

CILT MRG

Report of CILT Board Meeting of 24 July 2025

Introduction

- 1 This report is provided to partly meet the MRG's remit to provide two-way communication between the Board and the membership. It reports on the Board meeting of 24 July.

New Board Members

- 2 New elected or re-elected Board members were welcomed: Hajar Fatorachian, Richard Atkinson and Sarah Shaw.

Chief Executive Officer

- 3 A confidential discussion took place on the events leading to the former CEO's departure. The Board also confirmed the remuneration for the Interim CEO. The Board noted with satisfaction that the team at Corby seem revitalised by the changes.

Interim CEO's Report

- 4 Helen Hardy noted the meetings she is attending and the organisational changes being made associated with her appointment. Helen also said that the Senior Management Team were looking at how the strategy is being implemented and what gaps may need filling.
- 5 Updates from each department were provided and Board comments made as follows:
 - Public Policy and Communications, Knowledge Centre and Marketing: the Board asked for more member involvement in the website project and improvements to two-way internal communications and a greater focus on membership; the Board asked for a clearer indication of how marketing is leading to improved performance.
 - PTRC, Learning Centre and Professional Standards: mixed results, with the NHS and BusQual programmes not reaching the expected number of learners; the pipeline of potential new business is weak; Brightspace launched.
 - Awarding Organisation: performing well.
 - Communities and Events: review being undertaken to look for gaps and bottlenecks.
 - Membership: numbers being reviewed to separate assessed and non-assessed; partnership model simplified.
- 6 At the end of June 2025, performance against KPIs is as follows:

KPI	Target	2024/25 YTD	Remarks
Membership (core members)	7,666	8,210 (+7.1%)	Assessed and non-assessed grades to be separated. Retired members to be included.
Impact (CPD hours)	17,855	18,958 (+6.2%)	Events are 20% of these
Engagement (engagements)	900k	1050k (+17%)	Approximate Emails are 75%

Financial sustainability: Surplus/deficit (YTD)	+£172k	+£170k	
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Finance

- 7 The Audit Finance and Risk Committee reported that, in addition to the YTD figure noted above, a 8+4 forecast for 2024/25 was presented suggesting income would be £4,848k and expenditure £4,763k leading to a surplus of £85k. There are some risks to achieving this by year end but these are considered manageable. Solvency and liquidity are within target.
- 8 A budget for 2025/26 was proposed, based on bottom up estimates from each department, with total income £5,009k and expenditure £4,869k leading to a surplus of £140k. There is recognition of a 'structural deficit' which is the effect of the NHS contract which ends in 2025/26. This will contribute £485k and, without a strong pipeline of new contracts to replace it, would result in a deficit in future years. The Interim CEO indicated that this was being addressed in the review of the strategy and the Board asked for an outline plan of how this deficit is to be avoided to be presented to the next meeting.
- 9 An assumption in the 2025/26 budget is for a 5% increase in membership subscriptions. The MRG's reluctant support for this, with a view to closing the gap between MILT and CMILT fees, was reported. Membership income in the 2025/26 budget is £1,738k compared with the 2024/25 8+4 forecast of £1,656. Regions and Forums expenditure in the 2025/26 budget is £149k, compared with the 2024/25 8+4 forecast of £122k.

Governance

- 10 Jonathan Chadburn presented a report from the Governance Group which included a review of the Institute against a template of a charity governance code of best practice. It includes recommendations for improvements, some of which should have a high priority, with others having less priority. The Board accepted the report from the Governance Group and requested the Executive to action the priority items as far as possible within the next three to six months respectively.

MRG Report

- 11 The MRG report, detailing our activity over the last four years, was taken as read. The Board thanked the MRG for its contribution and looked forward to continuing involvement from the new members.

Next Board Meeting

- 12 Friday 26 September 2025, Whittlebury Hall, to follow the Annual Conference, AGM and Awards on Thursday 25 September 2025 at Silverstone.

Paul Le Blond
MRG Chair
July 2025