



Professional Skills Working Group (PSWG)

Note of meeting on Thursday September 2023

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

1.	Welcome The Chair welcomed everyone. Apologies had been received from GB, AC and EM.
2.	Governance
2.1	Note of meeting held on 31 July 2023 The note of the meeting held on 31 July 2023 was approved as a true record of the meeting.
2.2	Action list of meeting held on 31 July 2023 [outstanding actions were discussed]
2.3	Regulatory Board Report The Regulatory Board report of the meeting held on 25 July 2023 was noted.
3.	Conferences / Events
3.1	To receive an oral update re GIRO conference (1-3 November) EICC RC: currently work in progress. RC to catch up with SS to progress.
3.2	To receive an oral update re Life conference (22-24 November) Birmingham [Workshop E7 – 24 November – 09:00-09:50] [comments were noted]
4.	Content released September 2024
4.1	To note update report [comments were noted]
5.	Content for March 2024 [2nd release of 23-24 CPD year]

5.1	To note update report
	MM talked through Paper 5 – ‘update report March 2024’
5.2	To discuss appendices
5.2.1	
	[comments were noted]
5.2.2	
	[comments were noted]
5.2.3	
	[comments were noted]
5.2.4	
	[comments were noted]
5.2.5	
	[comments were noted]
5.3	To note timeline for March 2024 release
	MM would like final versions of the video templates to be emailed over by 13 October.
6.	Date of next meeting – <i>suggest beginning of November to sign-off scripts for March 2024 release</i>
	Meeting to be arranged for mid-November.
	Action: VC to circulate doodle
	AOB
	[comments were noted]