



Practising Certificates Committee Meeting

10 October 2023, Time: 15:00 - 16:30

Attending:	Karen Butroid (Chair) Sue Lewis (Lay member) Mofozul Ali (Pensions) Veekash Badal (Lloyds and non-Life) Iain Baker (Life and non-Life) Andrew Chamberlain (Life) James Crispin (Life) William Diffey (Life) Simon Eagle (CDC) Kathleen Favell (Life) Chris Green (Pensions) Parth Patel (Lloyds and non-Life) George Pumffrey (Pensions) Edwin Sheaf (Pensions) Mike Shimwell (Pensions) David Simmons (Lloyds) Mirjam Spies (Lloyds) Peter Tavner (non-Life) Iain Turri (Pensions)	Apologies:	Ian Burningham (non-Life) Louise Eldred (Life) Chintan Gandhi (CDC) Ben Gilman (Lloyds and non-Life) Paul Hubbold (Pensions) Alex Lee (Lloyd's) Elaine Stevenson (Pensions)
Executive Staff:	Alita Bigwood (Secretary) Stephanie Millar Stephanie McGowan (Snowden)		
Observing:	Christian Paterson (FRC)		
Dial-in details (Microsoft Teams):	Click here to join the meeting Meeting ID: 396 357 192 220 Passcode: tuvTSo		

Item	Title
1.	Welcome / Apologies
1.1	The Chair welcomed the group to the meeting and introduced the new panel members and new members of the Executive team. The FRC were also in attendance to observe the meeting. The Chair noted the apologies from the PCC members unable to attend.
1.2	The FRC observer was introduced, and they explained that they had been working with the Executive for the past few years in relation to the new PC scheme. They explained that their attendance was part of their oversight work to gain an overview of how the PCC works and how they fit into the whole decision-making process.
2	Notes of meeting held 21 March 2023
2.1	The notes from the last meeting were formally agreed.
3.	PCC update



Item	Title
3.1	<p>The Chair reintroduced the new Executive members, namely Alita Bigwood the Practising Certificates Manager and Stephanie Millar, Practising Certificates Executive, and asked both to introduce themselves to the PCC with a brief overview of their history/experience.</p>
3.2	<p>The Executive produced a paper providing an update to the PCC on recent matters, summarised below:</p> <ul style="list-style-type: none">• An update on changes to the IFoA Executive team over the last few months, welcoming the new additions to the team.• An update on new additions to the PCC over recent months, William Diffey and Kathleen Favell have joined the Life Panel and Simon Eagle and Chintan Gandhi have joined the CDC Panel.• The new PC Scheme has now been in effect for 10 months and positive feedback has been received from members. Feedback received indicates that Members welcome the shorter annual renewal process and find the full renewal process straightforward, more engaging, relevant and inclusive than the previous process. The Executive explained that a full Post-Implementation Review of the Scheme will be carried out in the coming months, in consultation with the PCC.• The Consultation regarding the requirements for Reviewing Actuaries to hold a PC was published on 18 August and closes on 17 November. The outcome of the consultation will be shared with the PCC.• A consultation has been drafted on the possible integration of the PC Scheme with the QAS and is scheduled for publication later this month. A copy of the consultation document is included in the pack for discussion.• The FRC has carried out its oversight work in relation to PCs and is satisfied with the processes in place and the support provided to applicants. The FRC specifically reviewed initial applications received under the new Scheme and has recommended that a more detailed rationale for decisions made is recorded on each PC application. Following this recommendation and after discussion at the March PCC meeting, the Competency Assessment Matrices (CAMs) have been updated and shared with the PCC. This point is also on the agenda for discussion.• The new online PC application is now available on the website, which will replace the Word version of the application form, with Members now able to login to the members area of the website and complete the application there. This is for both renewal and initial applications. This new process may take a bit of time to bed in, but the feedback received so far has been positive.• Under the previous Scheme, PCC members carried out audits of the executive process to ensure it was being followed correctly and provided recommendations where it was thought the process could be enhanced. As the new Scheme has been in place for 10 months, the Executive asked for volunteers from each panel to carry out audits of the applications approved by the Executive. This can be carried out remotely, with information being uploaded to Egress and calls arranged to discuss. Interested PCC members to contact the Executive to discuss.• The casework since the last PCC meeting was noted.• The Precedents list has been brought up to date and is saved with the PCC core documents. <p>The executive opened for questions and PCC members queried the online application and if it is a choice between doing the online application or the Word version application. The Executive explained that the intention would be for everyone to move to the online application. The PCC members queried how the form would be reviewed by someone else within their own organisation. The Executive explained that the IFoA is looking at the possibility of updating the online application so Members can “print and save” the form to then pass onto whomever they need to review it before</p>



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submitting. The Executive welcomes suggestions from PCC members if there is anything else that may make the process easier. The Executive confirmed the Word document is still currently available should members need to use it.

A PCC member asked about the statistics around how many cases are referred to the panels and how many get executive approval noting that a much higher proportion of Scheme actuary applications were approved by the Executive compared to say Chief Actuary applications, Is this typical? The Executive explained that it's difficult to determine this due to the change in process and under the old scheme there were different criteria, but the hope is that the numbers plateau in the next few months. Part of the post implementation review will include reviewing the examples available for members as this has recently been carried out for the Scheme Actuary applications, which helped increase the clarity of the applications and reduce the need to refer them to the panel. The Executive, with the help of the PCC, will be looking at updating the examples. For context, the Chair also explained that the Executive has a long history of reviewing Scheme Actuary applications, with the delegated authority on the other applications being more recent.

PCC members queried that there are no declined applications in the period and was this a result of the process being more subjective, therefore making it harder to decline an application or perhaps a better calibre of candidates? Some PCC members have concerns that it's almost impossible to fail an application because of subjectivity. The PCC debated this amongst themselves, acknowledging that both systems have their own challenges. In addition, concerns were raised that applicants could use the IFoA examples and tweak to use as their own, noting that some of the examples could be more robust. The Executive confirmed that the examples are due to be looked at in the coming months as part of the Post Implementation Review. The Executive reminded the PCC that a very small number of applicants were declined under the old Scheme and advised that no decisions on applications, to date, have caused concerns. It is likely that applications are being received from those who believe they are competent to hold a PC and take on such a role. The Executive explained it's a very different system than before, a lot of the declined applications under the old system were often in relation to, for example, applicants not attending a sufficient number of meetings rather than them not being thought to be capable of undertaking the role. It does take a little more time to assess the applications, as you are required to read across the application, however updating the examples may help with this, The Chair confirmed that Panels should be absolute in deciding that a member does have the right skills before a PC is granted.

The PCC asked if there are as many interviews carried out with candidates as before. The Executive confirmed that there have been a few interviews, but not many and advised that, if there is any doubt at all, then the panel member should request a conversation with the applicant to discuss their concerns. The Executive reiterated that, if the PCC is not comfortable with the information provided and is not able to deduce from the application that the competencies have been met, then an interview may be beneficial. A member of the PCC who has been involved in some conversations with applicants confirmed that they were able to collect more information from the interviews than what was provided on the application.

It was suggested that a possible redesign of the renewal forms may be helpful, so that the examples and main body of the form are separate, similar to the initial application, noting that it may encourage people to provide further examples. It was also asked whether it would be possible to get a proforma/CV type document that could be anonymised but would still show the applicants work history and they would be able to get a better idea of the experience being provided.

The Chair confirmed that the next steps are for the full Post Implementation Review to be carried out by the Executive, this would include a survey to all PC holders and round table discussions to



Item	Title
	inform the review. Once that information has been collated, further discussions will be arranged with the PCC regarding the feedback received.
4.	Competency Assessment Matrix (CAM)
4.1	<p>The Executive produced a paper as a follow up to an email sent in August to provide an update on using the CAM for initial applications, summarised below:</p> <ul style="list-style-type: none">• The CAM was introduced as part of the new PC Scheme to help PCC members assess applications and to provide a clear audit trail of the decision-making process. The use of the CAM was discussed in March, and it was agreed that the Executive would look at a more user-friendly option to help panel members in completing the CAM.• The FRC has also been carrying out its oversight work in relation to the Practising Certificates process and has recommended that each application is determined using documentation that provides a clear rationale as to why each PCC member believes the applicant has met the necessary threshold.• Currently there are some PCC members who utilise the CAM, however in line with the FRC's recommendation and as anticipated when the new Scheme came into effect, all PCC members should complete the CAM when reviewing applications.• The Executive has looked at a more user-friendly approach and the updated CAMs can now be completed on Egress, guidance for which has been provided via email. The updated CAMs would be used for all initial applications in the first instance, but there is a possibility that this is a more useful way of recording decisions, and we will extend to any renewal applications that are shared with the panels.• The updated CAM will replace the requirement to record decisions on the discussion tab of Egress <p>The Chair opened for comments and questions from those PCC panel members that were already using the CAM and if there are any suggestions to make it even more user friendly. One PCC member confirmed that they were somewhat reluctant to start using the form as they thought it would make the process longer, but since the redesign of the form they find it incredibly easy to use and it doesn't add any time to reviewing the form and providing their input. Some panel members highlighted some issues with completing the form and the Executive will investigate the issues further to ensure they are able to use the CAM. Another member of the PCC advised that they also had difficulties filling in the form when they were initially asked to do it, but since using the new version of the CAM, they find it very easy, and he has had no problems at all. It was suggested that an "example" CAM may be helpful for the PCC to practice on. The Chair asked if there were any panels not using it, some PCC members confirmed that they had not yet had the opportunity to use the CAM as no initial applications had been received.</p> <p>The Executive welcomed comments/suggestions from the PCC to update the form and make it even more user friendly. A PCC member asked whether they need to provide comments to justify their decisions on the CAM. The Executive advised that panel members should assess the application against the CAM and, if it is clear that a competency has been met, agreement can be provided without any further comments. If, for example, there is evidence of Communication competencies under the Professionalism section, it would be helpful for panel members to note this in the CAM. In addition, if a panel member does not believe that a competency has been met, the reasoning should be clearly documented. One PCC member who had not yet used the form noted that one of the things they like about not using the form is the ability to have a live discussion using the discussion tab on Egress to discuss viewpoints and opinions on applications - they therefore asked if this was still an option and if the CAM was for initial applications only. The Executive confirmed that the CAM is only mandatory for initial applications at the moment, but can also be utilised for renewals, if helpful. It may be that the CAM is a more convenient method of documenting decision making and we may consider whether decisions on all applications should be documented on the CAM in the</p>



Item	Title
	future. Panel members can add comments to the CAM, and the form can therefore still be used for discussion.
5.	QAS integration
5.1	[REDACTED]
6.	PCC Annual Report to the Regulatory Board
6.1	<p>The Executive and The Chair shared the draft PCC Annual Report to the Regulatory Board for comment, which will be tabled at the next meeting of the Regulatory Board on the 25th of November.</p> <p>The Chair asked for any other comments or suggestions on anything else that the PCC should be advising the Regulatory Board, there were no comments.</p> <p><u>To Action</u> The Executive to input the PCC comments/feedback in relation to the new PC Scheme from this meeting into the report.</p>
7.	PCC Annual Report to Members
7.1	<p>The Executive shared a draft report of the PCC Annual Report to Members and asked for comments/suggestions.</p> <p>The Chair asked if any feedback had been received on past reports and the Executive confirmed that feedback was rare, however there is a feedback request in relation to the new Scheme in this report and it is hoped it will encourage members to read the report as well as complete the survey. One PCC member wasn't sure that the feedback request would work, because members would still need to open the report to get to the questionnaire and suggested sending the questionnaire when members are completing the renewals or similar. The Chair confirmed we do ask for feedback during the application process, although not formal, and the Executive explained that asking for feedback at the point of renewal would mean a longer turnaround time to collate the information and provide the Post Implementation Review report. The intention is to send an email to all PC holders to say that the annual report is available, and this particular email would contain information to explain a review is being carried out and feedback is being sought.</p> <p>One PCC member recalled a previous report where a 'Hints and Tips' section on completing the application was included and suggested that there could be value in including something similar into this report that could encourage members to open and read it. It was also suggested that the report should be produced as a webpage instead of a PDF document, noting that having the report in a modern format might encourage members to read it.</p> <p>It was also pointed out that the copyright at the end of the report was still showing 2021, the Executive confirmed this would be updated.</p> <p>The Chair asked if there were any other comments, and none were provided. The Chair asked that the PCC review the report after the meeting and if they had any other comments/suggestions, to inform the Executive team.</p> <p><u>To Action</u> The Executive will look at adding an area to the PCC annual report to members that includes advice on completing applications.</p>



Item	Title
	The Executive will update the copyright year within the report.
8.	Any other business
8.1	<u>Executive Approvals</u> The Executive asked if PCC members were still finding it useful/helpful that renewals that have been approved by the Executive are still uploaded to Egress, noting that some PCC members do comment on them. The PCC confirmed that they still found this helpful, and it was useful for new PCC members to see what good looks like. The Executive will continue to upload these.