I will bring a proposal to the next Board meeting.

Notes below.

#### Research costs and benefits to TPS of becoming a charity

- Andy paper agreed at Nov 2019 Board – no action now
- Andy to archive standalone report on TPS Sharepoint

#### Develop a plan for growing and expanding the Society

- We have now appointed Bishopsgate Law as legal advisers – see CoSec report to Nov 2019 Board – Kate to arrange meetings
- TPS Business Manager succession plan
  - Andy planning to step down late 2020/early 2021
  - We agreed in principle to recruit replacement early 2020 to enable transition and handover and increase capacity
  - Information needed:
    - Discuss with Legal to agree approach and costs/liabilities – Kate/Steve
    - Assess costs and what we can afford - determines Job Desc (what we want them to do)
    - Timetable for appointment
    - Assume cost in budget for next year

#### Other Future of TPS Actions

- Future agenda items:
  - Financial sustainability
  - Strategic plan
  - Engagement plan
- Next Future of TPS Board meeting in first half 2020
- Steve report back to Jan 2020 Board

#### Change in TPS Financial Year

- We agreed we want to action by Jan 2020 - AC and SB KM check any legalities, DC to action

Other items discussed:

#### TPS Dinner 2020

- Agreed to hold Dinner on 25 June 2020 (TPM last day)

- Agreed Dickens Inn if other venues not suitable
- Need to send a 'hold the date' - Andy
- Contact Daniel PK on joint promotion with TPM and to coordinate timings - Andy

#### Image Library

- See Martin G Board paper Nov 2019
- Andy to investigate preferred options with Martin
  - Investigate stock photos
  - Otherwise approach stakeholder members

#### TPD Day 2020 tasks and tender

- Steve send Martin scope to AC KM DC
- Andy include notice in Dec Bulletin
- Need option to extend commission and change scope
- Scoring criteria should include contacts in transport industry

#### New member welcome information

- See email from Tim Cuthbert of Jacobs
- Andy to draft note to include in ICE new member email
- Regional reps process

#### Local authority stakeholder membership

- Andy to discuss process with Kath C

#### Membership marketing campaign

- Andy to chase lapsed members from Kath C list

### **Local Transport Summit, Bradford (28-29 November)**

TPS again had a strong presence at the Local Transport Summit which considered a wide range of topics and was hosted by the West Yorkshire Combined Authority in Bradford. I attended with Kate Morris and Keith Buchan.

There was a wide range of sessions and workshops from addressing climate change to valuing local communities. This year we took five PDS trainees which was excellent. The Summit ended with a session on skills, led by Keith.

Further details here: <https://tps.org.uk/news/feedback-from-the-local-transport-summit>

At the Summit, I spoke with Andrew Forster at LTT about engagement with TPS. He offered TPS a regular slot in LTT to promote our activities and to review TPS member benefits. I need to follow up with him on that, but it is a good opportunity for us.

### **TPP Partnership Management Group (3 December)**

Keith and I attended the PMG meeting with CIHT. This covered TPP budget (Outturn for 2019, Budget for 2020), TPP candidate statistics, CTPP Marketing update, Report from the Professional Standards Committee, and TPS PDS update.

There were no significant issues (the budget issues from last year have now been resolved) and we pushed CIHT on further promotion of the CTPP through the Marketing Plan.

#### **Royal College of Art Meeting (4 December)**

Through a contact Lynda had made recently, we met with Dan Philips of the RCA with Jon Parker of ITP to discuss collaboration around the development of a video or series of videos that help to communicate sustainable transport futures; hopefully in a way that helps diverse groups appreciate and engage with new ways of serving their mobility needs that are good for them, for their communities and for the wider world.

The outcome is that we have drafted a brief that is now with RCA for review. We are also looking at funding options. We will keep the Board informed and bring any decisions required as and when needed.

#### **ICE Communities of Practice Meeting (6 December)**

I spoke to Adam Kirkup about the ICE CoP proposals, as discussed at the last Board meeting. We agreed that I would be the primary contact going forwards, although I may need support on this once it gets going. There is expected to be a Transport Panel meeting in early 2020, Adam to invite me to that.

#### **Supporting Institutions Meeting (6 December)**

As per an action from the last Board meeting, Kate and I held a call with the four Supporting Institution reps to discuss their Board status. Notes below.

Steve B advised that a review has been undertaken of Board member status following various discussions and challenges, as per the Company Secretary Report to November 2019 TPS Board meeting. This raised the issue of a potential conflict of interest for Institutional Representatives (IRs) between the interests of their institution and TPS interests.

This issue was discussed and a number of the representatives acknowledged the issue but expressed significant concern at amending the voting rights of IRs.

After some discussion, it was agreed that:

- Voting rights should not be withdrawn from IRs
- There should be general acknowledgement and declaration of the potential conflict - e.g. at Board meetings
- There should be awareness of the potential for conflict in decisions, with IRs abstaining from voting if such a conflict is identified
- Where IRs do vote on decisions, this should be done in the best interests of TPS and indicate general support from the Institution they represent
- The above should be clarified in the TPS Articles and in IR role descriptions
- Steve B and Kate M to review TPS Articles and IR Role Descriptions, propose appropriate amendments, and circulate for agreement to all IRs

#### **TPS Skills Meeting (6 December)**

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

At this meeting we discussed Resourcing Needs for PDS/TPP, Progress on TPTech and PDS Completions and India Pilot, and Feedback from PSC and PMG Meetings.

### **Independent Transport Commission Annual Dinner (10 December)**

I attended this event on behalf of Arup as a corporate sponsor of ITC. But I wanted to mention it as I did promote TPS at the event, as we all had to say a few words about key issues in our industry. I referred to our 'six things for the new government' note. I am planning to meet with the ITC Director, Dr Matthew Niblett, and will discuss opportunities for TPS to work with ITC. Any thoughts on this from the Board would be welcome.

### **CIHT Annual Luncheon (13 December)**

I attended the CIHT Annual Luncheon as a guest of CIHT on the top table! Lynda also attended. This was a great event and I got to promote TPS to a number of influential people, including the Chief Exec of Highways England. I also got to engage with Martin Tugwell as CIHT President.

### **Policy Group Lead Meeting (16 December)**

I caught up with James Gleave to discuss Policy group issues over a Christmas pint, as I couldn't attend the meeting later that week. We agreed to be proactive engaging with the new government, which James and Justin are now enacting.

### **TPS Officers Meeting (20 December)**

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

In this meeting we discussed the Co Sec report for 9 Jan Board meeting, Employment Issues, Treasurer issues (including Budget for 2020, Annual accounts, Members liability, Financial Year Change, Expenses Policy), and Strategic Objectives 2017-19.

### **CIHT Awards**

CIHT has launched its 2020 Awards – see: <https://www.ciht.org.uk/events-listing/featured-events/ciht-awards/>. It came to our attention that there is now a Transport Planning award that could be seen as overlapping with our TP Day Peoples award (note that this award did exist last year as the 'Planning for Transport' award, but neither existing before that).

After consultation with Lynda, I contacted Sue Percy to explain our concern about potential overlap. She said she did not see this as an issue as she sees the awards as complementary. However after some discussion Sue agreed to discuss with Andrew Hugill as he is running the process. Lynda is also in touch with Andrew on this also. We will follow up on this.

## **Transport for the South East**

I have been invited to sit on the TfSE Transport Forum as the TPS representative – details here: <https://transportforthesoutheast.org.uk/about/team-structure/>.

They ‘feel that TPS could offer a lot of expertise and input as we develop the draft strategy’. The next meeting is in March 2020 which I will attend. I have informed the Policy Group and will get their inputs on this.

Any comments or queries or thoughts please let me know.

Stephen Bennett, TPS Chair

3 Jan 2020