

**SUMMARY NOTE of the meeting of the ICAS QUALIFICATIONS BOARD
on Friday 17 December 2021
(held remotely via Microsoft Teams)**

NB Some matters discussed have not been disclosed for reasons of confidentiality

Present:

Gillian Alexander	PWC
Ben Avery	Abellio East Midlands Railway [Items 2 and 3]
Elizabeth Blythin	KPMG
Louise Coops	EY
David Cruikshank	Chair
Alice Deakin	ICAS Executive Director, Learning
Chris Hunter	Deloitte
Gillian McGorry	Natwest Group
Laura Morrison	EY
Jim Robertson	ICAS Council Member
Carolyn Spencer	ICAS Executive Director, Customer Experience
Ana Stewart	PIM [from Item 4]
Karen Stewart	Anderson Anderson Brown [Items 1 to 5]
Ian Stuart	Morgan Stanley
Lindsay Tibbets	University of Aberdeen

In attendance:

Poppy Collinson	ICAS Director of Business Development [observing]
Chris Cunnane	ICAS Head of Syllabus [observing]
Cat Devaney	ICAS Director of Professional Qualifications
Sarah Dunnett	ICAS Head of Assessment Design and Outcomes [observing]
Kim Hooper	FRC [observing]
Susan McKenna	Deputy ICAS Secretary
Lauren O'Brien	ICAS Head of Client Service and Delivery [observing]
Paula Wilcock	ICAS Director of Quality Assurance and Policy

Apologies: None

1. BACKGROUND

This was the seventh meeting of the Qualifications Board in 2021.

The Chair explained that the FRC representative was attending the meeting as an observer as part of the FRC's governance reviews. The FRC had been invited to update the Board on its remit and areas of focus at a future meeting in 2022.

2. QUALIFICATIONS BOARD ACTION POINT TRACKER

Updates were given by the Chair and the Executive Director, Learning on the actions. Following consideration, the Board approved the Action Point Tracker.

3. STUDENT ACTIVITIES UPDATE

The Executive Director, Learning presented an update report on the activities of the Learning Division during October, November and December 2021 to-date.

It was highlighted that communications to Firms/ATO's/employers were under review in light of the rapidly changing situation regarding Covid restrictions with the emergence of the Omicron variant. Policies on the use of face coverings, social distancing, testing and self-isolation had been due to be announced pre-Christmas but will now be delayed and re-reviewed in January 2022 in light of the latest Government guidance.

The Executive Director, Learning then gave a verbal update on the results for the November 2021 TPE diet which were being published that day.

Following discussion, the Board noted the Student Activities Update.

4. **IMPACT OF TPS CHANGES ON TPE FOR 2022**

Prior to introducing the Paper which had been previously circulated, the Executive Director, Learning shared a slideshow entitled “TPS Retrospective – QB update and key decisions required”.

The Board were reminded of the changes made in respect of the December 2021 TPS diet since the Board had met in October 2021 – covering Syllabus, Course, Tuition & Support, Exams and Communications. The Executive Director Learning gave an update on activities that had already taken place as part of the various retrospective reviews of the new TPS syllabus.

The Board noted the update.

The Executive Director – Learning then presented the Paper entitled “Impact of TPS Changes on TPE for 2022”, which had been previously circulated.

Following discussion and careful consideration, the Board APPROVED the recommended changes set out in Appendix 1 of the Paper and further APPROVED the recommended Next Steps summarised in Appendix 2 of the Paper.

An update on the ongoing and further TPS Retrospective activities was given by the Executive Director, Learning. The Board noted the update.

After further discussion it was AGREED that the approved December 2021 TPS syllabus and assessment changes – and related TPE changes – should be maintained through the rest of the 2022 cycle (subject to learnings from the December 2021 diet).

5. **CA SYLLABUS UPDATES**

The Head of Syllabus highlighted the changes proposed as set out in the Paper which had been previously circulated. No questions were raised, and the Board APPROVED the proposed changes to the syllabus.

6. **BUSINESS PLAN 2021**

The Executive Director, Learning reported on the Business Plan. The Board noted the updated Business Plan 2021.

7. **DRAFT BUSINESS PLAN 2022**

The Executive Director, Learning presented the draft outline 2022 plan showing key priorities which had been previously circulated. The Chair invited the Board members to contact the Executive Director, Learning out of meeting with their views to inform handover discussions with the new Executive Director, Learning.

8. **ANNUAL DECLARATION OF COMPLIANCE TO OFQUAL**

Paula Wilcock explained that a Statement of Compliance (SoC) declaration must be submitted to Ofqual by the end of January 2022, signed by the Chair. Having recently applied to Ofqual for recognition as an End Point Assessment Organisation, the SoC will be based on that evidence set. Going forward this annual declaration must be supported by a full self-assessment against the General Conditions of Recognition. The Board noted the update and AUTHORISED the Chair to sign the declaration as appropriate on behalf of the Qualifications Board.

9. **RISK MONITORING**

The Executive Director, Learning invited questions or comments on the risks listed. Questions raised were answered to the Board's satisfaction. The Board noted the updated Risk Register as at December 2021.

10. **ICAS CUSTOMER EXPERIENCE VISION AND SERVICE LEVEL AGREEMENT**

The paper was taken as read. The Board noted the ICAS Customer Experience Vision and Service Level Agreement Paper.

11. **FRC KEY FACTS & TRENDS FOR 2021**

The Board noted the FRC Key Facts and Trends for 2021 report.

12. **ANY OTHER BUSINESS**

It being the last meeting for Alice Deakin as ICAS Executive Director, Learning, the Chair thanked her on behalf of the Board for the progress that had been made on so many fronts. Alice Deakin thanked the Board members for their support and challenge which she recognised as a good combination.

No other business was raised.