



Note of meeting on Monday 12 December 2022

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

1. **Welcome**

The Chair welcomed the Committee. Apologies had been received from Graham.

2. **Minutes of previous meeting**

Paper 1 – ‘note of the meeting held on 04 October 2022’ was approved as a true record of the meeting.

The action list was discussed:

Action list

Items 1, 2 and 3, regarding Prof Skills hub improvements, are all work in progress – the Professional Skills team is currently liaising with Katie Cross, VLE consultant. Any updates to be shared at the next PSSC meeting.

Item 7 ‘To share feedback on the previous follow-up video discussion styles’. BS felt that, if possible, filming in studio would be the preferred option rather than the Vox Pops. FG said that the studio allows for a more natural flow to the discussion compared to the Vox Pops, however we are dependent on volunteers being willing / able to travel to the London studio.

3. **To note 2021-22 Feedback Report**

[committee members’ comments were noted]

4. **Content for March 2023**

The Chair asked for views on the new mini case studies (*videos were shared via Egress*).

The pace of the videos was discussed, and the Committee agreed that the length of time was suitable, as it had taken into account members that may not be able to read quickly, eg English not being their first language, dyslexia etc.

FG suggested adding a voice over. MM highlighted that the viewing figures are quite low for the insta-style videos to justify any additional spending and reminded the Committee that they were originally designed as extra material to fill in smaller time slots in presentations.

BS noticed that the end slide, with the discussion questions, fades to black. He suggested removing the fading so that the questions remain on the screen.

The Chair requested a timeline for filming the March 2023 content. FG anticipated that the main videos would be filmed in January 2023, with the follow-up discussion videos in early February. The Chair said that it would be good to start lining up panel members.

Action:

MM to produce a schedule of the March 2023 videos, including suggestions for the follow-up discussion panel members

5. Conferences/ Events

Giro conference

The Chair shared feedback that Matt Saker, IFoA president, highly rated the GIRO Professional Skills session.

RC expressed that the event went well. Member feedback was 4.6 out of 5 for content and 4.9 out of 5 for presentation.

Life conference

'When Life Gets Tough' – the Events team encountered problems with downloading the presentation, however this was resolved before the event started.

The Chair shared feedback received.

The Chair also summarised the breakout session which was a rerun of the IFoA conference session in June.

6. Thanks and Farewell to Malcolm

FG advised that a recommendation for the new chair has been sent to the Regulatory Board for approval. The new chair will be announced once confirmation has been received from the Board.

On behalf of the Committee FG gave thanks to Malcolm for his 10 years serving as a member of the PSSC and as Chair.

FG added that Malcolm would still act as convenor of the Professionalism Pool and continue as a facilitator for the Stage 2 Online Professionalism Course.

Action:

FG to advise details of the new Chair once the recommendation has been approved by the Regulatory Board

7. AOB

SC and Hannah MacLeod, Senior Regulatory lawyer have had a request from Herriot-Watt University to present at a face-to-face Professional Skills event. The event to take place in March 2023.
