



PRIVATE & CONFIDENTIAL

**MINUTES OF THE COUNCIL MEETING
HELD AT 16.00 ON THURSDAY 16 MAY 2013
AT ACT, 51 MOORGATE, LONDON EC2R 6BH**

Present:

Jono Slade (Chair)	Dominic Jaques
Ian Chisholm	Paul Reynolds (by phone)
Fiona Crisp	Martyn Smith
Lesley Flowerdew (by phone)	Alison Stevens
Peter Goshawk (by phone)	Colin Tyler

In attendance:

Committee chairs
Lucy Fuller

ACT:

Pauline Coulter
John Grout
Tony McIntyre
Melissa Brittain (item 7)

Secretary: Ria Robinson

**Action
by:**

Council welcomed Ian Chisholm and Dominic Jaques to their first Council meeting.

- 1. Apologies for absence**
Charles Barlow, Roger Burge, Richard Dakin, Matthew Hurn, Bob Williams, Yann Umbricht
- 2. Approval of the minutes**
Council approved the minutes of the Council meeting held on 7 March 2013.
Committee minutes – noted.
- 3. Matters arising from last meeting**
Council noted the matters arising schedule.
- 4. Updates**
 - (i) Financial Update 2013 (TM/CT)**

Confidential

- (ii) Risk Monitor (CT)**
Council noted the key risks monitor. Colour coding has now been introduced **Confidential**

ACTION: Full risk assessment to be discussed with ARAC in July with report back to Council.

- (iii) Charter celebratory dinner (RR)**
Dinner will take place at Plaisterers Hall on 19 June. Invitation sent to members and selected key contacts and we anticipate approximately 150 guests on the night.

Exec
Team

5. **Annual Conference 2013 feedback (PC)**

In summary:

- Very positive feedback from sponsors and delegates
- First rate programme with well attended plenary sessions and ACT took back control of track sessions ensuring consistent quality and ACT staff facilitation
- Strong exhibition with improved configuration
- Combined efforts across ACT team helped deliver a 16% increase in corporate attendance
- Networking format of gala evening well received but lessons to be learnt on delivery of food

Confidential

ACTION: Council were asked to:

- **Input into the 2014 programme**
- **Attend and/or send team to ACTAC14 in Glasgow**

Council

Council thanked the ACT team for delivering an excellent Annual Conference.

PC and
Council

6. **LIBOR Oversight Committee (CT)**

Confidential

7. **HR recruitment update (MB)**

MB noted that two key posts had been successfully recruited:

- Michelle Ablett joined as Marketing Manager in April. Michelle has over 10 years relevant experience, most recently as Campaign Manager for BPP working across law school, business school and professional development sectors
- Vanessa Harwood-Witcher joins as Director of Education in August. Vanessa is a senior educationalist with significant experience including at the Chartered Institute of Purchasing and Supply (CIPS) and the Association of MBAs.

On-going recruitment included a conference producer/programme manager, events operation manager and a marketing executive.

ACTION: Update to be provided at Council conference call on 13 June.

MB

8. **Council (RR)**

(i) Shape of Council

Further discussion had taken place at ARAC and the following recommendation was made to Council:

- Co-opted Council members to have a vote at Council meetings (immediate effect)
- Maximum number of co-opted Council members to be increased from two to four to allow for more flexibility (immediate effect)
- Elected Council members to remain at a maximum of 9 to ensure a large enough pool for candidates for Officer posts
- More proactive and timely identification of skills /experience required and potential candidates for election and co-option.
- Engage with potential candidates early and use available opportunities to chat / meet with members who may be potential candidates at ACTAC, regional meetings etc
- Consider appropriate collateral to attract potential candidates
- Look beyond the traditional source of candidates ie committees
- Council members to consider whether they have the skills and experience required to make a difference before deciding to stand for re-election
- After reviewing potential candidates for co-option next year (2014) consider increasing term from one year to three years to match elected term

Council agreed the recommendations. Breadth of skills and experience, diversity and a strong pipeline of good candidates to ensure Council best placed to support the ACT was considered more important than the number of people on Council.

ACTIONS:

- **RR to update Rules and Election Guidelines to reflect the above**
- **Standing item on Council agenda – consideration of potential candidates (elected and co-opted)**

RR

(ii) Council co-option for the term commencing 1 May 2013

Council agreed that both Richard Dakin and Paul Reynolds had made a valuable contribution to Council and provided representation from different sides of the banking sector and should be co-opted for a further 12m term to 30 April 2014.

9. Any other business

(i) Committee appointments and retirements

Council noted the changes to committee membership included in the schedule circulated.

(ii) Other items

- Annual Council questionnaire to be circulated for consideration in July
- Volunteers requested to join charity sub-group for consideration of ACT charity for 2013

10. Date of next meeting

Council call: 09.00 13 June 2013

Council meeting: 16.00 Thursday 4 July 2013

11. Closed Session – Council only

Separately minuted.

..... Chairman

..... Secretary

..... Date