



Note of meeting on Friday 24 February 2023

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

1. Welcome

The Chair welcomed the Committee to his first meeting as Chair.

The Chair gave a quick introduction about himself: currently Head of Investment Risk and Counterparty Risk, Pension Insurance Corporation and had previously worked at PricewaterhouseCoopers (PwC). During his 10 years at PwC, he had held numerous Professional Skills training sessions.

The Chair conveyed he strongly believed in the importance of professional skills training, combined with a keen interest, which led him to apply for this role.

The Chair noted that he would like to have 1:1s with members on the Committee.

Apologies had been received from Sonal Shah, Ekta Mehta and Sally Calder.

Action:

VC to schedule 1:1s between the Chair and Committee Members

2. Governance

The Committee noted Paper 1 – ‘Schedule of Membership’.

The Committee noted Paper 2 – ‘PSSC Terms of Reference’.

FG summarised Paper 3 ‘Transition to new governance structure’, highlighting that there will be more flexibility with the removal of the governance relating to sub-committees. For example, there will be more flexibility around the tenure of group members, which benefits this style of group (as in a content development group) allowing the group to retain continuity and experience gained from members as well as keeping the door open for new members to join.

The Chair asked if there is a limit to the number of volunteers for this group and FG replied that there isn’t, noting that currently there is a good balance of representation.

FG also highlighted that this would not necessarily require much change to the existing ToR, as the remit remains the same and we would wish to maintain good practice in governance. Views were invited from the Committee.

GB asked if we still advertise for members or say that ideas are welcomed. FG replied that the request for ideas has been advertised in various ways: approaching Practice Boards, newsletters and website. We can now also take into consideration the IFoA Digital Communities platform which has been recently launched. FG said that we aren't currently advertising for members as the Committee recruited four new members last year.

The Chair said that if anyone knew of someone who was interested in professional skills that he would be happy to hear from them with a view to joining the Committee and suggested using the Actuary magazine to advertise the Committee's interest for new ideas.

RC expressed that a personalised article rather than an advert would convey better to the reader. JH volunteered to write an article which could include an introduction to the Chair.

FG also added that the Digital Communities page could be another avenue to explore. First piece could be an introductory piece from the new Chair.

FG mentioned that the annual report was presented to the Board last week. No comments other than gratitude for the work done. FG is happy to share the cover paper that goes with the report and the minutes of the Regulatory Board once available.

FG clarified that the group is still required to report annually on its activities to the Regulatory Board and that the Board have committed to give a steer on topics as appropriate.

Actions:

All: to share any comments they have on the ToR

JH: to write an article requesting ideas for the actuary magazine

FG: to share the PSSC report cover paper to Regulatory Board including the Reg Board minutes

3. Minutes of previous meeting

Paper 6 – 'note of the meeting held on 12 December 2022' was approved as a true record of the meeting.

Paper 7 – 'action list' was noted as complete.

4. Demo re Digital Communities

Katy Stevenson, Digital Communities Manager, gave a demonstration of the IFoA Digital Communities page. Katy informed the committee that the platform launched this week and around 1,000 members had already signed up.

She advised that this is an IFoA member platform, however non-members involved in IFoA working groups, committees etc can be invited to join.

Key takeaways:

- different community groups/events available to join
- additional groups can be created
- sign-posting to IFoA news/ podcast channels
- create blogs
- join or start discussion threads
- tagging capabilities available
- search function to find other members with similar interests
- members can create polls
- direct messaging
- events calendar

Katy advised setting up an open page rather than a closed group to allow other members to engage.

It was agreed that it would be good for the Committee to sign up to the platform and:

1. Have a closed group for the Committee to have an informal platform to discuss committee related topics.
2. Use the platform to launch content and request ideas from members.

Actions:

All: to enrol onto the Digital Communities platform

VC: to create a PSSC closed group

5. Content for March 2023 [2nd release of 22-23 CPD year]

MM gave an update – filming of the three follow-up discussion videos took place last week.

It was noted that the main videos had been filmed earlier that week and Multichannel had advised that everything had gone well and that the videos will be shared with the Committee once available.

MM highlighted that the signing-off process for scenarios had become less formal, mainly due to the new ways of releasing content (three release during Covid and then settling on two releases rather than one release per year). A process will be worked up and shared at the next meeting.

The Chair requested more detail around the process. FG explained that scenarios are peer reviewed and then shared with the Committee for comment. The signing-off process should be a collective responsibility for all members in the Committee. FG added that views are sometimes sought from the in-house legal team when required.

Action:

MM to circulate the scenarios that require signing-off

6. Conference/ Events

FG covered the potential webinar topics on Paper 10 ‘Conferences/Events/Webinar suggestions’ and sought views on those and/or other potential ideas.

[redacted]

BS suggested that a webinar in July/August, before the end of the CPD year, would be popular.

[redacted]

7. Content for September 2023

FG talked through paper 10 – ‘2023-24 Potential Ideas’ and the progress made:

[redacted]

FG asked if any of the topics in paper 10 should be progressed or are there any further topics that the Committee would like to introduce. Three would be developed into videos for the September launch.

Action:

All: to feedback which topics they would like to progress for September

8. AOB

[redacted]

9. Date of next meeting

The Chair would like another meeting to take place at the end of March.

Action:

VC to liaise with the Chair re suitable meeting date.
