


Annual General Meeting 2017

To all members of The Chartered Insurance Institute: Notice is hereby given that the Annual General Meeting of The Chartered Insurance Institute, will be held at The Great Hall, 20 Aldermanbury, London EC2V 7HY at 2pm on Wednesday 2 August 2017 in order to consider:

- The **ordinary business** of the Annual General Meeting as prescribed in the Bye-laws (Bye-law 48):
 - a. To receive and consider the Annual Report and Accounts for 2016.
 - b. To announce the results of the election of members to the Representative Council and any appointments to the Board.
 - c. To report on the election of Fellows and Associates.
 - d. To elect the President for the relevant forthcoming year and Deputy President namely:
President:
Dame Inga Beale ACII, Chartered Insurer
Deputy President:
Jonathan Clark ACII, Chartered Insurance Practitioner
 - e. To approve the proposed reappointments of Vice Presidents:
 - (i) Helen Ahluwalia Dip CII
 - (ii) Clair Brand ACII
 - (iii) Stephen Catlin ACII
 - (iv) Mark Cliff
 - (v) Liz Coyle FCII, FPFS
 - (vi) Paul Donaldson FCII
 - (vii) Jon Dye FCII
 - (viii) Tony Emms ACII
 - (ix) Edward Grant FPFS
 - (x) Terry Hayday FCII
 - (xi) Brendan McManus
 - (xii) Stuart Reid Dip CII
 - (xiii) Ian Ritchie ACII
 - (xiv) Grant Scott ACII
 - (xv) David Williams FCII
 - f. To reappoint BDO LLP as Auditors and fix their remuneration as the Board thinks fit.
 - g. To decide the rate or rates of annual ordinary grant contributions to Local Institutes.
See Appendix A overleaf.
 - The following items of **special business** (Bye-laws 22, 49 and 51):
 - h. To reappoint Richard Webb as Lay Board member for a second term not exceeding three years.
 - i. To reappoint Karen Carlton as Independent Chair of the Nominations Committee for a second term not exceeding three years.
 - j. To discuss any matter submitted in accordance with Bye-law 51.
 - k. To receive a report by the Chief Executive Officer.



Agreed by the CII Board
S Fisher, CII Chief Executive Officer, 22 March 2017

Please note that should any further matter of special business be received a revised Notice will be transmitted by email to Members for whom an email address is held. Members are strongly encouraged to notify their email address to the Institute where they have not already done so.

Please contact Julie Arthy at the Chartered Insurance Institute, 20 Aldermanbury, London EC2V 7HY; telephone +44 (0)20 7417 3584, or email julie.arthy@cii.co.uk The revised Notice will also appear on the Institute's website.

Copies of the consolidated financial statements of The Chartered Insurance Institute and of the following legal entities (which have been incorporated into the consolidated financial statements) will be available for inspection at the Annual General Meeting (AGM).

- a. The Education and Training Trust of the CII
- b. CII Enterprises Ltd
- c. The Personal Finance Society
- d. Chartered Insurance Institute Hong Kong Ltd – registered in Hong Kong
- e. Chartered Institute of Insurance and Financial Services Private Ltd – registered in India

An abstract of the 2016 accounts is included in this notice and is subject to rounding. The information shown is extracted from the audited accounts but does not constitute a full set of accounts and so in particular does not include the audit opinion or the accompanying notes. Complete details are available in the full accounts on the CII website (under “About the CII/Annual General Meeting”), a copy of which will be available on request from Group Legal and Secretariat after 19 June 2017, at The Chartered Insurance Institute, 20 Aldermanbury, London, EC2V 7HY, telephone +44 (0)20 7417 3584.

Members attending and wishing to vote at the AGM may be requested to produce their CII membership card in order to do so.

Members wishing to vote by proxy can do so by filling out the proxy form which is available from the website or may otherwise be requested from Group Legal and Secretariat on +44 (0)20 7417 3584 or by email from the address below. This should be sent to us no later than 2 pm on Monday 31 July 2017. Proxies may be forwarded by post to the address above, fax to +44 (0)20 7417 4460 or by scanned email to Julie.Arthy@cii.co.uk

The biographies of the Board members and others subject to appointment or reappointment will be available on the CII website together with the full Agenda for the AGM and the Institute’s Charter and Bye-laws. Alternatively they may be obtained from the above postal address.

The CII may be able to provide assistance for you, to enable you to participate at the AGM, if you have a disability. If you wish to discuss accessibility or require documents in a larger font please contact Hina Shah on 020 7417 4409 or hina.shah@cii.co.uk

Appendix A

Refers to Agenda item g – To decide the rates of annual ordinary grant contribution to Local Institutes.

The essence of the motion is that the ordinary grants to Local Institutes will total 14% of the aggregate subscriptions for Local Institutes’ membership and will be allotted to each institute through measurement against an agreed set of performance criteria. No Local Institute will receive a grant of less than £1,000.

At the Board’s discretion, a special grant may be made to an Institute, upon application, for special requirements, provided payment of a special grant is justified, in the Board’s sole view, by supporting evidence produced by the Institute concerned and furthers the objects of the CII.

Any grants paid are subject to such payments not increasing the reasonable working capital of that Institute.

The Chartered Insurance Institute Financial Statements

Summary consolidated Income and Expenditure account

Income:

	2016 £m	2015 £m
Membership services and subscriptions	17.6	16.7
Qualifications	12.7	11.8
Educational activities	11.4	11.9
Other activities	0.2	0.1
	41.9	40.5

Expenditure:

Membership services and support	13.7	13.4
Qualifications and learning	17.1	16.5
Support services	9.6	8.8
	40.4	38.7

Non operating income and costs	0.2	0.2
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Surplus:

Surplus before taxation	1.7	2.0
Taxation credit/(charge)	0.1	(0.2)
	1.8	1.8

Summary consolidated Balance Sheet

	2016 £m	2015 £m
Fixed assets	21.1	21.0
Current assets:		
Stocks & debtors	4.7	4.7
Cash & short term deposits	26.5	25.6
Creditors	(13.6)	(14.6)
Total assets less current liabilities	38.7	36.7

Accumulated Funds

General	33.3	29.9
Charitable	5.4	6.8
	38.7	36.7