

Friday 6th October 2023

9.00 am to 12.00 pm.

Action Notes

Present: John Walker, (Chair of EPSC), Cordelia Wise, Mark Yates, Sue Edwards, Beth Urquhart, Bella Doswell, Jacqui Phipps and Claire Johnson (CDI Head of Professional Development & Standards).

In attendance: Avril Hannon on behalf of the CDI Board (for agenda item 4 and 5), Liz Treadwell, CDI Executive Assistant (minutes).

Apologies: Lowri Tett, Hannah-Courtney Bennett, Luisa Moreno and Mark Fox.

1. Apologies

Noted above.

2. Introduction and welcome new members

John Walker made introductions to the committee and confirmed he is the new Chair for EPSC. John confirmed he was a member of the committee up until a few months ago and added it will be nice to see who has joined the committee over the last few months. Within the context of the role as Chair, John said it would be useful to do a round of introductions.

3. Declaration of interest

No declarations of interest made.

4. Governance

John referred to the relevant papers for the agenda item and handed over to Avril. Avril suggested any feedback or comments be shared after the meeting, via email, to ensure a focused discussion takes place.

Avril commented how nice it was to see everybody again. She confirmed that she now sits on the CDI Board as a co-opted member with a key function to work on the governance documentation which needs updating, paying particular attention to the language in which the documentation had been written. Avril added there are some confusing areas, partly due to the language used and lack of clarity, therefore several amendments have been made and there will most certainly be other sections which will need to be updated at a later stage. However, the current changes provide a baseline to amend the documents. Avril said there may be things which the committee feel has not been addressed, however, there will be an opportunity to look at new entries into the documentation as things move forward. This can then be taken to the AGM to build on what is already in place.

Avril referred to the circulated papers, which were originally reviewed by the Board, to try and provide explanation to the wording and approach taken as it's important to remember the articles of association are required by law, something which the Companies Act requires. Avril said the model articles have been used (free to use via Companies Act website) and simply say that we have amended these articles where amendments are required which are suitable to the organisation and this approach can be adopted as things move forward. Avril said it's important to point out that the rules

which have been created for the CDI, require anything that's going to be submitted to the AGM for clarification to have been considered by EPSC and by Council before it goes to the AGM.

Avril said it will be useful for the committee to provide an ethical perspective along with anything which members feel is not in keeping with the ethics of the organisation or doesn't represent best practice. Avril referred to the preamble which provides an explanation of how things were originally set up in order to function as an organisation that can represent members who have paid and also a framework for elected board members who are the officers of the Institute (President, President Elect, Honorary Secretary, Honorary Secretary Elect, possible role of Treasurer, Chair of EPSC and the three elected members of the Board). Avril said, on the Board, there's space for three members who are elected by the membership along with three or four who are appointed by the Board to fulfil specific roles/skills, along with another two co-opted members.

Avril said there was huge confusion in the original documentation because the word 'member' is used by the Companies Act for people who have power to vote in AGM and carry financial liability of the Institute and they also have responsibility relating to the Board of Directors as a whole.

Avril confirmed the paperwork has been reviewed and in all the places where it is simply the elected board members who have a particular power/function they have been called 'elected board member' and everywhere else is referenced as 'members of the CDI'.

Avril referred to the potential role of Treasurer and noted the Finance & Risk Committee is now a standing committee of the Board.

Avril wished to note the committee has the articles of association along with the rules which are the things which have been used to decide the way in which the institute functions. Avril noted from rule number 56 onwards each rule should move up by one as two number 56 have been noted.

John thanked Avril for the thorough information and explanation.

ACTION: Any suggested updates to Governance documentation to be sent to Avril by Friday 20th October

Jacqui asked if it's possible to view a copy of the Board and Council structures. Claire explained the information is located on the CDI website in the 'About Us – Governance' section. Claire said the CDI are moving to a new website very soon. Jacqui asked if an organogram is available for ease of reference. Claire explained this is currently not available on the website, however, the suggestion will be fed back to David Morgan, CDI Chief Executive to ascertain if an organogram can be included on the new website.

ACTION: Claire to refer organogram request to David Morgan

Claire referred to the use of the verb subscribe in the documentation, as on the website, the verb adhere is used when referring to the code of ethics. Claire suggested using the same verb as noted on the website and wanted to check Avril's point of view on this matter. Avril said, when you look at websites for other organisations they do differentiate between code of practice/practitioners which overarches the organisation. Avril's point of view is, to talk about subscribing is talking about a commitment or adherence to and in the documents it's the right word to use. It does however raise an interesting question about whether there's a need to start a code of practice within the code of ethics. John said this is a very interesting question and one which will no doubt be discussed later. Avril thanked Claire for noting this.

Claire noted an action which relates to the CDI membership application forms, stating in various places, that members have £1.00 liability when they sign up to the Institute. Claire said this information was used years ago and needs to be removed as it has been repeated each time the documents have been reviewed.

ACTION: Claire to review the new website and remove any reference to £1.00 liability

Avril said if any of the committee have any questions, she will be happy to hear. Also, should the committee feel anything is missing this may well be a question for the governance sub-committee to review and address. However, in terms of the documentation that goes to the AGM this year, Avril would like to be able to say EPSC has looked at the documents and the committee is content with the way things are described and the words used align etc.

5. Voting rights for co-opted EPSC Members

Avril referred to the Terms of Reference for EPSC. At the end of page 1 there is a statement regarding voting or non-voting rights of co-opted members. Avril suggested this may need to be changed to let co-opted members have voting rights. Avril confirmed Board members who are co-opted do have voting rights. Avril suggested not differentiating between the two, however this is a decision for the committee. John said it makes sense to have a generic co-opted perspective. The committee confirmed Avril should proceed with making relevant changes to the terms of reference.

ACTION: Avril to refer to Nicki Moore, Honorary Secretary with regards to the changes needed to the Terms of Reference to give co-opted members voting rights.

6. Action notes 14 July 2023

John reviewed the action notes page by page. The committee agreed the minutes are a true record of the actions and conversations from the meeting.

With regards to the action points the following updates were recorded:

CDI Website – Claire said there have been delays on the new website, however, hopeful launch date will be towards the middle/end of October.

NCS Customer Charter – Claire said this relates to trying to get a mention of the Code of Ethics into the NCS Customer Charter and added NCS are still considering this and reassured the committee the matter will be followed up.

CDI Equity, Diversity, and Inclusion Strategy – Claire confirmed a separate meeting of EPSC members was held with Ifza Shakoor to look at the i strategy. Claire confirmed the strategy will be launched on the 16th October 2023.

UK Career Development Awards – For new committee members, Claire confirmed EPSC committee members get involved with the judging process of the awards. John said, for those who have not done this before, it's an interesting aspect of work on the committee and gives an insight to work undertaken by colleagues in the sector. Liz Reece suggested the submission process/wording may need a little adjustment. Claire suggested any changes are sent to David Morgan to ensure thoughts are captured for the planning stages of the awards.

ACTION – John to feedback on the submission process/wording to David Morgan

Jacqui enquired whether it is necessary to attend the Dinner to receive an award. Claire confirmed nominees are encouraged to attend but it isn't compulsory. Jacqui suggested the wording is changed to make this clear.

ACTION – John to feedback on the submission process/wording to David Morgan

7. Update on new CDI contracts and new job roles

Claire said CDI had a busy and productive summer with new staff appointments. Claire confirmed new contracts are in place to develop CPD for the National Careers Service, with the Gatsby Foundation to provide support to enhance the understanding of Careers Advisers about Technical Education routes and with the CEC in relation to Enhanced Careers Leader training.

Claire informed the committee her working hours are now part-time, and this change and the additional funding has allowed the Institute to look at staffing along with aspects which were part of Claire's remit. Claire said, along with the appointment of Georgia Clarke as Commercial and Event Exec, three other appointments have been made, notably Kim Newman, who will be looking after Gatsby Foundation (3 days per week). Caroline Green who is Contracts & Campaigns Manager (2 days per week) and Stephen Plimmer who will be Research Manager (2 days per week). The three new staff all start on different dates over the next month.

With regards to CEC, Claire mentioned feedback is currently awaited on the training materials. Jacqui enquired whether new trainers/assessors will be taken on. Claire said there is sufficient capacity now, however, there may be a need for more trainers in the future and this will be promoted via 'news by email'.

Mark asked whether the contracts etc. have had a positive impact on the Institute's finances. Claire said they have, and this has allowed new members of staff to be appointed, along with more expertise. Mark asked if the CDI will be looking at more short-term contracts. Claire said it was a deliberate move to look for more contracts, however, David Morgan is always mindful of the infrastructure required to support additional work.

8. Updating Code – working group

Claire confirmed the current code of ethics was last produced during 2018/2019 and therefore it is timely to review it considering sector developments. Claire confirmed the Code of Ethics sub group consists of Bella, Sue, Beth, Louise, Mark F (and Claire). The first meeting was held in September, and it was a very positive meeting with people sharing great ideas. Early conclusions from the first meeting are there isn't a great deal wrong with the original documentation and it's important to be succinct and anything that requires any more detail can go in contextual guidance to accompany it. The sub group looked at the different principles and made good headway with revised wording.

Claire confirmed the sub group agreed to hold another meeting in October/November to look at suggested rewording of the remaining principles and to invite John to this meeting. This will enable John to report progress to the January Board meeting. Claire added, once a revised draft is produced, it must go to the Board for sign-off and the Board may decide it needs to go to the membership for consultation.

Claire said the circulated document hopefully provides a fair reflection of the meeting and the discussion that was held; however, it will be useful to receive comments from the committee to ensure all comments and suggestions are captured.

Jacqui noted there are eight behaviours in the Higher Apprenticeship: Career Development Professional and Duty of Care in the Code of Ethics is broken down into three. Jacqui added, whilst most are covered, it is worth reflecting the language used in terms of integrity. Claire said Duty of Care cuts across several principles and there may be a need for a Fitness to Practice principle.

John asked those who were part of the sub-group whether they would like to add anything to Claire's comments about the meeting and the suggestions made. Bella said she really enjoyed the meeting as she's very much into ethics. It was useful to sit and think about ethical principles that effect a huge number of people and great minds think alike and differ which is a useful part of the process.

Sue said Claire had summarised very well and it was a very useful exercise to dig into the detail. Sue also noted Jacqui's comment about behaviours at the End Point Assessment too. John asked if there are any other reflections that the group would like the sub group to consider. Bella said it's worth highlighting we may be reducing the principles by one. Claire said another suggestion was to include something around AI. This can be shown in a statement box with regards to abiding by the Code of Ethics and technology/AI to ensure reservations are noted around using AI as well as the positives. Cordelia mentioned noting the ethical points of using AI and other technologies.

Claire asked whether anybody had any other comments or can the matter proceed with the current rewording. John asked the committee to confirm and unanimously it was agreed to continue with the current rewording.

ACTION – Liz to send a Doodle Poll to the sub-group to look at dates for the next meeting during October/November and include John.

9. Feedback from sessions with young people about the Code of Ethics

Mark Fox gave apologies, so Beth provided feedback. Beth said she came into the sub-group a little late and understands both Mark and Luisa have spent some time rewording the Code of Ethics to ensure the wording is more appropriate for young people. The wording has been used with some groups of young people to gauge their understanding of the code of ethics.

Beth added the current draft Code of Ethics has been shared (by Mark Fox) and is titled 'CDI Code of Ethics for Young People'. The sub group decided to undertake research with young people in mainstream groups and this is why Mark had to give apologies for today's meeting as he's meeting with a group of young people. Mark has already managed to get some feedback from young people, and Beth has too.

Efforts have been made to get insight and feedback from young people about what the Code of Ethics means to them, such as if there was a Code of Ethics where they would like to see this in their lives and how would they like it to be presented.

Beth said it's been very useful to receive feedback. Beth has done this on a one-to-one basis, and young people have been presented with the nine statements. Beth said a lot of young people have been agreeable about the language used and some have asked for it to be written more simply. They want it to be colourful, on a poster and have offered suggestions too. The sub group will reconvene at the end of October.

Betha asked for any comments to ensure any suggestions are captured for the next meeting. Liz Reece said she thinks it's wonderful and would be happy to join the group. Liz said it's an entitlement about how you should be treated by Careers professionals, and this is a great way to go about it. Liz added it's important to share this with staff as well. One tiny suggestion is we should refer to colleges and learning organisations as well as schools.

Jacqui said she loves the idea of it as well as the feedback. Jacqui also referred to people who are outside of schools and noted the language may be too adult and could be made much simpler. Jacqui also said it would be fantastic to use with SEND too. Jacqui also referred to the need to have something noted in relation to keeping records/GDPR etc. Beth said it will be useful to include Jacqui at one of the future meetings to ensure the wording is revised.

Claire suggested, once the sub group is further down the line with this, it may be useful to have an article in Career Matters and have some of the comments from young people noted within this. Jacqui agreed and said eventually we can have a 'you said, we did' format.

Cordelia said careers guidance also takes place where individuals aren't able to understand the code of ethics so it will be good to adapt this for the adult context too.

Georgie asked whether any consideration has been made about video content. Beth said one of the young people said it can be used as a screen saver and this, amongst other feedback, will help inform the next sub-group meeting.

10. Updating the Code of Ethics Complaints and Discipline Process

Claire referred to the circulation of the original document along with the suggested changes paper which mainly relates to pronouns and the Head of Professional Development and Standards job title. John wished to open a discussion regarding this update from the original and the changed version (which has yellow highlighted sections). John asked for any observations or feedback. Liz Reece said there's a tiny typo which Liz will send back to Claire. John said, as a reminder, EPSC is heavily involved in the disciplinary and complaints procedure, and as a committee, are asked to oversee this. Claire said there has been no need to use the process, however, it needs to be in place in case there's ever a need. The committee approved the updated version and for this to be uploaded to the new CDI website. **APPROVED**

11. QCD Theme Review on Code of Ethics

Claire said every year a different theme report is produced following interviews with staff and students at QCD centres. Claire thought it was timely to have Code of Ethics as the theme. The moderators (three people) have gathered small groups of students and spoken to QCD Leaders. A set of questions were arranged and Sue Alder, Professional Training Manager, pulled the views together. Claire said it's good to see that people are taught to cover the Code of Ethics in different ways and the section on additional support is particularly useful.

Sue, as a QCD Leader, said it has been a very useful process and enables focus to be concentrated on how the CDI are approaching different elements of the curriculum and obtaining student feedback. Sue said occasionally it's difficult to achieve good sized group of students to feedback but the ones that do participate are usually vocal and happy to feedback.

Sue added one of the challenges for QCD centres is the potential lower numbers that seem to be coming through QCD courses and this ties in with number of students we can draw on to receive feedback, however, the process has been very good. Jacqui enquired whether there's a specific reason why this has only been done with QCD candidates and not Level 6 candidates. Claire said it's easier to review QCD as there's a direct approach with QCD centres. John said it goes to show the huge amount of work that has been undertaken so far and how interesting it was to see students' responses.

Jacqui asked if any action around some of the points will be fulfilled or whether it's a wish list. Claire said one of the reasons the exercise was undertaken is to find out what people would like to have. Case studies in the past have been used extensively by students but not so much by other members. Claire added, the committee previously discussed having new case studies. Some people have expressed a desire to have webinars or mentors and one of the actions from this will be ensuring we do not lose sight of the useful suggestions made so when the code of ethics is revised, we have a list of useful suggestions to use.

Liz Reece said in her role as moderator of the Facebook professional group, a couple of workplace dilemmas have previously been discussed. Liz has referred individuals to the code of ethics and the case studies that are available. Liz wondered if the Facebook group can be used to promote further developments. John said this may move forward once the revised code of ethics is available. John added, previously there was a variety of opinions around whether the case studies try to answer a question or increase curiosity as the solution may be entirely inappropriate for an individual's own dilemma.

12. Consideration of version 2 of the position paper on AI and Ethics

Claire said in the light of the comments from the last EPSC meeting Michael Larbalestier has produced version two.

John asked for any further observations on the second draft and anything the committee would like to make comment on for Michael to use in his final version for the CDI website. Jacqui asked how this will be updated. Claire said this is something that can be fed back to Michael and when it is published it needs to have a caveat at the top to confirm revised date. Claire suggested the document is reviewed quarterly.

ACTION: Claire to speak to Michael regarding updating the position paper on AI and Ethics quarterly

Jacqui asked whether there needs to be an inclusion about assignments and their qualifications. John said it is already covered; however, it only refers to UCAS. Sue mentioned AI with regards to enabling people, who work with career development professionals, to understand the ways in which it can be used and how it can be used effectively.

Claire said one of the keynote speeches at the CDI conference on 6th December will be about AI and Ethics. Michael is also developing a Moodle course on AI and Ethics which will be launched during April 2024 and is an ongoing piece of work. Claire asked the committee whether version two is good enough to be used or is the committee suggesting something else for Michael to include. Jacqui asked if CDI members will be asked to feedback. Claire said the need is to get something out in the first instance and encourage members to feedback.

Sue asked if there's anything in the document regarding unconscious bias in relation to AI. Claire confirmed this is included.

ACTION: The committee agreed version two can be uploaded to the CDI website

13. Seeking views from constituents

John confirmed the agenda item is about how the committee should consider feedback from constituents and how we seek and gain representation. Beth said it will be useful to receive direction on this as she has spoken to Pete Robertson about this, and Pete suggested putting something on the Facebook page asking for comments and suggestions. Beth said the post received a few 'likes' but nobody mentioned anything specific. Beth confirmed posts have also been placed on LinkedIn but there has not been any response. Beth said there needs to be more thought given to how views are gained in terms of feedback from constituents.

Mark mentioned having a more interactive website and for comments to filter through and greater use of the community groups on Facebook. Mark asked whether the institute could use the Academy to obtain views. Mark confirmed he has also struggled to obtain content. Claire said the Facebook page needs an often and frequent reminder (maybe once a month). Claire added, once CDI have the new website in place, the EPSC section will be more visible. Claire asked if Liz Reece can put something on as FB moderator. News by email is something we can use and there will be a rolling news section on the new website, however, it needs a plethora of different ways to obtain views.

Liz Reece said in principle that's great, however, asking people to raise questions can be a bit vague, whereas, if they're asked something specific, there may be a greater response. Liz Reece stressed the importance of bringing answers back to constituents. Claire noted the reason views are sought is to review comments, concerns, support issues etc. so it's a good opportunity for feedback. Liz Reece said it needs to be framed. Jacqui agreed with Liz that it needs to be specific.

Bella echoed comments of both Liz Reece and Jacqui. Bella has had some ideas about this and said, to engage people, it's important to know what kind of issues can be raised along with confidentiality. Also, what happens once a matter is raised and the associated timeline for feedback. Bella added, the CDI is a great organisation and supplies support. Constituents need to feel they are supported.

Claire said there's a need to ask regarding general issues and general ideas for professional development. It is not a case of asking for dilemmas. Claire suggested having a general comments and thoughts fed back to EPSC and can flag the fact, if there is an ethical dilemma, people can contact their EPSC representative. However, Claire stressed the need to mention any feedback may take time depending on when the next EPSC meeting date is. John said he would like to give some thoughts on this important matter and will circulate a paper and bring it back to the next meeting so there can be focus of purpose in terms of what is being asked. John asked if the committee are happy with this suggestion and all agreed.

ACTION: John to produce a paper on the reporting process for feedback from constituents

14. CDI Professional Development Update

Claire said CDI Academy numbers are doing well, Level 6 in particular. Claire mentioned CEC Careers Leader training, and many people are doing the full five-day course. Claire said Enhanced Training is also available.

With regards to QCD, Claire said the latest figures are not as strong as we might like. There have been 103 starters across the seven universities. This will increase due to a couple of universities having

additional later start dates. Claire confirmed Coventry University has decided to realign the strategic priorities for their MA programmes which means the MA Coventry was running is no longer being offered.

Claire said if the committee have any thoughts on how QCD can be promoted to let her know.

Claire said the Register is continuing to go in an upwards direction with more people joining. Claire mentioned the Moodle Supervision programme will hopefully be available from early 2024.

With regards to the Mentoring Programme, Claire said that there will be a call for Mentors in November, training in January and then a call for Mentees in February, Matching will then take place and the mentoring scheme will begin in April. Claire said CDI are hoping to have the mentor training as a Moodle programme in the future so there can be an ongoing pipeline of Mentors.

Following the reduction in her working hours, Claire confirmed her main role will be concentrated on strengthening standards.

Sue said, although a lot of people are opting for the Level 6 route, there is a real place for the QCD as it is an entry route into the profession rather than upskilling people already in roles. Sue added, as the committee have previously spoken about the pipeline of practitioners coming through, QCD is a valuable part of the journey.

Claire asked for any question. No questions raised.

15. AOB

Bella confirmed she will be attending the Careers Festival, and several of the committee are also planning to attend.

John confirmed the next meeting date (noted below).

John thanked everybody for attending and asked if there's anything else anybody would like to raise. No points raised.

16. Date of next meeting

Future meeting dates agreed as 12th January and 11th April 2024.