



## AGENDA

**Subject:** 111<sup>th</sup> Annual General Meeting

**Location:** Aston Hall Hotel, Worksop Road, Aston, Sheffield, S26 2EE

**Date and Time:** Wednesday, 1 March 2023, 5.00pm

### 1. Welcome to 111<sup>th</sup> AGM

### 2. Apologies for absence:

3. Minutes of the 110th AGM held on 2 March 2022

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) 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

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 2023-2024

11. Any other business:

Next Council Meeting: 15<sup>th</sup> May 2023, venue to be confirmed



## Minutes

**Subject:** 110th Annual General Meeting of the Insurance Institute of Sheffield  
**Location:** AMP Technology Centre, Brunel Way, Catcliffe, S60 5WG  
**Date and Time:** 2nd March 2022, 4.00pm  
**Meeting Closed:** 5.00 pm

### Present:

President: Paul Exton (PE)	Sara Casson (SC)
Jean Cookson (JC)	Erica Dietsch (ED)
Geoff Fenwick (GF)	Tim Larden (TL)
Andrew Marsh (AM)	Bill Padley (BP)
Patrick Seal (PS)	Alan Sensicall (AS)
Lauren Walker (LW)	Yvonne Wang-Pickering (YWP)
Owen Wright (OW)	

Claire Thompson (CT)

### 1. Apologies:

Colin Matthews (CM), James State (JS), Laura Scott (LS), Kayleigh Haywood (KH), Lucy Peatfield (LP)

The President welcomed everyone to the 110<sup>th</sup> Annual General Meeting.

### 2. Minutes of the 109<sup>th</sup> Annual General Meeting

The Minutes of the 109th 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 AS and accepted by those present. They will be signed by the President.

### 3. Matters Arising.

There were no matters arising except to note how different the reports are since the 2021 AGM as face to face events are now possible.

### 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. SC confirmed that a thorough audit had been conducted by BP and CM.
- 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. PS advised that Damian Taylor of Sheffield Hallam University has been in touch with him about a 'Women in Finance' project. He will check with Damian whether he wants any support from our Institute or whether it is aimed at support from employers.
- e. 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. She also confirmed that GI CPD events have been booked for every month up to September. The Sheffield Institute will be one of the five Local Institutes to have a full audit of CPD events (GI and PFS) to continue with CII CPD certification.
- f. PFS Report:** The PFS Report had been circulated prior to the meeting and was accepted by all present. ED advised that the Life and Pensions Committee continue to meet to book events and there will be a conference in October.
- g. 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 2022.
- h. Communication Report:** YWP summarised the Communication Report which had been circulated prior to the meeting and was accepted by all present.
- i. Diversity and Inclusion Report:** YWP summarised the Diversity Report which had been circulated prior to the meeting and was accepted by all present. She also advised that she thought it would be good to arrange a live event on the theme of one of the presentations (Show Racism the Red Card). PS has a contact to this charity and suggested contacting him to obtain help from the LGBT community. It was noted that the work of our Institute to highlight Diversity and Inclusion issues is pioneering among Local Institutes and we hope others will follow. To widen our positive work awareness will be shared at NERG meetings. PE also noted that Mark Wells (AIG) was a connection to follow up with.
- j. CII/NERF Representative:** JC summarised this Report which had been circulated prior to the meeting and was accepted by all present.
- k. 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 SC for all of her work to ensure this.

As a result of changes proposed in the new Constitution and the level of income of the Institute it will be necessary for the accounts to 'be independently examined by a qualified individual who is a member of one of the UK's accountancy bodies'. PE suggested that JC and SC look to appoint a suitable person or company.

## 5. Approval of new Constitution

PE advised that he and JC had reviewed the CII's proposed new model constitution and updated IIS's 1999 constitution after raising some points with the CII's Legal Department. After some queries were clarified with the CII and agreed, the draft new Constitution had been presented to Council



## Minutes

Members and subsequently to this AGM. All present agreed to approve this new 2022 Constitution, and it was signed by PE. A copy will be loaded onto the website.

### 6. Election of Officers

The election of officers was conducted as follows:-

Office	Proposer	Seconder
President - Jean Cookson	Paul Exton	Bill Padley
Deputy President - Lauren Walker	Jean Cookson	Patrick Seal
Honorary Vice Presidents for Life and Vice Presidents on Council – Bill Padley, Colin Matthews, Paul Exton, Geoff Fenwick, Patrick Seal	Lauren Walker	Sara Casson
Treasurer - Sara Casson	Alan Sensicall	Andy Marsh
Secretary – Patrick Seal	Yvonne Wang-Pickering	Erica Dietsch
Education Secretary - Alan Sensicall Careers Officer – Thomas Williams Charities Representative - Colin Matthews Dinner Secretary -Bill Padley Communications - Yvonne Wang-Pickering Diversity Co-ordinator – Alan Sensicall CPD Secretary – Lauren Walker PFS/SLAPS - Owen Wright Sports & Social - Andrew Marsh CII/NERF Representative - Jean Cookson  Council members: Erica Dietsch, Tim Larden, Ian Stephenson	Geoff Fenwick	Tim Larden
Membership Secretary -, Geoff Fenwick	Patrick Seal	Tim Larden

Retiring from council – James State

### 6. Nominations for new Council Members

There were four nominations for new Council Members: Kayleigh Haywood, Lucy Peatfield, Laura Scott, Claire Thompson.

These were proposed by Bill Padley, seconded by Paul Exton and agreed by all present.

### 7. Result of Ballot (if required)

Not necessary.

### 8. Installation of New President

PS thanked PE for everything he had done, especially in steering the Insurance Institute of Sheffield successfully through two challenging years of the covid pandemic. BP agreed and thanked PE for all of his work as President and previously as Treasurer.



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PE thanked everyone for their help and support over the past year. He then installed Jean Cookson as the new President for the 2022-2023 year, and she then proceeded to install Lauren Walker as the new Deputy President.

### 9. Any Other Business

The next meeting will be held on Wednesday 11<sup>th</sup> May 2022, time and date to be confirmed.

There being no further AGM business, the President closed the meeting at 5.00 pm, and thanked everyone for attending.

Signed: .....

Dated: .....



**Subject:** President's Report 2022-2023

**Author:** Jean Cookson

**Council Position:** President

**Date:** Wednesday 1 March 2023

This past year has been another very busy one and for many people it has been a time to 'get back to normal' after the two or three years of restrictions and disruptions due to the pandemic. As we are all aware our 'new normal' is very different from what we knew before. I would like to thank all Council Members for your support during this year of change and uncertainty, as we have continued to deliver various services to members of the Insurance Institute of Sheffield and others too.

Amongst the services we have delivered or supported are:

- A wide range of CPD and training events, for both our General and Financial Services members.
- A range of social events including the Annual Dinner and a Past Presidents' Lunch.
- Networking events focussed at certain groups of members
- The Sheffield Hallam University Induction Week event and their events for female 6<sup>th</sup> Form students.
- Discover Risk events for 6<sup>th</sup> Form students
- Meetings and events organised by the North East Regional Forum
- Use of our website and social media to promote events and connect with our members
- Charity collections at some events

Our CPD events are now delivered both online and in person, both formats having their different benefits and attract a wide range of attendees. It is important that we continue to ensure that we allow our members to access all of the services they want and that we are able to provide.

Following the annual review relating to Paul Exton's year 2021-2022 we once again achieved 100% in the assessment and also our CPD renewal accreditation, which was more detailed than in previous years.

Our Annual Dinner was a great success, with several awards and an entertaining speaker and I have every confidence that our Dinners will continue to be the highlight social event of our year.

I have enjoyed representing our Institute at the various social, regional and national events, not least the Annual Dinners of almost all of the neighbouring institutes and other professional bodies. These are essential events to meet and exchange information and experiences with representatives of other institutes, all of which have the same or very similar concerns as we do.

The CII's Ambassadors in Action conference was an occasion to meet the new CEO Alan Vallance and also new members of the CII Board. The regional 'Town Hall' meetings which Alan Vallance hosted were also an opportunity to hear about his plans for the next few years. It is however both concerning and disappointing to observe what is happening with the CII and PFS nationally which is in total contrast to the relationships, co-operation and friendships between the Council Members



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of the Insurance Institute of Sheffield. I am extremely grateful for all of the time and effort given voluntarily by everyone to the work of this Institute and very much hope it will continue.

I would like to end this report by once again recording my sincere thanks to all Council Members who have supported me during the past year in their different ways. Thank you.

Jean Cookson  
President





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# Report

**Subject:** FYE 2022 Treasurer Report

**Ref:** SC

**Author(s):** Sara Casson

**Version:** 01

**Council Position** Treasurer

**Date** 01.03.23

## **TREASURER'S REPORT FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2022**

I am pleased to present my report as Treasurer of the Insurance Institute of Sheffield.

After not receiving any grant last year post Covid this year saw a return to a funding payment being made – see below

The banking facilities have settled down now following the move to Barclays last year. This is an online facility with dual authentication required on all payments. The payments are processed by myself and then authorised by Jean Cookson.

The old HSBC account was kept running during the year whilst we were having issues with the Stripe Account. This was closed at the beginning of December and all the funds have been transferred to Barclays, The Stripe Account is still available for online payments

### **INCOME**

We received confirmation at the end of 2021 that we had been allocated 100% of the ordinary grant in 2022 which amounted to £18,615. The first instalment of £9307.55 was received in February. Because our reserves exceeded our annual operating costs an adjustment was made to the second instalment payment received in September. As such this resulted in a reduction of £1470 making second instalment payment £7,838.88 and a total for 2022 of £17,145.43

No interest received this year



The Annual Dinner generated a loss of £2478.20. Brookes McDonald and Vanguard both sponsored the event for £400 each and we thank them for their support. That said we still have two payments outstanding totalling £1,115, of which £950 relates to the Vanguard sponsorship and table. Patrick is chasing these. The evening itself was a great success and a credit to the Sheffield Institute – thank you to all involved in organising this

The other social events which took place, including the golf day, wine and cheese tasting and snooker made a loss of £2,311.98



Charitable donations received this year amounted to £2,210.00 and these were split between Insurance Charities £580 and St Luke's Hospice £1,630 - £1270 of which was made directly via the charity envelopes from the Dinner

Educational (CPD) event receipts of £2.2k is a reduction from the previous year's income (£5.5k in 2021). This is not reflected by a reduction in activity. CPD in 2022 has been as active, if not more so, than in previous years with many courses being offered via Zoom for free.

## **EXPENDITURE**

Educational (CPD) expenses were £8.2k (£10k in 2021). We were 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

Total expenditure has increased year on year by £4k (£26k 2021 : £30k 2022) . The economy and the credit crisis has contributed to this

Management activities have increased as more institutes have held their dinners this year (£1.8k 2021 : £3k 2022)

## **PROFIT AND LOSS**

Following a loss last year of £8.6k (no grant) we have made a profit this year of £2607.94

Bank Assets of £25974.62 at the year end (£24,446.21 at end of 2021)

- £25,929.74 held at Barclays
- £44.88 in the Stripe account (online payment facility)

## **STRATEGY/CONSIDERATIONS**

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



# Report

**Subject:** Council Report 2022-2023 for the 111th AGM

**Author:** Patrick Seal

**Council Position** Secretary

**Date** Wednesday 1 March 2023

The Council of this Institute has continued to transact business during the 2022/2023 year under the President, in a year of greater optimism but still some uncertainty.

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

The Council has consisted of 20 Members. All meetings have been quorate, attended by between 8 and 12 Council Members, with an average over the year of 10.

At the beginning of 2023 there are 1,404 members of the Insurance Institute of Sheffield, an overall decrease of 6 on the number of members at the end of 2021. Of this total number there are 724 PFS members, a decrease of 23 from the end of 2021.

A varied CPD programme is a vital part of the Institute's work and has continued sometimes online and sometimes in person, to suit the needs of our members. Our sincere thanks to our GI CPD Secretary, Lauren Walker, assisted by other Council Members, to Owen Wright and his colleagues for arranging the PFS/Financial Services CPD events, and also to Yvonne Wang-Pickering for her work in promoting these events on our website and social media.

Our Annual Dinner was held at the Royal Victoria Crowne Plaza Hotel in Sheffield, and was a great success. 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.

We were able to support the September 2022 Induction Week event and also a couple of other events with Sheffield Hallam University (SHU) when these events were held in person during the year.

In summary, this has been a successful year for the Insurance Institute of Sheffield, 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 111<sup>th</sup> AGM

**Author:** Alan Sensicall

**Council Position:** Education Secretary

**Date:** 1<sup>st</sup> March 2023

- **Exam Sessions April and October 2022**

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 2022, we presented awards just for academic year 2021- 2022, and this was one of the highlights of the evening.

We will again contact Matt Ward for this information for the second half of 2022, and will do so again later in the year for the Qualification Completions in early 2023 ready for the Annual Dinner, which will be held in November.

- **Training Courses**

We no longer organise training courses. 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 the Freshers Event at SHU in September – our president Jean Cookson spoke to the students giving an insight into her career, along with Laura Scott and several other speakers. Several local companies from both sides of the profession bought along stands and employees, and interacted with the students both before and after the presentations.

Jean Cookson and Laura Scott also attended an event for female 6<sup>th</sup> Form students.

Generally speaking, both events went very well. We will continue to work with the university in 2023 and help to strengthen the ties we have made over the years.



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Alan Sensicall FPFS  
Chartered Financial Planner  
Education Secretary  
01-03-2023



# Report

**Subject:** Annual CPD Report 2022-2023

**Author:** Lauren Walker

**Council Position:** CPD Secretary

**Date:** 1<sup>st</sup> March 2023

In the council year 2022-2023 we have held 9 General Insurance CPD events to our members, all of which were virtual in format.

We have received mixed feedback regarding the delivery format (virtual); some members have advised they prefer this as it just takes up 1 hour of their working day, compared with approx. 3 hours for face to face as they need to factor in travelling and lunch. Although, some have advised it is easy to become distracted on webinars and they would prefer face to face as engagement would be higher and it's also a networking opportunity. The plan is to offer a mixture in terms of format moving forward.

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 remain popular; therefore these were 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. In the last 12 months we have delivered sessions on topic areas that have not previously formed part of the programme.

A full list of the events that have taken place during the 2022-2023 council year are outlined below:

## **2022**

### March

Monday 21st March- Setting BI limits- 1 hour- Alan Chandler £195 plus VAT

### April

Tuesday 12th April- Cyber- 1 hour- Nick Thomas Assoc.- Diane Jenkins- £250

### May

Tuesday 10th May- Credit Hire- 1 hour- Bernard Thornton- £250

### June

Tuesday 14th June- Mergers and acquisitions- 1 hour- Nick Thomas Assoc.- Diane Jenkins- £195

### July

Tuesday 12th July- How contract conditions can change the liability of an insured- 1 hour- Alan Chandler £295 plus VAT

### August

Tuesday 9th August- A plain English overview of understanding an insurance policy wording- 1 hour- Alan Chandler £195 plus VAT



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### September

Thursday 1st September- Inflation and the insurance considerations- 1 hour- Nick Thomas Assoc.- Diane Jenkins- £250

October- No session

### November

Tuesday 22nd November- Emerging risks- with a focus on AI, Autonomous Vehicles and ES issues- 1 hour- Nick Thomas Assoc.- Diane Jenkins- £250

Dec- No session

## **2023**

### January

Wednesday 11<sup>th</sup> January- Company structures– understanding how policies should be correctly set up- 1 hour- Alan Chandler- £295 plus VAT

February- No session planned at present

Looking towards the 2023 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. Sessions for April and May have already been secured on a virtual format basis.

Thanks must go to Yvonne Wang-Pickering for her continued support on communicating our CPD events.

Kind Regards,  
Lauren Walker FCII





# Report

**Subject:** PFS AGM Report  
**Author:** Owen Wright  
**Council Position:** PFS Representative  
**Date:** 1 March 2023

## AGM Report - PFS Group: 1<sup>st</sup> March 2023

### Annual Event Review

In the 12m prior to the AGM Sheffield Life & Pensions Society undertook the following events:

- An annual Conference
- 5 Thematic in-person CPD events

The Charity Lunch was cancelled due to insufficient interest.

We instigated and successfully hosted two 'women in finance' events during the period, these were targeted at generating a core female audience that would be a forum for relevant content away from 'main stage' presentations.

Web-based content was not used as having served a purpose during the pandemic and lockdown periods, the adviser market is now saturated with content and in-person events provide better opportunities to network with each other.

### Attendance Summary

Numbers attending in-person events were encouraging throughout the period, in total we received 270 individual registrations for our prepared content. This number is lower than in previous years as we have hosted fewer events as the audience has generally taken time to return.



## Annual Conference

Of those providing feedback at our Annual Conference, 100% would attend a Local Institute event in future. A further 97% rated the event 'good' or 'excellent'. A total of 79 respondents provided the following feedback of the event:

	1	2	3	4	Total responses	% rating 3 and 4
Event learning objectives were clearly stated		1	19	59	79	99%
Event met the stated learning objectives			21	58	79	100%
Location of the venue		4	17	58	79	95%
Venue facilities and catering	1	8	31	39	79	89%
<b>The overall event</b>			<b>28</b>	<b>51</b>	<b>79</b>	<b>100%</b>

## Value for money 'audit'

The majority of events hosted incurred cost, it is notable that hosting costs have increased, however in overall terms, a reduced number of events resulted in lower expenditure.

## Member engagement

We continue to communicate regularly with members via social media (our LinkedIn group has 311 members), Mailings through the Mailchimp database of over 1,100 members and via e-flyer.

## 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. During the period in review one committee member was retired from the group, one was added.

## 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

**Author:** Andrew Marsh

**Position:** Sports & Social Secretary

**Date:** 1 March 2023

Dear Council Members

Please find a summary of events held during the last 12 months:

- Snooker Tournament – 8 entrants
- Golf Day – 44 entrants
- Cheese & Wine event - 8 attendees
- Sheffield CAMRA Beer Festival – 1 attendee

In addition, a proposed Quiz Night was scheduled and subsequently postponed due to poor numbers (only 2 teams had entered after a 4 week period of the advertised event).

The golf event is still our most popular event with a record number of entrants last year. It has been frustrating that other events have been difficult to motivate the numbers achieved in the past with a significant fall off close to the start time. I still fear that people are either unwilling to mix or with more people working from home, the appetite to leave the home and attend outside events has dwindled somewhat.

Anyway, as announced last year I have decided to step down from the position of Sports & Social Secretary for the coming year.

Thank you all for your great support.

Kind Regards

Andy Marsh  
T: 07787 577797  
E: andy.marsh@2plan.com



# Report

**Subject:** Communication AGM Report

**Author:** Yvonne Wang-Pickering

**Council Position:** Communication Officer

**Date:** Wednesday 1 March 2023

## 2022 Overview

For the past year, we have focussed our communication activities on the following areas:

1. Raising awareness of the offerings our local institute provides to the members.
2. Making digital contents more accessible for our members.
3. Increasing the engagement of our members.
4. Continuing our focus on Equality, Diversity and Inclusion related contents and events.

All CPD events, digital contents and local council news updates have been published where possible via our website and LinkedIn page. Bookings for those events were open to all members. The average booking rate is on par with last year's. Despite seeing most people returning to work in office, webinar events remain more popular than in person events.

This year, we have invited back "Show Racism the Red Card" charity and held an in-person event. Despite the lower number of attendees than anticipated, all those attended have provided extremely positive feedback.

In general, we have seen an increased engagement rate from both our member and non-members which we are keen to maintain.

## Social Media

This year, we have been focusing our activities mainly on our LinkedIn page since this is where we see most of our member engagement.

We have been sharing with our members with some key awareness, popular festive celebrations, notification of new digital contents or local institute news and have conducted a number of surveys via poll questions.

The engagement rate is looking healthy, and the number of our LinkedIn page followers has also increased from around 176 this time last year to 252 now.

## E-Flyer

60 e-flyers including reminders were issued to the members in the past 12 months.

Due to the change of service provider and how e-flyers have been designed, I have not been able to obtain the open ratio for this year. However, judging by the member engagement at our past events, the e-flyer does seem to serve its purpose as our main means of communication method with our members.



## **Website Updates**

### *Policies*

The Health and Safety Strategy, Equality and Diversity Policy, Complaints Policy of the Insurance Institute of Sheffield and the Constitution have all been updated on the website.

### *Events*

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

### *News and Other Updates*

Announcement has been made for any cancelled or postponed events.

CPD events have been held via live webinar as well as in person. All available slides and recordings have been uploaded to the website for any members who were unable to attend any of the sessions.

## **Summary**

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

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

Thanks to everyone on the council and our members for their ongoing support.

Special thanks to Lauren Walker and Laura Scott are recorded here for showing your enthusiasm and for helping raise the awareness of our LinkedIn profile.



# Report

**Subject:** Diversity Report for the 111<sup>th</sup> AGM

**Author:** Alan Sensicall

**Council Position:** Diversity & Inclusion Officer

**Date:** 1<sup>st</sup> March 2023

## 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 former president, Paul Exton, we launched our “All Equal Campaign and Diversity & Inclusion Resource Group”. Whilst the engagement from our members was lower than our expectations, we have continued to take steps forward this year.

During 2022, we have continued to publish various content 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 have also been shared.

Overall, these activities and our ongoing offering are in line with our commitment on the subject matter and will continue to be maintained.

The D & I sub-group will hold a Zoom meeting soon to plan our activities for 2023 – please let me know if you wish to join in with this.

Yvonne organised a half day workshop with Show Racism the Red Card charity in November. Whilst the number of attendees was disappointing at 8, it was a very successful event, and we plan to hold this event again next year. We will think of ways whereby we can increase the number of attendees, and this might include offering a lunch or tagging it onto another event, either social or CPD.

I took part in an online meeting on 15<sup>th</sup> September 2022 organised by Amy Oliver, Regional Engagement Executive for the CII, to discuss the Local Institute network’s equality, diversity and inclusion practices. Vivine Cameron, EDI Manager, and Amy hosted the event via Teams.

In this meeting, current activities and plans at institute level were discussed, as well as how to increase EDI awareness and participation within local membership through initiatives and events, supported by the central CII team. I am aware that a toolkit has now been provided by the CII for use by local institutes following from this meeting, and we will aim to incorporate the ideas and methods given into our D & I programme going forward.

In 2022, we held two Women’s focused events, organised in the main by Owen Wright and Erica Dietsch. The feedback from both was excellent. After discussions with Owen and the rest of the SLAPS committee recently, it has been decided to organise future events of this type at council level, and hopefully around three similar events will be held in 2023.

We hope to be involved with the Pinknic event in Sheffield in July 2023 and will liaise with the organising committee to see what we can do to help.

I would like to thank Yvonne Wang-Pickering, Patrick Seal and Paul Exton for their continued support, and the efforts of Owen and Erica must also be acknowledged.



**Subject:** Regional Representative's Report 2022-2023 for the 111th AGM

**Author:** Jean Cookson

**Council Position** Regional Representative

**Date** Wednesday 1 March 2023

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).

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

There have been three meetings of NERF in 2022 and also more regular meetings of a Focus Group to plan NERF branded CPD events open to all members of NERF local institutes. All meetings were held online via Zoom.

NERF currently has one representative at the National Forum (LINF) meetings with the CII, although NERF is entitled to have two. The representative is Melanie Jordan of the Leeds Institute.

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 in person at Wetherby Racecourse on 22<sup>nd</sup> November 2022. The topic was "From Devastation to Restoration", dealing with various aspects relating to a flood at the premises of a food producer and how insurers, loss adjusters, claims management teams, worked together with the company to get production restarted as quickly as possible. The event also dealt with the impact on staff and the local community. It was a very interesting event and it was also an opportunity for networking.

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.

My term of office is officially up to a maximum of six years. Each local institute is entitled to send up to three representatives to the NERF meetings, although only one representative per local institute is entitled to vote when required. Alan Sensicall is the PFS representative for the IIS. I 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 in the next year or so.

Jean Cookson  
Regional Representative



**Sheffield Insurance Institute**

**Nature of Assignment - Examination of Accounts for period to 31/12/2022**

Accountancy Outsourcing Solutions Ltd (AOS) are acting as reporting accountants for the purpose of the examination of the financial statements of the entity noted above.

AOS are supervised by the Chartered Institute of Management Accountants for the purposes of anti-money laundering & therefore are bound by ethical guidelines and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

Whilst the examination of the accounts will cover all relative procedures, policies, and processes; the completion of this assignment will not provide any guarantee that the accounting records held are free from material misstatement, whether caused by fraud, other irregularities or error.

**Your responsibility**

You have undertaken to make available to us, as and when required, all the accounting records and related financial information necessary. You will make full disclosure to us of all relevant information.

You are also responsible for ensuring that the activities of the Committee are conducted honestly and that its assets are safeguarded, and for establishing arrangements designed to deter fraudulent or other dishonest conduct and to detect any that occurs.

You are responsible for ensuring that the Committee complies with the laws and regulations applicable to its activities, and for establishing arrangements designed to prevent any non-compliance with laws and regulations and to detect any that occur.

**Conclusion of Assignment**

Internal Controls: Upon examination of the internal controls outlined in email correspondence from the Treasurer we conclude these provide suitable controls and are therefore fit for purpose at the current volume of transactions within the reporting period.

Financial Records: Transaction testing undertaken on a sample basis concluded that all records kept reconciled to payments noted upon bank statements supplied.

Therefore, AOS have no adverse commentary & no irregularities to report.

Signed on behalf of Accountancy Outsourcing Solutions Ltd

*A BRAY*

Andrew Bray ACMA CGMA

*S BIRCH*

Shaun Birch ACMA CGMA