



## Scottish Board

8 February 2019. 09.30 – 12.00

IFoA, Level 2, Exchange Crescent, 7 Conference Square, Edinburgh, EH3 8RA

<b>Attending:</b>	Alan Watson (AW) – Chair  Bruce Porteous (BP), John Taylor (JT), Iain McLellan (IM), Barry Shannon (BS), Ji-Hyang Lee (JL), Caitlin Stronach (CS), Nicholas Chadha (NC), Leigh-Ann Plenderleith (LP), Alison Kearns (AK), Gavin Reid (GR), Alan Rae (AR)	<b>Apologies</b>	Dermot Grenham (DG), Stuart Mcilvenny (SM), Sarah Dawes (SD), Jules Constantinou (JC), Craig Ritchie (CR), Ben Farmer (BF), Remi Koplinski (RK), Keith Jennings (KJ)
<b>Via Video Conference:</b>	Chris Hannant (CH) – Interim Head of Policy		
<b>Conference call:</b>	Jane Hamilton (JH)		
<b>Executive Staff:</b>	Clifford Friend (CF) – Director of Engagement and Learning Debbie Atkins (DA) – Head of Engagement Richard Scott (RS) – Stakeholder Engagement Manager Wendy Lindsay (WL) – Note taker		

Item	Title	Action
1.	<b>Welcome and previous minutes approval</b>	
	AW welcomed everyone with a special welcome being made to CF who was attending his first Scottish Board (SB) meeting.  The minutes from the previous meeting were approved.	
2.	<b>Matters arising</b>	
	A meeting has been scheduled with James Harrigan and Sarah Drummond to work on new wording for the Specific Procedural Rule from the SB Terms of Reference. This was to ensure it allows for the smooth running of the Board and protects the importance of the Scottish Constituency Council members' vote.	
3.	<b>Governance structure</b>	
	AW made the Board aware where the SB sits within the IFoA's Governance Structure.	
4.	<b>Scottish Financial Enterprise</b>	
	CH confirmed that the IFoA has joined Scottish Financial Enterprise (SFE) which will help with stakeholder engagement.  SFE run various work streams. The following are the most relevant to the IFoA: <ul style="list-style-type: none"> <li>Engagement around government and public affairs</li> </ul>	



Item	Title	Action
	<ul style="list-style-type: none"> <li>Fintech</li> <li>Professional Services Group</li> <li>Skills and talent</li> </ul> <p>They organise a lot of work engaging with the Scottish Government and also the Scotland Office. RS is on the distribution for when these meetings happen, and will forward on anything relevant.</p> <p>There is a Young Persons network through the SFE which is available to IFoA staff, particularly those based in Edinburgh. RS is progressing this with SFE.</p>	RS
<b>5.</b>	<b>Spring Lecture</b>	
	<p>CH advised that the Spring Lecture will go ahead subject to a General Election not taking place.</p> <p>This event is fully booked, however members and non members are able to register on to the waiting list or sign up for the live stream.</p> <p>CH encouraged the Board to use their networks to promote self-organised live streaming events in employers' offices.</p> <p>Members queried if another smaller room in the Royal College of Physicians could be booked so attendees could view the live stream. CH will look into this.</p> <p>RS will share the list of VIPs that have been invited to attend the event.</p> <p>It was mentioned that a SB stand should be set up on the night, so that those on the SB stand can talk more about the SB and also the FACT. RS agreed to work with CH to arrange this. Members of the SB agreed to man this stand before and after the lecture to answer any questions and engage with attendees.</p> <p>It was suggested that for those who are live streaming it in their offices that they have SB representatives on the night as well. JH will speak to Stephen Cunningham to see about live streaming the lecture in Prudential in Stirling. AR also mentioned that he would be available to help if it was going ahead in Stirling.</p> <p>All the board to think about the diversity of the panel on the night, and who would be best to say something on the night on behalf of the SB</p>	<p>CH</p> <p>RS</p> <p>RS/CH</p> <p>All</p> <p>JH</p> <p>All</p>
<b>6.</b>	<b>Sub group areas reports</b>	
	<p><b>3.1</b> FACT</p> <p>The remit for the FACT has been agreed, which is to oversee expenditure of the FACT fund and source additional funding.</p> <p>The letter has been issued to the Scottish Actuaries' Club. RS is going to check if any donations have been made on the back of the letter.</p>	RS



Item	Title	Action
	<p>A wine tasting night has been proposed as the initial fund raising evening for a proposed £25 per head. A meeting with Annette Spencer on the 28 February has been arranged to discuss the logistics. It was confirmed that Anne Moore, IFoA Chief Operating Officer, had indicated that the wine tasting cannot be in the IFoA offices due to rules around licensing. It was also suggested to get round issues with the IFoA taking the money that it was run through a FASS event, as Anne had advised that the IFoA cannot make a payment to a charity from the central account.</p> <p>CF encouraged the subgroup to look at a range of fundraising events which due to their range would be regarded as inclusive for all members. It was noted that this was designed to be the first of a range of different events planned.</p> <p>AR also spoke about the Worshipful Company of Actuaries (WCA) and how they raise funds. AR asked if we should liaise with them more about the fundraising that they do. CF spoke about is involvement with WCA and gave some background. AR suggested we consider targeting significant donations. DA said she had experience of how major donor campaigns operate and DA offered to speak to LP.</p> <p>Sarah Mathieson had planned to provide a paper outlining the proposals for the merger of the IFoA Trusts. Unfortunately this was not available at the meeting and Sarah will send the paper to RS to circulate once complete.</p>	
3.2	<p>KSS events</p> <p>BS spoke about the success of the KSS events. Since the last Board meeting seven events have been held. Great feedback has been received from the people attending the KSS events.</p> <p>JL will speak to someone in the medical profession about a possible future KSS event about disease prevention. BS also to speak to Mairi Russell who is the Practice Manager for Health &amp; Care.</p> <p>BS made the board aware about the upcoming Fintech talk by Stephen Ingledew. SFE have also requested a blog to be done beforehand, to promote the event and FinTech in Scotland. RS to speak to Gareth Groarke regarding getting support from the communications team for this. It was suggested that this was promoted through the Scottish newsletter and also through the SB LinkedIn group.</p> <p>BS gave thanks to all the suggested leads that he has received.</p> <p>RS and JL to speak to Amanda Davey about upcoming talks to see if it can be recorded, or so that if one is being recorded at a later date then they can let members know if asked.</p> <p>BS to feedback to Amanda Davey's team about the potential of the High Frequency Trading being repeated in London or at conferences.</p>	<p>LP</p> <p>DA</p> <p>RS</p> <p>JL</p> <p>BS</p> <p>RS</p> <p>RS, JL</p> <p>BS</p>



Item	Title	Action
	JT mentioned that he has been speaking to Ed Humpherson – Director General of the office for Financial Statistics, who may be a good person for a future KSS speaker.	JT
<b>3.3</b>	Professional Bodies Forum The Terms of Reference have been confirmed RS to circulate this to everyone.  The Professional Bodies Forum, have also been offered the opportunity to attend the live stream of the Spring Lecture.	RS
	RS will put AR in touch with Colin who is the Chair to discuss a NED event	RS,AR
<b>3.4</b>	FASS & GASS update Take paper as read	
<b>3.5</b>	Schools & Universities The Lifelong Learning Board has approved the prizes for this.  CS wished to thank all those who have helped with giving out prizes. The support has been fantastic.	
	A Career Ambassadors event was held in the IFoA office on 7 February. RS and CS will speak to Gareth Groarke about future communication for existing Career Ambassadors.	RS, CS
	RS will let IM and CS know when someone has been appointed in Gareth Groarke's team who will deal with Career Ambassadors	RS
	CF mentioned that all the careers material has been refreshed. RS will share this with the board	RS
<b>3.6</b>	Employer group update An Engaging with Employer event focusing on PPD has been planned for the 12 <sup>th</sup> March in the IFoA office in Edinburgh. PPD – Matthew Tennant will be attending the event to answer any question Other topics that are under consideration are: CPD Co-ordinators' Briefing – DA will highlight relevant material from the CPD Co-ordinator's Briefing from last year FACT – an opportunity to make all aware what is happening with the FACT	
<b>3.7</b>	Communications AK gave an update on the Communications group. A call is to be arranged with Gareth Groarke to discuss communications going forward	
<b>3.8</b>	Data Science	



Item	Title	Action
	<p>JL gave an update to say that they may have possible speakers for future upcoming KSS events.</p> <p>It was also discussed that the IFoA are running their first virtual conference on the topic of Data Science between 26 and 28 February. This event is free to attend and the SB were asked to promote his to their networks</p>	
<b>7.</b>	<b>Lifelong Learning Board</b>	
	<p>CF gave an overview of the Lifelong Learning Board, and their three main area of focus:</p> <ol style="list-style-type: none"> <li>1. What do we need to do with Pre-Qualification Education</li> <li>2. CPD/Lifelong Learning</li> <li>3. Conferences and Events</li> </ol> <p>The Lifelong learning Board would like to look at these three things and see how they can take this forward. The Board are looking to ensure these areas are fit for the future, servicing members needs now and in the future.</p> <p>CF would like to establish 2 task and finish groups initially looking at Pre-Qualification and also Conferences and Events. These will be small groups working roughly over a six month period.</p> <p>NC raised the point that some companies felt on the back foot with the curriculum 19 changes. Employers were given two years to prepare for these changes but it was recognised that the focus was on ensuring students were informed and more work could have been done to ensure employers were also aware of the impacts of curriculum 19. CF took on this feedback and agreed to incorporate it in to any future changes to the curriculum.</p> <p>JT suggested that the Lifelong Learning Board could tap into the experience of younger actuaries, Hymans Robertson has had great success with newly qualified members mentoring more experienced actuaries.</p>	
<b>8.</b>	<b>Volunteering update</b>	
	<p>DA highlighted the Blog on the IFoA website about the benefits of the CPD Co-ordinators' Briefing, DA mentioned the quote from AK and highlighted the following recorded modules that were covered on the day:</p> <ul style="list-style-type: none"> <li>- Lifelong Learning</li> <li>- Diversity and Inclusion Panel</li> <li>- Climate Related Risk</li> </ul> <p>These could be used for KSS events.</p> <p>DA highlighted the Diversity Action Plan which encourages all boards to apply a diversity lens to their decisions.</p> <p>A link was also provided to the 'Celebrating and supporting IFoA volunteer impact' blog, which has been issued to all volunteers. DA highlighted that the Annual Volunteer Satisfaction survey has been</p>	



Item	Title	Action
	issued. If you have not received this, or hear of any volunteers who have not received the link to the survey please let DA know.	
<b>9.</b>	<b>Events update</b>	
	<p>CS proposed an idea for an event run with Leading Figures on softer skills. This would be one of the two annual 'flagship' events run in conjunction with the IFoA Events Team. It was noted that the Spring flagship event with Sir John Curtice had become the Spring Lecture. Therefore there was room for a possible early Summer event.</p> <p>The SB discussed this and felt that this was an excellent topic. However, as it was more interactive and workshop in style it may lend itself more to a KSS event run in multiple sessions and locations with some funding for catering. CS was asked to go back to Leading Figures and asked if they would be willing to run multiple sessions in different locations.</p> <p>Another idea suggested was a NED event open to other professions. RS and AR to speak to Amanda Davey about this. AR also to send the details of this to BS</p> <p>It was felt that the Summer flagship event should have a speaker with broad appeal. It was suggested that BS speak to Amanda Davey about who the Events Team had contacts with</p>	<p>CS</p> <p>RS and AR</p> <p>BS</p>
	<b>Scottish Board Leader</b>	
	<p>SB discussed the appointment of the Leader and Deputy Leader for the 2019/2020 year, referring back to the decisions made in the May 2018 meeting. The intention was that the Deputy Leader should succeed. AW would check his intention. The appointment of the Leader for 2019/20 will be part of the May agenda. There would also be a call for nominations for a Deputy Leader. It was noted that it was no longer a requirement for a Council member to fill these roles.</p> <p>Consideration would also be given to the SB representative for Management Board at the next meeting.</p> <p>JT highlighted that the next AGM which is in June will be held in Edinburgh.</p>	AW
<b>10</b>	<b>Date of next meeting</b>	
	10 May 2019	