

<p>1</p>	<p>Welcome and Apologies Virginia Isaac: President and Chair, Claire Nix, Tracey Burley, Monica I Lemecha, Hon Secretary. Due to travel delays Julie-Anne Jamieson joined the meeting after Item 3.</p> <p>Apologies: Sarah Finnegan-Dehn, Karen O’Donoghue, Tom Evans.</p> <p>In Attendance: Jan Ellis, Chief Executive; Claire Johnson, Professional Development Manager.</p> <p>Danny Logue had not confirmed his intention to join the Board.</p> <p>The Chair asked for Declarations of Interest to be made known when appropriate. CN informed the Board of her involvement in the delivery of the Skills Show. VI and TB informed the Board of their membership of the Careers England Board.</p>	
<p>2</p> <p>2.1</p> <p>2.2</p>	<p>Minutes of the Board meeting held on 20th May 2016.</p> <p>True and accurate record. The Minutes were agreed as a true and accurate record.</p> <p>Matters arising.</p> <p>2.2 Finance Committee: the Board agreed that TB provides a verbal up-date of the Committee’s deliberations at each Board meeting. Board members can request copies of Committee Minutes. MIL to amend the Committee’s Terms of Reference accordingly.</p> <p>The Finance Committee to continue monthly financial monitoring of the CDI and the Board to receive a complete set of Management Accounts quarterly (P&L, Balance Sheet, Cash-flow and an accountant’s report).</p> <p>2.7vi. Audit of CDI Accounts: The LPFA has confirmed that the CDI do not require an external audit.</p> <p>3. Financial Reports:</p> <p>8. Finance and procurement protocols were still outstanding.</p> <p>3.8 Review of aged debtors and creditors: JE clarified that debtors include those who have not yet paid their membership subscription. The Board agreed that there was now a requirement to make a £20k provision for bad debt in the CDI accounts.</p> <p>3.11 Risk Register: To be a standing item on the Board agenda.</p>	<p>TB</p> <p>MIL</p> <p>JE</p> <p>JE</p> <p>MIL</p>

<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Chief Executive’s Reports.</p> <p>CDI Business Plan JE presented the document for information. The Board agreed that the document should be shared with staff who could take responsibility for some of the activities themselves. VI and JE agreed to share the plan with the staff. The Board proposed the following additions to the plan: i. A RAG rating to be added ii. An ‘owner’ column to be added. iii. High impact activities to be identified and activities that weren’t should be postponed. The Board commended JE on the quality of the document.</p> <p>Membership overview April to August 2016. JE presented her paper. She emphasised the importance of chasing up membership renewals and a 13% churn over the year was anticipated. The Board acknowledged that debt collection had improved but there was still a question about the numbers joining in the future. It was felt that staff could have a role to play in growing the membership.</p> <p>The running total of those who had renewed their membership stood at 1,400 out of an anticipated 4,500.</p> <p>VI offered to contact a large bulk member scheme to urge payment of their outstanding invoice. In the first instance though JE would continue to persist.</p> <p>An up-dated ‘joiners’ leaflet had been produced to be used as a marketing tool. Student members had increased due to the increase in the number of routes to qualification.</p> <p>2016/17 UK Career Development Awards. JE presented a paper outlining the timeline for the Awards culminating in an Awards dinner on 8th March 2017 at the Hilton Hotel in Leeds, to which all Board members would be invited.</p> <p>The Board agreed to establish a sub-committee of Board members to draw up a shortlist of entrants (up to 4 in each category), to be completed by Monday 23rd January 2107. The shortlist to be submitted to the Judging Panel of PSC members.</p> <p>UKCDA: Award categories and sponsors. The Board received the paper and congratulated JE on securing sponsorship for the Awards.</p>	<p>VI</p> <p>JE JE JE</p> <p>VI</p> <p>Board</p>
	<p>Presentation by Dan Hope on the GoTo Meetings system. Following lunch DH gave a presentation to the Board on the GoTo Meetings system adopted by the CDI to facilitate training and meetings of members. The system had also proved very useful in hosting meetings of the Board and Council.</p> <p>The Board found the presentation very informative.</p>	

7	<p>Professional Development Up-date</p>	
7.1	<p>Blueprint of Learning Outcomes for Professional Roles. CJ presented a paper which mapped out a Blueprint which promoted the whole career development sector and is linked to the CDI campaign 'The Year of the Professional'. The Blueprint had also led to course centres up-dating the QCG to the QCD which is a major achievement.</p> <p>The Blueprint could also be used to market the qualification with potential students as well as informing policy makers of the scope of career development activities and the skills required.</p> <p>The Board received the paper and wholeheartedly supported the initiative.</p>	
7.2	<p>CDI Approved Centre Status. CJ provided the Board with a paper outlining the business case for the CDI seeking OCR Approved Centre Status in order to deliver the CDI Certificate in Careers Leadership. The Certificate was proving to be very popular and was plugging a needs gap and CDI now needed to go through the OCR approval process.</p> <p>VI agreed to forward to CJ the list of costs of all deliverers of like qualifications.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> i. The CDI should continue to invest in this project as it was strategically very important. ii. CJ to re-assess the timetable of payments in order to spread the costs. <p>The Board thanked CJ for her work on this project.</p>	<p>VI</p> <p>CJ</p>
7.3	<p>UK Register of Career Development Professionals. CJ presented a paper on the activities undertaken to encourage more CDI members from across the sector to join the UK Register of Career Development Professionals (Register) and the monitoring of the 25 hours of CPD undertaken by Registrants as a condition of their being on the Register.</p> <p>There had been an increase in the numbers joining the Register in 2016 (1,243) compared to 2015 (1,000) and a new leaflet had been produced to promote it as well as a range of articles written by CJ and other colleagues. Additionally, the leaflet 'Find a Career Professional' had been up-dated.</p> <p>CJ also outlined the monitoring work she undertook to ensure that members on the Register were complying with the professional development criteria.</p> <p>The Board received the paper and commended CJ on her hard work in establishing and maintaining the quality of the Register which was an essential product in under-pinning the professionalism of the sector and of the CDI.</p>	
7.4	<p>Professional Development Up-date. JE presented a paper which provided an update on Professional Development activities not covered by the other Board papers on the Blueprint, OCR Centre Status and the UK Register of Career Development Professionals.</p>	

	<p>This included, among other things, the work of the Professional Standards Committee, CDI Training events and webinars, the CDI Resources area and the CDI as the Awarding Body for the Qualification in Career Guidance/Development. The Board noted that the Prevent agenda was now on the CDI website with links to appropriate materials.</p> <p>The Board expressed their appreciation for the extensive work that was being undertaken by the PDM as well as other dedicated members and suggested that this should be made known to all members through News via Email.</p> <p>The Board also proposed that the Chair of PSC be invited to the Board meeting in November to address the Board directly about the work of the Committee.</p>	<p>JE</p> <p>MIL</p>
<p>8.</p> <p>8.2</p> <p>8.4</p>	<p>Country up-dates. Board members from Wales and NI had given their apologies.</p> <p>Scotland. J-AJ informed the Board that there had been a change in ministerial personnel and a review of the Enterprise Networks, the Funding Council and SDS was taking place which could have implications for career development in Scotland.</p> <p>A consultation had been launched on 15th July with a closing date of 15th August and the CDI had given a full response. An announcement on Next Steps was due in September and J-AJ indicated she would find out more.</p> <p>J-AJ also indicated she was going to talk to UNISON about the review and the implications of non-renewal of CDI membership. She mentioned that VB was pushing ahead with the FE sector and there was an on-going dialogue with AGCAS including a conference with the theme of 'Enterprise'.</p> <p>CPD activities would begin in the autumn including a student conference.</p> <p>The Board thanked J-AJ for her comprehensive feedback and flagged up the need for the CDI to shift focus if bulk membership schemes in the home countries were not renewed.</p> <p>England. VI reported that there had been a meeting between CDI, CE, QiCS and matrix to agree a combined response to the Education and Skills Select committee on CEIAG. A statement had been produced that would be approved by the four organisations and launched in September. There was also to be a 4 nations' policy meeting on 02/12/16 to discuss CEG policy. There had been a meeting between Matrix and Quality Awards where it had been agreed to maintain separation between the two. A new Minister, Robert Halfon, had been appointed who would have responsibility for careers.</p>	
<p>4</p>	<p>Financial Reports. It was agreed to take Items 4.1 to 4.7 together.</p>	

<p>4.8</p> <p>Risk Register. To be reviewed at the Board meeting in November.</p> <p>4.9</p> <p>LPFA Up-date Further clarification on what the CDI liability and contributions might be was being sought. JE to make provision in the accounts for a contribution.</p> <p>4.10</p> <p>Financial Reports Schedule. Received.</p> <p>4.11</p> <p>Financial Services Discussion. Covered under Items above.</p>	<p>The Board agreed that the SN be asked to confirm the 2015/16 statutory accounts and to then sign off the 2015/16 accounts as soon as possible.</p> <p>The Board agreed a number of actions relating to accountancy services:</p>	<p>JE</p>
<p>6.</p>	<p>CDI Patrons. VI referred the Board to emails that had been circulating over this matter. The suggestions for potential Patrons that had been put forward by Board members would be further refined and would be discussed at the Board meeting in November.</p>	<p>VI</p>
<p>9.</p>	<p>Date and Venue of Next Meeting. The following dates for meetings were agreed:</p> <ol style="list-style-type: none"> 1. CDI Finance Committee Meeting via GoTo: 10.00am Friday 14th October 2. CDI Board meeting via GoTo: 10.00am Friday 21st October 3. CDI Board meeting and AGM in London: 11.00am, Tuesday 22nd November <p>There will also be a GoTo meeting of the CDI Council to be held at 11.00am on Friday 30th September.</p>	
<p>10.</p>	<p>Any other business. There were no other items of business.</p>	

Monica I Lemecha
Honorary Secretary
9th September 2016