



**Consumer Codes Approval Scheme
Meeting: Code Sponsors Panel**

Date: 29 April 2015
Time: 11.00 – 13.00
Location: RECC Offices, 2nd Floor 25 Eccleston Place, Victoria, London, SW1W 9NF

Present: Ray Hodgkinson, Stephen Vickers, Mark Terry, Mark Cutler, Paul Sharpe

Attendees: Sarah Langley, Claire Love, Karen Bolland

Apologies: Leon Livermore

MINUTES

1. Welcome

Ray welcomed everyone to the meeting and thanked RECC for hosting on this occasion.

2. Matters arising

i. Comms & Marketing Update

£10K – funded by National Trading Standards.

Logo switch over is expected to be early July.

The Branding Guidelines will be refreshed also.

BAR willing to do a trial and link reviews to the CTSI website. MCL have a similar system.

The panel questioned if it could be linked to Google, Facebook or Twitter. Will also need to be linked to the CTSI Directory.

Possibility of running "Garage of the Year" on Facebook?

ii. Performance Measurement & Indicators

A fair amount of data has been collected, but there are still some notable gaps from some code sponsors.

iii. Partnerships & Sub-contractor

There were no issues to report with either the online Directory or the Yoshki protected logo.

iv. CCAS Finance Update

Panel agreed they would like Quarter comparisons with last year and year to date estimates. SL explained that until CTSI Board agrees to fund the shortfall in the CCAS budget- there is no agreed budget for CCAS for 2015.

v. BIS/Resources/Funding Decision

We have no funding from BIS. The Code Sponsors want to revisit this once the new Government is announced. The Chair and Christine Crawley will write to the new Minister. Mark Terry also has some key contacts in other areas of BIS.

A paper will be going to the Board in July and it is agreed that there is a need to review the pricing structure for new applications.

CBI – Could Leon approach? They are supportive of small businesses.

Code Sponsors are willing to talk to new Code Sponsors and tell them about the scheme from a trade perspective.

Trade Association form advertorial. BAR to support BHTA.

vi. Board Strategy Feedback

3. Scheme governance update

On 31st July 2015 Stephen Vickers will be replaced and therefore will not be attending future Panel meetings.

To clarify – the elections rules state a post is per person, and not per organisation. Others within an organisation may substitute.

The Election will take place at the next Code Sponsors Forum in November. BOSCH have offered to host this year, in Denham, which will help save cost of hiring venue in London.