

<p><b>1</b></p>	<p><b>Welcome and Apologies</b> Virginia Isaac: President and Chair, Claire Nix, Tracey Burley, Julie-Anne Jamieson, Sarah Finnegan-Dehn, Karen O’Donoghue, Tom Evans, Monica I Lemecha, Hon Secretary,</p> <p><b>Apologies:</b> there were no apologies for absence</p> <p><b>In Attendance:</b> Jan Ellis, Chief Executive. Avril Hannon, Chair of Professional Standards Committee for Item: 11.</p> <p>The Chair asked for Declarations of Interest to be made known when appropriate. CN informed the Board that she was an assessor on the CDI Certificate in Leadership bid. VI and TB informed the Board of their membership of the Careers England Board.</p> <p>The Hon. Sec. to send the CDI Conflict of Interest Policy document to all Directors who should return the declaration contained in the document to the Hon. Sec. as soon as possible.</p>	<p><b>MIL</b></p> <p><b>All</b></p>
<p><b>2</b></p> <p><b>2.1</b></p> <p><b>2.2</b></p>	<p><b>Minutes of the Board meeting held on 24<sup>th</sup> August 2016.</b></p> <p><b>True and accurate record.</b> The Minutes were agreed as a true and accurate record.</p> <p><b>Matters arising.</b></p> <p><b>Item 1. Danny Logue:</b> VI and JE were due to meet with DL in December to discuss SDS membership for 2017/18.</p> <p>JE to examine Careers Scotland Annual Report to identify ways in which the CDI might support Careers Scotland with operational issues and their training plan.</p> <p><b>Conflict of Interest:</b> CN declared that she was and assessor on the CDI Certificate in Leadership bid. VI and IB declared their membership of Careers England.</p> <p><b>Item 2 12.1 Board Minutes:</b> MIL and JE to review Board Minutes in line with the Board’s recommendations prior to uploading onto the CDI website</p> <p><b>Item 3 3.1 Visit to Stourbridge by TB:</b> TB confirmed that a systems map had been produced and further discussions are to take place with JE.</p> <p><b>SF-D and KO’D joined the meeting and were up-dated on the discussions to date by VI.</b></p>	<p><b>VI/JE</b></p> <p><b>JE</b></p> <p><b>MIL/JE</b></p> <p><b>TB/JE</b></p>

	<p><b>Item 1 10.3 Wales:</b> SF-D confirmed that there had been productive meetings between Careers Wales and JE and the CDI was now offering bespoke CPD sessions in Wales.</p> <p><b>Item 5.1 CDI Business Plan:</b> VI reported that she had met with staff to discuss their contributions to the Business Plan. She had also reviewed the staff appraisal notes and had discussed them with the staff and this had been well received.</p> <p><b>Item 5.3 UKCDA:</b> A number of applications had been received. Sponsorship was being sought for two of the Awards; Career managers and CPD for larger companies. KO'D, CN and SF-D agreed to act as the assessors of entries on behalf of the Board.</p> <p>Suggestions for the Rodney Cox award to be submitted by 23<sup>rd</sup> January 2017.</p> <p>The award ceremony is to take place on the evening of 8<sup>th</sup> March 2017 at the Hilton Hotel in Leeds, the same day as the Board meeting. The NCGS is to be held on 9<sup>th</sup> March 2017 at the same venue.</p> <p><b>Item 7.2: CDI Approved Centre Status:</b> Approval forms to be submitted in January 2017.</p> <p><b>Item 4.9: LPFA up-date:</b> The LPFA was to carry out a triennial review in December 2016. JE to report to the next Finance Committee meeting.</p> <p><b>Item 6 CDI Patrons:</b> VI confirmed that she was keen to move on this and asked Board members to submit any more suggestions for names to her by the end of December 2016.</p> <p><b>The Minutes were approved and a copy signed by VI to be retained at HQ.</b></p>	<p>KO'D/SN/ SF-D All</p> <p>JE</p> <p>JE</p> <p>All</p> <p>MIL</p>
<p><b>3</b></p>	<p><b>Council Minutes of 30/09/16.</b> The Board received the Minutes of the Council meeting. Council wished to reaffirm its role through involvement in the three Task Group and as a consultative body for the Board. The Board identified that both Council and PSC should be consulted on aspects of the Business Plan.</p> <p>VI and MIL were to attend a meeting of PSC on 25<sup>th</sup> January 2017 in Birmingham with an item on the Business Plan to be placed on the agenda.</p> <p>The Board should endeavour to convene a strategy meeting of Board, PSC and Council to discuss the BP. Dates in 2017 to be considered.</p>	<p>JE</p> <p>VI/MIL</p>
<p><b>4.</b></p>	<p><b>Finance Committee meetings.</b> TB provided a verbal up-date on the Finance Committee meetings held on 21<sup>st</sup> October and 22<sup>nd</sup> November.</p>	

	<p>TB confirmed that SN had produced draft final accounts for 2015/16 which JE confirmed that, to the best of her knowledge, were accurate. TB recommended that the Board approve the accounts and that they be put forward to the AGM for approval. Once approved, SN would submit them to Companies House. SN would also submit VAT and HMRC returns prior to ceasing to any further work for the CDI.</p> <p>TB informed the Board that in the future KPIs were to be identified for JE and that Baldwins had been appointed as the CDI's accountants who would provide financial information to the Finance Committee and the Board. Baldwins were also tasked with establishing more robust financial processes. Discussions to take place with Senior regarding linking all of CDI's databases.</p> <p>A reserves policy was also being discussed.</p> <p>JE and TB to discuss with Baldwins what the audit requirements might be for 2017/18.</p> <p>The AGM to be informed that Appleby and Wood would not be appointed as auditors and that any audit work would go out to tender.</p> <p>The next meeting of the Finance Committee would be on Monday 12<sup>th</sup> December where Ian Watkins from Baldwins would be present.</p>	<p>JE</p> <p>JE/TB</p> <p>VI</p>
<p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b>Financial Reports.</b></p> <p><b>Draft Final Accounts for 2015/16.</b> Further to the discussion under Item 4 and confirmation by JE that they were true and accurate: <b>The Board approved the accounts and recommended them for approval by the AGM.</b></p> <p>KO'D raised the matter of her status as Director on the CDI Board and VI proposed that she undertake further investigation into the nature of KO'D's appointment and the position regarding retrospective registration with Companies House. This was <b>agreed.</b></p> <p>Postscript: VI confirmed that retrospective registration as a Director at Companies House is not possible. VI has informed KO'D of this and her appointment to the Board ends in February 2017.</p> <p><b>Six month figures to September 2016.</b> JE highlighted the significant differences in the losses experienced by the CDI in 2015 and 2016.</p> <p>JE welcomed the establishment of the Finance Committee which was now closely scrutinising all aspects of the CDI's finances and financial processes. There had been a forensic examination of costs and travel, in particular, had reduced significantly. The Board acknowledged that JE had worked very hard to reduce expenditure.</p>	<p>VI</p>

<p>5.3</p> <p>5.4</p>	<p>JE asserted that costs within the CDI were front-loaded and therefore the next two quarters should see the CDI achieving the forecast end of year surplus.</p> <p>JE confirmed that deferred income had increased and income receipts had improved through the introduction of a direct debit system.</p> <p>An apprentice had been employed to provide additional resource for the management of events and membership.</p> <p>JE was congratulated by the Board on the improvements in CDI's financial position.</p> <p><b>Cash-flow position.</b> JE presented a paper which provided a 3 year comparison of cash-flow. JE reassured the Board that the current figures were more robust than those in the past.</p> <p>JE proposed that the Board would need to consider where there could be growth which could be described in the business plan and which would need additional resource. Money had already been ventured on the CDI becoming an assessment centre which would not make an immediate return and other areas needed to be identified. JE to present a paper to the Board on increasing the commercial resource of the company. Also, a survey of the membership regarding an annual conference is to be undertaken in January 2017.</p> <p><b>Accountancy Services.</b> JE confirmed that Baldwins had been appointed and that they would be preparing monthly accounts and financial information. Baldwins would also provide support and training to CDI staff. TB agreed to identify external financial training provision.</p>	<p>All</p> <p>JE</p> <p>TB</p>
<p>6</p> <p>6.1</p>	<p><b>Chief Executive Reports.</b></p> <p><b>Report on activities to date.</b> JE reported that she was spending more of her time on lobbying in England and responding to government policy and reports. She had been invited to meet with the Secretary of State and was on the advisory group of Compass Tool.</p> <p>She had also been invited to sit on the Careers England advisory groups of Education and Skills.</p> <p>The CDI's 'Year of the Professional' had had some traction with more people recognising the value of being on the CDI's Professional Register' 2017 is to be 'Year of Advocacy' ie advocating on behalf of the profession.</p> <p>On 23/11/16 the CDI was hosting its first student conference in Scotland which was being sponsored by the Army.</p> <p>JE referred to the forthcoming meeting she and VI were going to have with Danny Logue of SDS. It was essential that the CDI work in partnership with SDS to identify their business needs. In addition, work needs to be done on what CDI services the membership in Scotland access as well as what other markets</p>	

	<p>existed in Scotland outside of SDS. A Scotland focused Associate may be required to facilitate this.</p> <p>JE informed the Board that CJ had written a book in collaboration with Siobhan Neary entitled ‘CPD for the Career Development Professional: A Handbook for Enhancing Practice’ and this would be published in March</p> <p><b>6.2 CDI Business Plan 2016/17 up-date.</b> JE presented the up-date plan showing that all of the critical elements would be achieved.</p> <p>On the matter of Patrons a prioritised list of names to be agreed and VI to contact.</p> <p>JE was exploring the value of establishing regional champions to develop a regional dialogue and she proposed that this be a strategic focus for 2017.</p> <p>The Board suggested that it would be useful to have a summary related to the challenges facing the sector.</p> <p>The Board considered the BP to be a very useful document.</p> <p><b>6.3 Membership overview.</b> This had been covered under previous items.</p> <p><b>6.4 Risk Register up-date.</b> JE reported that the Risk Register is up-dated monthly and is examined by the Finance Committee and trigger measures were being identified. Positive outcomes included the support given by the HR specialist and the improved relationship with the course centres.</p> <p>Succession planning for the President needed to be considered.</p> <p>The Board commended the Risk Register but suggested that strategic risks should also be identified.</p> <p><b>6.5 Salary Reviews.</b> VI agreed to lead the process and to bring a proposal to the next Board meeting.</p> <p>Post Meeting Note: After discussion with all Board Members VI has asked the Finance Committee to act as a Remuneration Committee and come forward with proposals on pay for senior staff to the next Board Meeting in March.</p>	<p>VI</p> <p>JE</p> <p>JE</p> <p>JE</p> <p>JE</p> <p>VI</p>
<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p>	<p><b>Country up-dates.</b></p> <p><b>Northern Ireland.</b> TE reported that NICS sits within the Dept. for Economy and that there was an outcomes based approach to delivery. There was skills strategy in NI which was part of that country’s industrial strategy. There was likely to be cuts in budgets overall.</p> <p><b>Scotland.</b></p>	

<p><b>7.3</b></p> <p><b>7.4</b></p>	<p>J-AJ to speak at a Scottish Policy Conference on Apprenticeships in December 2016. Links were being made to AGCAS with a joint event taking place in January 2017.</p> <p>Other Scotland matters had been covered under other items.</p> <p><b>Wales.</b> SF-D reported that the review in Wales had been completed and there was a shared vision of 'Changing Lives'. There was to be a re-tendering of advice and guidance services for adults with a blended delivery approach. 2017 had been the first year for many years that the budget had not been cut.</p> <p><b>England.</b> Up-dates had been provided under other items.</p>	
<p><b>8.</b></p>	<p><b>AGM.</b> The Board received the papers for the AGM to be held immediately following the Board meeting.</p>	
<p><b>9.</b></p>	<p><b>Board vacancies.</b> It was agreed that the process be put in place for nominations and elections to the posts of President-Elect and a Board member. The posts to be advertised from 1<sup>st</sup> April 2017.</p>	<p><b>MIL</b></p>
<p><b>10.</b></p>	<p><b>Date and Venue of Next Meeting.</b> The next Board meeting to be on Wednesday 8<sup>th</sup> March 2017 at the Hilton Hotel, Leeds followed by the UKCDA dinner in the evening and the NCGS at Leeds Football Club on 9<sup>th</sup> March.</p> <p>Times to be agreed.</p>	
<p><b>11.</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>Avril Hanon, Chair of the Professional Standards Committee joined the meeting</b></p> <p><b>Professional Standards Committee.</b></p> <p><b>Verbal up-date on the work of the Committee.</b> AH referred the Board to the comprehensive report that she had prepared for the AGM which outlined the work undertaken by the Committee over the past year.</p> <p>The Board commended AH and her Committee for the range of work carried out and the excellent outcomes.</p> <p><b>Amendments to the CDI Disciplinary Procedure.</b> MIL presented an amended version of the CDI Disciplinary Procedure which she and AH had worked on to iron out inconsistencies and anomalies. The amended version had been considered by PSC and the Committee was seeking Board approval to the amendments.</p>	

	<p>The Board considered the paper and requested that an additional line be put in ensuring that if an employer is informed about a complaint made against an employer that they also be informed about the outcome of any disciplinary enquiry. AH agreed to incorporate this addition.</p> <p>The Board approved the amended Procedure and this would be placed on the CDI website for information for the membership.</p>	<p><b>AH</b></p> <p><b>JE</b></p>
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Monica I Lemecha  
Honorary Secretary  
20<sup>th</sup> March 2017