



Disciplinary Committee

9 December 2025, 09:15-15:15

Online only

Attending:

David Heath (DH), Chair
Jeremy Hill (JH)
Robert Garvin (RG)
Catherine Boyd (CB)
Rosalyn Hayles (RH)

Executive Staff:

Alison Simpson (AS), Acting Head of Disciplinary Investigations
Julia Wanless (JW), Judicial Committees Secretary
Vicky Smithard (VS), Regulatory Governance Manager (observer)
Catherine Mouat (CM), Disciplinary Investigation Coordinator (note taker)

In attendance: N/A

Item	Title
1.	Welcome and apologies DH welcomed everyone to the meeting and noted there were no apologies. He also introduced VS, who was observing the meeting and will be taking over the role of Secretary to the Committee.
2.	Declaration of Conflicts of interests No conflicts were declared.
3.	Chair's Update DH advised that since the September Committee meeting he had attended the following meetings: <ul style="list-style-type: none">The recent Regulatory Board meeting where he presented the Committee's annual report. He thanked colleagues for the work on the report, which largely covered the period before his tenure as Chair, and also thanked AS for help at the meeting.A meeting with the new Regulatory Board chair.A call with a Disciplinary Panel Pool member who provided feedback on the Assessment Panel process. This is further covered in agenda item 10 below.
4.	Executive's Update The Committee noted the Executive's Update which included information on Executive resourcing, ARGAs, the FRC's oversight meeting with the Executive, updates from the Regulatory Board, Convener drop-in sessions and the Regulatory Appointments Committee.
5.	Minutes and Actions The minutes of the September 2025 meeting were approved, with no redactions required. The action sheet was noted. Action: Executive to publish minutes of September 2025 meeting.



Item	Title
6.	<p>Objectives Update</p> <p>These papers provided an update on the status of the 2025/26 Committee objectives.</p> <p>Two objectives, relating to ARGAs and the IFoA's aim of being a global body, had been removed as agreed at the September meeting.</p> <p>The Committee had no questions and noted the contents of the papers.</p>
7.	<p>Amendments to Guidance and Regulations</p> <p>At the September 2025 meeting, the Committee agreed to remove the Committee's standalone Diversity, Equity and Inclusion ("DEI") Guidance from the suite of Guidance documents that support the Disciplinary Scheme. It was agreed that some sections of the DEI Guidance would be incorporated into existing Guidance documents with the remaining content incorporated into training for Disciplinary Panel Pool members (see item 11 below).</p> <p><i>Appointment of Panels, Independent Reviewers and Appeals Assessors Guidance</i></p> <p>As the relevant sections of the DEI guidance were already covered in the existing Appointments Guidance, removing reference to the DEI guidance was the only amendment required.</p> <p><i>Writing Determinations and Orders Guidance</i></p> <p>The Committee approved the proposed amendments required to incorporate the relevant DEI Guidance sections, subject to their agreement of some minor rewording of paragraphs 3.5 and 3.6.1.</p> <p><i>General Disciplinary Regulations (Amendments to Assessment process)</i></p> <p>The Committee was asked to approve amendments to Regulations A21 and A23 of the General Disciplinary Regulations to clarify the information required when requesting a review of an Assessment Panel's determination and who the request should be sent to.</p> <p>The Committee approved the proposed amendments.</p> <p>Actions:</p> <ul style="list-style-type: none">• Executive to reword paragraphs 3.5 and 3.6.1 of the proposed new version of the Writing Determinations and Orders Guidance and circulate amended Guidance to Committee members for review and approval.• Once the above has been approved, the standalone DEI Guidance to be removed from the IFoA website and the amended Writing Determinations and Orders Guidance and the Appointments Guidance should replace the current versions.• Executive to replace the General Disciplinary Regulations on the IFoA website with the approved revised version.
8.	<p>Case Update report</p> <p>AS summarised progress made on the investigation of cases since the September 2025 meeting, as outlined in the report.</p> <p>JW summarised the Panels which have taken place since the last meeting and confirmed the dates of the upcoming hearings.</p> <p>The Committee noted the contents of the report and the updates provided.</p>



Item	Title
9.	<p>Determinations Review Sub Committee (DRSC)</p> <p>AS introduced the report and the Committee were invited to note the contents and to approve the action list. She also advised:</p> <ul style="list-style-type: none">As agreed by the Committee at the September meeting, the review template used by the Sub-Committee has been updated to ensure that when reviewing determinations, consideration is given to whether the determination covers any DEI matters and, if so, whether they were dealt with appropriately. <p>The Committee noted the report, the update and approved the action list.</p>
10.	<p>Feedback</p> <p>AS advised that, as agreed by the Committee at the September meeting, the Panel member feedback survey had now been updated to include a question asking whether any DEI matters were raised during the hearing and, if so, were they handled effectively.</p> <p>AS introduced the feedback papers which summarised feedback from Panel members, Referrers of complaints, Respondents and Committee members who observed Tribunals. The papers included responses from the Executive to some key points raised in the feedback. The Committee noted the feedback and the responses from the Executive.</p> <p>In addition, the Chair met with a Panel member who had concerns relating to the Assessment Panel process. Following this, the Executive will implement minor amendments to the information and instructions given to Assessment Panel members which should clarify the process. The Chair noted he was grateful to the Panel member for taking the time to provide this helpful feedback.</p> <p>The Committee also discussed the value of the current questions asked in the feedback survey sent to Committee members who observe a hearing. It was agreed it would be helpful to consider this in more detail at a future meeting to establish the intention and purpose of this feedback and agree on the questions asked.</p> <p>Actions:</p> <ul style="list-style-type: none">The Executive to include Committee Observer feedback on the agenda of a future meeting.The Executive to amend the information and instructions provided to Assessment Panel members.
11.	<p>Training Plan</p> <p>AS presented the updated training plan and papers which included the following updates:</p> <ul style="list-style-type: none">Inclusive and Effective Volunteering training - following the Committees' September 2025 meeting, Disciplinary Panel Pool members have now been asked to carry out selected modules of the course available on the IFoA's Virtual Learning Environment. The Executive is monitoring who has completed the training and will send reminders where necessary.Good practice in decision making and reasoning - the first training session on took place on 29 October and overall, the feedback received following this was positive. A second session is scheduled for February 2026 for Panel member who were unable to attend the first one.



Item	Title
	<ul style="list-style-type: none">• DEI Training - the Committee were asked to consider a proposal from an external provider for training for Disciplinary Panel Pool members. The training will cover topics such as:<ul style="list-style-type: none">- Core concepts of DEI and cultural competence;- The value of inclusive approaches and cultural competence;- How DEI impacts decision-making and why it is so important;- How systemic bias and individual awareness affect decision-making;- The barriers to improving decision-making, with regards to DEI and cultural competency. <p>The Committee noted and approved the training plan, including the DEI training proposal.</p> <p>Actions:</p> <ul style="list-style-type: none">• The Executive to continue to monitor which Panel members are still to complete the Inclusive and Effective Volunteering training modules.• The Executive to proceed with arranging the DEI training.
12.	Risk register <p>AS advised the Committee that no changes had been made to the Risk Register since the September 2025 meeting.</p> <p>The Committee noted the Register and agreed that no changes were needed.</p>
13.	Matters to raise with Regulatory Board <p>No matters arising from this meeting require to be raised with the Regulatory Board.</p>
14.	Schedule of Guidance/Regulations <p>Noted.</p>
15.	Schedule of DC term times <p>Noted.</p>
18.	AOB <p>None.</p>

For information

Dates of Next Meetings:

- Wed 4 March 2026

Forthcoming Hearings: Details of hearings are published [here](#)