

CONSUMER CODES APPROVAL SCHEME CODE SPONSORS PANEL MEETING

Minutes of Meeting held on 2 October 2017
Small Conference Room, City of London, Walbrook Wharf, 78 -83 Upper
Thames Street, EC4R 3TD

Present: R Hodgkinson (Chair)(BHTA), B Fennell (TMO) G Fitzjohn (TPO),
In attendance: A Simpson (CTSI), K Lockwood (CTSI)
Apologies: Barbara Hughes (CCAB), Ian Studd (BAR)

	<u>Comments/Decision</u>	<u>Action</u>
1.	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting and thanked them for attending.</p> <p>The minutes of the previous meeting on 18 July 2017 were approved by the Panel.</p>	
2.	<p>ADR Compliance</p> <p>A Simpson and the ADR team at CTSI have reviewed which code sponsors are compliant with ADR and the ones who aren't. The ADR team will be contacting those who do not comply to offer support to assist compliance.</p>	
3.	<p>Service Director Update</p> <p>A Simpson informed the panel that Adam Scorer, Policy director for CTSI will be leaving at the beginning of November. A Simpson added that it will be a shame to lose Adam as he is very supportive of the Consumer Codes Approval Scheme.</p> <p>He then went on to tell the panel that there is currently no new Chair of the Consumer Code Approval Board. The plan is to have someone from the existing Board group take up the position on a temporary basis.</p> <p>A Simpson mentioned that CTSI are sometimes called upon to unofficially mediate disputes between code sponsors and had successfully done so recently.</p>	
4.	<p>Governance</p> <p>The panel discussed the possibility for contributing input to the budget before it is finalised for the Consumer Codes Approval</p>	

Board (CCAB). How, and who with needs to be considered as CCAS members make a significant contribution to the resource.

The panel also discussed the relationship between CCAS and CCAB and that there was a need to clarify this in the proposed governance review.

It was questioned how open to panel suggestions the CCAB actually is.

A discussion was then had regarding the new members that have expressed an interest in joining the Code Sponsors Panel.

Action - K Lockwood - to arrange for new CCAS members applicants for the panel to review. It is hoped that new panel members will able to attend the next meeting.

A few points were decided upon to be discussed at the governance review meeting:

- *Relationship between the CCAB and the Code Sponsors Panel.*
- *Board member to attend every meeting and a deputy to attend if usual board member cannot.*
- *Alignment of the code members with the objectives of CTSI. Is the direction CTSI is going in actually in line with the members reasons for being a part of the scheme.*

ACTION - Call between Ray, Barbara and Adrian to be arranged to discuss governance points.

KL

5. BEIS Report and memo from Adam Scorer

A discussion took place regarding the BEIS review paper. It was decided that the only way to go forward with the paper would be for R Hodgkinson to take it forward to BEIS.

The panel are happy to take the paper forward now we have backing from CTSI to do so.

ACTION - K Lockwood - Set up a telephone call between Ray Hodgkinson, Adam Scorer and Adrian Simpson.

KL

ACTION - A Simpson - Send around the latest BEIS paper to the panel.

AS

ACTION - R Hodgkinson - Take the BEIS paper forward with the support from A Simpson.

RH

ACTION - R Hodgkinson and G Fitzjohn to have a discussion about the points to be made to BEIS.

RH/GF

AS

ACTION - A Simpson - Get 3 points sorted before going to BEIS.

6. Any other business

Future dates for panel meetings. It was also discussed to have an interim meeting to bring all the code sponsors up to date.

It was discussed that this meeting would potentially take place as a webinar to keep costs and time low as this would only need to take half an hour to an hour. This will give all the code sponsors an opportunity to report/reply back on topics discussed.

ACTION - K Lockwood - To send around a Doodle Poll with dates for January, April, August and November 2018.

KL

The panel discussed having a Code Sponsors Forum in late January as there will be a lot to update the code sponsors on by then, new panel members, new potential codes and hopefully a meeting with BEIS will have taken place by then.

ACTION - K Lockwood/ R Hodgkinson - Write to Code Sponsors with a save the date an information about the Code Sponsors Forum in January.

KL/RH

It was decided that the date for the Code Sponsors Forum in November will be used as a Panel meeting date with the new panel members at which the governance review and forum planning meeting will be discussed and the new members will get an introduction prior to the meeting beginning.

7. Date for the next meeting

27 November 2017, 10.30am at the City of London offices.