



AGENDA

Subject: 110th Annual General Meeting

Location: AMP Technology Centre, Brunel Way, Catcliffe, S60 5WG

Date and Time: Wednesday, 2 March 2022, 4.00pm

1. Welcome to 110th AGM
2. Apologies for absence:
3. Minutes of the 109th AGM held on 2 March 2021
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. Approval of new Constitution
7. Election of Officers -
 - i) President
 - ii) Deputy President
 - iii) Honorary Vice Presidents for Life and Vice Presidents on Council
 - iv) Council Secretary
 - v) Treasurer
 - vi) Membership
 - vii) PFS
 - viii) Education
 - ix) CPD
 - x) Dinner
 - xi) Sports and Social
 - xii) Charities
 - xiii) Communications
 - xiv) Diversity and Inclusion
 - xv) Careers
 - xvi) Council
 - xvii) Auditors
8. Nominations for new Council Members
9. Ballot for Council (if required)
10. Result of Ballot (if required)
11. Installation of President and Deputy President for 2022-2023
12. Any other business:

Next Council Meeting: 11th May 2022, venue to be confirmed



Minutes

Subject: 109th Annual General Meeting of the Insurance Institute of Sheffield
Location: Via Zoom
Date and Time: 2nd March 2021, 5.30pm
Meeting Closed: 6.40 pm

Present:

President: Paul Exton (PE)	Sara Casson (SC)
Jean Cookson (JC)	Erica Dietsch (ED)
Geoff Fenwick (GF)	Andrew Marsh (AM)
Bill Padley (BP)	Patrick Seal (PS)
Alan Sensicall (AS)	James State (JS)
Lauren Walker (LW)	Yvonne Wang-Pickering (YWP)
Thomas Williams (TW)	Owen Wright (OW)
Mike Bond (MB)	Curtis Parker (CP)

The President welcomed everyone, in particular Mike Bond and Curtis Parker, to the Annual General Meeting.

2. Minutes of the 108th Annual General Meeting

The Minutes of the 108th Annual General Meeting had been circulated before the meeting and were reviewed during the meeting. Approval of the Minutes was proposed by ED, seconded by PS and accepted by those present. They will be signed by the President.

3. Matters Arising.

BP asked for an update regarding the bank accounts. SC advised that a meeting has been scheduled with Barclays Bank on 9 March 2021, but we are waiting for re-confirmation. SC is to be added as a signatory to the HSBC account.

4. Committee Reports:

- a. **President:** The President's Report had been circulated prior to the meeting and was summarised for those present. It was accepted by all present.
- b. **Treasurer's Report:** The Treasurer's Report had been circulated before the meeting. SC summarised the main points and the Report was accepted by all present. She has not been able to do a great deal due to the lockdown, and she thanked PE for continuing to manage the accounts. There have been few transactions and the accounts are in a healthy position.
- c. **Council/Membership Report:** JC highlighted the key points in the Council/Membership Report which had been circulated prior to the meeting and was accepted by all present.



Minutes

- d. Education Secretary's Report:** AS summarised the Education Secretary's Report which had been circulated prior to the meeting and was accepted by all present. He advised that the examination arrangements have been outsourced to an external company and it is not easy to obtain information about the dates or the results afterwards. Examination results have been requested so that examination awards can be organised for 2020.
- f. CPD Secretary's Report:** LW summarised the CPD Secretary's Report which had been circulated prior to the meeting and was accepted by all present. Looking forward when circumstances permit there will be a mixture of CPD events; some online and some at the AMP.
- g. PFS Report:** OW summarised the PFS Report which had been circulated prior to the meeting and was accepted by all present. 2020 had been a good year, despite the lockdown circumstances. There had been new attendees at the various events. Many members miss the networking provided by live events and so CII and government guidance will be used when considering future events.
- h. Sports and Social Secretary's Report:** AM summarised the Sports and Social Secretary's Report which had been circulated prior to the meeting and was accepted by all present. He hoped that it will be possible to organise more events during 2021.
- i. Communication Report:** YWP summarised the Communication Report which had been circulated prior to the meeting and was accepted by all present. LinkedIn will be used to promote events more.
- j. Diversity and Inclusion Report:** YWP summarised the Diversity Report which had been circulated prior to the meeting and was accepted by all present. She highlighted the new All Equal Campaign, but there had been disappointing response so far. It will be promoted again via the various social media channels and may include a short video recording.
- k. CII/NERF Representative:** JC summarised this Report which had been circulated prior to the meeting and was accepted by all present.
- m. Auditors Report:** BP summarised the Auditors' Report which had been circulated prior to the meeting. He confirmed that everything had been found to be in order and thanked PE for all of his work to ensure this.

5. Election of Officers

The President advised that there would be a change in how the election of officers would be conducted as a result of the online nature of the AGM, and also because many of the officers from the 2020-2021 year had agreed to continue in post for 2021-2022. The election would be for groups of officers, i.e. (a) President, Deputy President, Treasurer and Secretary, (b) those taking up new positions, and (c) all other officers.



Minutes

Office	Proposer	Secunder
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

6. Nominations for new Council Members

None received.

7. Result of Ballot (if required)

Not necessary.

8. Installation of New President

The President thanked everyone for their help and support over the past year. As he and the Deputy President will remain in post there was no installation process necessary for 2021-2022.



The Insurance
Institute of Sheffield
Chartered Insurance Institute



Minutes

9. Any Other Business

Curtis Parker advised that he had join the CII in 2020 and is studying for the Diploma in Financial Planning. He is interested in finding out more about events, especially relevant CPD and training. AS and OW will contact him with information.

BP congratulated the President and everyone on a good year despite the challenging circumstances.

The next meeting will be held on Tuesday 20th April 2021 at 5.30pm, via Zoom.

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

Signed:

Dated:



Subject: President's Report 2021-2022
Author: Paul Exton
Council Position: President
Date: Wednesday 2 March 2022

President's Report: March 2021 – February 2022

Foreword

Whilst this report focuses on the last 12 months, it also takes learnings from the full 2-year presidency which commenced March 2020. As we all know, this period has neatly coincided with mass change. Not only has the global pandemic coincided fully for us all, personally I have worked through the adaptation from a lengthy corporate career to working freelance. I have benefitted personally and professionally from the stability of this group.

Successes

We have continued to deliver against our vision which is that our members are at the heart of everything we aim to achieve. Our strategy to deliver is noted against our main key pillars of:

- Social
- Education and Training
- Networking
- Personal and Career Development
- Charity; and
- Promoting insurance and personal finance sectors to the general public

We've all delivered against all these metrics through a period of significant change and strong headwinds.

We have achieved more than any other local institute in the year, than I am aware of including:

- Charity lunch raising much needed monies
- Professional SLAPS Conference
- A return to our Annual Dinner
- Agile delivered and adapted Golf tournament within guidelines
- Numerous digital and in-person Continued Personal Development sessions
- Hard-hitting and brave Diversity and Inclusion topics
- Enjoyable Past Presidents' Lunch
- Education Networking at Sheffield Hallam University; and
- Career mentoring on a one-to-one basis; all via
- Modern and engaging communications across many platforms.

This activity and belief we are the best, is backed up by our 100% assessment and our CPD renewal accreditation.

Thoughts

First and foremost, in our thoughts are Paul Clarke who sadly passed in the summer of 2021, a year after fellow past president Terry Harpham passed away. Both were a credit and gave so much to the local region.



Nationally, the CII has received targeted criticism from some quarters. Our approach has been to establish strong connections with the Chair Helen Phillips and (outgoing) CEO Sian Fisher. Throughout this dialogue our dual-leadership approach and delivery to members across PFS and GI has been praised. It will be interesting to learn of the new 5-year strategy promised in the forthcoming months.

The Annual Dinner was a mammoth challenge to take on. Another example of *'fortune favours the brave'* as this was undoubtedly a success. Gaining momentum in business, as it is in life, is one of the hardest tasks. We are set to incur a small loss on this financially which personally I justify as an important upfront investment for the longevity to our dinner. My only suggestion outside of the regular committee's ideas, is that now is perhaps the right time to consider the ticket fee. The event aims to break-even, and we have held this price for as long as I can remember against increased costs for venue and subsistence.

Personally, I'm aware I'm far from perfect – ironic as I strive for perfectionism sometimes! This journey has reinforced views that high excellence comes from effective teamwork. It has taught me the power of belonging to a group, the collective worth of time and effort from many contributors and feelings of gratitude. With any change comes challenge – and how this group has embraced this is phenomenal. I can't stress enough how important it is to have the right team around you. I feel like I've been incredibly lucky to have a team of dedicated people around me who are very clear on our strategy and extremely capable in delivering against this.

Outlook

It is important to ensure we are allowing members to access services that they want, when they want, in the way that they want going forward. One of the unspoken strengths of this region is the strong cultural fit to professionalism, and the member-centric outputs help define the Insurance Institute of Sheffield.

It is crucial to continue to respect and enhance a diverse council to reflect our diverse membership. All these different perspectives bring with them a different energy which contribute to forward-thinking and new ideas, alongside a balanced and traditional confirmative approach. Whilst the world is changing so rapidly, this balance of ideas is more important than ever. To new council members please see this as exactly the reason you are welcomed and will contribute fully from day 1.

Jean Cookson has been a brilliant Deputy and now takes on the hot seat. Jean - being retired – provides an incredible perspective. Please give her your full support and help on events where, how and when you are able to do so.

Finally...

My last notes are to the team on council, who I thank sincerely for the voluntary time, efforts, and support. You are all incredibly talented and it has been an honour to lead you all.

Thank you.

Paul Exton
President



Report

Subject: Treasurer Report for AGM - FYE 2021

Ref: SC

Author(s): Sara Casson

Version: 01

Council Position Treasurer

Date 02.03.2022

TREASURER'S REPORT FOR YEAR ENDING 31st DECEMBER 2021

I am pleased to present my first report as Treasurer of the Insurance Institute of Sheffield. This Financial year was unusual in that we did not receive a grant from the Chartered Insurance Institute. This was a decision that was made centrally and affected all local institutes. We also saw a slow emergence from the pandemic measures, resulting in a 24% decrease in cash under management (£23.1 k 2020: £17.6k 2021). This is still a way behind pre pandemic levels (£69.4k in 2019). As expected, with no grant, our reserves have decreased and we made a loss this year of £8.6k. This is, however, offset to some extent by the substantial profit we made last year of £10.8k.

Banking facilities were finally transferred to Barclays in April 2021. This is an online facility with dual authentication required on all payments. The payments are now processed by myself and then authorised by Jean Cookson

1.0 INCOME

- 1.1 No grant received in 2021. We have had confirmation that we have been allocated 100% of the ordinary grant in 2022 which amounts to £18,615, 50% of this to be paid in January (received) and the balance in July.
- 1.2 Interest received is £0.15.
- 1.3 The Annual Dinner generated a loss of £1,174. Brookes McDonald and Canada Life both sponsored the event for £400 each and we thank them for their support. That the event actually took place given the uncertainty around such events was a miracle in itself and thanks to everyone involved for making it such a successful evening.
- 1.4 The golf day made a loss of £238 and the PFS lunch made a profit of £600. The £600 profit was donated to Bluebell Wood Children's Hospice. Again, it was good to see these events happening and thanks to everyone for persevering and ensuring these happened.
- 1.5 It is difficult to determine the exact amount of charitable receipts at the annual dinner as the envelopes went directly to the Royal British Legion, however, they were indicated to be in the region of £1,500 bringing the total charitable donation to £2,100 (£0.5k in 2020).



- 1.6 Educational (CPD) receipts of £5.5k is a reduction from pre-pandemic amounts (£13.4k in 2019). This is not reflected by a reduction in activity. CPD in 2021 has been as active, if not more so, than in previous years with many courses being offered via Zoom for free.
- 1.7 Aged Debts over 90 days is £49. This relates to a ticket for the annual dinner and Patrick Seal is aware.

2.0 EXPENDITURE

- 2.1 Educational (CPD) expenses were £10.8k (£25k in 2019). We were still able to offer a varied programme and costs were kept to a minimum by hosting on Zoom with no room charges or travel costs for providers.
- 2.2 Total expenditure has increased year on year by £13k (£13k 2020 : £26k 2021) as we slowly emerge from the pandemic.
- 2.3 Management activities have reduced due to restrictions and ability to meet in person (£2.8k 2020 : £1.8k 2021).

3.0 PROFIT AND LOSS

- 3.1 Our reserves have decreased as expected with no grant and we made a loss this year of £8.6k. This is offset somewhat by the substantial profit we made last year of £10.8k.
- 3.2 Bank Assets of £24,446.21 at the year-end (£33,894 at end of 2020)
 - £3,944.66 held at HSBC (in run off)
 - £20,107.35 held at Barclays (new account)
 - £394.20 in the Stripe account (online payment facility)

STRATEGY/CONSIDERATIONS

Despite making a loss this year, the Institute remains in strong health with adequate reserves. The intention going forwards is not to make a large profit (this will only see our grant reduced!) but to use the funds under our management to support our members with meaningful content both educationally and socially.

Sara Casson – Treasurer

Financial Year Accounts Summary

Income		Expenditure		Surplus/Deficit
	£'s		£'s	£'s
Income/Direct costs				
Special Grant	£0.00			
Ordinary Grant	£0.00			
CPD and Educational activities	£5,544.48	CPD and Educational activities	£10,023.08	
Awards	£0.00	Awards	£800.00	
Exams	£0.00	Exams	£0.00	
Income received prior year		Direct expenditure paid prior year		?
Total re Special Grant	£5,544.48	Total re Special Grant	£10,823.08	£-5,278.60
Indirect/Administration Costs				
		Office supplies	£198.12	
		LI Premises costs	£0.00	
		Staff costs	£0.00	
		President's expenses	£0.00	
		Council and AGM Meetings	£445.20	
		Officer expenses	£308.93	
		Computer expenses	£0.00	
		Website costs	£0.00	
		Insurance	£652.72	
		Audit and accountancy	£0.00	
		Other professional services	£0.00	
		Indirect costs paid prior year		?
Total re Ordinary Grant	£0.00	Total re Ordinary Grant	£1,604.97	£-1,604.97
Social/Charitable Events:				
Annual Dinner	£8,297.00	Annual Dinner	£9,471.00	£-1,174.00
Social Events - other	£3,839.12	Social Events - other	£4,166.85	£-327.73
Charitable/Fundraising	£0.00	Charitable/Fundraising	£0.00	£0.00
Social income received prior year		Social costs paid prior year		?
Total re Social/Charitable Events	£12,136.12	Total re Social/Charitable Events	£13,637.85	£-1,501.73

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

Other Income		Other Expenditure		
	£'s		£'s	
Interest/Investment Income	£0.15	Bank interest and charges paid	£61.54	
Sponsorship (Not Social/Charitable)	£0.00	Sponsorship (Not Social/Charitable)	£0.00	
Other income	£1.80	Regalia	£0.00	
		Other expenditure	£187.99	
Other income received prior year		Other expenditure paid prior year		?
Total Other income	£1.95	Total Other Expenditure	£249.53	£-247.58

Total Income	£17,682.55	Total Expenditure	£26,315.43	
		Net Surplus/Deficit	£-8,632.88	



Report

Subject: Council Report 2021-2022 for the 110th AGM

Author: Jean Cookson

Council Position Secretary

Date Wednesday 2 March 2022

The Council of this Institute has continued to transact business during the 2021/2022 year under its President, Paul Exton, in a year of ongoing uncertainty, but also increasing optimism.

Council Members have met on five occasions, including the Pre-AGM, but not the AGM, some face to face and some online when necessary. There have been ad-hoc other meetings when necessary.

The Council has consisted of 17 Members. All meetings have been quorate, attended by between 8 and 12 Council Members, with an average over the year of 9. This is not as good as last year, perhaps due to more meetings in person requiring travel to a meeting venue.

At the beginning of December 2021 there were 1,410 members of the Insurance Institute of Sheffield, an overall decrease of 28 on the number of members at the end of 2020. The total was made up of 1,084 ordinary members, 2 senior members, 139 Certificate CII's, 33 Diploma CII's, 114 Associates, 38 Fellows. There are 747 PFS members, a decrease of 48 from the end of 2020, of whom 66 are FPFs, 57 are APFS, 389 Diploma PFS and 72 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, Lauren Walker, assisted by other Council Members, and to Owen Wright and his colleagues for arranging the PFS/Financial Services CPD events, all of which have been a great success.

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

Our Annual Dinner was held at the Royal Victoria Crowne Plaza Hotel in Sheffield, and was a great success and a welcome face to face event for many people. Thank you to everyone involved in the many and varied arrangements necessary to organise this event.

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 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 collaboration 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.



Education Secretary Report

Subject: Education Report for the 110th AGM

Author: Alan Sensicall

Council Position: Education Secretary

Date: 2nd March 2022

- **Exam Sessions April and October 2021**

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. In November 2021, we presented awards for both 2020 and 2021, and this was one of the highlights of the evening.

We will again contact Matt Ward for this information for the second half of 2021, and will do so again later in the year for the Qualification Completions in early 2022 ready for the Annual Dinner, which will hopefully be held in November.

- **Training Courses**

In 2021, we ran an AF5 exam revision course on 22nd Feb. 2021 and one for AF1 on 6-9th September. Both courses were profitable for the institute.

Owen spent a lot of time organising other courses that were eventually cancelled due to lack of uptake, which has made us re-think what we will do going forward. The CII/PFS are looking at organising exam training courses centrally or perhaps regionally, and 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, BTS or other institutes.

- **Sheffield Hallam University**

We attended a Careers Fair at SHU in October – our president Paul Exton spoke to the students giving an insight into his career so far, and the event went very well. We will continue to work with the university in 2022 and help to strengthen the ties we have made over the years.

Alan Sensicall FPFS
Chartered Financial Planner
Education Secretary
01-03-2022



Report

Subject: Annual CPD Report 2021-2022

Author: Lauren Walker

Council Position: CPD Secretary

Date: 2nd March 2022

In the council year 2021-2022 we have held 13 CPD events to our members, of which 2 were in person. It is clear that there is still an element of nervousness around attending events in this format.

Historically (pre-covid), around 30-40 delegates would attend, however we had around 17 attendees in July 2021 (32 booked on) and only 12 for the January 2022 session (29 booked on). Following further investigation it appears that some of the attendees thought they were virtual events, although we did make it clear on the invite that a location was applicable and there were some last minute cancellations. I guess this just reflects the members' assumptions are that all events are now held in a virtual manner, as this has become the norm over the last 24 months.

We continue to receive positive feedback from all events held- the vast majority of scores are 3 & 4 (scale of 1-4, with 4 being excellent).

As a council we also take on board any suggestions received from members for topics they wish to see in the future- Business Interruption and Cyber were popular; therefore these have been incorporated into the 2022-2023 CPD programme.

We aim to include a diverse range of sessions which include soft skills and technical, in order to appeal a wide range of members.

A full list of the events that have taken place during the 2021-2022 council year are outlined below:

2021

March

Weds 24th March- Sales and pipeline management- 1 hour Nick Thomas Associates. £195

April

Wednesday 14th April at 12pm lunchtime- How Liability can arise in tort- 1 hour- Alan Chandler- £295 plus VAT

Wednesday 28th April- Unconscious Bias at 10am-1pm- 3 hours- Team Working International- £500 plus VAT

May

Tues 11th May- Mindset and the neuroscience of leadership- 1 hour- Team Working International

Tues 25th May- Leading change: bringing your people with you- 1 hour- Team Working International

Each session £100 plus VAT= £200 plus VAT

June

Tuesday 15th June at 12pm- A plain English overview of contractors insurance- 1 hour- Alan Chandler- £195 plus VAT

July

Tuesday 20th July- Fraud & Insurance Law- state of play- 12pm meet for 12:30pm start- 1 hour- John at Myton Law. Free session with travel costs reimbursed- held at the AMP.



August

Wednesday 18th August at 12pm- An overview of Motor Trade insurance- 1 hour- Alan Chandler- £295 plus VAT

September

Wednesday 29th September at 12pm- Professional Indemnity insurance - How claims can arise- 1 hour- Alan Chandler- £195 plus VAT

October

Tuesday 19th Oct at 11am- Parametric Insurance- 1 hour- Nick Thomas Associates- £250

November

Tuesday 9th November at 11am- Product Oversight & Governance- 1 hour- Insurance Compliance Services- £500 plus VAT

Dec- No session

2022

January

Tuesday 18th January at 12:30- 2pm hosted at the AMP- New year, new start- Create, disrupt, engage and collaborate- 1hr 30min- Andy Hanselman- £600 plus VAT

February

Thursday 17th February at 12pm- Property Insurance Rate Increases- 1hr- Alan Chandler £295

Looking towards the 2022 council year, the plan is to hold virtual events for the first few months and then arrange an in-person event to review the attendance position. Ultimately alternating between the two formats each month to cater for all members of the Insurance Institute of Sheffield.

Kind Regards,
Lauren Walker



Report

Subject: PFS Pre-AGM Report
Author: Owen Wright
Council Position: Member
Date: 2 February 2022

Pre AGM Report - PFS Group: 2nd February 2022

2021 Event Review

In 2021 Sheffield Life & Pensions Society undertook the following events:

- Autumn Conference
- Charity Lunch
- 12 Online Events
- 2 Exam training course

General restrictions prevented the organisation of in-person CPD events during 2021.

Attendance Summary

There were 16 events held during 2021, including our annual conference and charity lunch, the other 14 events were held online. This number is a reduction from previous years (20 in 2020, 21 in 2019), in part due to the proliferation of online content readily accessible to members from other sources. Movement restrictions and density limitations at venues were an inhibiting factor in organising in-person events, as a result attentions were focussed on continued provision of content online.

There were a total of 860 member event registrations during 2021 (1,345 registered during 2020), the average attendance at our events was 60 (2020: 64) within a range of 21-123. Turnout was estimated at around 2/3rd of registrations.

Of those providing feedback at our Annual Conference, 100% would attend a Local Institute event in future. 97% rated the event 'good' or 'excellent'.



Value for money audit

In-person training was sporadic with the majority of all events taking place online, which took place at no cost.

The Annual Conference organised in October 2021 required subsidy of the Bank of England speaker and top-up of contributions from others, in total cost to SCII of this event was around £900.

The exam training programme was limited during 2021 but generated a surplus on activities which contributed towards society funds.

Member engagement

The Life & Pensions Group primarily publicises activities through the Mail Chimp web-based database of around 1,500 email addresses. The group also publicises events via e-flyer and the new mailing system available via CII website. LinkedIn and Twitter are also actively utilised with over 500 followers across these platforms.

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 as appropriate.

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



Report

Subject: Sports & Social for AGM

Author: Andrew Marsh

Council Position: Sports & Social Secretary

Date: 2 March 2022

Dear Council Members

In a similar vein to last year, our Sports & Social calendar was decimated by the COVID pandemic. The only event we could run again was the annual golf day at Sitwell Park. This was enjoyed by some 36 entrants and again we were blessed with fine weather and a good time was had by all. We also raised £210 for the Royal British Legion with raffle tickets sold on the day. Thanks to all at the Golf club including a raffle prize of a free round of 4 at the club.

The date for this year's Golf Day has been confirmed for 16th September.

As a side issue I had to arrange for a new Golf Shield, and a new a new tier for the Individual Trophy as we had run out of space for winners (the original trophy dates from 1921 so this was the centennial year!)

As we hopefully fully emerge from Lockdown, it would be great to re-start and look at our events again including the Quiz night, Snooker tournament and other events including wine/gin tasting as and when we are all comfortable meeting together. I must thank all the committee members for their support and special mentions to Paul, Patrick, Alan and Jean for their thankless help and assistance.

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

Month	Date	Time	Event	Location
2022				
February	Wednesday 2nd	5.300 pm	Pre AGM Council Meeting and Dinner	Royal Victoria Hotel, Sheffield
March	Wednesday 2nd	4.00 pm	Annual General Meeting	AMP Technology Centre, Brunel Way, Catcliffe, S60 5WG
			Snooker	Brecks Snooker Centre, Brecks Roundabout, Rotherham, S65 3HZ
May	Wednesday 11th	?	Council Meeting.	TBA
June	Wednesday 22nd	12.00 - 4.00pm	Sheffield Life and Pensions Lunch	Omega at Abbeydale, Abbeydale Sports Complex, Abbeydale Road, Sheffield S17 3LJ
TBA			Past Presidents' Lunch	Omega at Abbeydale, Abbeydale Sports Complex, Abbeydale Road, Sheffield S17 3LJ
July	Wednesday 13th	?	Council Meeting	TBA
September	Wednesday 7th	?	Council Meeting	TBA
September	Friday 16th		Golf Day	Sitwell Golf Club, Rotherham
September	TBA		Freshers' Event	Sheffield Hallam University.
October	TBA	TBA	Sheffield Beer Festival	Kelham Island Museum
	TBA	TBA	Quiz Night	Bankers Draft, Castle Square, Sheffield
November	Thursday 10th		Annual Dinner	Royal Victoria Crowne Plaza Hotel, Victoria Station Rd, Sheffield S4 7YE
November	Wednesday 16th	?	Council Meeting	TBA
December	TBA	TBA	IIS/PFS Christmas Social Event	TBA
2023				
January	Wednesday 18th		Finance & General Purposes Meeting (Current President, Deputy President and Past Presidents on Council)	TBA
January	Wednesday 18th		Council Meeting (if needed)	TBA
February	Wednesday 1st		Pre AGM Council Meeting (and Dinner?)	RVH?
March	Wednesday 1st		Annual General Meeting	TBA



Report

Subject: Communication AGM Report

Author: Yvonne Wang-Pickering

Council Position: Communication Officer

Date: March 2022

For year 2021, communication activities were focused on the following areas:

1. CPD events, locally and regionally
2. Equality, Diversity and Inclusion ("EDI") related contents
3. Updates on news and trends in industries
4. General poll and surveys on member interest and engagement

All activities were carried out via our website, social media channels and SurveyMonkey.

In general, we have seen an increased engagement rate from both our member and non-members.

Social Media and Website Updates

All CPD events, digital contents and local council news updates have been published where possible via our website and LinkedIn page.

Apart from sharing some key awareness and posting about some popular festive celebrations, we also joined the fun of National Pet Month by sharing some photos of the beloved pets companions from our council members.

With the recent change and update provided by central CII, there have been various news updates issued centrally across the region in addition to our local updates.

This year, we have also seen an increased engagement rate from both members and non-members. The number of our LinkedIn page followers has also doubled since last year.

Polls and Surveys

We have posted some poll questions on our LinkedIn page and have issued a centralised survey via Survey Monkey.

Survey Result from SurveyMonkey

- all participants have visited our website during the last 12 months
- 1/3 of the participants follow our LinkedIn page and 2/3 of the participants follow both our LinkedIn page and Twitter account
- 1/3 of the participants attended our CPD events and 2/3 of the participants attended both CPD and social events
- all participants have accessed or know how to access our CPD slides or recordings
- 2/3 of the participants consider our past events to be of very high quality with 1/3 of the participants marked our events as being high quality



- all participants feel that our current offering of CPD, social, sports and networking events meet their expectations and needs

Poll Question on Future CPD Event Types

Out of all the responses received, 43% of the participants confirmed that they would like to see more events on technical skills, 43% have indicated a preference of more events on personal skills whilst 14% have advised that they would like some CPD training on exam training courses.

Poll Question on Future CPD Event Delivery

Out of all the responses received, 57% of the participants confirmed that they would prefer the events to be delivered in person whilst 43% of the participants preferred a blended approach. No participant has voted for the event to be delivered entirely virtually.

Summary

In summary, I believe our current communication method to be effective and generally meet the needs of our membership base therefore should be maintained.

I will continue to monitor the market trend and will report to the committee of any new strategy and change if necessary.

Thanks are recorded here to everyone on the council for the ongoing support.



Report

Subject: Diversity Report

Author: Yvonne Wang-Pickering

Council Position: Diversity & Inclusion Officer

Date: March 2022

Overview

Our focus remains on raising the profile of the subject of Equality, Diversity and Inclusion and help to promote an equal and diverse environment for the insurance and financial services sector in our region.

Activities

In February 2021, under the leadership of our president, Paul Exton, we have launched our “All Equal Campaign and Diversity & Inclusion Resource Group”. Whilst the engagement from our members were lower than our expectations, we have taken a big step forward this year.

During the year, we have published various contents on our LinkedIn page to show our ongoing support and commitment. Topics covered include but not limited to mental health, domestic and economic abuse, workplace inequality, dive in festival and gender pronouns. CII's gender and ethnicity pay gaps publication was also shared.

Apart from the updates, we have also arranged the following CPD events:

- Cognitive Bias, Inclusion and Diversity
- Mindset and the Neuroscience of Leadership
- Unconscious Bias, Recognising Racism and Language of Equality

Below are some of the feedbacks we have received from the above three sessions:

“Superb session I thoroughly enjoyed. Lots of information to absorb, very very good.”

“Really good event with lots to takeaway.”

“Really good examples used to demonstrate the subject matter. Utilisation of separate 'break out' rooms was also useful to meet other training participants and discuss ideas.”

“Very enlightening.”

“Thoroughly enjoyed it and very educational and enlightening. This was one of the best webinars I have attended. The content was pitched right, relevant, really insightful and I consider myself to be fairly informed but I learned a lot. I liked the use of videos and the extra links / info provided in the comments which I can follow up on after. I appreciated the discussion on which terms are acceptable and not and why. Helped by the demonstrations (mosquito video) on how these words / questions impact people.”

“Really enjoyable webinar with some good thought provoking topics.”



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“Great learning experience- really helps you understand why you do what you do which can be very empowering if you keep it in the forefront of your mind when dealing with various situations both at work and home.”

Overall, the past year’s activities and our ongoing offering are in line with our commitment on the subject matter and should be maintained.

Finally, I would like to thank Paul Exton, Patrick Seal and Alan Sensicall for their continued support.



Subject: Regional Representative's Report 2021-2022 for the 110th AGM

Author: Jean Cookson

Council Position Regional Representative

Date Wednesday 2 March 2022

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 in 2019, I was elected to represent the IIS at the North East Regional Forum (NERF). My term of office is up to a maximum of six years. 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. In 12 months' time I will have served six years as LI representative to the Region, although only 4 years since the reorganisation in 2019, so it is time to think about handing over to someone else as the official representative in 2023.

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

There have been three meetings of NERF in 2021, all held online via Zoom and also monthly meetings of a Focus Group to plan NERF branded CPD events open to all members of NERF local institutes.

NERF has two representatives at the National Forum meetings with the CII. They are Melanie Jordan of Leeds (who replaced Richard Talbot Jones of Newcastle in September) and Ian Chapman of Halifax.

The two Regional Membership Managers (David Irvine and Matt Ward) representing the eight NERF institutes also attend meetings. David Ross (of Leeds) is the CII VP for Local Institutes.

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

The NERF local institutes organised an all-day Seminar, held online on 14 September 2021. It dealt with various aspects relating to a cyber breach of a company's data during lockdown, claims management processes, risk management and also impact of staff, and was presented by Pen Underwriting. There were around 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 2021

An audit of all bank accounts of the Insurance Institute of Sheffield and all financial transactions was carried out on Tuesday 15th February 2022.

This audit was carried at the offices of ProAktive Ltd at ProAktive House, Sidings Court, White Rose Way, Doncaster, DN4 5NU. Those present were: -

Auditor - William Padley
Auditor – Colin Matthews
Treasurer – Sara Casson

Apologies were received from Paul Exton who had come into contact with Covid so was unable to attend.

The presentation of paperwork by the Treasurer was given at the meeting to review with the details on the Treasurers spreadsheet of transactions. The blank spreadsheet is provided by CII to all institute treasurers to enable CII to have consistency in reporting.

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. All payments made had been authorised by one other party than the treasurer.

The Auditors would like to place on record their thanks to Sara Casson for the thorough preparation made in presenting all information and arranging the meeting. Thanks also to Paul Exton for all his work.

The Auditors can advise that since the last report the banking arrangements have altered, and a new account has been opened with Barclays Bank. The old bank account with HSBC remains as there is still a small amount of activity but this will be phased out shortly and the account closed. The new full internet banking facilities will usually eliminate the need to issue cheques and will ensure dual signatures for all outgoing transactions.

William Padley
Auditor

Colin Matthews
Auditor