

Friday 8 November 2024

9.30 am to 12.30 pm.

Action Notes

Present: John Walker, David Morgan, Cordelia Wise, Mark Yates, Sue Edwards, John Wallace, Hannah Courtney-Bennett, Bella Doswell, Liz Reece, Jacqui Phipps, Beth Urquhart, Janet Hutchinson

In attendance: CDI Executive Assistant (Action Notes)

1. Apologies:

Apologies received from, Luisa Moreno, Beth Urquhart

2. Introductions

John W welcomed everyone to the meeting and introductions were made to John Wallace due to the meeting being John Wallace's first EPSC.

3. Declaration of interest

None

4. Action notes 12th September 2024 (Matters arising and true record)

The committee confirmed the action notes from the meeting on the 12th September are a true and accurate record.

Actions not covered on the agenda:

Page 6: Quality in Careers Standards and where these will fit in the future, John W confirmed David Morgan will cover this later on in the meeting.

5. ESPSC communication paper

John W introduced the relevant paper which has been supported by Bella and Janet. The paper will generate a significant discussion on:

1. How EPSC support members to manage ethical dilemmas
2. How EPSC gather the views of members to enable John W to feedback to the board
3. How do EPSC fulfil the terms of reference and the feedback from consistencies

John arranged breakout rooms to enable the discussions.

ACTION: John W to review the Terms of Reference in terms of constituency representation and take this to the next Board meeting followed by review at a future EPSC meeting.

6. Career Matters – January Edition

Based upon the paper John W put together for September's EPSC meeting a case study was shared on how John W used reflective practice in the past. John W said EPSC has an opportunity to put an article together for the January edition of Career Matters which can focus on reflective practice and the effective use of this. The article can include links to the revised code of ethics, promoting the use of reflective practice and supervision.

ACTION: John W to reshape the case study and circulate to EPSC along with putting a rota together for contribution for the rolling story

ACTION: Hannah to coordinate/format the document etc. and to be the conduit

7. Updates on CDI Code of Ethics and promotion at Conference

John W confirmed the revised version of the Code of Ethics was published on the CDI website on the 1st October, hard copies have been sent out in the October edition of Career Matters. John W gave thanks to Luisa and Sue for their article which was also published in October.

With regards to the promotion of the Code of Ethics at the CDI National Conference, John W suggested using the CDI stand at the conference and suggested having a rota in place to ensure the stand is managed effectively.

ACTION: John W to email and agree a rota during the conference to ensure the stand is facilitated to encourage discussion (Liz, Sue, Hannah and Bella happy to assist).

8. Next steps on Code of Ethics for young people

Luisa and Beth have led on this and both were not present at the meeting. John W said a sub-group has been created and the first meeting will take place during January 2025. John W asked David whether anybody within the CDI could assist with the design and printing of the Code of Ethics for young people. David mentioned the CDI use a designer who will need to have a brief/further information on the exact requirements.

ACTION: John W to liaise with David regarding the design and printing of the Code of Ethics for young people

9. Career Guidance qualification status

This agenda item was requested by Luisa. Luisa gave apologies for the meeting and the item will be carried over to the next EPSC meeting

ACTION: Liz T to add Career Guidance qualification status to the next EPSC agenda

10. Employers and Partners Guide to the Code of Ethics

Sue and Janet provided an update and said they have spoken about the original title of the document as the purpose of the paper needs to be presented more clearly. Sue and Janet said they want to make sure the tone captures the relevant audience and want it to be informative rather than a dictation document. Sue and Janet went through some of the options for the title currently looking at 'Collaborating with Career Development Professionals to Provide Ethical Services: Introducing the

CDI Code of Ethics'. The title was discussed by EPSC in terms of the document being a guide for employers to work with their CDP staff/associates.

Sue and Janet are planning on having further discussions and hope to have a draft document available for the next EPSC meeting in January 2025.

ACTION: Draft version of Employers and Partners Guide to the Code of Ethics to be available for the next EPSC meeting in January 2025.

ACTION: Liz T to add Employers and Partners Guide to the Code of Ethics to the next EPSC agenda.

11. Code of Ethics – Discipline and Complaints Process – review

John W confirmed the amended Discipline and Complaints Process was taken to CDI Board meeting in October. John W confirmed the Board are generally happy with the wording agreed by EPSC, with a slight tweak. The wording currently states:

The decision on who will be the Presenting Officer on behalf of the CDI will be taken by the Chief Executive in conjunction with CDI Board members”.

John W said the Board suggested this is amended to confirm whoever the CDI Board member is they have a professional guidance qualification.

ACTION: John W to amend the Code of Ethics – Discipline and Complaints process to highlight the suggested tweak in relation to having a professional guidance qualification

ACTION: John W to present amended process to the Board at the next Board meeting

12. Revised governance documents

Avril Hannon joined the meeting for agenda item 12 only.

Avril referred to the first section (number 2) which relates to the tidying up of some of the documentation which was raised at during last year's AGM. AH reviewed the paper relating to the limit on the number of roles a Board member can hold. Janet queried the twelve year period in place and whether this is consecutive.

ACTION: Avril to take this back to the subgroup for clarification.

With regards to the Terms of the Council and the Terms of Office, the original documentation was unclear in relation to whether the council have any powers or whether it is an advisory body. Avril's proposal is for the council to be a member's advisory council which offers advice to the CDI and represents members through the original representation (a council for full members of the CDI).

Cordelia asked about the council being representatives of regions whereas CDI is representative of regions and roles. EPSC is to do with professional practice, ethics etc. and there are reps from areas of professional practice whereas the council is a general conduit on CDI matters to be fed through to the members. David said the reason the council is run this way is to have a general focus rather than operate in silos.

Avril said the documentation will be taken to the Council meeting scheduled on 20 November.

Avril also referred to an amendment to the wording in the Articles of Association regarding Conflicts of Interest to include reference to the CDI policy on Conflicts of Interest, acceptance of and adherence to which is a pre-requisite for all Directors, office holders, and employees.

The section on voting rights for CDI members has been reviewed by solicitors. The solicitors did not feel the original Articles of Association complied with the original Companies Act 2006. The original Articles of Association indicated that only the Officers, three elected Board members and the Chair of EPSC were the Voting Members of the Company who carried the 'reserve powers' and financial liability defined by the Companies Act, and that the general membership of the CDI delegated their voting rights at Annual and Extraordinary General Meetings to this group.

The general membership, however, retained voting rights in the election of members of the Board of Directors and this, the solicitors advised, was not good practice and could, potentially, be problematic. Their concern was that the membership was, in effect, subscribing members not members of the Company but they were exercising control over the election of the Directors of the Company, and they suggested the CDI may wish to reconsider the situation.

The Board, therefore, wishes to recommend to the membership that the Articles of Association of the Career Development Institute and the Rules of the Company are altered so that:

- *All members of the CDI – i.e. all individual members of the CDI including Retired, Student and International members, and the one named member representing Affiliate Organisations and Affiliate Schools and Colleges - are Voting Members of the Company as defined by the Companies Act 2006;*
- *All members of the CDI (and therefore of the Company) agree to bear the £1 liability should the Company fold or go into liquidation, and carry the reserve powers designated by the Companies Act 2006;*

and further, that

- *All members of the CDI (and therefore of the Company) have full voting rights both in the election of Officers, three members of the Board of Directors and the Chair of EPSC, and at Annual or Emergency General Meetings of the Company.*

ACTION: EPSC agreed in principle with the proposal and this can go forward to the AGM

With regards to Objects and Additional Powers of the Company, Avril confirmed the amendments were initiated by comments from the solicitors which have resulted in a clearer document more focused and appropriate to the present day, the CDI, the Career Development profession and to the sector.

ACTION: EPSC agreed with the principles and the objects and this can go forward to the AGM

Avril said the current Articles of Association and Rules of the Company require that these changes are agreed by EPSC and the Council before being put to the AGM, but the 2024 AGM is only empowered to express an opinion on the changes through a poll, and the voting rights remain in the hands of the Officers, elected members of the Board, and Chair of EPSC (i.e. those previously referred to as the Elected Board Members) until after the meeting.

Avril concluded by saying should EPSC and Council agree with the Board's proposal, and there is no significant dissent from this expressed in a poll at the AGM, the intention is to put forward a motion to the 2024 AGM authorising the Board to make all necessary changes to the Articles of Association and the Rules of the Company, in accordance with this decision, and lodge the new documentation at Companies House without further reference to a General Meeting of the Company.

13. Draft CDI procurement policy

John W said this matter was briefly discussed at the recent Board meeting with regards to having a formal Procurement policy in place. John W put together areas of concern regarding transparency in terms of research and consultancy. The Board asked for EPSC to check on any implications. Mark asked what would happen should the CEO not be available. David confirmed a temporary CEO would step in or even the President. Jacqui asked about potential cases of conflict of interest and David confirmed this is broadly covered, however, it will be further defined.

14. Discussion on Use of Post Nominals

A general discussion took place regarding post nominals with regards to needing uniformity as some professionals are classed as Careers Education Specialists. David said the CDI are undertaking the Getting Qualified review which will highlight whether there are areas which need further work along with developing the register to show specialisms.

ACTION: John W and Hannah to connect outside of the meeting and work with David

15. UKCDA Judging Panel arrangements and CDI Fellowship Panel

David said there has been a deeper dive following feedback which the Board are aware of. David said there will be a change to the process with at least one person on the panel having the relevant expertise for the category. David also mentioned the process will now involve one step rather than two. In terms of entries, David said he would like to move it online and this will help with the wordcount limits. David added that the review will continue to look at ways of highlighting careers leaders with broader categories. This will make judging more inclusive along with a more streamlined process.

16. CDI Professional Development Update

David said the report is Claire's last report. David referred to the Quality in Careers Standard Board as no back-office services are being covered, it's just the finance piece that will continue. For any further information the committee should contact David.

18. Any other business

ACTION: John to include the information on the Quality in Careers Standard role at the next Board meeting.