



## Professional Skills Sub-committee (PSSC)

### Note of meeting on Tuesday 04 October 2022

Attendees:	Malcolm Slee (Chair), Richard Chalk (RC), Jane Hamilton (JH), Ben Stroud (BS), Andrew Chandler (AC), Neil Walton (NW), Sonal Shah (SS)
Executive:	Fiona Goddard (FG), Mairi MacIntyre (MM), Vicky Campbell (VC)
Apologies:	Graham Black (GB), Ekta Mehta (EM), Sally Calder (SC)

1.	<b>Welcome</b> The Chair welcomed the Committee. Apologies had been received from Graham, Sally and Ekta.
2.	<b>Recruitment of new Chair</b> FG gave a brief update on the recruitment process noting that the closing date for applicants was 31 October 2022. The Committee would be informed of any developments at the appropriate point.
3.	<b>Minutes of previous meeting</b> The Committee approved Paper 1 – ‘note of the meeting held on 19 July 2022’. The Chair commented that most of the actions on Paper 2 had been completed, and highlighted the two actions that were outstanding: 6) Comments to be received on scenarios appended to Paper 3 (to be discussed later in the meeting), and 8) [redacted] scenario to be shared with our internal Comms Team.
4.	<b>Governance</b> The Chair summarised Paper 3, commenting that in the event of any changes to the Committee structure, the group would likely continue to operate in a similar way, and would continue to report on its activities to the Regulatory Board. An update on this item would follow on from discussions at the Regulatory Board Strategy Day, held on the 27 September.
5.	<b>Update on Professional Skills Hub</b> Katie Cross, IFoA VLE Consultant, gave a demonstration of the new VLE with a focus on the Professional Skills Hub.
6.	<b>Conferences / Events</b> – RC confirmed that the slot for the GIRO Professional Skills session is scheduled for the morning of Tuesday 22 November.

- The Chair confirmed the Professional Skills slot for the Life Conference is scheduled for the afternoon of Thursday 24 November. Slides are near the finalising stage. JH added that they would be introducing Mentimeter (an interactive presentation tool to help engage audiences).
- The breakout session Friday morning would be hosted by the Chair and Emma Gilpin, Head of Regulatory Policy.

## 7. **Content for 2022-23 CPD Year**

The Chair invited comments on Paper 5 Appendix A – [redacted], a mini case study to be used at the Life Conference.

- [committee members comments were noted]

The Chair recognised the limited time to go through all the scenarios and asked FG what the deadline to progress/ feedback was. FG requested all progress/ feedback to be sent over by 24 October, and to also include feedback on the previous follow-up discussion video styles.

- [committee members' comments were noted]

FG suggested prioritising the March 2023 content and to discuss the new potential scenarios at the next meeting.

### **Actions:**

**All – to share feedback on the March 2023 scenario by 24 October**

**All – to share feedback on the previous follow-up video discussion styles**

**All authors to progress the March 2023 scenarios**

## 8. **Date of Next Meeting**

Outstanding items to be progressed further before a date for the next meeting is confirmed.