



Professional Skills Sub-committee (PSSC)

Note of meeting on Monday 16 May 2022

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

1. Welcome

The Chair welcomed the new members joining the Committee, Andrew Chandler and Ekta Mehta and invited all in attendance to introduce themselves briefly for their benefit.

1.1 To note Committee membership / update on recruitment

The Committee noted paper 1 – ‘Membership of Professional Skills Sub-Committee’. The Chair noted that advertising for additional members is no longer needed with the recent recruitment of the four new members overall.

Recruitment for the new Chair role would commence in Summer.

2.1 To approve minute of meeting held on 29 March 2022

The minutes of the meeting held on 29 March 2022 were approved.

2.2 To note the Regulatory Board report following meeting on 26 April 2022

FG gave an overview of Paper 3: ‘Regulatory Board report’ – an update which is circulated routinely to the practice boards and sub-committees of the Board. The paper summarised the matters discussed at the Regulatory Board meeting held on 26 April.

The paper allowed boards and committees to see the types of issues discussed, therefore, from a PSSC perspective, could be a source for potential case study ideas.[redacted].

FG highlighted that the ‘horizon scanning register’ (appendix 1) was of particular interest, as it “*supports the identification and prioritisation of new and emerging regulatory public interest risks*”,

3.1 To note updated Toolkit for the second release of 2021-22 content

The Committee noted paper 4 – Professional Skills Toolkit

3.2 **To discuss improvements for 2021/22 September release of content i.e., refreshed ice breakers, quiz questions**

The Chair asked the Committee, in particular the new members, if they had used the Toolkit and if so, whether they had found it useful.

Use of the Toolkit

The ice breaker questions provided were a good basis for creating their own ice breaker questions and it was useful to have downloadable versions of the videos.

Toolkit quiz questions

Questions had been presented in the form of a poll and this allowed participants to answer anonymously and not be singled out if a wrong answer was given.

Additional questions to be developed.

Toolkit advertising

It was suggested that the executive explore additional avenues to advertise the Toolkit.

Session facilitation

It was highlighted that managing open discussions can be challenging in an online setting due to participants potentially talking over each other.

Suggestions - the use of breakout rooms can minimise this issue as it allows for participants to talk in smaller groups;

- questions could be sent via email to the participants prior to the session so that they had a copy whilst in the breakout room.
- having a co-presenter could be useful as the presenters could be present in the breakout rooms and post the questions in the chat forum.
- The Chair proposed adding the above points to the 'tips for hosting a virtual event' section in the Toolkit.
- To explore a way to store the Toolkit on the VLE so that members have access to download.

4.1 **To discuss work-in-progress**

FG gave an update on Paper 5 – 'work-in-progress / potential ideas'

4.2 **To discuss potential ideas**

The schedule of potential ideas was discussed.

5 **Conferences**

- The Chair will be presenting at the IFoA Conference, 22-23 June
- SC will be attending the CERA accreditation

6. To note update following biannual meeting with IDEA, Leeds

The report on matters discussed at the biannual meeting with the Interdisciplinary Ethics Applied (IDEA) Centre at Leeds University was noted.

The committee considered a proposal for an Ethical Decision-Making online course which had been developed in collaboration with the team at Leeds. It was agreed to explore this further and seek views on the suitability of the course content and whether an appropriate pricing model can be secured which would represent value for members.

7. To receive oral update on Modern Regulation Workstream (launch of Professional Skills hub)

FG gave a recap of what was discussed at the last meeting for the benefit of the new members. FG added that the build of the hub is still progressing, and a communications campaign will be in place nearer the time.

8. Next steps/further meetings

Next meeting to be held end July/ early August
