



Professional Skills Working Group (PSWG)

Note of meeting on Monday 31 July 2023

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

1. Welcome	The Chair welcomed everyone. Apologies had been received from GB, JH and EM.
2. Governance	
2.1 Note of meeting held on 27 April 2023	The note of the meeting held on 27 April 2023 was approved as a true record of the meeting.
2.2 Action list of meeting held on 27 April 2023	It was noted that most of the actions had already been completed. Outstanding actions were around content for March 2024 release and were discussed under item 5.
2.3 Regulatory Board Report	The Regulatory Board report of the meeting held on 17 May 2023 was noted. The Chair asked when the DEI changes to the Actuaries' Code come into effect and FG advised that it would be Spring 2024. She further advised that guidance would be published at that time. PH suggested and encouraged the group to read the consultation response published on the website. FG advised that a revised Code has been published to reflect the minor changes to the Disciplinary Scheme (requirement to self-report) and comes into effect from 1 August.
2.4 Membership	[Group received update]
3. Conferences / Events	
3.1 June conference held on 27 June 2023	<p>The Chair advised that he presented a workshop with Dave Gordon. Although the attendee numbers were low, there was good debate and engagement from the audience. The content and presentation had received a 5/5 scoring. The Chair suggested that the session could be used again at another conference as it wasn't subject specific.</p> <p>FG mentioned that all workshops at the conference were quite low attendance however, overall it was thought to have been a good conference and the communal networking areas had a good vibe.</p>

3.2	GIRO conference (1-3 November 2023 - Edinburgh) [Group received update]
3.3.	Life conference (22-24 November 2023 - Birmingham) [Group received update]
4.	Content for September 2023 [1st release of 23-24 CPD year]
4.1	[group noted update report] . FG said that the filming of the follow-up videos went well and that the first draft will be circulated to participants when received from Multichannel.
	4.1.1. [comments were noted]
	4.1.2. [comments were noted]
5.	Content for March 2024 [2nd release of 23-24 CPD year]
5.1	The update report was noted and there was some discussion on the various proposed content below.
	5.1.1. [comments were noted]
	5.1.2 [comments were noted]
	5.1.3 [comments were noted]
	5.1.4 [comments were noted]
	5.1.5 [comments were noted]
	5.1.6 [comments were noted]
	5.1.7 [comments were noted]
	5.1.8 [comments were noted]
	5.1.9 [comments were noted]
	5.1.10 [comments were noted]
	5.1.11 [comments were noted]
5.2	The Chair asked if there was sufficient content for publishing in March 2024. MM advised that she would update the schedule following today's meeting to ascertain if there will be enough content.
	5.2.1 [comments were noted]
	5.2.2 [comments were noted]
5.3	Timeline for March 2024 release The timeline for the March 2024 release was noted.

6. AOB

IFoA's digital transformation

FG wanted the group to be aware that the IFoA is upgrading the members' area of the website and will be moving to a Dynamics based CRM system. The target date is 14 August with a fall-back date of 21 August. Members will be sent a communication to their preferred email address giving instructions how to update their profile and register. FG suggested that if anyone had any questions around this to contact her, MM or VC.

7. Date of next meeting

MM suggested the next meeting is scheduled for mid to end of September. The Chair advised that he would be available week commencing 18 September onwards. VC to circulate a doodle to gauge everyone's availability.

Action: VC to circulate a doodle
