



## Annex 1 – CILT International/Ireland Meeting

**Date – 27/11/17**

**Venue - CILT offices, Dublin**

**Present – Mick Curran, Tim Hayes, Jon Harris**

**The purpose of the meeting was to discuss**

- **Certification and registration service** – handover, database, operational issues, process, views of local education and audit committee
- **Education business development opportunities** – new courses, University relationships, Train the Trainer, development of new modules

It was agreed that whatever the final outcome was concerning the hosting of the education support service there would be a good working relationship going forward in relation to universities, development of new CILT modules etc. For the purpose of the IAC this note only summarises the key points relating to the education finance and certification functions.

**The key points are:**

- CILT Ireland Education and Audit Committee have concerns about the current process and believe that it should be implemented as agreed back in 2015 with no deviation. The concern focused around the manual certification record, which had been provided by JH for information, but then CILT Ireland had tried to correlate the manual record with the database.
- JH explained the reasons for the above and accepted that now issues had been raised, as part of ongoing QA the manual certification record (for those raised outside of the database for justifiable reasons) the Excel record would be further enhanced from now on, and where possible, information added into the database to give more detail.
- The above issue is important to CILT Ireland because of previous issues about governance and reputational risk if any certification queries came back to them.
- Operationally, all processes are being currently followed from their side so there is no reason to take the education service away – any problems to date have been marginal.
- The proposed split of finance with Ireland and all customer facing issues) including certification) directly with International is not satisfactory and the current system has to continue in its present form

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or they will hand it back. Debt control has to be in Ireland to avoid any conflict of interest/transparency.

- It was perceived that the proposal to remove the education service from Ireland was carried out without due consultation between the International IAC and the Ireland IAC.
- There is a view that the £25k income from the service is not worth the risk. If International take it back, Ireland would seek further funding for the time they spent in helping set up the database etc. retrospectively
- There is concern that the current situation could reflect badly on those in senior positions in CILT Ireland and also on the International President.
- The local audit committee are of view that the '2015' model has to be followed or the service will be handed back because of the risks
- Having discussed all the key institutional, political and fiscal issues at length the conclusion was reached that if CILT International wished to bring the service back into the UK for good reasons, this could easily be resolved in a friendly, 'handshake' way.
- The party line was that the service would be better dealt with in one place (although using different teams/people for audit purposes) for efficiency reasons and in no way reflected on Ireland's efforts and support.
- Whilst there may be implications for CLT Ireland staffing levels the handover would not be instant (i.e. up to 6 months to end Q2 FY18) the message would simply be with maternity leave and other operational needs it would now be easier for International to retain control
- The intention was for this to be addressed ahead of the Ireland IAC later in December.

### **Post meeting issues**

- After the meeting JH debriefed KN and tel cons were held with MC/KN/JH to try and move the situation forward. JH advised MC that if an internal audit was deemed necessary by CILT Ireland because of where the education activity is 'hosted' then the audit should be comprehensive, looking at the main database, communications, and not just the Excel database.
- As of wb 18/12/17 it transpired that the issues had been escalated to the Ireland IAC although the intention of the face to face meeting was to remove this issue from both the audit and full management meetings because it was being dealt with operationally.