Minutes of the BCS L&D SG Committee Meeting  
Held on Monday 18th March 2019  
GoToMeeting @19:00

Agenda

1) Welcome and apologies (Kevin)  
2) Minutes of previous meeting (ALL)  
3) Matters Arising  
4) Finance Update (Mark)  
5) Events Schedule  
6) Conference framework  
7) Membership report (Gary)  
8) Inclusion and Diversity (Ismini)  
9) Any other business  
   a. Specialist Group Nominations  
10) Date of next meeting (15th April 2019)

Minutes

1. Attendees

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<th>Action by</th>
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<tbody>
<tr>
<td>Present: Kevin Streater, Michelle Kaye, Ken Gaines, Dawn Hewitson, Sue Martin, Gary Thornton</td>
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<td>Apologies received: from: Ismin Vasileiou</td>
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2. Minutes of previous meeting:

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<td>The minutes of the previous meeting were approved</td>
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3. Matters arising:

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<td>See Events and Conference sections</td>
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4. Finance update

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<tr>
<td>We have been allocated £3,000 for next year. We haven’t spent anything yet but will start to call on the funds this month.</td>
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<td>None</td>
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## 5. Events schedule

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<th>Month</th>
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<tr>
<td>Feb</td>
<td>LPI Capability Map webinar took place on 26/2/19. The meeting was well attended and recorded for the website. KS said that the webinar approach was working well and the SG would continue to develop it.</td>
<td></td>
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<td>Apr</td>
<td>The launch date for the joint book with CEdMA, &quot;Technical Training Management&quot;, will take place on Monday, 8 April 2019 from 16:00 to 18:00 (BST) at the London Marriott Hotel, Canary Wharf. The book is a joint development between CEdMA, L&amp;D SG and BCS Publishing.</td>
<td>All</td>
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<tr>
<td>Apr</td>
<td>Michelle highlighted that there were a couple of discrepancies in the BCS Event webpage for the book launch and that she had raised these with the web team.</td>
<td>MK</td>
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<td>Apr</td>
<td>The CEdMA conference will take place on 9 &amp; 10/4/19 at the same location as the book launch. L&amp;D SG committee members will participate as usual.</td>
<td>All</td>
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<tr>
<td>May</td>
<td>Introduction to Apprenticeships. KG to send link to the templates</td>
<td>KG</td>
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<tr>
<td>Jun</td>
<td>Dawn Hewitson – TBA. DH confirmed she was ok for the event. Michelle Kaye said that she would post the BCS Event Booking template in the Events Folder on the One Drive. URL to Conference Folder - <a href="https://1drv.ms/f/s!Ak6VyToxQtvWmzZq8OExYZsw7ZiS">https://1drv.ms/f/s!Ak6VyToxQtvWmzZq8OExYZsw7ZiS</a> URL to Events Folder - <a href="https://1drv.ms/f/s!Ak6VyToxQtvWnyxfuWJYeK-zst_y">https://1drv.ms/f/s!Ak6VyToxQtvWnyxfuWJYeK-zst_y</a></td>
<td>DH</td>
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<td>Jul</td>
<td>Karen Howard – TBA. KS to check with KH about the topic</td>
<td>KS</td>
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## 6. Conference Framework

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<td>The conference date is 2/10/19. Rooms with virtual capability booked at Southampton street for 100 people.</td>
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<td>Lord Lucas and Chris Jones have confirmed they will be keynote speakers</td>
<td></td>
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<tr>
<td>Sue Martin to confirm with Matthew Poyadgi</td>
<td>SM</td>
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<tr>
<td>Speakers and leaders for the breakout sessions were discussed and the agenda was updated with these details.</td>
<td>KG, KS, SM</td>
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Sue Martin will lead the badging workshop.  
John Buttriss will be invited to lead the panel discussion
Ken is to ask Digital.Me and Kevin is to approach the SFIA Foundation.

The Conference agenda is now firmed up and will be launched as soon as the keynote speakers are confirmed.  
Kevin said that this should be completed before 8th April so that he could announce it at the book launch.

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<th>7. Membership report</th>
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<td>Gary reported that he had not asked for an update this month but said that at the last meeting L&amp;D SG had 1563 members, of which 1430 were BCS members.</td>
<td>Complete</td>
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<th>8. Equality, Inclusion &amp; Diversity</th>
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<td>The committee believe that we are demonstrating good practice in this area. L&amp;D SG is international and has members from different countries and ethnic groups. We ensure, as far as possible, that dietary requirements are met at meetings. We ensure disabled access to meetings.</td>
<td>All</td>
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<th>9. Any other business</th>
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<td>Kevin reported that he had been re-elected to BCS Council</td>
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<td>Ken updated the committee on the BCS/C&amp;G joint approach for the T-Level qualifications. L&amp;D SG members are invited to participate in the Industry Board. The committee agreed to email the invite to all SG members.</td>
<td>KG, GT</td>
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<th>10. DT&amp;P of next meeting</th>
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<td>Date 15\textsuperscript{th} April 2019 at 7pm</td>
<td>GT</td>
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