



## Professional Skills Sub-committee (PSSC)

### Note of meeting on Friday 29 January 2021

Attendees:	Malcolm Slee (Chair), Graham Black , Sally Calder, Nicola Kenyon, Sonal Shah, Jenni Stott (JS), Neil Walton (NW)
Executive:	Fiona Goddard, Mairi MacIntyre, Victoria Campbell
Apologies:	Richard Chalk

#### 1. Welcome

The Chair welcomed the Committee.

#### 2. To note Membership and Terms of Reference

As part of the IFoA's governance review, Boards and Committees had been asked to improve transparency of work carried out. The Executive submitted a paper for the Regulation Board meeting in February, on the governance and operation of the Committee which would now be reported on annually. The Regulation Board paper included:

- Terms of Reference (ToR) – paper 1, which had been updated slightly to reflect current practice;
- Report on Professional Skills content and delivery based on members' feedback; and
- Overview of the PSSC membership.

In addition, a new Committee webpage was published, which includes:

- Updated ToR;
- Minutes (edited versions);
- Feedback reports (based on the Committee's activities) and
- Committee members' biographies.

The Committee asked if there was a place for members to submit ideas and suggested that this could be added to the page. The Executive advised that current Professional Skills material/resources direct members to contact the Professional Skills inbox.

It was noted that under the governance requirements for Sub-committees of Boards, Members may undertake two consecutive terms up to three years each. Currently the Chair and one member had exceeded the maximum term and this has been flagged to the Regulation Board. Under the circumstances, it was recommended to the Board, that both these appointments are extended for a limited period and that a succession plan is put in place. It was agreed, however that the Committee should continue to seek fresh and diverse input into its work.

Any feedback from the Regulation Board's February meeting would be shared with the Committee.

#### 3. To approve note of 29/10/2020 meeting

The minute of the meeting held on 29/10/2020 was approved.

#### 4. To note update on content

Discussion took place on content, noting that filming was on hold due to current Covid restrictions.

## **5. To note proposed webinars**

The Executive provided a summary of proposed webinars giving an overview of topics and timing.

The Executive added that there was scope to develop further webinar topics to supplement the JFAR series, such as the proposed webinar on Standards which two of the Committee Members were developing. The intention was to work with Regulation colleagues on the content and timing of this session. It was also proposed to seek a steer from Regulation colleagues as to what further topics the Committee could usefully explore.

The Executive made the Committee aware of the IFoA's policy in relation to charging for webinars. In principle there will be a charge to members for webinars going forward, although there is some discretion around whether or not to charge.

The Chair invited the Committee to submit additional ideas to create vignettes / storyboards / Instagram style stories as these can be turned around in a short timeframe and are useful to supplement webinar content.

## **7. AOB**

7.1 The Committee noted that a review of the approach to developing and delivering professional skills CPD resources was currently part of a wider regulatory project with a number of sub-workstreams. The Professional Skills sub-stream was due to report to the Regulation Board in May 2021. The draft report would be shared with the Committee for information and comment prior to submission.

7.2 The Chair advised that the Pensions Management Institute (PMI) are holding a Diversity and Inclusion conference and would circulate a link.

7.3 The Executive said that it would be appreciated if the group could review the discussion points and feedback that accompany the insta-style stories and storyboards for the toolkit and the VLE. A schedule of the work to review would be circulated the following week.

7.4 The Chair suggested publishing the older vignettes on the VLE - FG agreed.

7.5 Additional suggestions for future vignettes were discussed and agreed to progress.

7.6 A Committee Member suggested that current and future thematic reviews would be useful in informing future content development and that we should seek to be aligned with the publication of such reviews. The Executive to circulate the list of current and future thematic reviews. The Executive to liaise with thematic review team.

## **8. Next steps/future meetings**

The Executive proposed that the next meeting date would be set to align with progress on the content under development.