

CILT MRG meeting 5 February 2025

Report of CILT Board Meeting of 16 January 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 that has taken place since the last MRG meeting on 12 December.

Board Programme/Business Review

- 2 The two year rolling plan for the Board is now established with a Board Sponsor and SMT lead for each stream. MRG's activity is mainly noted in the Strategic Leadership category under the stream for Membership Communications. There are no specific targets for this stream.
- 3 The Board noted progress at January 2025, after the first quarter. In the Partnerships category, new terminology and definitions are being used for what used to be known as 'corporate members'. 'Organisational Partnerships' are for organisations wanting to embed the competency framework and tend to be large groups such as logistics companies, public sector departments or major manufacturers. 'Network Partnerships' are for organisations whose primary interest is access to CILT's membership, eg. recruitment agencies or consultancies. For the Delivery category, the NHS and DfT contracts have started and others are lined up. For Sharing Insights, the Annual Conference this year is being planned (at Silverstone). Internal Capability is being enhanced by the LMS system, the start of the website project and other measures.
- 4 At the end of the first quarter, performance against KPIs is as follows:

KPI	Q1 Target	2024/25 YTD	Remarks
Membership (core members)	7,666	7,803 (+1.8%)	
Impact (CPD hours)	5,952	5,300 (-11%)	NHS started January
Engagement (engagements)	303,095	277,434 (-8.5%)	New team member Jan
Financial sustainability: Surplus/deficit	-£88k	-£86k (+2%)	

- 5 Other elements of the first quarter were:
 - The existing website is being 'decluttered' with the remaining items now working properly, in preparation for an eventual transfer to the new website, the project for which began this week.
 - Eventbrite have been engaged to manage events, with numbers now increasing as it is easier to access.
 - Solvency is within the 3-6 month target and liquidity is more than one month.

Audit, Finance and Risk

- 6 The external audit on the 2023/24 result has been completed. There are minor, non-material comments but overall the audit is clean. The Annual Report and Accounts were approved by the

Board. The key results were a surplus at the end of September 2025 of £61k, with solvency and liquidity on target and the Board agreed that the Institute is a Going Concern.

Ofqual

- 7 A set of certificates have to be provided to Ofqual (the Office of Qualifications and Examinations) about our organisational stability, resilience arrangements and accordance with equalities legislation and these were approved by the Board for submission.

Governance

- 8 The Board noted a paper on the ongoing Governance Review which included an initial list of priorities and approved a Code of Conduct for Trustees.

MRG Report

- 9 The Board noted the MRG report which included details of the current membership of the MRG.
- 10 The Board noted that three Board members would be meeting with five Regional Chairs on 3 February.
- 11 The Board noted that grading structure is a current priority and suggested that the requirements for advancing through the grades could be considered by a working group to see if they aligned with the competency framework and how they compare with other institutes.

Any Other Business

- 12 The Board noted that the Knowledge Centre had evolved into a primarily digital and remote service and asked for a review of options for its development.
- 13 The Board noted that the Women in Logistics and Rail Study Forums were considering if they wished to be part of the CILT organisation, or may prefer a relationship of co-operation.

Board Calendar

- 14 Dates for Board meetings in 2025 are:
 - 27 March (awayday)
 - 22 May
 - 24 July
 - 25 September
 - 20 November

Paul Le Blond
MRG Chair
17 January 2025