

CONSUMER CODES APPROVAL SCHEME CODE SPONSORS PANEL MEETING

Minutes of Meeting held on 12 February 2018

Meeting Room 3, 4th Floor, City of London, Walbrook Wharf, 78 -83 Upper Thames Street, EC4R 3TD

Present: Ray Hodgkinson (Chair)(BHTA), Bill Fennell (TMO) Gerry Fitzjohn (TPO), Ian Studd (BAR), Sarah Langley (CCNH), Faisal Hussain (HIES)

In attendance: Sue Steward (CTSI), Kristie Lockwood (CTSI), Tony Greenwood (CCAB)

	<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 27 November 2017 were shared around the room prior to the start of the meeting with suggested changes to be made. The Panel were happy with the changes and based upon changes being completed, the minutes were approved.</p>	
4.	<p>Code Sponsors Forum</p> <p>The Panel discussed a date and time of year that would work best for the Forum. It was decided that late September 2018 would be the best time. That way 2018 could be reviewed and the Panel could set some ideas of what actions would like to be seen in 2019.</p> <p>Speakers for the Forum were discussed and it was decided that it would be good to have:</p> <ul style="list-style-type: none">• New Chair of CCAB (assuming we had someone in place by late September)• Leon Livermore• Chris Hodges• Jane Negus (ADR)• Someone who could speak about Marketing <p>The Panel also discussed asking the Code members what they found useful from the previous Forums and what they found was not useful so the agenda could be tailored to be as useful to the</p>	

Code Sponsors as possible. The Panel also added that the strength of speakers was important.

Governance Review

Codes insight survey

Tony Greenwood asked if the results from the insight survey could be included at the CCAB meeting on 26 February. He also asked if the Terms of Reference document could go to the CCAB.

It was suggested that Karen tailor the emails sent to encourage different Code Sponsors to respond. It was also suggested that the emails include who has already replied to further encourage those who have not replied to respond.

The Panel said would be useful if there was a letter from CTSI to the Code Sponsors to enforce the use of the logos for the Code members. The Code Sponsor could show the letter to the Code member to demonstrate that they have had a 'telling off' from CTSI about their Code Member not displaying the logo.

It was said that it would be good to have further CTSI back up enforcement over the logo usage.

The Panel also reiterated that it would get more code members using the logo if the logo had 'Government Enforced' as part of it.

Terms of reference

It was suggested that the sequence of the document be changed. Include the 'overall' part before the specifications of the Panel's remit.

Election of Chair/Vice Chair

The Panel decided that the Terms of Reference should be changed to say that a Chair's role is to be a three-year term.

The Panel Voted Bill Fennel as the new Vice Chair of the Code Sponsors Panel. Ray Hodgkinson added that he would step down from being the Chair of the Code Sponsors Panel after the next Code Sponsors Forum in September. Ray Hodgkinson added that he would be prepared to stay on the Panel when he steps down as Chair if he is voted to do so.

6. BEIS

S Steward explained that she had had a phone call with Barbara Hughes, Chair of the CCAB, who had asked that the meeting with BEIS be postponed as it was felt that the paper that has been written is not ready just yet, and the best time for it to be presented to BEIS would be when the green paper is released.

S Steward added that the figures that S Langley suggested in the previous Panel meeting would be an excellent addition to the paper.

R Hodgkinson added that his thoughts were not just financial aid from BEIS, but also where the Government can help in other areas, for example, Government endorsement.

R Hodgkinson further added that when he met previously with Kristin Green at BEIS, the door had been opened and the Panel just needed to walk through it and take the paper to them.

F Hussain made a point about the information in the current BEIS paper now being out of date, and do we need to rethink some of the information and make it current.

T Greenwood suggested that he raise the BEIS paper at the next CCAB meeting on 26 February and ask about a set date and time that the evidence can be put forward to BEIS. He said he would have that discussion with the CCAB and reiterate that the Panel is looking for endorsement as well as funding.

R Hodgkinson informed the Panel that he has a meeting set with Kristin Green at BEIS on 19 February. He told the Panel that he would report back what the feeling was like after that meeting, and before the CCAB meeting.

7. Date of Next Meeting and Future Meetings

The Panel discussed the date for the next meeting and K Lockwood explained that now we have the CCAB meeting dates in place for the rest of the year, a Doodle Poll can now be sent out to the Panel so the dates can be arranged for further meetings throughout the rest of the year.