

## **PMSIG Committee Meeting**

6 December 2023 10:00-10:20  
MS Teams

### **Minutes**

#### **1. Apologies**

Marie-Claire Rackham-Mann, Alistair Barclay (Treasurer)

#### **2. Attendees**

Gill King (Chair), Charlie Willis (Secretary), Alistair Barclay (Treasurer), Sarah Hannon-Bland,  
Ailsa Westgarth, Ed Hawkins, Zoe Richardson, Meg Keates (ClfA)

#### **3. Matters Arising**

##### **a. Review of Project Management Competency matrix**

- Review of Matrix and agreement that these are finalised. CW will send to ClfA.

##### **b. Newsletter**

- All present agreed the newsletter can be sent.
- ZR to send over profile details and photo.
- MCRM to send over profile details and photo.
- CW to send to MK for circulation to members.
- CW encouraged committee to approach colleagues/ put forward projects and positive news stories that could form part of the next edition.

##### **c. AGM**

- AGM agreed for 7 February 2024, 18:30
- Speaker will be Gill King/RPS colleague - 'The Harpole Treasure'
- MK to book and send out save the dates.

##### **d. PM Resource List**

- Agreed that all committee should send resources to EH, who will compile the first list version for January which we can send to ClfA for

**e. Advisory Council**

- SHB updated the team on Advisory Council meetings, current main focus is a review of the Code of Conduct.
- SHB will explore options to provide feedback on the updated COC as a group.

**4. AOB**

- The group thanked MK for all their hard work and support as Groups Coordinator and wish MK well in their new role. The role will be looked after by Lianne Birney and the position will be advertised in the new year.
- Next meeting: Wednesday 3 January 2024 13:30-14:00