



Practising Certificates Committee Meeting

14 October 2020, Time: 09:00 – 11:00

Attending:	John Jenkins (Chair) Marcia Cantor-Grable (Lay Member) Iain Baker (Life and non-Life) Ian Burningham (non-Life) Karen Butroid (Pensions) Andrew Chamberlain (Life) James Crispin (Life) Nick Dexter (Life) Louise Eldred (Life) Ben Gilman (non-Life) Chris Green (Pensions) Paul Hubbold (Pensions) Alex Lee (Lloyds) Laura McMaster (Lloyds and non-Life) Parth Patel (non-Life & Lloyds) George Pumffrey (Pensions) Edwin Sheaf (Pensions) Mike Shimwell (Pensions) David Simmons (Lloyds) Elaine Stevenson (Pensions) Emma Stewart (Lloyds) Samantha Tanner (Lloyds) Iain Turri (Pensions)	Apologies:
Executive Staff:	Stephanie Snowden (Secretary) Holly Paterson Patricia McLauchlin Emma Gilpin (item 5)	

Item	Title
1.	Welcome / Apologies
1.1	The Chair welcomed the group to the meeting.
2	PCC membership
2.1	The Chair noted the following changes to the PCC membership: <ul style="list-style-type: none">• Louise Eldred is now formally a member of the Life panel.• David Addison, Jerome Kirk and Rodney Bonnard have stepped down from the PCC.• Parth Patel has joined the Lloyds panel.• Ben Gilman has joined the non-Life panel.• The PCC now has three members on both the Lloyds and non-Life panel's: Parth, Samantha and Ben.• Alex Lee has joined the Lloyds panel.• Laura McMaster is stepping down and John Jenkins (JJ) thanked Laura for her efforts and work as a member of the PCC.• JJ confirmed his term as the Chair is ending on 31 October 2020 and Karen Butroid (KB) has been appointed as the new Chair with a handover session arranged between JJ and KB.



Item	Title
3.	Notes of Meeting Held 09 June 2020
3.1	The notes from the last meeting were agreed.
4.	Update to PC applications
4.1	<p>The PCC was invited to comment on a proposed update to the renewal application forms. This update was a suggestion from the Life panel as to how the PCC can prompt applicants to detail the relevant experience for a current restriction to be removed (if applicable). To ensure consistency throughout all applications, the wording will be updated on all renewal applications. There were a few amendments made by the IFoA executive legal team to the original proposed wording and therefore paper 2 details the amended proposed wording and the Chair asked for comments/feedback on this. It was agreed that this was a helpful addition to the form with one request that the information in the footnote be included as part of the main body of text. It was agreed that this would be updated and the application forms uploaded to the IFoA website.</p> <p>ACTION: Wording to be updated and applications uploaded to the IFoA website.</p>
5.	Review of the PC regime
5.1	<p>Emma Gilpin (EG) provided a Regulation Board update to the PCC</p> <p>*redacted due to confidential content*</p>
6.	PCC Annual Report to Regulation Board
6.1	<p>The Chair introduced paper 4 and asked for any comments from the PCC, noting the following:</p> <ul style="list-style-type: none">• The first section can now be updated to confirm that KB has been appointed as Chair and a handover has been arranged.• The summary of statistics and casework has been included.• A web page will be created to detail the PCC membership, meeting agendas and minutes (redacted as appropriate).• Renewal forms to be updated in relation to restrictions as per item 4.1.• *redacted due to confidential content*• Majority of pensions cases being referred to the Chair are Scheme Actuary Certificate holders with a small number of appointments/ supporting roles.• *redacted due to confidential content*• *redacted due to confidential content*• It was agreed that the statistics on conflicts should include those cases referred to the lay member. <p>ACTION: Paper to be updated in line with what has been agreed above.</p>
7.	PCC Annual Report to Members
7.1	<p>The Chair introduced a draft of the PCC Annual Report to Members and asked for any comments/feedback. No comments/feedback received from the PCC.</p>
8.	Other matters
8.1	<p>Stephanie Snowden (SS) gave a general reminder to the PCC that they have 10 days to respond on applications and that she will normally chase after a week if there are insufficient responses.</p>



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8.2	The Chair reminded the PCC that they should continue to declare any conflicts of interest at the outset of an application being sent to them.
9.	Administration and Casework Reports
9.1	The casework processed was noted.
9.2	Cases where discretion was exercised, the application was rejected or the certificate was restricted were noted.
9.3	Updates to the PCC Manual of Practice were noted.
10.	Any Other Business
10.1	Edwin Sheaf (EdS) thanked the Chair for his efforts over the last three years and congratulated KB on her new role as Chair.
11.	Discussion points raised by panel members and applicants – practice area specific
11.1	*redacted due to confidential content*
11.2	*redacted due to confidential content*
11.3	*redacted due to confidential content*
	ACTIONS:
	redacted due to confidential content