

## Minutes

Date: Tuesday 30<sup>th</sup> January 2018  
Time: 10.30 -12.30  
Location: MAS, 120 Holborn, London, EC1N 2TD  
Chair: Adam Micklethwaite, Good Things Foundation

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### Attendees

Adam Micklethwaite, Good Things Foundation | Howard Gannaway, Learning and Work Institute | Merlyn Holkar, MMHPI | Patrick FitzGerald, Salary Finance | Thomas Joy, RBS | Rosemary Lemon, Hays | DJ Marker, Grovelands

### Dialled In

Ash Patel, Learning and Work Institute | Craig Rimmer, TPAS | Neal Southwick, Macmillan |

### Money Advice Service Attendees

Inigo Churchill (Secretariat)

### Apologies

Debi O'Donovan, REBA | Peter Tyler, UK Finance | Gail Toal, Bank of Ireland | Matt Bland, ABCUL | Michael Royce (Policy)

#### 1. **Welcome**

1.1 The Chair welcomed members and guests to the meeting.

#### 2. **Approval of the minutes of the meeting on Thursday 5 October 2017**

2.1 Minutes of the meeting of Thursday 5 October 2017 were approved without amendment.

2.2 The members agreed that minutes will be circulated for approval as soon as they are available and uploaded to the website when agreed.

#### 3. **Grovelands**

3.1 The Chair introduced DJ Marker, Finance Director, Grovelands whose presentation gave an insight into their work particularly with around 500 self-employed contractors that they place in financial services firms.

3.2 After the presentation the group moved on to discuss the differences in engagement required to reach the self-employed and considered areas such as access to financial services products; the effects of a perceived

lack of security on pensions and savings behaviour and the opportunity costs associated with payment structures.

Click on logo for Grovelands' website



#### 4. What Works Fund and the MAS Business Plan

- 4.1 The consultation on the Money Advice Business Plan 2018/19 closed on Monday 5<sup>th</sup> February. Members are encouraged to read the document and respond. Late responses can be sent to [inigo.churchill@moneyadviceservice.org.uk](mailto:inigo.churchill@moneyadviceservice.org.uk) and will be forwarded to the appropriate teams within MAS if practicable.

Click on logo for MAS Business Plan



#### 5. Fincap website update

- 5.1 The group was given an update on the ongoing project to update the [www.fincap.org.uk](http://www.fincap.org.uk) website and improve the user journey of stakeholders.

Click on logo for Website page examples



- ACTION: Members to provide company logo for use on the website 49**  
**ACTION: Members to provide a short written piece / user story explaining why their organisation is involved in improving financial capability 50**

#### 6. Forward Scanning

- 6.1 Members were asked to consider what events their organisations might be planning or that they were aware of through their networks that they think would be of interest to other members of the group.

Click on logo for Forward Scanning grid



- ACTION: Members to update the forward scanning grid with information on events on an ongoing basis 51**

#### 7. Action Plan Update

7.1.1 The Chair was conscious that there had not been a lot of progress on advancing the business case and proposed that the group, given its updated membership, should now take a more proactive approach.

Click on logo for outline business case



7.1.2 Discussion moved to consideration of a Charter that would include a number of measures of ‘Financial Fitness’ that employers would be encouraged to sign up to and track how many of their staff were ‘Financially Fit’

7.1.3 Members agreed to come back together to brainstorm the contents of the Charter, the underlying message and methods of engagement.

**ACTION: Thomas Joy to provide initial work on the proposed ‘pitch’ and formulate the necessary questions that will need to be answered to operationalise the proposed charter** **52**

**ACTION: Rosemary lemon L to provide an initial list of recommended behaviours to include in the proposed charter** **53**

**ACTION: MAS to arrange a brainstorming meeting** **54**

## 8. UK Strategy update

8.1 There were no comments on the strategy update paper submitted.

Click on logo for UK Strategy Update paper



## 9. Any Other Business

There was no other business.

## 10. Date of next meeting

10:30 – 12:30 – 18th April 2018

## Workplace Steering Group Actions Log

Ref	Action	Owner	Date due	Update
16	MAS to circulate a call for updates to steering group members in advance of meetings.	MAS	Ongoing	
27	MAS to keep the group informed of WWF projects	MAS	Ongoing	
28	Update Action Plan with actions and outputs	MAS	Ongoing	
35	Invite guest speakers for future meetings	IC	Ongoing	
49	Members to provide company logo for use on the website	All	09/02/18	
50	Members to provide a short written piece / user story explaining why their organisation is involved in improving financial capability	All	09/02/18	
51	Members to update the forward scanning grid with information on events on an ongoing basis	All	Initially 09/02/18 then ongoing	
52	Thomas Joy to provide initial work on the proposed 'pitch' and formulate the necessary questions that will need to be answered to operationalise the proposed charter	TJ	09/02/18	
53	Rosemary lemon L to provide an initial list of recommended behaviours to include in the proposed charter	RL	09/02/18	
54	MAS to arrange a brainstorming meeting	IC	09/02/18	Scheduled for 14 <sup>th</sup> February 2018