



Professional Skills Sub-Committee (PSSC)

Note of meeting on Tuesday 28 March 2023

Attendees:	Peter Heffernan (Chair), Graham Black (GB), Richard Chalk (RC), Andrew Chandler (AC), Jane Hamilton (JH), Sally Calder (SC), Ekta Mehta (EM), Sonal Shah (SS)
Executive:	Fiona Goddard (FG), Mairi MacIntyre (MM), Vicky Campbell (VC)
Apologies:	Neil Walton (NW), Ben Stroud (BS)
1. Welcome	The Chair welcomed the Committee. Apologies had been received from Neil Walton and Ben Stroud.
2. Governance	
2.1 To approve minute of meeting held on 24 February 2023	Paper 1 – ‘note of the meeting held on 24 February 2023’ was approved as a true record of the meeting.
2.2 To discuss action list of meeting held on 24 February 2023	FG introduced Paper 2 – ‘Action list’. Actions were either noted as completed or were items to be discussed later in the meeting. The two items discussed were: <ul style="list-style-type: none">• Item 1 – ‘To arrange 1:1s between Chair and Committee Members. The Chair noted and will liaise with VC after the meeting.• Item 4 – ‘To enrol onto the Digital Communities Platform’, VC advised that a PSSC private communities page had been set up and that all Committee Members should have received an invitation to join.
2.3 To discuss Terms of Reference for Professional Skills Group	Paper 3 ‘Terms of Reference’ – minimal changes were made to the ToR. The following points were discussed: <ul style="list-style-type: none">• The Chair’s suggestion of renaming the Committee to Professional Skills Working Group was agreed.• The Chair and Executive titles had been updated.• Reporting to the Regulatory Board and make-up of the group to remain the same. FG invited further comments to the ToR. SC suggested adding the Markets Developments team to the Principle Contacts list.
2.4 To note cover report submitted to Regulatory Board	

	The Committee noted Paper 4 – ‘To note cover report submitted to Regulatory Board’
2.5	<p>To note update of Regulatory Board meeting of 21 February 2023</p> <p>FG introduced Paper 5 – ‘To note update of Regulatory Board meeting of 21 February 2023’ advising that all Committees and Working Parties reporting to the Regulatory Board and the practice boards receive a summary report after each meeting. FG highlighted item 6 ‘Professional Skills Sub-committee Annual Report’, conveying that it had been noted at the meeting but, if there was further comments in the full Regulatory Board minutes, that she would share once the minutes were finalised. The Chair took particular interest in the Appendix ‘Regulatory Board Horizon Scanning Register’. FG added this could potentially assist the group in identifying relevant topics for content development.</p>
3.	Conferences / Events
3.1	To receive oral update re June conference
3.2	<p>To discuss potential session at CILA in early May</p> <p>FG advised that a request to host a Professional Skills session at the CILA [Current Issues in Life Assurance] conference had been received. This is a series of four webinars taking place on 2nd, 4th and 6th of May, with detail of content to be advised by the end of April. Due to the short timescale, it was agreed not to progress.</p>
3.3	<p>To note timeline for webinars/events to demonstrate lead-in time required</p> <p>FG introduced Paper 6 – ‘To note timeline for webinars/events to demonstrate lead-in time required’. FG added that the paper was written to show the lead-in time required for planning webinars. MM confirmed that a minimum of 8 weeks would be required.</p> <p>SC asked if the webinars would be based on new topics, or would the material be taken from the Toolkit? FG responded that we have committed to providing two to four webinars/events a year as part of Professional Skills contributions for the events strategy.</p>
4.	Member feedback
4.1	<p>To note Member feedback on use of video case studies</p> <p>The Chair asked for feedback on Paper 7 – ‘To note Member feedback on use of video case studies’. Committee members expressed how positive the feedback was and that the small amount of negative feedback was very minor. AC felt that some members may not be aware of the Toolkit which may reflect in the stats. The Chair felt the feedback was outstandingly good and wants to consider how to incorporate some of the comments into the September launch, for example, more subtlety, more difficult situations and less obvious answers. SC expressed some scenarios may at first be obvious, however there can be additional subtleties in that scenario that provoke a longer discussion. The Chair added that subtle and provocative narrative should be a good balance.</p>
5.	Content for September 2023 [1st release of 23-24 CPD year]
5.1	To discuss and agree potential ideas for developing

	[Committee members' comments were noted]
5.2	<p>To note process for signing-off content</p> <p>The Chair moved on to paper 9 – 'Process signing-off content' and asked MM for the time scale of the September content. MM informed the Committee that 12 May would be the deadline for Multichannel to receive the final scenarios.</p>
5.3	<p>To note timeline for delivery of content</p> <p>RC sought clarification on what content would be progressed for September 2023/ March 2024. MM volunteered to write up a summary of item 5.1 of the meeting to clarify who is doing what and when.</p> <p>Action: MM to circulate an updated summary of the potential ideas [Post meeting note: an updated summary was sent round 30/03/2023]</p>
6	<p>To review/comment on article for The Actuary magazine</p> <p>The Chair: Committee name to be changed to PSWG. JH noted and invited any further comments via email. MM added that the deadline for the comms team to receive the article is 5 May.</p>
7	<p>AOB</p> <p>No comments</p>
8	<p>Date of next meeting</p> <p>Meeting to be held at the end of April.</p>