

## Action Notes

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**Present:** Avril Hannon (PSC Chair), Susanne Christian, Siobhan Neary and Mark Yates.

**In attendance:** Jan Ellis (CDI Chief Executive) and Claire Johnson (PDM and PSC Secretary).

**Apologies:** John Walker, Lydia Lauder, Elaine Newell, Janet Davies, Becky Towner, and Elaine Watson.

**1. Introductions:** Avril explained that due to the number of apologies from people who could not attend, the meeting was not quorate. Those present agreed to discuss certain agenda items and defer the following to the next meeting:

- CDI Digital Strategy (Nicki Moore has been informed of the date of the next meeting but is unable to attend but willing to come to a future meeting)
- Webinar Interviews – practitioners from across the sector
- Workforce Development Needs in the Sector – research (Siobhan Neary invited to attend)
- PSC Constituency Updates on Professional Development

## 2. Action notes of the meeting held on 1<sup>st</sup> November 2018, true record and matters arising

The Action Notes were agreed as a true record and after this meeting were added to the Governance section of the CDI website

**Cost of the Competency Route:** As Jan Ellis was present, discussion took place about increasing the price of the Competency Route. It was agreed that this would increase from £140 to £250 plus VAT and that the same would apply to the Fast Track/Alternative Qualifications Route.

**Code of Ethics:** Claire reported that the new Code had been sent to all members with the January edition of Career Matters. The Legislation Matrix is proving popular and Emma Bolger at UWS has used this in her PhD thesis. Siobhan has shared the Code and Matrix with international colleagues who are developing a tool on assessing Personal Ethics. Once developed this may be of interest to QCD Centres. It is also important to promote the Code of Ethics as being what differentiates CDI members from non-members practising in the sector.

Avril thanked Siobhan for all of her work on the Legislation Matrix and also thanked in their absence Janet Davies and Elaine Watson for their input. Claire will pass on thanks to Julie-Anne Jamieson for her additional input on the Scottish legislation.

Claire stated that following feedback from Emma Bolger she had now added the Freedom of Information Act (2000) to the Matrix.

**Job description for a Careers Adviser (Schools):** Claire reported that she had written this and that following consultation via News by Email this is now on the CDI website.

### 3. UK Career Development Awards

Jan reported that there have been more applicants for these Awards than in previous years, due in part to more promotional work. There was an even spread of applicants across the categories apart from In-Company CPD which only received one entry. It has been agreed with the Board to drop this award this year. Jan said that Board members plus Jan and Claire had shortlisted the entries and that these are now ready for judging by PSC members, CDI Associates and individuals with particular expertise. Post Meeting Jan has contacted the judging panels with information on who is on which panel and the process to follow. Judging to take place by Monday 25<sup>th</sup> February 2019.

The UK Career Development Awards will take place on 6<sup>th</sup> March at the Queen's Hotel in Leeds.

### 4. CDI Fellowships

A paper produced by Siobhan on behalf of the CDI Fellowships Working Group of PSC members had been presented to the Board on 28<sup>th</sup> January and had also been sent to all PSC members. Jan reported that at the Board there had been some discussion on whether or not a potential Fellow needed to have been a CDI member for five years. It had been agreed that the five years could include membership of one of the CDI legacy organisations.

Avril thanked Siobhan and the members of the sub group, Janet, Lydia and Mark for their work on this activity.

#### Actions:

The sub group to meet virtually again before 20<sup>th</sup> March to:

- decide a launch date for the CDI Fellowships
- produce an article for the June edition of Career Matters and decide on further promotion
- agree the status of existing CDI Legacy Fellows (Suggestion that they could be informed of the new CDI Fellowships and invited to events involving the CDI Fellows, e.g. the annual lunch).

Siobhan, Janet, Lydia and Mark.

Jan Ellis left the meeting at this point.

### 5. PSC Elections

Avril reported that with the exception of John Walker, Mark Yates and Elaine Watson all other PSC members complete their term of office in March 2019. Siobhan cannot stand again as she has completed two terms and Susanne has said that she will not stand for a second term. All other PSC members, including the Chair are eligible to stand for re-election. She explained that the Welsh rep post although filled by co-option in September 2016 was first available at the same time as the others so will be included in this election process.

A CDI email will be sent to all CDI members on 4<sup>th</sup> February inviting nominations. Closing date is 18<sup>th</sup> February.

Avril thanked Siobhan and Susanne for their service on the Professional Standards Committee and this was echoed by those present. She also mentioned the possible co-option of Siobhan for specific PSC tasks in the future or to invite her as a guest e.g. to discuss the Workforce Development research. PSC members present and Claire thanked Avril for chairing PSC for the last three years.

## 6. Professional Development Update

The paper which had been circulated in advance of the meeting was tabled but not discussed.

### Action:

- Please contact Claire if you have any questions. **All**

## 7. CDI Constituencies - the need for and their titles

Those present had a useful discussion on this item and the views expressed will be taken forward to the next PSC Meeting. Claire said that constituencies have two main uses.

1. For the purpose of CDI mailings and avoidance of sending emails to members for whom the content has no relevance

Ideas were:

2. Representation on PSC and the CDI Board. Council has now moved to regional representation.

- To maintain the national constituencies but revise the professional constituencies.
- To have context specific constituencies based on client groups, e.g. Adults, Young people; All Age, HE and FE.
- Members to select in which constituency they see themselves and to be able to select more than one, or a primary and secondary constituency
- For PSC purposes to have three constituency reps per nation representing how the constituency are configured in each nation. To not have nation only reps.

### Action:

- To place on the agenda for the next PSC meeting **Claire**

## 8. CDI Annual General Meeting

Avril reported that she had presented a report on the work of PSC at the CDI AGM on 28<sup>th</sup> January.

She had stressed the need for a PSC rep from Northern Ireland. Tom Evans offered to supply names of people from FE Colleges in Northern Ireland who could be contacted about the Northern Ireland PSC vacancy.

Board members suggested that PSC should consider holding webinars on ethical issues for members and that these webinars could be facilitated by PSC members. They also suggested having a case study on mental health issues and how to support staff who work with vulnerable clients.

Avril also suggested considering the need for an employers' forum which could be used to promote the benefits of CDI membership and being on PSC.

Discussion of the above points at the PSC meeting led to the suggestion that PSC could perhaps take a more thematic approach each year to its work, e.g. co-opt a mental health expert who could advise on webinars, CPD materials, an article in Career Matters and the need for supervision for career development professionals working with vulnerable clients.

**Action:**

- To place further discussion of the above on the agenda for the next PSC meeting **Claire**

**Date of the next meeting**

Wednesday 15<sup>th</sup> May, Jury's Inn, Birmingham.

**Agenda items for the next meeting:** Apologies; Introduction of new PSC member; Declaration of Interest; Action Notes and Matters Arising; Professional Development Update from PDM; PSC Constituency Updates on professional development; Webinar interviews - practitioners from across the sector; CDI Fellowships Update; Workforce Development Needs in the Sector –research (Siobhan to attend); Constituencies – the need for and their titles; CDI Business Plan 2019/2020 and PSC involvement; Does PSC want to adopt a thematic approach to any of its work?; How PSC can support CDI members who are working with clients with mental health issues; AOB and date of next meeting.

**Claire Johnson**  
**Professional Development Manager**  
**11<sup>th</sup> February 2019**