



Public Minutes

DPB Board meeting

3 June 2020, 10.30 – 13.00

Via VC

Attending:	James Smith (JS), Chair Andrew Allsopp (AA) Alan Kershaw (AK) Darius Mayhew (DM) Tim Russell (TR) John Birkenhead (JB)	Apologies:	N/A
Via phone:	N/A	Invitees:	Nick Reynolds (NR) ICAEW QAD
Executive Staff:	Judith Joy (JJ) Gina Thomas (GT)		

Item	Title	Action
1.	Welcome and minutes	
1.1	To approve minutes of March 2020 The last paragraph on page 6 contains an action that needs to be included within the live action list. Otherwise, the Board approved the minutes from the March Board meeting. The Executive advised that once the minutes are approved, a redacted version will be shared with the Board for approval. Once the redacted minutes are approved they will be shared on the DPB webpages.	
1.2	To review live action list Action 6, May 2019 meeting: The Executive advised that after numerous enquiries, there had been no resolution with the FCA in relation to the issues around FRN numbers. This issue has also been raised in the report that went to the FCA in May. The Executive was asked to organise a call with the Chair and our contacts at the FCA to discuss the matter. Action 15, December 2019 meeting: A Board Member advised that more time is required for a proposed change to the Risk Model this action should be changed to "on hold". Action 19, December 2019 meeting: The Executive will liaise with the IFoA's web team as soon as possible to make sure the prepopulated answer function will be possible for the annual return form 2020. Action 1, March 2020 meeting: The Board discussed a confidential matter.	



Public Minutes

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	<p>Action 2, March 2020 meeting: In relation to compiling a list of data the Board is required to keep, the Executive advised this is still work in progress and the Data Protection Officer is to be contacted.</p>	
2.	Standing items	
2.1	<p>To declare any conflicts of interest</p> <p>A Board Member declared a conflict for agenda item 5 when the Board discusses his firm in the context of the firms' upcoming QAD visit.</p>	
2.2	<p>To discuss the DPB Board Work Plan</p> <p>The Board agreed to include the Seminar 2021 and the planning period in the work plan.</p> <p>NB: The Board discussed the agenda for the Seminar and agreed that whilst the majority of the agenda could remain as previously agreed, the implications and lessons learned from COVID-19 should be included as a topic.</p>	
2.3	<p>To discuss the DPB Board Risk Register</p> <p>The Board was asked to review items 10, 12 and 13 of the DPB Risk Register.</p> <p>DPB10: The Board agreed that given the recent decline in numbers of licenced firms, this risk has become more important and should be noted as high on the register. Reference should also be made as to the profitability of the regime.</p> <p>DPB12: The Board discussed a confidential matter. This risk should remain "medium".</p> <p>DPB13: The Executive will approach the FCA and request a call to give the Chair the opportunity to raise issues and the implications this has on the licenced firms.</p>	
3.	Firm specific matters	
	The paper was noted.	
4.	Confidential	
	The Board went on to discuss a confidential matter.	
5.	Monitoring	



Public Minutes

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	<p>NR joined the meeting at 11.30 am and talked the Board through the ICAEW's report on annual returns 2019 (Paper 7, Appendix A). NR advised that the report is based on an established risk assessment model around (amongst other factors) the number of years since the last monitoring visit, the number of actuaries within the firm, the information on the firms' web page and the level of consistency between all these points.</p> <p>NR stated that two firms were due for a QAD visit in 2020. In the light of restrictions relating to COVID-19, NR advised that the ICAEW is currently not envisaging carrying out in person visits for the rest of the year. Both firms have been approached but raised serious concerns around file transfer and data protection issues for remote visits. The Board agreed, having discussed the issues over email that both QAD visits are therefore to be postponed to 2021.</p> <p>As this would result in eight monitoring visits being carried out in 2021, it was agreed that two other firms' QAD visits are to be brought forward and carried out remotely in 2020 once the ICAEW has provided satisfactory paper work around file transfer security measures. A Board Member will contact NR directly, highlighting what documentation is required.</p> <p>The Board then went on to discuss a confidential matter.</p> <p>NR left the call.</p> <p>The Board then went on to discuss a confidential matter.</p> <p>The Executive will compile a list of things the Board are expecting from the monitoring visits which can then be shared with the ICAEW.</p>	
6.	DPB Guide	
	<p>The Board approved the changes made to the DPB Guide following on from the March meeting.</p> <p>It was decided that, a more substantive review should be conducted in the future as the DPB Guide's introduction needs to include details around the essential processes firms are subject to on being granted a DPB or APF licence e.g. monitoring, PII requirement, fees or attendance of the seminar. The Board agreed that the DPB Guide should not repeat information contained in the DPB Handbook.</p>	
7.	Application Form	
	<p>A requirement to change the DPB application form has arisen from a recent APF licence application. The Executive has applied the changes discussed at the March meeting and the new application form was approved by the Board.</p>	
8.	Regulation Round-up	



Public Minutes

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		The Chair suggested for a communication to all licenced firms to be sent out, pointing out information on the FCA's website in relation to investment and complaints handling in light of COVID-19. This communication will also include notification about the updated DPB Guide. The Executive to send draft email to JS for approval.
		JJ
9.	AOB	
		No other business was discussed.