

# Consumer Codes Approval Scheme

## Meeting: Code Sponsors Panel

Date: 4 February 2013  
Time: 12.30pm-1.30pm  
Location: Motor Codes, 71 Great Peter Street, London

Attendees: Andy Foster; Tony Allen and Sarah Langley (TSI); Sue Bloomfield (for Mark Cutler); Paul Dobson; Ray Hodgkinson; Chris Mason; Stephen Vickers.  
Paul Southworth (observing)

Apologies: Mark Cutler

Circulation to: TSI Project Transition Team and Code Sponsors Only

### MINUTES

Meeting Started at 12.30pm

#### 1. Introduction

Andy Foster welcomed everyone to the inaugural meeting of the Code Sponsors Panel

#### 2. Election of Chair for the Code Sponsors Panel

Chris Mason was elected chair of the Panel, and Ray Hodgkinson vice chair.

#### 3. Commissioning the development of terms of reference and Panel rules

The Panel discussed their role in the Codes Approval Scheme. It was agreed that their role included the following:

- Help shape the strategic vision of the scheme
- Develop and strengthen the core criteria
- Bring a trade perspective to the scheme
- Engage with new code sponsors
- Develop joint marketing strategies for code sponsors

This is in addition to the powers and functions set out in part 3 of the Constitution.

The Constitution was discussed and the following amendments agreed:

- 1.1- Changed to 'up to 5 members'.
- 2.7.3-Add 'excluding extra ordinary meetings'.
- 3.1.1- Too vague, needs added clarification from CCAS contract
- 4.1- Changed to three meetings each year
- 4.5-Changed to seven days notice
- 5.5- Changed to three members

5.9-Resolution needs to be based on 'substantive' reason. More clarification and procedural rules required.

Agreed: Amended Constitution, terms of reference and Panel rules to be produced by TSI and circulated to the Panel for approval.

#### **4. Early consideration of the issues that the Code Sponsors Panel needs to address**

The Panel discussed what the priority issues were. It was agreed that:

- The Panel needs to be involved in the transition management from the OFT to the TSI CCAS.
- The Panel to provide support to co-ordinate launch activities for all code sponsors joining the new CCAS.
- The Panel to assist with co-ordination of the new branding roll out for all code sponsors.
- The Panel to agree what 'member related activities' means and set rules for the calculation of fees.

The Panel discussed how the fees for each code sponsor would be calculated. 'Relevant subscription income' from members would relate to the code and the members right to use the CCAS logo.

It was agreed that each code sponsor should submit a formal declaration of how their declared 'member related activities' income had been arrived at, accompanied by formal audited accounts.

It was noted that it would be TSI's role to have visibility of each code sponsors financial details and member related income and monitor this. The fees would be linked to the code sponsor's previous year's audited accounts.

Andy Foster confirmed that payment for CCAS membership would be quarterly in advance, but that TSI were open to other payment options put forward by Code Sponsors. Whether the financial year for CCAS would run April to March, was still to be confirmed.

#### **5. A proposed meeting schedule for 2013/14**

The next meeting was planned for 8 March 2013 to discuss the co-ordination of the new logo launch.

#### **6. AOB**

Andy Foster confirmed that there was clear government support for the TSI CCAS, and he reported back to BIS quarterly on progress with the CCAS. The minister was launching the scheme at the TSI 'Year Ahead' event on 7 February.

Meeting concluded at 1.30pm