

MINUTES OF THE NINETY FIRST
ANNUAL GENERAL MEETING
OF THE INSTITUTE OF THE MOTOR INDUSTRY
HELD AT FANSHAWS, BRICKENDON, HERTFORD
ON 31 OCTOBER 2012

Present: Mr S G Nash FIMI - President of the IMI
Mrs S J Sillars OBE FIMI - Executive Chair
Mr A Smith FIMI - Honorary Treasurer

and 31 members

In attendance: Mr C Thomas - Finance & IT Director
Mr M Thixton - BDO
Mrs A Stillion LIMl - Minutes

AGM/01/12 WELCOME
The President of the IMI welcomed everyone to the meeting.

AGM/02/12 NOTICE OF MEETING AND APOLOGIES
The Executive Chair read the notice convening the meeting and announced apologies for absence from Tony Jarvis and Kevin Finn.

AGM/03/12 MINUTES OF THE ANNUAL GENERAL MEETING OF 26 OCTOBER 2011
The minutes of the Annual General Meeting held at Fanshaws on 26 October 2011 having been duly circulated, were taken as read, confirmed and signed by the President.

President's Statement:

I'm delighted that once again the IMI had another year of significant progress and successfully completed its ambitious programme of work, creating a solid platform for further growth in its role as the retail motor industry's professional body and Sector Skills Council (SSC).

In all aspects of the IMI's work, 2011/2012 has been a seminal year. Whether we have been recruiting and supporting members, developing and providing access to training and accreditation, awarding qualifications, collating and analysing data to support businesses, engaging and inspiring young people or developing frameworks for apprenticeships – the foundations have been laid to help build 'a professional and profitable retail motor industry'.

However, the current harsh economic climate poses many threats and throws up more challenges than we have ever faced before, with reductions in vehicle sales and consumers cutting back their spending on maintenance and repair. Employers report skill gaps and shortages that affect productivity and this is impacting on already low profit margins across the sector.

Add to this the ever more sophisticated vehicles with engines run by computers, sensors linked to brakes and highly engineered suspension systems – there is more computing power in an average family car than there was in the rocket that guided man to the moon. Even the materials used to make vehicles are changing. More businesses are bringing in online booking for MOTs and services and using social media marketing.

To ensure that the automotive retail sector continues to play a significant role in the UK economy, it is essential that it maintains a workforce that is competent and has up-to-date skills. Skills gaps and shortages have a negative impact on the economic growth of sectors and ultimately limit the UK's ability to compete in a global market.

We have an exciting programme of work over the coming years that will see every part of our sector provided with high-quality, fit-for-purpose and affordable solutions to support both employers and individuals – from the very first interest shown while still at school and on throughout their entire automotive career.

In April 2011, the Professional Register was launched in conjunction with the IMI's Continuous Professional Development (CPD) portfolio making 60 unique courses available through its delivery partners. The IMI CPD portfolio opens training opportunities in new vehicle technologies to independent garages, teachers and trainers in FE colleges, something that has never been done before. The portfolio now contains 125 unique courses to support skills development in the sector. Delivered in partnership with 14 CPD delivery partners, these accessible courses, delivered through conventional, e-learning and virtual classroom environments, cover a wide range of skills and training needs.

The IMI is well into its programme of work with industry partners to achieve a critical mass of registered professionals and is working hard to encourage businesses to promote individual's inclusion on the IMI Professional Register as a means of assuring ethical behaviour and competent work. The ultimate vision is that consumers will both see and demand an individual's professional registration as a mark of professional quality and ethical conduct.

During challenging economic times we are keen to provide as much value as possible to our members; as a result member benefits were enhanced, adding over £290 in savings and benefits. I am delighted to report that the increased value of membership, coupled with the hard work of the Professional Development team resulted in the highest number of new membership applications since 2007/8 and a 6% increase to 93% in members renewing their membership. Our Member Associations have also grown both numerically and in terms of activity with 30 active associations hosting 28% more events than in the previous year. I thank all of you who manage and support Member Associations; it showcases all that is good about our industry when individuals, passionate about the sector, volunteer their valuable time to provide interesting and informative activities to our member network.

Following last year's successful delivery of work funded by the UK Commission for Employment and Skills (UKCES) Employment Investment Fund (EIF), we were delighted to have secured a further £3 million funding contribution to complete the work on behalf of the sector and deliver projects and services to boost enterprise, jobs and growth over the next two years.

This year the IMI completed its largest ever research study to establish the skills and training needs of the sector over the next two years, with particular focus on micro and small businesses. The research established these needs for every key job role across all 12 sub-sectors of the automotive retail sector, and is freely available on the IMI website.

With the support of the 'skills and training needs research' the IMI has been able to establish the need, support and structure for developing two new Higher Apprenticeship frameworks. These Higher Apprenticeship frameworks address management skills, ensuring we have an apprenticeship offer at every stage of an individual's automotive retail sector career, from Level 2 to operational management at Level 5.

These frameworks were issued in England and Wales on 27 March 2012, and will be issued in Scotland and Northern Ireland as part of our planned review of apprenticeship frameworks in those countries.

The IMI is committed to developing the ATA scheme further by making it as simple, relevant and cost effective to maintain accreditation as possible. This has been achieved through a number of ATA developments.

Firstly, the ATA validity period has been adjusted from five to three years. This better fits the training and business needs of employers and aligns ATA with the Professional Register. This will allow ATA technicians to have free entry onto the Professional Register in the near future. The introduction of ATA re-accreditation using Assessed Outcome Modules (AOMs) means ATA technicians can now complete bite-size update assessments as opposed to repeating the full assessment.

The IMI has also been able to respond to requests for two new ATA routes. ATA Cosmetic Repair was launched at the end of 2011 and ATA Light Vehicle Inspection launched in March 2012. We are delighted that ATA Light Vehicle Inspection has been approved by VOSA as an entry requirement for becoming an MOT tester.

The IMI's partnership with the Society of Operations Engineers (SOE) and the Institute of Road Transport Engineers (IRTE) has led to redeveloping the irtec licensing scheme. There has been significant engagement in irtec, resulting in targets set by both organisations being exceeded by healthy margins.

The IMI's focus on attracting and retaining young people continues after the successful launch of two new communities, 1st Gear for secondary school children and Accelerate for young people in training. Also, successful completion of the development of AutoStart –a programme to develop a vocational programme for 14-16 year-olds, will enable the IMI to provide an enhanced route into an apprenticeship for 16 year olds.

Headlight had another successful year with 155 schools registering for the resource. A total of 47 competition entries were received. During 2011 an additional set of resources was developed to complement the Headlight programme. Whilst Headlight is mapped to business and enterprise core curriculum, the IMI has developed a new programme, 'Indicate', mapped to the maths curriculum.

This year three SkillAuto competitors were selected to represent the UK at the WorldSkills event in London. Ross Varnam won a silver medal in the Autobody Repair category; John Couldridge won bronze in Automobile Technology and Ben Eaton also scooped a bronze in Car Painting. The event was a great success and the Government have committed to supporting skill competitions for the next three years through funding a UK wide national final event which will take place at the NEC in Birmingham from 15-17 November, which will cover 42 skills across multiple sectors. We wish the SkillAuto finalist taking part in this event, the very best of luck.

During 2011/12 the IMI started significant web development programme including redevelopment and enhancement to AutoCITY and the IMI's main website. AutoCITY's website received a good level of traffic, with over 7,500 hours of website film viewed by the public.

The new IMI website, which has been designed and delivered using the IMI's in-house expertise, has a new address - www.theimi.org.uk. The new IMI website is set to provide more content than ever before, easy navigation, an environment for users to build their own online community, share knowledge and promote their own professionalism.

This year IMI Awards enjoyed continued success in its position as the leading awarding body for retail automotive qualifications and accreditations, increasing its market share to 77%. Given the current economic climate, changes to qualifications, apprenticeship frameworks and funding cuts, increasing market share by 3% is very encouraging.

IMI Awards continues to ensure its high level of customer service through various monitoring devices, and this year's Approved Centre Survey shows an extremely positive result with 'overall performance' results increasing for the 5th year running. In addition the organisation received a 'Good Overall' rating during an Ofqual mystery shopping exercise.

I would like to take the opportunity to thank the team at the IMI and IMI Awards, the members of the Group Board and sub-committees, along with the many volunteers whose dedicated commitment and hard work play a significant role in helping the IMI fulfil its

ambition of meeting the professional needs of the retail motor industry's workforce and employers.

Finally, it would be remiss of me not to specifically thank Sarah Sillars for eleven years leadership as the IMI's chief executive and her current role as executive chair. Sadly, Sarah will be stepping down as chair this year, and I would like to take the opportunity, on behalf of the IMI and the wider industry, to thank her for the vision, enthusiasm and commitment she has shown and wish her the very best for the future.

(Applause)

AGM/04/12 INSTALLATION OF PRESIDENT

The Executive Chair informed the meeting that with the appointment of Steve Nash as CEO of the IMI with effect from January 2013, the post of President had been offered to Mrs Sue Brownson, OBE, Managing Director of BlueBell BMW Ltd, who was delighted to accept. She was not able to attend the AGM, but sent the message that she hoped she would carry out the duties as well as the out-going President.

AGM/05/12 ELECTION OF VICE PRESIDENTS

The President reported that under the authority of Article 6.8 the Group Board had elected the following as Vice Presidents for the period 2012/2013:-

Graham Smith OBE	Managing Director Toyota Motor Europe London Office
Joe Greenwell CBE	Chairman Ford of Britain
John Neill CBE	Chairman Unipart Group of Companies
Ken Keir OBE	Executive Vice President Honda Motor Europe
Lord Brabazon of Tara	Chairman, Administration & Works Committee House of Lords
Peter Johnson	Chairman NFDA
Professor Garel Rhys Cardiff Business School	Director, Centre for Automotive Industry Research
Professor Jim Saker Loughborough University	Director, Centre for Automotive Excellence
Richard Martin	Council Member Inspiring Futures Foundation
Sir Michael Marshall CBE DL Marshall Motor Group	Chairman
Sarah Sillars OBE	Chief Executive Officer Senta

The President, on behalf of the IMI, thanked the Vice Presidents for their continued support and welcomed Sarah Sillars, who had accepted the invitation to become a Vice President. He also thanked Yuile Magee, who had stepped down as a Vice President.

- AGM/06/12 HONORARY TREASURER
The President informed the meeting that Chris Roberts had accepted the Group Board's invitation to act as treasurer, therefore in accordance with Article 6.8, Mr Chris Roberts had been duly installed as Honorary Treasurer for the period 2012/2013.
- AGM/07/12 DECLARATION OF DIRECTORS
On behalf of the Group Board, the President welcomed Mr Melvin Rogers, Director of HR, Sytner Group Limited, and Mr Chris Roberts, Managing Director of Thurlby Motors Limited as Non-Executive Directors
- AGM/08/12 REVENUE ACCOUNTS AND BALANCE SHEET OF THE INSTITUTE FOR THE YEAR ENDING 31 MARCH 2012 AND THE AUDITORS REPORT
Following the Auditors Report, presented by Malcolm Thixton of BDO, the President moved that the Statement of Accounts and Balance Sheet as submitted to the meeting should be taken as read and proposed that the Statement of Account and Balance Sheet for the year ending 31 March 2012 be adopted. This proposal was seconded by Mr Adrian Smith, the Honorary Treasurer of the Group Board, and unanimously agreed.
- AGM/09/12 ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2012
The President moved for the adoption of the Annual Report for the year ended 31 March 2012, which was issued to Members with the September issue of Motor Industry Magazine. This was seconded by Mr Adrian Smith, the Honorary Treasurer and unanimously agreed.
- AGM/10/12 APPOINTMENT OF AUDITORS – 2012/2013
The President, on behalf of the Institute, thanked Malcolm Thixton and his team at BDO for their work carried out on behalf of the Institute. The President moved that BDO be appointed as the Institute's auditors, as required by Section 485 of Companies Act 2006 for the period 2012/2013. This was seconded by Mr Adrian Smith, Honorary Treasurer of the Group Board and unanimously agreed.
- AGM/11/12 ANY OTHER BUSINESS
The President reported that under the authority of Article 6.12 the Group Board had appointed Mr Adrian Smith as Chair of the Group Board, replacing Mrs Sarah Sillars who was standing down as Executive Chair of the IMI at the end of December 2012.

The President thanked everyone in attendance and closed the meeting

Signed.....

Date.....