



**MRG Meeting  
Friday 16 July 2021  
10.30am – 12.30pm**

**Meeting Notes and Actions**

**Present:**

**Members**

- Paul Le Blond
- Austin Birks
- David Grahamslaw
- Ken Thompson
- Anne Clark
- Les Richings
- David Kemp
- Stephen Morris
- Andrew Stout
- Chris Yewlett
- David Curgenvan
- Nachi Subramanian

**CILT Staff**

- Helen Hardy
- Erin Meehan

**1 Welcome and Introductions**

PLB welcomed all to the inaugural MRG meeting and referenced the 'MRG members v3' document which was circulated with Committee Member details.

PLB then invited all to introduce themselves to the group.

***Action: EM to update MRG Committee Member details and circulate with Group.***

**2 MRG Terms of Reference**

PLB asked the group to refer to the 'CILT Membership Representative Group (MRG) Terms of Reference (ToR)' document which had been approved by the Board and asked for any queries / questions to be raised.

**3 Election of Chair and Vice Chair**

The MRG ToR state that a Chair and Vice Chair shall be elected at the first meeting.

PLB suggested an alternative process as many of the MRG Committee are new to one another and therefore a vote on the day would be difficult.

PLB invited the Group to share their nominations for Chair and Vice Chair via email to Erin Meehan who will then collate nominations and share with the Group to make their vote via an additional email.

This process was agreed and it was also agreed that PLB should continue to chair this first meeting.

DG asked about Committee Member length of service. PLB responded and advised that normal practice is two 2 years tenure and an individual can be invited for another two years via an appointment by the Nominations Committee.

***Action: EM to take applications and vote via email. Individuals have until Friday 23<sup>rd</sup> July to provide nominations. Nomination details then shared via email to the Committee for their selection and vote – to be made by email by Friday 30<sup>th</sup> July. Week commencing 2nd August, roles of Chair and Vice Chair will be confirmed.***

#### **4 Report of Board meetings**

PLB advised that this should be a standing item on the agenda, so as to partly meet the ToR requirement for two-way interaction between the CILT Board and the Membership. The paper titled 'Report to MRG 16Jul21 of Board meetings' summarises the two most recent Board meetings. The next Board meeting is 22 July 2021.

PLB further advised that the Chair of MRG is an ex-officio Member of the CILT (UK) Board and will present a written report of activity at future board meetings about MRG activity.

PLB directed the Committee to refer to the Board Meeting update which related to the March and May 2021 board meetings, and opened the floor to questions.

AC commented about point 5 in the report and advised that she was very pleased that PTRC Has been transferred to CILT, and advised the group that she has been a previous chair of PTRC.

CY shared on behalf of the CILT(UK) Welsh Chairman that the Report seemed to suggest that the Board do not discuss the role of the Volunteer at the meetings and that this should be a standing agenda item.

***Action: PLB to look at Board Meeting Minutes to see if anything discussed on Volunteers and advise the group.***

DK commented that he was surprised to see a comment in the report about the website being 'unfit for purpose'. HH responded to advise that the Website had previously been unfit for purpose, however, changes been made over 6 months to improve user journey and colour and clicks have been updated. Issues on website remain, specifically that the code is DNN which is not user friendly and has been a difficult legacy to maintain.

PLB advised that he will write a report on this meeting which will be shared at the next Board Meeting on the 22<sup>nd</sup> July 2021.

## 5 Matters for MRG consideration

The former Representatives Advisory Group (RAG) considered many issues in its ten year history, and the attached paper entitled 'Matters for consideration' describes some of these that were ongoing at the time of RAG's ending. The MRG is invited to consider if any of these should be taken forward and what priority should be given to them.

PLB then took the Committee through the document:

- ***Communities, Sectors and Competencies***

PLB asked 'how should MRG be fitting these things together and do we need to?'

AC commented on geography and advised that with Covid, the South East Region is considering delivering a Regional Calendar of events, rather than separate Group events with the majority being online and some face to face events when safe to do so.

AS shared that he thought that a Regional Calendar approach was a good thing and could be something that AS's TVG Group in Central Southern Group could adopt.

PLB asked AC if she thought that local branches were no longer viable?

AC responded to advise that the South East will retain its three Groups as there is a lot of personal loyalty there and that the only change would be that the Calendar of events would be organised as a Region.

DG shared that the West Midlands has followed a similar structure for many years and it works well

PLB shared that the Northern Home Counties Region is currently being reenergised after a number of dormant years.

DK commented that the CILT (UK) is a very complicated structure and as the goal is to increase Membership numbers it would be good to simplify. DK asked 'whose role is this to suggest changes?'

AC also commented that there had been an email from HQ about the change from Sectors to Professional Communities that match the Competency Framework.

PLB responded and advised that is the MRG's role to advise the Board on what the Committee thinks the Membership wants.

HH advised the Committee that there have been workshops with CILT (UK) Vice Presidents and Non Members since January 2021 and they have advised that they don't understand the current structure. HH further shared that the Nations, Regions and Forums have stakeholders in situ and is driven by groups decision wise but that the Sectors is a categorisation which is not owned by anyone and is more of a 'hook'. We have been given a directive to link all Forums with the Professional Communities that are referred to in the Competency Framework.

DC shared a concern that Aviation was not represented well by CILT (UK) previously and could potentially be lost amongst the new Professional Communities. DC further advised that the Eastern Region has separate groups which are largely dormant and the Region has had one online since the

Pandemic started. DC thinks that younger people appreciate online more than older people who prefer face to face events.

AB shared that from the perspective of the Bus and Coach Forum, this simplification process is sensible and it would become easier to understand where forums can match and mix. AB believes that groups remain dormant due to the enthusiasm and motivation amongst its Committee Members and that a key role for the Institute is an auditing process to find out what Members understand in terms of how to join and where to participate.

DK asked will changes be made visible to the whole membership. Members might need to be re-engaged. HH responded that information will go out across all CILT comms.

- ***Membership Grading Structure***

PLB asked whether the MRG thinks this still an issue and should it be pursued.

CY advised that he has been pressing for many years that there has been a detrimental effect in the Transport Planning area regards the differential between MILT and CMILT. CY further advised that Chartered Organisations usually has grade for trainees, associates, mainstream Prof Grade, and fellowship. CY suggested that the financial disincentives to move along these grades should be removed and then resolve to remove MILT.

AC shared that she agrees with some of CY's comments and believes that this will always be a problem due to the Charter and asked whether there is a need for a specific Group look at the Charter requirements and look at whether MILT can move to CMILT.

DG shared that the Charter is currently held by CILT International and that the merger of CILT (UK) and International should take place later this year / early next and suggested that this should be reviewed in line with that merger.

***Action: PLB to share with the Board that this topic should be perused further.***

- ***How Members are represented***

PLB directed the Committee to see the Paragraph 11 in the document and points that there is a significant number of Members interested in Transport Planning and that Logistics & Supply Chain appears to be the biggest interest group for CILT (UK).

PLB also highlighted that CMILT appears to be the largest grade in membership at 29%.

PLB advised that the MRG is represented well via National and Regions although missing a representative from Northern Ireland. Areas of interest seem to be ok in terms of representation and Grade representation appears to have a bias to FCILT and CMILT with little representation from other groups and that the MRG should remain aware of other experiences.

PLB raised the question; how does the MRG find out what members want and then how do we communicate on decisions made?

HH advised that the purpose of the MRG is to have a cross representative view from group.

DG thinks the challenge for MRG and institute is to get the message out that members can stand for Committee roles no matter their Grade or age / level of experience and that there is a need younger members.

PLB commended that three new Board appointments have been made; all of whom are Female and belong to a younger demographic.

AC agreed with HH's previous comment and said that each person belong to MRG as an individual with knowledge and experience and not necessarily representative of the whole Membership, but it is important to get views of Members –.

DK thinks the specific gap for MRG representation is Affiliates and Learners and the Committee need to make sure that their views are considered.

AB shared that Diversity and Inclusion could be a fixed agenda item and MRG could consider review of D&I across CILT (UK) including a progress report, and examples of best practice.

**Action: PLB to put this idea to the Board with the intention to have D&I on the agenda at the next MRG meeting.**

- **Communications and Surveys**

PLB asked the Committee how they feel about CILT (UK) Comms/ What are the strengths and weaknesses and should this be pursued by MRG?

DK shared that he thinks that the website is quite good, along with the Focus Journey. DK believes a focus should be on Social Media Channels moving forward.

PLB shared that he is a critic if the website, specifically the Policy pages.

DG thinks that the website and content of Focus – should be a fixed agenda item, for MRG to review.

KT agreed with PLB's point about the policy pages on the website and thinks that CILT produces great research and discussion docs that KT doesn't believe receive the attention or profile they deserves.

- **Member opinion surveys**

HH advised that HQ are aiming for a Member Survey to be shared in September; with work to start on the draft questions. HH advised that surveys can be challenging and that there is a need to avoid open ended questions which are difficult to analyse and it is important to keep the number of questions to a minimum. HH would be grateful for MRG's thoughts on Survey questions.

**Action: HH to share draft survey questions with MRG to comment.**

- **Volunteer Leadership**

PLB shared that this topic had previously been raised by a Volunteer who was concerned about the recognition and support Volunteers received.

PLB shared that things have moved on in the last 16 months with lots of activity on Volunteer engagement and recognition.

PLB asked the Committee to refer to the 2020 Volunteer Survey results and info that EM had sent them in an email and then asked if the Committee has views on volunteer engagement and whether anything should be improved.

AC shared that she thinks that the attitude from HQ appears to have changed positively and that there is a lack of 'us and them' which has existed between HQ and Volunteers in the past.

HH shared that there are lots of positive things happening and that the pace of change has been great.

EM advised that communication has vastly improved between HQ and Volunteers and that there is a focus on engagement, recognition and growing the Volunteer base. The Nations, Regions and Forums Team delivered the first 'Benefits of Volunteering' webinar in June targeted at Members who are not currently Volunteers and Non-Members. 26 attended the Webinar and three new Volunteers were recruited after the session. Focus on Best Practice Webinars will be aligning HQ perceptions and Volunteer perceptions of Volunteer support etc., to ensure perspectives and views are aligned.

## **6 Membership prices**

Helen Hardy would like to get the MRG's views of subscriptions for next year (2021/22).

HH shared that the budget had been set and since last year's Membership Rates were frozen due to the pandemic, the fees have been increased from Sept 2021, by 1.5%.

DK thinks it is important to keep pace with price increases and that an adjustment to keep up with inflation is sensible.

AC agrees with DK.

AS agrees with DK and suggested a compare / benchmark exercise with CILT and other Membership organisations.

DG shared that he also agreed with comments made and wondered whether a 1.5% is enough? And suggested a 2% increase.

## **7 Any other business**

MRG members are invited to indicate if there are any other items that the MRG should consider.

DK said it would be helpful to see the Strategy from the Board regards the growth of Membership.

***Action: HH share info on 25k by 2025 goal along with HQ update which could not be Accommodated in the Meeting due to running over time allocated.***

CY shared that Wales would find additional support from HQ regards Policy responses to be very useful, PLB suggested this was an area for the PPC.

## **8 Future meetings**

The MRG will meet four times a year. It is suggested that meetings for the remainder of 2021 should be in October and December. Members are invited to indicate the most suitable days and times.

***Action: EM to circulate dates for Committee to review for October and December via Doodle poll.***