



AGENDA

Subject: 109th Annual General Meeting

Location: Online Event via Zoom

Date and Time: Tuesday, 2 March 2021, 5.30pm

1. Welcome to 109th AGM
2. Apologies for absence:
3. Minutes of the 108th AGM held on 2 March 2020
4. Matters arising from the Minutes, not otherwise covered by this Agenda
5. Committee Reports from:-
 - i) President
 - ii) Treasurer
 - iii) Council/Membership
 - iv) Education Secretary
 - v) CPD Secretary
 - vi) PFS
 - vii) Sports and Social Secretary
 - viii) Communications
 - ix) Diversity and Inclusion
 - x) CII/NERF Representative
 - xi) Auditors' Report
6. Election of Officers -
 - i) President
 - ii) Deputy President
 - iii) Vice Presidents and Honorary Vice Presidents for Life
 - iv) Council Secretary
 - v) Membership
 - vi) Treasurer
 - vii) PFS
 - viii) Education
 - ix) CPD
 - x) Dinner
 - xi) Sports and Social
 - xii) Charities
 - xiii) Auditors
 - xiv) Communications
 - xv) Diversity and Inclusion
 - xvi) Careers
 - xvii) Council (if no ballot)
7. Nominations for new Council Members
8. Ballot for Council (if required)
9. Result of Ballot (if required)
10. Installation of President and Deputy President for 2021-2022
11. Any other business:

Next Council Meeting: Tuesday 20 April
2021 at 5.30pm via Zoom



The Insurance
Institute of Sheffield
Chartered Insurance Institute



Minutes

Subject: 108th Annual General Meeting of the Insurance Institute of Sheffield

Location: Advanced Manufacturing Park Technology Centre, Brunel Way, Catcliffe, Rotherham, S60 5BD

Date and Time: 2nd March 2020, 6.00pm

Meeting Closed: 6.40 pm

Present:

President: Patrick Seal

Jean Cookson

Erica Dietsch

Paul Exton

Geoff Fenwick

Tim Larden

Bill Padley

Alan Sensicall

Ian Stephenson

Owen Wright

Sara Casson

Apologies:

Andrew Marsh

Colin Matthews

James State

Lauren Walker

Yvonne Wang-Pickering

Thomas Williams

2. Minutes of the 107th Annual General Meeting

The Minutes of the 107th Annual General Meeting had been circulated before the meeting and were reviewed during the meeting. The Minutes were approved by those present, and signed by the President.

3. Matters Arising.

None.

4. Committee Reports:

- a. **President:** The President's Report had been circulated prior to the meeting and was summarised for those present. The President added that the Personal Finance Week had not been as successful as he had hoped but thanked everyone on Council for their support in different ways. The DWP and Citizens Advice Bureau want to be involved in next year's event.

The sentencing hearing has been postponed again and will now be on 19 March 2020.



Minutes

- b. **Treasurers' Report:** The Treasurer's Report had been circulated before the meeting. The Treasurer summarised the main points and the Report was accepted by all present.
- c. **Council/Membership Report:** The Council/Membership Report had been circulated prior to the meeting and was accepted by all present.
- d. **Dinner Secretary's Report:** The Dinner Secretary's Report had been circulated prior to the meeting and was summarised for those present. This Report was accepted by all present.
- e. **Education Secretary's Report:** The Education Secretary's Report had been circulated prior to the meeting and was accepted by all present. The Education Secretary advised that there was still no official notification regarding who was arranging the April 2020 exams, although he had made a provisional booking at AMP as for 2019.
- f. **CPD Secretary's Report:** The CPD Secretary's Report had been circulated prior to the meeting and was accepted by all present.
- g. **Sports and Social Secretary's Report:** The Sports and Social Secretary's Report had been circulated prior to the meeting and was accepted by all present.
- h. **Life and Pensions Society Report:** The Life and Pensions Society Report had been circulated prior to the meeting and was accepted by all present.
- i. **Communication Group Report:** This Report had been circulated prior to the meeting and was accepted by all present.
- j. **Equality and Diversity Report:** This Report had been circulated prior to the meeting and was accepted by all present.
- k. **Careers Report:** This Report had been circulated prior to the meeting and was accepted by all present.
- l. **CII/NERF Representative:** This Report had been circulated prior to the meeting and was accepted by all present.
- m. **Auditors Report:** The Auditors' Report had been circulated prior to the meeting and the contents reconfirmed for those present.

5. Election of Officers

The election of officers was conducted as follows:-



Minutes

Office	Person	Proposed by	Seconded by
i) President	Paul Exton	Patrick Seal	Bill Padley
ii) Deputy President	Jean Cookson	Paul Exton	Geoff Fenwick
iii) Honorary Vice Presidents for Life and Vice Presidents on Council	Colin Matthews, Bill Padley, Geoff Fenwick, Jean Cookson, Patrick Seal	Geoff Fenwick	Tim Larden
iv) Treasurer (subject to acceptance of nomination to Council)	Sara Casson	Ian Stephenson	Paul Exton
v) Secretary	Jean Cookson	Alan Sensicall	Erica Dietsch
vi) Education Secretary/Exam Centre Co-ordinator	Alan Sensicall	Patrick Seal	Jean Cookson
vii) Membership/Public Relations Secretary	Geoff Fenwick	Tim Larden	Erica Dietsch
viii) Careers Officer	Lauren Walker	Owen Wright	Ian Stephenson
ix) Charities	Colin Matthews	Jean Cookson	Owen Wright
x) Dinner	Patrick Seal	Erica Dietsch	Alan Sensicall
xi) Communications/Equality and Diversity Co-ordinator	Yvonne Wang-Pickering	Bill Padley	Patrick Seal
xii) CPD Secretary	Ian Stephenson	Bill Padley	Sara Casson
xiii) PFS/Life and Pensions Society	Owen Wright	Patrick Seal	Geoff Fenwick
xiv) Sports and Social	Andrew Marsh	Geoff Fenwick	Jean Cookson
xv) CII/NERF Representative	Jean Cookson	Owen Wright	Alan Sensicall
xvi) Auditors	Bill Padley, David Porteous	Paul Exton	Patrick Seal
xvii) Council Members	Erica Dietsch, James State, Tim Larden, Thomas Williams	Jean Cookson	Geoff Fenwick

6. Nominations for new Council Members

The President advised that one nomination form had been received from Sara Casson. This nomination was approved unanimously by the Council Members present.

7. Result of Ballot (if required)

Not necessary.

8. Installation of New President

Patrick Seal thanked everyone for their help and support over the past year. He then installed Paul Exton as the new President for the 2020-2021 year.

Paul thanked Patrick for everything he had done, especially in steering the Insurance Institute of Sheffield successfully through a difficult year. Paul stated that we now need to work together for the



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Minutes

benefit of all the members, and ensure a period of stabilisation. He will send out an e-mail detailing his thoughts about future activities. He is very proud to now be elected to President of the Insurance Institute of Sheffield after joining the Council eight years ago.

In addition Paul advised that Barclays Bank has been identified as allowing dual signatories for online banking and he proposed moving the Institute's banking arrangements to Barclays at the earliest opportunity. This proposal was unanimously agreed by all present. Paul, Jean Cookson and Sara Casson will pursue this with Barclays Bank.

Paul Exton handed over the Past President's badge to Patrick Seal and he then proceeded to install Jean Cookson as the new Deputy President.

9. Any Other Business

The Secretary advised that a copy of the Schedule of Council Meetings and other events for the 2020/2021 year had been included in the pack of documents provided for all present. Updates will be notified as and when necessary.

The next meeting will be held on Tuesday 21st April 2020 at 5.30pm, in the AMP building.

There being no further AGM business, the new President closed the meeting at 6.40 pm, and thanked everyone for attending.

Signed:

Dated:



Report

Subject: President Report for AGM

Ref: PE001

Author: Paul Exton

Version: 01

Date 2.3.21

PRESIDENT REPORT (MARCH 2020 – FEBRUARY 2021)

The new presidential year commenced on 2nd March 2020. Exactly 3 weeks later a National lockdown was instigated by the UK Government, following a global outbreak of Coronavirus disease 2019 (Covid-19). The global pandemic was amongst us and set to change life as we all knew it and an eventful 12 months has ensued for the entire population across the whole wide world.

It would be amiss to not open with my thoughts on contributions and ultimate sacrifices from within our region and much wider. Society is built on the strength of people and there are countless examples of heroism from 'key-workers' and every-day people. Sadly, the UK and worldwide death tolls have passed 106k and 2.2m respectively – our thoughts are with families and friends. In connection with our Local Institute, it was a year we lost our inspirational (Baldwins) Annual Dinner host David Baldwin, Past-President Terry Harpham and regular golf attendee Kevin Moynihan. Again, they are all in our thoughts and full respects forever held for their significant contributions to our Local Institute over a long period of time.

On a personal perspective, my career has focused on managing significant change and enabling growth, although I did not expect an environment to present the need for such significant adjustment. My approach as President has strived to exert some of these business experiences, promote core values and focus on member needs to ensure success.

As a local institute we enabled digital ways of working overnight and there has been a positive impact on members; the number of CPD events and member engagement through social media channels has increased. Positive member feedback from CPD events is also at record levels and we are seeing new attendees developing their professional standards which is fantastic. These results are achieved due to your council members' significant efforts and capabilities. Many of them have attended every single meeting held in the year and given up more much of their valuable time and made substantial efforts, all on a voluntary basis. It is this value created from all, which turns to contributions, then in-turn delivery to members and ensures our national reputation retains the highest regard. Full credit to you all.

A two-year presidential term has been mooted for quite a while and now feels the ideal time to commence and ensure continuity within a period of high change. I see this as an important leadership role, where I am fully committed to the challenges. An ever-changing landscape requires new contributions, ideas, and innovation. I would encourage members with an interest reading this to get involved. The power of an established professional network and the feeling of belonging is immense, and, in these times, we are all facing, perhaps more valuable than ever.

For the year ahead, Engagement and Professional Development of local members remains a high focus, whilst retaining a strong local identity in an ever-digitalised world is a key challenge we will look to take forward. We are all focused on ensuring the Institute of Sheffield remains relevant to members in 2021. Although the digital age is here to stay, many strive for face-to-face meetings with the associated benefits to personal and professional development. The Institute is committed to a variety of delivery methodologies in the future. Finally, I am pleased to introduce our 'All Equal' campaign. Momentum is building with many working hard to ensure Equality, Diversity and Inclusion is firmly at the top of our agenda for 2021 and beyond.

Thank you all for your time, efforts, and support. It has been an honour to lead you all.

Paul Exton (President)



Report

Subject: FYE 2020 Treasurer Report

Ref: PE002

Author(s): Sara Casson, Paul Exton

Version: 01

Council Position Treasurer, President

Date 2 March 2021

TREASURER'S REPORT FOR THE YEAR ENDING 31ST DECEMBER 2020

Within the Financial Year there has been a significant reduction in events due to the pandemic, resulting in a 67% decrease in cash under management (£69.4k 2019 : £23.1k 2020). Our reserves have increased and we have made the largest operating profit in many years (-£1.2k 2019 : £10.8k 2020).

Due to the pandemic, consecutive bank meetings to orderly transfer Treasurer duties from Paul Exton to Sara Casson have been postponed. Therefore, activity has been undertaken by existing bank account signatories and the aim is for Sara to take on the reins as soon as possible in 2021. We are grateful for the patience shown by all.

1.0 INCOME

- | | |
|---------|---|
| 1.1 (f) | The grant received increased, 15% on the previous year (£16.3k 2019 : £18.7k 2020). Our full allocated grant was received as our reserves continue in-line with Central CII expectations. |
| 1.2 | Interest on deposits was £3.71, a low amount comparable with previous years. A reflection of both the lower level of reserves and the current investment environment. |
| 1.3 (f) | The annual dinner was not held and there were no costs incurred for postponing the event. |
| 1.4 | The Golf Day made a small loss of £0.2k but it is recognised there is a much wider benefit to the institute and its members than purely financial measures. |
| 1.5 (f) | Charitable receipts from the Golf Day resulted in the ability to pay two local charities; St Lukes and Bluebell Wood. Total Charitable payments for the year were (£2.7k 2019 : £0.5 2020). |
| 1.6 (f) | Our Educational (CPD) receipts of £1.8k from sponsorship / attendance fees, are incomparable with recent years due to restrictions on activity. (£13.4k 2019 : £1.8k 2020). |
| 1.7 | Aged debt over 90 days is nil. |



2.0 EXPENDITURE

- 2.1 (f) Educational (CPD) expenses decreased significantly due to restrictions on activities. (£25k 2019 : £7k 2020). Net of receipts our expenditure on CPD also decreased to c. £5.3k. This expenditure remains a key strategic point; to provide an enhanced offering to our members. The key difference this year is the immediate adaption to digital capabilities – a great effort from all involved.
- 2.2 (f) Total expenditure has decreased year on year by £35k (£47k 2019 : £12k 2020).
- 2.4 (f) Management activities were down (£4.9k 2019 : £2.8k 2020).
- 2.5 (f) Our social expenditure was reduced due to restrictions and ability to host a usual schedule (£4.5k 2019 : £2.4k 2020).

3.0 PROFIT AND LOSS

- 3.1 (f) The annual accounts show an increase of £10,775.49 (£-1k 2019 : £11k 2020).
- 3.2 (f) Bank Assets of £33,894.37 at year end (£12.0k 2019 : £33.9k 2020).
- £30,099.56 is held in the HSBC Community Account (£8.2k 2019 : £30.1k 2020)
 - £3,794.81 is held in the HSBC Premium Business Account (£3.8k 2019 : £3.8k 2020).

STRATEGY / CONSIDERATIONS

The Institute remains in strong financial health due to all our efforts to maintain cost expenditure and run events at cost-neutral where possible. Whilst, many of these numbers appear favourable, there has been an enforced lack of membership engagement in a traditional face-to-face manner and full networking with wider associated benefits are desired, as soon as it is possible. We are well positioned to explore new and ongoing initiatives in-line with our values and to continue to add meaningful value to the local and national insurance and financial planning markets.

Sara Casson (Treasurer), Paul Exton (President)

Notes:- (f) denotes figure provided to illustrate the financial numbers.

**Insurance Institute of Sheffield
Consolidated Balance Sheet
31st December 2020**

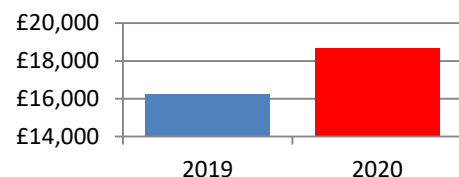
ASSETS			LIABILITIES		
	2019	2020		2019	2020
HSBC Community Account	8,166.52	30,099.56	Funds at previous close of books	22,650.99	11,957.62
HSBC Premium Business Account	3,791.10	3,794.81	Increase/Decrease in Reserves	- 1,202.81	10,775.49
PayPal Account	-	-	Provisions	- 9,490.56	11,161.26
	11,957.62	33,894.37		11,957.62	33,894.37

**Insurance Institute of Sheffield
Income & Expenditure 2020**

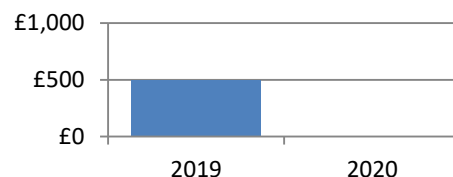
RECEIPTS	2019	2020	PAYMENTS	2019	2020
Managements activities					
CII Grant	16,261.00	18,690.00	AGM room hire	146.64	127.20
Interest (net of tax)	14.10	3.71	President Expenses	1,058.91	1,424.90
Taxes	-	-	AMM Meetings	-	-
Paypal Account Set Up	-	-	Misc	16.39	360.72
Misc	-	360.72	Marketing and Printing costs	111.14	74.27
Closure of SLAPS Bank Account	954.65	-	Deputy President Expenses	334.11	-
CII Exgratia	23,535.36	-	Secretary Expenses	587.69	221.75
			Treasurer Expenses	-	-
			National Conference	214.60	-
			North East Regional Group room hire	-	-
			Paypal Account Set Up	-	-
			Dinner Attendance	-	-
			Insurance	706.12	297.44
			Past Presidents badge	-	-
			Room hire council meetings	1,281.55	180.72
			CII eflyer charge	-	-
			IT/Website	-	-
			Pre AGM meeting	410.70	75.00
	40,765.11	19,054.43		4,867.85	2,762.00
Educational activities					
Sponsorship of CPD Meetings	-	-	CPD Room hire	12,362.61	1,245.60
CPD attendance	8,549.69	1,815.31	CPD Speaker / Training fee	8,086.08	3,993.45
CPD Speaker / Training contribution	4,819.46	-	CPD Online Costs	-	-
			CPD attendance - refund	-	250.00
Personal Finance Week			Personal Finance Week	4,588.00	1,584.00
	13,369.15	1,815.31		25,036.69	7,073.05
Past Presidents Lunch					
Past Presidents Lunch	355.74	-	Past Presidents Lunch	432.05	-
	355.74	-		432.05	-
Other social activities					
Annual Dinner Ticket Receipts	7,995.38	-	Annual Dinner - Cover Charges	6,919.80	-
Annual Dinner Sponsorship Event	500.00	-	Annual Dinner - Printing	394.60	-
Annual Dinner Sponsorship Toastmaster	250.00	-	Annual Dinner - Speaker Fee	-	-
Annual Dinner Sponsorship Programmes	250.00	-	Annual Dinner - Hotel Charges	-	-
			Annual Dinner - Toastmaster's Fee	350.00	-
			Annual Dinner - Entertainment	445.00	-
			Annual Dinner - Unused ticket refund	147.00	-
			Annual Dinner - Photography	245.00	-
Annual Dinner subtotal	8,995.38	-	Annual Dinner subtotal	8,501.40	-
			Annual Dinner - deposit 2019	1,000.00	-
Golf Competition	1,480.00	2,240.00	Golf Competition catering	476.00	-
			Golf Competition Prizes	195.00	470.00
			Golf Green Fee's	320.00	1,929.20
			Golf Competition - refund	160.00	-
Golf Competition subtotal	1,480.00	2,240.00	Golf Competition subtotal	1,151.00	2,399.20
Quiz night	150.00	-	Quiz night costs	536.45	-
Wine Tasting / CAMRA	-	-	Wine Tasting / CAMRA	-	-
Snooker receipt	-	-	Snooker costs	-	-
PFS Lunch	2,861.61	-	PFS Lunch	1,883.65	-
			Best Exam Achiever Award	400.00	-
			Young Achiever Award	500.00	-
	13,486.99	2,240.00		13,972.50	2,399.20
Charitable activities					
Charitable	1,405.00	360.00	Insurance Charities	35.00	-
			St Lukes	-	180.00
			Alzheimers research	-	100.00
			Weston Park	1,006.35	-
			Ashgate Hospice	1,370.00	-
			Bluebell Wood	329.00	180.00
	1,405.00	360.00		2,740.35	460.00
Other					
			Ian Beswick	23,535.36	-
				23,535.36	-
Total receipts for year			Total payments for year	70,584.80	12,694.25
			Profit/Loss tsfr to balance sheet	- 1,202.81	10,775.49
	69,381.99	23,469.74		69,381.99	23,469.74

1.0 Income

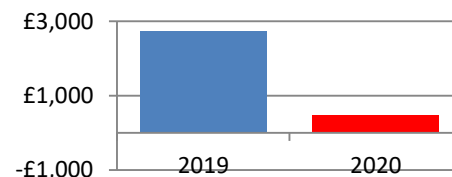
1.1 CII Grant



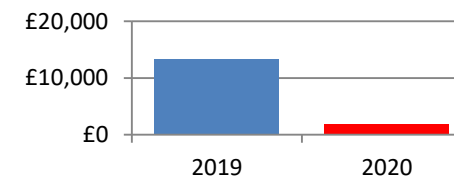
1.3 Annual Dinner



1.5 Charitable

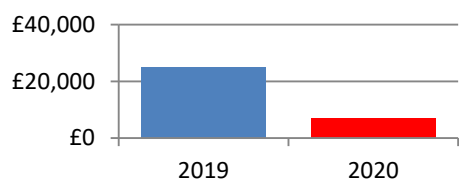


1.6 CPD Attendance

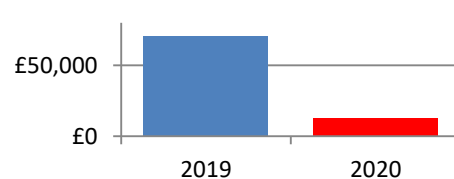


2.0 Expenditure

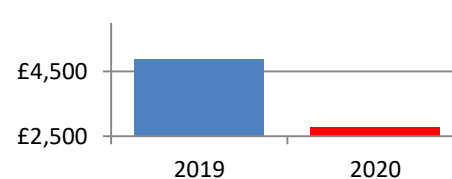
2.1 Education



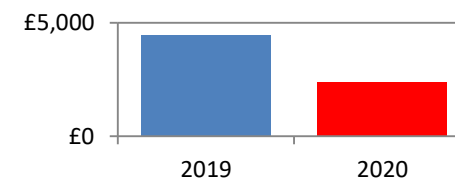
2.2 General Expenditure



2.4 Management

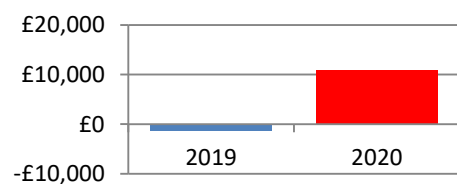


2.5 Social (exc Dinner)

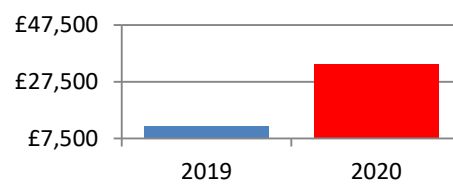


3.0 Profit / Loss, Balance, Usage

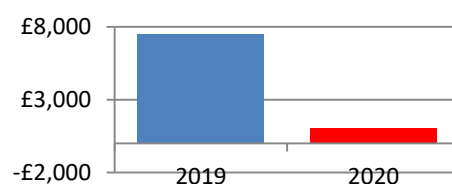
3.1 Profit / Loss



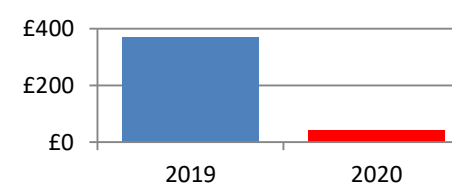
3.2 Assets - Total



3.3 PayPal Receipts

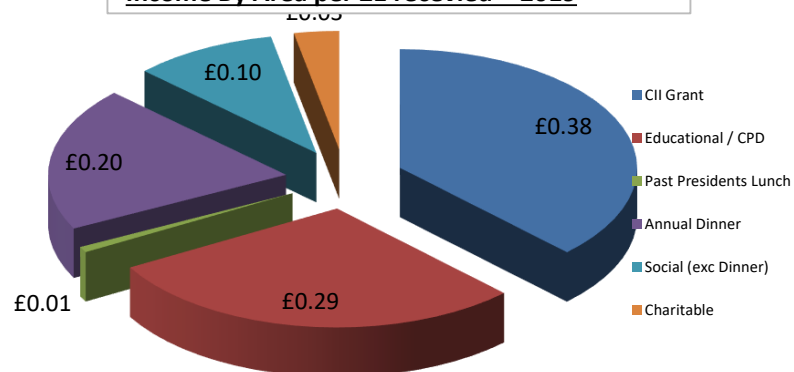


3.4 PayPal Costs

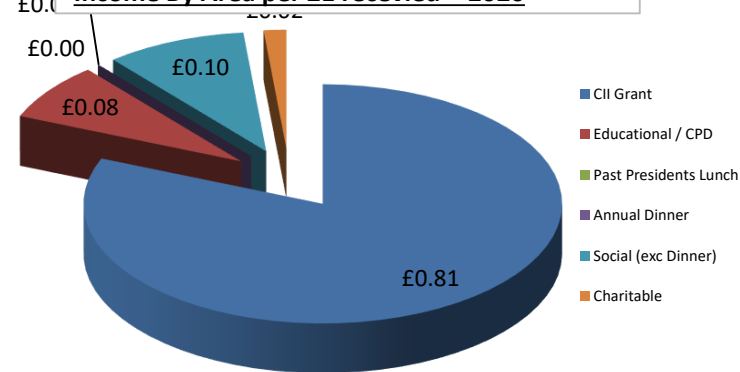


1.0 Income

Income By Area per £1 received - 2019

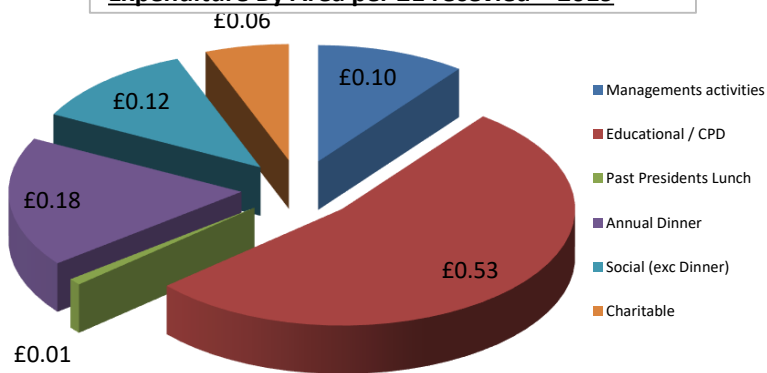


Income By Area per £1 received - 2020

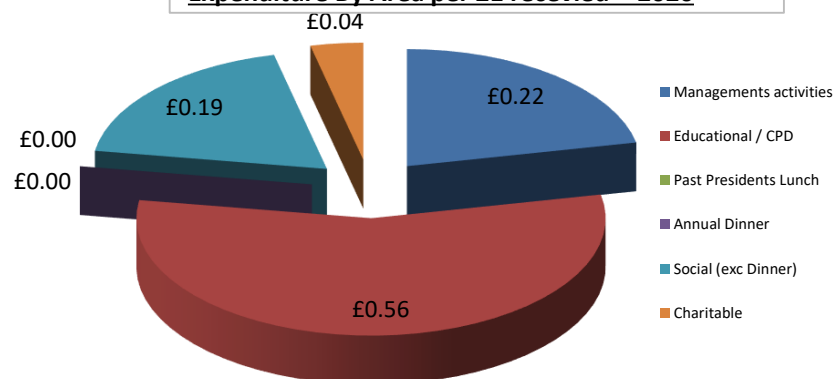


2.0 Expenditure

Expenditure By Area per £1 received - 2019



Expenditure By Area per £1 received - 2020



Accounts SummaryPlease match expenditure against main incoming **headings** as far as possible

Please use blank rows when income/xpenditure not listed

Income		Expenditure		Surplus/Deficit
	£'s		£'s	£'s
Special Grant		Premises costs	£0.00	
		Staff Costs	£0.00	
		Local President Exps	£0.00	
		Other (please specify)	£0.00	
Total re Special Grant	£0.00	Total re Special Grant	£0.00	£0.00

Ordinary Grant		Printing, Stationery, Misc	£434.99	
CII Grant	£18,690.00	CPD and Educational activities	£7,073.05	
Closure of SLAPS Bank Account	£0.00	Insurance	£297.44	
CII Exgratia	£0.00	Accountancy and audit	£0.00	
		Website Development	£0.00	
		Examination Prizes	£0.00	
		Council and AGM Meetings	£382.92	
		CII eflyer	£0.00	
		NERG meeting	£0.00	
Total re Ordinary Grant	£18,690.00	Total re Ordinary Grant	£8,188.40	£10,501.60

Social/Charitable Events:				
Annual Dinner	£0.00	Annual Dinner	£0.00	
Other Social Events (please detail below)		Other Social Events (please detail below)		
Past Presidents Lunch	£0.00	Past Presidents Lunch	£0.00	
Golf Competition	£2,240.00	Golf Competition	£2,399.20	
Quiz night	£0.00	Quiz night	£0.00	
PFS Lunch	£0.00	PFS Lunch	£0.00	
Wine Tasting / CAMRA	£0.00	Wine Tasting / CAMRA	£0.00	
Snooker Competition	£0.00	Snooker Competition	£0.00	
Annual Dinner Deposit 2019	£0.00	Annual Dinner Deposit 2019	£0.00	
Total re Social/Charitable Events	£2,240.00	Total re Social/Charitable Events	£2,399.20	-£159.20

Note: Social/Charitable events should aim to break-even

Other Income (Please detail)		Other Expenditure (Please detail)		
Investment Income	£3.71	Bank Charges / Paypal testing	£0.00	
Sponsorship (Not Social/Charitable)	£360.00	Charitable	£460.00	
Educational activities	£1,815.31	President / Deputy President Exps	£1,424.90	
Misc	£360.72	National Conference	£0.00	
		Secretary Expenses	£221.75	
		Ian Beswick	£0.00	
Total Other income	£2,539.74	Total Other Expenditure	£2,106.65	£433.09

Total Income	£23,469.74	Total Expenditure	£12,694.25	£10,775.49
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The Insurance
Institute of Sheffield
Chartered Insurance Institute



Report

Subject: Council Report 2020-2021 for the 109th AGM

Author: Jean Cookson

Council Position Secretary

Date Tuesday 2 March 2021

The Council of this Institute has continued to transact business during the 2020/2021 Year under its President, Paul Exton, in a very different way to the past years.

Council Members have met on six occasions, including the Pre-AGM, but not the AGM, all online via Zoom. There have been ad-hoc other meetings when deemed necessary.

The Council has consisted of 17 Members. All meetings have been quorate, attended by between 10 and 14 Council Members, with an average over the year of 11. This is better than last year, perhaps because there is no need to travel to a meeting venue.

At the beginning of December 2020 there were 1,438 members of the Insurance Institute of Sheffield, an overall decrease of 19 on the number of members at the end of 2019. The total was made up of 1,115 ordinary members, 3 senior members, 125 Certificate CII's, 35 Diploma CII's, 120 Associates, 40 Fellows. There are 795 PFS members, an increase of 3 from the end of 2019, of whom 59 are FPFS, 54 are APFS, 390 Diploma PFS and 82 are Certificate PFS. Some members have more than one qualification.

The Education Secretary's Report will be presented by Alan Sensicall.

A varied CPD programme is a vital part of the Institute's work and has continued despite the covid situation. Our sincere thanks are due to our GI CPD Secretary, Ian Stephenson, assisted by Lauren Walker and other Council Members, and to Owen Wright and his colleagues for arranging the PFS/Financial Services CPD events, which have all been a great success.

The Sports and Social Report will be presented by Andrew Marsh.

It was not possible to hold the Annual Dinner due to the national restrictions on public gatherings. However there was a small online gathering for Council Members and Past Presidents.

Colin Matthews has continued to represent the Institute in CII charity affairs. The Insurance Charities support a number of families in our area who have fallen on difficult financial times, and Colin has maintained contact with the people or families during the year. We are indebted to the Insurance Charities which continues to support our area.

As a result of the national restrictions it was also not possible to hold the Freshers' Week event with Sheffield Hallam University (SHU) as in recent years, although several Council Members assisted with online Careers Events at SHU and other universities in conjunction with the CII.

In summary, this has been a successful year for the Insurance Institute of Sheffield despite the difficulties, where once again the main emphasis has been on providing opportunities for professional development to meet the needs of our members.

Thank you to all Council Members who attend meetings and for their contributions to all of the Institute's activities.

Jean Cookson



Report

Subject: Education Report for the 108th AGM

Author: Alan Sensicall

Council Position: Education Secretary

Date: 2 March 2021

- **Exam Sessions April and October 2020**

We no longer help in the facilitation of the CII exams, therefore we are not provided with any data regarding the exam sessions.

- **Qualification Completions**

Although we are no longer automatically provided with data from the CII regarding exam and qualification passes, we will still need this information going forward for our awards presentations, which normally take place at the Annual Dinners in November. Although we did not have a dinner in 2020, we will still recognise candidates who have highly achieved in 2020, and so will have a virtual awards ceremony in the first half of 2021.

We have contacted Matt Ward for this information for 2020, and will do so again later in the year for the Qualification Completions in 2021 ready for the Annual Dinner, which will hopefully be held later in November.

- **Training Courses**

Due to the Covid-19 situation, the exam training courses in April were cancelled, however one was organised in September for the October AF5 examination. Although, the course was self-financing, the attendees were not Sheffield based, and so going forward, it may be the case that we do not continue to organise courses such as these. One factor in this decision is the PFS are looking at organising the courses centrally or perhaps regionally, since in the Covid world where they are held virtually, candidates from across the country can register.

We will see how this develops, but in the meantime, continue to signpost any interest we receive to the exam courses held by Financial Academy or BTS.

Alan Sensicall FPFS
Chartered Financial Planner
Education Secretary
02-03-2021



The Insurance
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Report

Subject: CPD Report

Author: Ian Stephenson

Council Position CPD Secretary

Date 2 March 2021

2020 - A Year of Change

Well just when we were comfortably bedded in with the AMP for our physical CPD sessions – seems like a long time ago – suddenly in March 2020 we were faced with a new reality when Covid hit.

I think that the Sheffield Institute adapted really well and with the assistance of my colleagues the move to a virtual world and presenting by Webinar was made to appear relatively seamless, I hope. The attached event list details all the sessions that have been hosted and feedback through the year has remained excellent. The added benefit being that we have also been able to introduce our events to a wider audience than ever before.

It's very difficult to see what the future will bring but my vision is that when we get back to some semblance of normality then the Sheffield Institute will continue to organise physical events at the AMP but almost certainly with a mix of remote webinar-based sessions. Clearly there is potential for liaison with other Institutes when the events are virtual and the opportunities that this brings have only really been touched upon during the last year – this needs developing further.

Ian Stephenson

Subject	Category	Creator	Group	Date Sent
CPD Webinar - Sales Process, Planning and Pipeline Management	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_all_January 21	28/01/2021 23:52
CPD Webinar - Brexit - The Multiple Implications Across Insurance Classes	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_cii_January 21	14/01/2021 00:45
CPD Webinar - An Overview of Commercial Package Insurance	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_cii_January 21	11/01/2021 18:58
CPD Webinar - Using Social Media Effectively	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_all_December20	04/12/2020 18:06
CPD Interactive Session - Virtual Inclusion Escape Room	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_all_November20	12/11/2020 23:29
CPD Webinar - How to Maximise Opportunities in a Hard Market	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_all_September20	21/09/2020 20:49
CPD Webinar- Understanding the implications of policy exclusions following Covid-19	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_all_August20	08/09/2020 01:04
CPD Webinar- Business Interruption Insurance - all you need to know, explained in plain English	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_cii_June20	25/06/2020 11:54
CPD Webinar- The Rise of Errors & Omission Claims against Brokers and Why Broker PI Premiums Are Soaring	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_all_June20	25/06/2020 09:58
CPD Webinar- The Perfect Storm - How capacity is disappearing fast from the UK insurance market	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_cii_May20	12/05/2020 17:50
CPD Webinar- How to correctly advise policyholders on the policy coverage gaps caused by Covid-19	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_cii_April20	18/04/2020 15:45
Back by popular demand! CPD Webinar- Does my Business Interruption policy cover Covid-19?	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_cii_April20	02/04/2020 14:16
CPD Webinar- Does my Business Interruption policy cover Covid-19?	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_cii_April20	01/04/2020 14:18
An Insight into Professional Negligence Claims- CPD Session	CPD Events	sheffieldinstitute@cii.co.uk	SHEFFIELD_cii_January 20	15/01/2020 10:06



Report

Subject: PFS Report –AGM 2nd March 2021

Author: Owen Wright

Council Position: Member

Date: 2 March 2021

2020 Event Review

In 2020 Sheffield Life & Pensions Society undertook the following events:

- **CPD Events** 1 pre-coronavirus event was held in February 2020, all other physical events were postponed or cancelled.
- **Online Events** To replace the physical programme of events that had been scheduled the majority of the previously planned seminars, workshops and exam training sessions were hosted via webinar

Attendance Summary

There were 21 events organised by Sheffield Life & Pensions during 2020, of which 20 were held online. A total of 23½ hours of structured CPD was provided through these sessions.

In total there were 1,345 member event registrations, which is an average of 64 per event, and an increase on the 797 registrations during 2019. Turnout was lower than registration numbers, and although it is not possible to provide an exact number, attendance of around 2/3rd of those registering was common.

Of those attendees providing feedback via the online survey issued after each event, 94.9% felt the learning objectives were clearly indicated beforehand. 95.1% confirmed that the event met the stated objectives and of those providing a response, 99.5% indicated that they would attend another Local Institute event.

Value for money audit

One training session incurred a cost of £400, all other web sessions were free of charge. Venue costs of £360 were incurred. A total cost of £760 was incurred in 2020 in pursuance of organised events for PFS members.

Member engagement

Events are notified through the Mail Chimp web-based mailing service. Our outreach to members includes a database of over 1,000 email addresses via this facility, along with LinkedIn and Twitter with over 500 followers combined.

Oversight

The Life & Pensions Society committee consists of 8 PFS members who meet regularly to ensure the efficient organisation of Sheffield Life & Pensions events and strategic planning. Minutes of each meeting are circulated to SCII chair and secretary for their consideration.

Financial considerations

Sheffield Life & Pensions Society event programme is primarily funded by SCII with contributions from product providers as appropriate.

Owen Wright - Chair: Sheffield CII: Life & Pensions Society

Life & Pensions Webinar Series 2020

Date	Presentation	Location	Presenter	Learning time	registered	learning obj. clearly stated	Met stated objectives	Would attend another
20-Feb-20	DB SSAS & Tax Efficient Investment	Physical	Embark & Foresight	75	57	100	100	100
05-May-20	Annual Allowance/Taper Relief	online	Old Mutual	45	91	78	78	92
07-May-20	Income in Retirement	online	Investec	45	65	100	100	100
11-May-20	5th money laundering directive	online	Triple Point	45	58	100	100	100
12-May-20	Offshore bond review	online	Canada Life	60	65	88	92	100
15-May-20	Business relief workshop	online	Triple Point	90	40	88	88	100
19-May-20	Principles of ESG investing	online	BMO	45	68	100	100	100
21-May-20	Disruption to income	online	Schroders	45	51	100	100	100
27-May-20	Business Protection Workshop	online	Legal & General	180	15	100	100	100
28-May-20	The Value of Advice	online	Vanguard	45	64	94	94	100
02-Jun-20	Income Drawdown	online	Royal London	45	69	94	94	97
03-Jun-20	Behavioural Biases in Equity Investment	online	BNY Mellon/Newton	45	28	87	87	100
11-Jun-20	Business Protection Workshop	online	Legal & General	180	15	80	80	100
16-Jun-20	GIA vs offshore and onshore bonds	online	Canada Life	60	73	100	100	100
17-Jun-20	Death benefit planning	online	Old Mutual	45	56	100	100	100
30-Jun-20	DB Transfer advice	online	Scottish Widows/FCA	90	229	99	99	100
16-Jul-20	Structured Product Myths	online	Investec	45	67	94	94	100
22-Jul-20	Retirement income strategies	online	Canada Life	60	113	97	97	100
14-Dec-20	Tax Planning	online	LGT Vestra	45	34	100	100	100
15-Dec-20	Effective social media usage	online	Carole Fossey	60	54	94	94	100
16-Dec-20	Bond top-slicing update	online	Canada Life	45	33	100	100	100

total hours	total attendees	learning obj. clearly stated %	Met stated objectives %	Would attend another %
23.25	1345	94.9	95.1	99.5

Av. Attendees per event: 64.0



Report

Subject: Sports & Social

Author: Andrew Marsh

Council Position: Sports & Social Secretary

Date: 2 March 2021

Dear Council Members

This time last year I was looking forward to a full year of planned events together with suggestions to take other events forward such as Wine Tasting and perhaps some other social events such as gin tasting/theatre visit etc.....

No-one was to know what lay in wait. The Snooker tournament planned for 30 March, an early decision was made to postpone this. I'm pleased that we did this to ensure that we never put anyone in danger, and all entrants and the snooker club were appreciative of our actions. Most other events because of their nature had to be postponed during the year including the Quiz night which was planned for October.

The one bonus for the year was the annual Golf day which was held at Sitwell Park in September. Golf Courses had been allowed to re-open and the club followed the Government and NHS protocols regarding numbers, spaces and keeping within your team "bubble" at all times. The day was a great success with a record number of 56 entrants. I must thank both Paul & Alan who also helped out on the day greeting entrants and selling raffle tickets. The one shame was that we could not present prizes to the winners on the day but these were quickly distributed after the event in person.

Unfortunately late in December I heard that one of our loyal golf patrons had suddenly died. Kevin Moynihan was a regular entrant and he always brought a team to our golf days. I was quite taken aback by this news, as I had personally met him at his home in late September to present him with his prize and take his photo and he seemed in good health.

In summary, I'm not sure what lies ahead this year but once we get the green flag to re-open our venues then I will look to re-instate some of our existing events and plan for new ones.

Thanks again to the committee without whose help these events would not flourish

Kind Regards

Andy Marsh FPFS
Sports & Social Secretary



Report

Subject: Communication AGM Report

Author: Yvonne Wang-Pickering

Council Position: Communication Officer

Date: 2 March 2021

2020 Overview

2020 has been a different year due to the unforeseen circumstances with the outbreak of Covid.

Despite the lockdowns, travel and social restrictions, we have been able to engage with members via the usual channels:

- E-flyers:
- Sheffield Institute Website
- Social Media Platforms

We have seen an increase in our local member engagement rate which we are keen to maintain.

Social Media

We have two main social media channels which are Twitter and LinkedIn.

Twitter

Our Twitter account follower count has increased by 9%, from 78 to 85 in the past 12 months.

There have been 23 tweets with an average 238.34 impressions per tweet.

Our average engagement rate is 3.64%.

LinkedIn Page

Our LinkedIn page follower count has increased by 326.32%, from 19 to 81 in the past 12 months.

There have been 41 updates with an average 102.39 impressions per update.

Our average engagement rate is 10.71%.

E-Flyer

33 e-flyers were issued to the members since January 2020.

The average open ratio has increased to 29.69% from last year's 27.30%.

We continue to encounter issues with emails sent to members with email domain of yahoo, sky and aol.

This has been investigated by the relevant department and the issue does not appear to lie with our email server.



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Website Updates

Policies

The Health and Safety Strategy, Equality and Diversity Policy and Complaints Policy of the Insurance Institute of Sheffield, have all been updated on the website. The Constitution is being reviewed as a result of a new Model Constitution recommended by the CII.

Events

All events were advertised on our website and via our social media channels.

Bookings for those events were open to all members.

News and Other Updates

Announcement has been made for any cancelled or postponed events.

CPD events have been held via live webinar and all slides, wherever possible, have been uploaded to the website for any members who were unable to attend any of the sessions.

Other

I would like to say a special thank you to Owen Wright and Lauren Walker for your continued assistance in arranging and advertising the relevant events.

Yvonne Wang-Pickering
Communication Officer



The Insurance
Institute of Sheffield
Chartered Insurance Institute



Report

Subject: Diversity Report

Author: Yvonne Wang-Pickering

Council Position: Diversity & Inclusion Officer

Date: 2 March 2021

Here at Insurance Institute of Sheffield (IIS), we are committed to Inclusion and Diversity.

We truly believe in equal opportunities and a diverse community.

We strive to eliminate unjustifiable discrimination, to promote equal opportunities and to encourage a wider diversity of people working in the insurance and financial services sector to join us.

IIS have a dedicated Equality and Diversity Policy where we review and renew each year.

We continue to look at how we can raise the profile of the subject and help to develop an equal and diverse environment for the insurance and financial services sector in our region.

Official announcement has been sent out to our members regarding our "All Equal Campaign" and the formation of our "Diversity and Inclusion Resource Group".

There are also other activities in the pipeline providing that social restrictions are lifted, and the health and safety of our members and the public can be guaranteed.

Lastly, I would like to specially thank Paul Exton, Patrick Seal and Alan Sensicall for their continued support and passion over the subject.

Yvonne Wang-Pickering
Diversity & Inclusion Officer



Report

Subject: Regional Representative's Report 2020-2021 for the 109th AGM

Author: Jean Cookson

Council Position Secretary/Regional Representative

Date Tuesday 2 March 2021

I have represented the Insurance Institute of Sheffield (IIS) at meetings for the North East Regional Group (NERG) since 2017. Following the re-organisation of the structure of the regions and frequency of meetings between representatives of local institutes and the regional representatives with the CII Council, I was elected to represent the IIS at the North East Regional Forum (NERF). Each local institute is entitled to send up to 3 representatives to the NERF meetings, although only one representative per local institute is entitled to vote when required. Alan Sensicall agreed to be the PFS representative for the IIS.

The other NERF local institutes are: Newcastle, Halifax, York, Hull, Middlesbrough, Leeds and Bradford.

There have been five meetings of NERF in 2020, all held online via Zoom

NERF has two representatives at the National Forum meetings with the CII. They are Richard Talbot Jones of Newcastle and Ian Chapman of Halifax.

The two Regional Membership Managers (David Irvine and Matt Ward) representing the eight NERF institutes also attend meetings. Grant Scott was the CII VP for Local Institutes for most of 2020, and has recently been replaced by David Ross, following the completion of Grant's term of office.

I circulate my own notes from the NERF meetings to Council Members and also the formal meeting minutes and any feedback from the National Forum meetings, when available.

The NERF local institutes organised an all-day Seminar, held online on 15 September 2020. It was a follow up of the 2019 scenario of an incident in a factory, and dealt with all aspects of the resulting legal claims and investigations. It was supported by DAC Beachcroft and there were over 100 attendees.

The Regional Forums are intended to facilitate the transfer of information, questions and concerns between the CII and the local institutes, in both directions. If anyone has any questions, concerns and suggestions of best practice which they want to be passed on both to other NERF institutes and the CII please let me know and I will relay them to future meetings.

Jean Cookson

Auditors Report 2020

An audit of all bank accounts of the Insurance Institute of Sheffield and all financial transactions was carried out on the 4th February 2021.

In view of the current Covid restrictions, this audit was carried out on-line and those present were:-

- Auditor - William Padley
- Auditor - David Porteous
- Treasurer /President - Paul Exton
- Auditor Elect - Colin Matthews
- Treasurer Elect - Sara Casson

The presentation of paperwork by the Treasurer/President before the meeting gave the Auditors the opportunity to digest the information prior to the meeting.

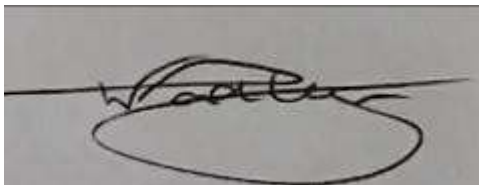
In view of the Covid restrictions during the year there has been far less activity within the Insurance Institute of Sheffield over the last 12 months thereby reducing considerably the amount of transactions throughout the year.

During the meeting all transactions were checked against bank accounts. The Auditors were able to agree that everything was in order and there were no irregularities.

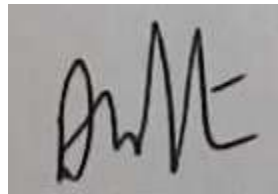
The Auditors would like to place on record their thanks to Paul Exton for the thorough preparation he made in presenting all information and arranging the on-line meeting.

The Auditors consider it prudent to draw to the attention of Council to the following point which needs to be addressed in the interest of good governance and transparency:

Before Covid restrictions were introduced it was the intention of the Treasurer to transfer banking arrangements to another bank and arrange full internet banking facilities which would eliminate the need to issue cheques and ensure dual signatures for all outgoing transactions. The subsequent imposition of Covid restrictions has prevented this action from being taken. This matter needs to be resolved quickly as the use of cheques is no longer a welcome way of transferring money to many.



William Padley - Auditor



David Porteous - Auditor



2021-2022 Members of Council

Office	Proposer	Second
Continuation of roles i): <ul style="list-style-type: none"> President, Paul Exton Deputy President, Jean Cookson, Sara Casson, Treasurer Jean Cookson, Secretary 	Bill Padley	Erica Dietsch
New appointments to roles: <ul style="list-style-type: none"> Auditor, Colin Matthews CPD Secretary, Lauren Walker Careers Officer, Thomas Williams 	Patrick Seal	James State
Continuation of roles ii): <ul style="list-style-type: none"> Education Secretary, Alan Sensicall Membership Secretary, Geoff Fenwick Charities Representative, Colin Matthews Dinner Secretary, Patrick Seal Communications, Yvonne Wang-Pickering Diversity Co-ordinator, Yvonne Wang-Pickering PFS/SLAPS, Owen Wright Sports & Social, Andrew Marsh CII/NERF Representative, Jean Cookson Auditor, Bill Padley Honorary Vice Presidents for Life, Bill Padley Vice Presidents on Council, Bill Padley, Colin Matthews, Geoff Fenwick, Patrick Seal, Jean Cookson, Paul Exton <p>Council members:</p> <ul style="list-style-type: none"> Erica Dietsch Tim Larden James State Ian Stephenson <p>Retiring from council</p> <ul style="list-style-type: none"> - 	Paul Exton	Sara Casson