



Practising Certificates Committee Meeting

15 October 2024, Time: 13:00 – 13:35

Attending:	Karen Butroid (Chair) Sue Lewis (Lay member) Mofozul Ali (Pensions) James Crispin (Life) William Diffey (Life) Stewart Mitchell (Lloyd's) Parth Patel (Lloyd's and non-Life) George Pumffrey (Pensions) Edwin Sheaf (Pensions) Elaine Stevenson (Pensions) Emma Stewart (Lloyd's) Iain Turri (Pensions)	Apologies:	Chintan Gandhi (CDC) Ian Burningham (non-Life) Kathleen Favell (Life) Mike Shimwell (Pensions)
		Non-attendees:	Veekash Badal (Lloyd's and non-Life) Iain Baker (Life and non-Life) Simon Eagle (CDC) Ben Gilman (Lloyd's and non-Life) Chris Green (Pensions) (Tentative) Alex Lee (Lloyd's) Mirjam Spies (Lloyd's) Peter Tavner (non-Life)
Executive Staff:	Stephanie McGowan Stephanie Millar Holly Mowat (Secretary)		
Dial-in details (Microsoft Teams):	Click here to join the meeting Meeting ID: 316 215 709 193 Passcode: GkUaUX		

Item	Title
1.	Welcome / Apologies
1.1	The Chair welcomed the group to the meeting, noting the apologies received.
2	Notes of meeting held 19 March 2024
2.1	The notes from the last meeting were formally agreed.
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">PCC membership updates and vacancies:<ul style="list-style-type: none">Andrew Chamberlain has stepped down from the Life Panel;Paul Hubbard has stepped down from the Pensions Panel; andIain Turri will still step down from the Pensions Panel at the end of the year. <p>The Executive thanked Andrew, Iain and Paul for all of their valued contributions to the PCC over the years and advised there are now two vacancies on the Life Panel and two vacancies on the Pensions Panel. The Executive encouraged the PCC members to share the details with potential candidates.</p> <ul style="list-style-type: none">Post-Implementation Review of the PC Scheme:



Item	Title
	<ul style="list-style-type: none"> ○ A paper on the Post-Implementation Review of the PC Scheme was prepared for the Regulatory Board (Appendix 1), this was due to be presented to the Board's July meeting, but has been pushed back to the November meeting. The feedback overall was positive, with some suggestions on how to refine the process. ○ The Executive explained some of the actions being taken in response to the feedback: <ul style="list-style-type: none"> ▪ Updating example pages on the website, to be circulated for feedback over the coming weeks. ▪ Producing a video guide on the competency section of the application, expected to be available mid-November. ▪ Reviewing and updating guidance documents for clearer clarification. ● Reviewing Actuary and PC Requirement: <ul style="list-style-type: none"> ○ Following a discussion at the Regulatory Board meeting in February, the requirement for Reviewing Actuaries to hold a PC was removed with effect from 2 April. ○ Non-mandatory guidance for those acting as the auditors expert in UK insurance audits was published in June in response to feedback. ● QAS PC Scheme Consultation: <ul style="list-style-type: none"> ○ It is expected that Feedback will be discussed at the Regulatory Board's November meeting. ● Volunteers are being sought from each panel to audit executively approved applications. ● The casework since the last PCC meeting was noted. <p>The Chair asked the Executive for clarification on online application submissions, the Executive clarified that it's the intention in the future that all submissions will be made online via the members portal, subject to a fix being carried out on the IFoA online portal.</p> <p>[REDACTED]</p>
4	PC Scheme
4.1	<p>The Executive produced a paper to facilitate a discussion with the PCC on how the new scheme is going.</p> <p>During discussions, the Executive asked the PCC if they felt it would be beneficial to have some refresher training in relation to reviewing competencies on applications. PCC members advised that refresher training is not needed at this stage.</p> <p>The Executive asked if there was anything further that the panel felt that the Executive could be doing to further support them to review applications. A panel member commented that they appreciated the regular emails detailing the outstanding applications. Another panel member commented that it would be interesting to see if there were any themes in relation to what additional information we go back to applicants for, noting that they have noticed a theme within their own panel and that could be where more guidance is needed. The Executive advised that the example pages will be updated to make clearer to applicants the requirements and expectations.</p> <p>The Executive advised that when asking for additional information from applicants, the request for information is explained through the competency framework and the specific elements that aren't clear on an application, including leading questions to prompt the applicant to think about their experiences. A panel member commented that they had been through that process where they were asked to provide additional information in relation to their application and found this approach</p>



Item	Title	
		<p>useful. A panel member suggested that we could create guidance around frequent errors in applications, The Executive advised that they were looking into additional guidance to help applicants.</p> <p>The Chair suggested to include additional information on the email reminders we send to point to the guidance and examples we have available. The Executive confirmed that a review of communications will be carried out.</p>
5.	Any other Business	
	5.1	<p>PCC chair thanked those who attended and reiterated the Executives sentiments to those panel members stepping down. It was advised that a poll would be sent out for the next meeting date and advised the PCC if they had anything they would like to add to that agenda to let the Executive know.</p>