



Practising Certificates Committee Meeting
19 March 2024, Time: 15:00 – 16:10

Attending:	Karen Butroid (Chair) Sue Lewis (Lay member) Veekash Badal (Lloyd's and non-Life) left at 15:43 Andrew Chamberlain (Life) James Crispin (Life) arrived 15:40 William Diffey (Life) Simon Eagle (CDC) Kathleen Favell (Life) Chris Green (Pensions) arrived 15:18 Edwin Sheaf (Pensions) Mirjam Spies (Lloyd's) left at 16:03 Peter Tavner (non-Life) Iain Turri (Pensions) Elaine Stevenson (Pensions) Stewart Mitchell (Lloyd's)	Apologies:	Iain Baker (Life and non-Life) George Pumffrey (Pensions) Chintan Gandhi (CDC) Mike Shimwell (Pensions) David Simmons (Lloyd's)
Non-attendees	Paul Hubbard (Pensions) Alex Lee (Lloyd's) Parth Patel (Lloyd's and non-Life) Ben Gilman (Lloyd's and non-Life) Ian Burningham (non-Life) Mofozul Ali (Pensions)		
Executive Staff:	Alita Bigwood (Secretary) Stephanie Millar Stephanie McGowan		
Dial-in details (Microsoft Teams):	Click here to join the meeting Meeting ID: 362 062 976 333 Passcode: 3V2Ldv		

Item	Title
1.	Welcome / Apologies
1.1	The Chair welcomed the group to the meeting, advised that the call was being recorded and introduced the new panel member. The Chair noted the formal apologies from the PCC members unable to attend, however noted that there were PCC members who had not sent apologies and were not in attendance.
2	Notes of meeting held 10 October 2023
2.1	A panel member noted that they had not attended the last meeting as they were on annual leave and should be marked as an apology. The notes from the last meeting were formally agreed.
2.2	The Chair highlighted a section from the previous minutes (section 3.2) relating to an exercise carried out under the previous Scheme, where PCC members carried out audits of the Executive process to ensure it was being followed correctly, and provided recommendations where it was thought the process could be enhanced. As the new Scheme has been in place for some time, the



Item	Title
	<p>Executive requested volunteers from each panel to carry out audits of some of the applications approved by the Executive, which can be carried out remotely. The Chair asked members of the committee to contact her or the Executive if they are able to volunteer for this. Volunteers are required from each panel.</p> <p>A panel member asked if there was a time frame for this, the Executive confirmed that there is no specific time frame, most likely within the next few months and this can be done in the panel members' own time.</p>
3.	PCC update
3.1	<p>The Executive produced a paper providing an update to the PCC on recent matters, summarised below:</p> <ul style="list-style-type: none">• [REDACTED].• There has been one new addition to the PCC, with Stewart Mitchell joining the Lloyd's Panel in January. We are still advertising for the role of a Life Panel member; it was requested that PCC members share the vacancy with anyone they think may be interested.• The new PC Scheme has now been in effect for over a year. The post-implementation review survey is now open and closes on 8 April 2024. The feedback results from this survey will contribute to the full review of the PC Scheme.• A guide for completing the online application will be available on the IFoA website over the coming weeks. This will assist members to use the online portal to submit their applications.• The Regulatory Board discussed the consultation responses in relation to the removal of the PC requirement for Reviewing Actuaries at its February meeting. The Regulatory Board has agreed to move forward with the removal of the requirement. The consultation feedback paper, along with next steps, will be communicated over the coming weeks.• In April 2024, the IFoA will begin consulting on proposals to introduce a PC Scheme for QAS accredited organisations. The consultation will set out proposals for an optional QAS PC Scheme, which would offer a more streamlined PC process for those individuals who work for QAS organisations and opt-in to the Scheme.• The casework since the last PCC meeting was noted.• The Precedents list has been brought up to date and is saved with the PCC core documents. [REDACTED] <p>[REDACTED]</p>
4.	PC Scheme
4.1	<p>The Executive produced a paper to facilitate a discussion with the PCC to seek feedback on how the new scheme is going.</p> <p>Discussion was held and this is a summary of the salient points.</p> <p>Delays in Application Approval: The Chair raised concerns about delays in approving applications due to panellists exceeding reviewing applications within 10 days.</p> <p>Communication Issues:</p>



Item	Title
	<p>Both the Executive and Panel members would like to improve communication. The Executive would like to understand what would help the panels in responding to cases to help reduce chaser email messages. It was suggested that clearer deadlines and information about potential workloads would help panel members in gauging timescales.</p> <p>Clarity on Application Requirements: An application should cover all the elements of the Competencies Framework. However, a separate example is not required for each element of the framework. One example could cover multiple elements of competencies.</p> <p>Standardising the Review Process: Panel members would find it helpful to track reviewed applications more easily via Egress. It was suggested that using folders or flagging completed applications might improve this area. The possibility of holding panel meetings to discuss specific applications was also discussed.</p> <p>Reviewing Existing Applications vs New Applications: The Executive do request more information for both initial and renewal applications if required, before presenting applications to the panels. The panellists' suggested that the online applications could be improved to encourage more detailed submissions.</p> <p>Action points: Develop a communication plan: The Executive will include clear deadlines in the email messages, set expectations on the application detail. Review application form design: The Executive will discuss the options for revising the online forms to encourage more detailed application submissions. It was noted that this may be constrained due to the functionality of the website capabilities. Clarify competency expectations: Additional guidance will be developed to provide a clear outline of the information required for applications. Panel members to let the Executive know if they are busy or going to be away.</p> <p>Implement a system for tracking reviewed applications: The Executive will explore using folders or flagging to indicate completed applications in Egress.</p> <p>Pilot panel meetings: The Executive will test holding focused meetings for panels to discuss specific applications that are causing delays.</p> <p>The PCC Chair noted that member feedback from the post implementation survey would be interesting and closed the discussion.</p>
5.	Any other Business
5.1	The Executive advised that the pencilled in date for the next PCC meeting was 8 October but would send out a doodle poll with dates before this is confirmed.
5.2	PCC Chair thanked the members for attending and the meeting ended.



Institute
and Faculty
of Actuaries

Minutes