Consumer Codes Approval Scheme Meeting: Code Sponsors Panel

Date: Time: Location:	4 February 2013 12.30pm-1.30pm Motor Codes, 71 Great Peter Street, London
Attendees:	Andy Foster; Tony Allen and Sarah Langley (TSI); Sue Bloomfield (for Mark Outler); Paul Dobson; Ray Hodgkinson; Ohris Mason; Stephen Vickers. Paul Southworth (observing)
Apologies:	Mark Outler
Orculation to:	TSI Project Transition Team and Code Sponsors Only

MINUTES

Meeting Started at 12.30pm

1. Introduction

Andy

5.9-Resolution needs to be based on 'substantive' reason. More clarification and procedural rules required.

Agreed: Amended Constitution, terms of reference and Panel rules to be produced by TSI and circulated to the Panel for approval.

4. Early consideration of the issues that the Code Sponsors Panel needs to address

The Panel discussed what the priority issues were. It was agreed that:

- The Panel needs to be involved in the transition management from the OFT to the TSI CCAS
- The Panel to provide support to co-ordinate launch activities for all code sponsors joining the new CCAS
- The Panel to assist with co-ordination of the new branding roll out for all code sponsors.
- The Panel to agree what 'member related activities' means and set rules for the calculation of fees.

The Panel discussed how the fees for each code sponsor would be calculated. 'Relevant subscription income' from members would relate to the code and the members right to use the CCAS logo.

It was agreed that each code sponsor should submit a formal declaration of how their declared 'member related activities' income had been arrived at, accompanied by formal audited accounts.

It was noted that it would be TSI's role to have visibility of each code sponsors financial details and