



Chartered  
Insurance  
Institute  
Standards. Professionalism. Trust.

# Notice of Annual General Meeting 2018

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 2 pm on Wednesday 18 July 2018 in order to consider:

**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 the year ending 31 December 2017.
- 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:  
Jonathan Clark, ACII, Chartered Insurer  
Deputy President:  
Nick Turner, APFS
- e. 1) To approve the proposed reappointments of Vice Presidents:
  - (i) Clair Brand ACII, Chartered Insurance Practitioner
  - (ii) Grant Scott ACII, Chartered Insurance Broker
  - (iii) Helen Wilcox Dip CII
- e. 2) To approve the appointments made by the Board to the CII Board since the conclusion of the last Annual General Meeting
  - (i) Alan Clamp (Lay)
  - (ii) David Hertzell (Lay)
- f. To reappoint BDO LLP as Auditors for the year ending 31 December 2018 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.

**Special Business (Bye-law 49):**

- h. To receive a report from the Chief Executive

Agreed by the CII Board  
S Fisher ACII, Chartered Insurance Practitioner  
CII Chief Executive Officer  
22 March 2018

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\*.

- a) The Education and Training Trust of the CII
- b) CII Enterprises Ltd
- c) The Personal Finance Society
- d) The Chartered Insurance Institute Prize Fund
- e) The Society of Financial Advisers – Dormant
- f) Chartered Insurance Institute Hong Kong Ltd – registered in Hong Kong - not available for AGM\*
- g) Chartered Institute of Insurance & Financial Services Private Ltd – registered in India - not available for AGM\*
- h) Vertical Rainbow Sdn Bhd – registered in Malaysia

An abstract of the 2017 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 ([cii.co.uk/agm](http://cii.co.uk/agm)), a copy of which will be available on request from Group Secretariat, 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 Secretariat on **+44 (0)20 7417 3584** or by e-mail from the address below. This should be sent to us no later than 2pm on Monday 16 July 2018. 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](mailto:Julie.Arthy@cii.co.uk)

Alternatively, this year the CII has introduced online proxy voting for members. All members with registered active email addresses will receive an email from [onlinevoting@electoralreform.co.uk](mailto:onlinevoting@electoralreform.co.uk) with instructions on how to vote. If you have not received this email you can email [onlinevoting@electoralreform.co.uk](mailto:onlinevoting@electoralreform.co.uk) or call **+44 (0)20 8889 9203** to arrange for this email to be resent. Voting takes place at [ersvotes.com/ciigm2018](http://ersvotes.com/ciigm2018)

Please note that members are only entitled to vote once. Where an individual votes online and submits a hard copy proxy form only the online vote will be counted.

The biographies of the Board members 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 Julie Arthy on **+44 (0)20 7417 3584** or [Julie.Arthy@cii.co.uk](mailto:Julie.Arthy@cii.co.uk)

## The Chartered Insurance Institute Financial Statements

	2017 £m	2016 £m
<b>Income:</b>		
Membership services and subscriptions	18.3	17.6
Qualifications	12.5	12.7
Educational activities	11.3	11.4
Other activities	0.1	0.2
	<b>42.2</b>	<b>41.9</b>
<b>Expenditure:</b>		
Membership services and support	(13.7)	(13.7)
Qualifications and learning	(16.5)	(17.1)
Support services	(11.6)	(9.6)
	<b>(41.8)</b>	<b>(40.4)</b>
Non operating income and costs	0.1	0.2
<b>Surplus:</b>		
Surplus before taxation	0.5	1.7
Taxation (charge)/credit	(0.2)	0.1
	<b>0.3</b>	<b>1.8</b>

	2017 £m	2016 £m
<b>Summary consolidated Balance Sheet</b>		
<b>Fixed assets</b>	21.7	21.1
<b>Current assets:</b>		
Stocks & debtors	6.1	4.7
Cash & short term deposits	25.4	26.5
<b>Creditors</b>	(13.4)	(13.6)
<b>Total assets less current liabilities</b>	<b>39.8</b>	<b>38.7</b>
<b>Accumulated Funds:</b>		
General	35.4	33.3
Charitable	4.4	5.4
<b>Total Funds:</b>	<b>39.8</b>	<b>38.7</b>

## Appendix A

Refers to Agenda item g – To decide the rate or rates of annual contribution to Local Institutes. The essence of the motion is that the Ordinary Grants to Local Institutes will total up to 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 granted to Local Institutes, upon application, for special requirements, provided payment of a Special Grant is justified by a budget produced by the Local Institute and furthers the objects of the CII. Any grants paid are subject to such payments not increasing the reasonable working capital of that Institute.