

MINUTES OF THE ANNUAL GENERAL MEETING OF

MEMBERS OF THE CHARTERED INSTITUTE OF TAXATION HELD VIA VIRTUAL MEANS

ON TUESDAY 31 MAY 2021 AT 16.45

Present: The President, Peter Rayney, was in the Chair. 30 Members. The Chief Executive, Helen Whiteman, Secretary, Rosalind Baxter, and Chief Finance Officer, Karl Cerski, were in attendance.

The President welcomed all those present to the virtual AGM of the CIOT. He explained that throughout the AGM members could submit questions and vote on live polls using Slido, he gave the website address and event code. He also informed everyone that questions would only be considered if their name had been given and that anonymous questions would be disregarded.

The President explained that over 1,500* members had voted electronically in advance of the meeting and he reminded everyone that if they had already voted electronically, they must not vote again on Slido during the meeting.

*Subsequently corrected to over 1,200.

1. APOLOGIES

The Chief Executive reported that apologies had been received from seven Members.

2. NOTICE CONVENING THE MEETING

At the invitation of the President, it was agreed that the Notice convening the meeting be taken as read.

3. MINUTES OF LAST MEETING

The President reported that the Minutes of the last Annual General Meeting were approved for signing as a correct record by the President at the meeting of the Council held on 20 July 2021.

4. ORDINARY BUSINESS

4.1. ANNUAL REPORT AND FINANCIAL STATEMENTS

The President called for any questions. No questions were raised on the Annual Report and Financial Statements.

On the proposal of Susan Ball, seconded by Charlotte Barbour, it was RESOLVED that the Annual Report for the year ended 31 December 2021 be received and adopted. It was reported that there were 9 votes on Slido for the Resolution (with none against and no abstentions) and that 99% of the proxy votes were in favour.

On the proposal of Charlotte Barbour, seconded by Richard Wild, it was RESOLVED that the Financial Statements for the year ended 31 December 2021 be received and

adopted. There were 10 votes on Slido for the Resolution (with none against and no abstentions). It was reported that 99% of the proxy votes were in favour.

4.2 ELECTION OF MEMBERS OF COUNCIL – MEMBERS’ REGULATION 21

On the proposal of Gary Ashford, seconded by Jane Mellor, it was RESOLVED that Charlotte Barbour, having retired under Members’ Regulation 21 and offered herself for re-election, be and were thereby re-elected as a member of the Council. There were 15 votes on Slido for the Resolution (with none against and no abstentions). It was reported that 98% of the proxy votes were in favour.

On the proposal of Jane Mellor, seconded by Susan Ball, it was RESOLVED that Nikhil Mehta, having retired under Members’ Regulation 21 and offered himself for re-election, be and were thereby re-elected as a member of the Council. There were 15 votes on Slido for the Resolution (with none against and no abstentions). It was reported that 98% of the proxy votes were in favour.

On the proposal of Richard Wild, seconded by Gary Ashford, it was RESOLVED that Penelope Tuck, having retired under Members’ Regulation 21 and offered herself for re-election, be and were thereby re-elected as a member of the Council. There were 14 votes on Slido for the Resolution (with none against and no abstentions). It was reported that 99% of the proxy votes were in favour.

4.4. APPOINTMENT OF AUDITOR

On the proposal of Susan Ball, seconded by Charlotte Barbour, it was RESOLVED that UHY Hacker Young be and were thereby appointed auditor to the Institute to serve from the termination of the meeting until the termination of the next succeeding Annual General Meeting. There were 14 votes on Slido for the Resolution (with none against and one abstention) and it was reported that over 96% of the proxy votes were in favour.

The President thanked the auditors and explained that this concluded the AGM formalities. He explained that his address would be next and this had been pre-recorded. Following his address he explained that the new Officers for the year ahead would be:

Vice-President - Charlotte Barbour
Deputy President - Gary Ashford
President - Susan Ball

Susan Ball then explained that her incoming President’s address would follow and this had been pre-recorded.

6. ADDRESS OUTGOING AND INCOMING PRESIDENTS

The text of the two speeches are annexed to these Minutes.



President
19 July 2021

Annex 1

AGM Address by outgoing President, Peter Rayney, 31 May 2021

The Covid President

Dear friends and colleagues in Tax

It appears that I am set to go down in the Institute's history books as "The Covid President", so it is perhaps fitting that I am spending the last two weeks of my Presidential tenure having caught Covid for the first time and now recovering from it. Thank goodness for the protection given by the vaccination programme.

Since I picked up the Presidential baton in November 2020, we have indeed been living in menacing times. I was very fortunate to have Glyn Fullelove as my immediate past-president - he left the Institute in great shape after helping to negotiate many challenges faced by us in the early part of the pandemic.

One of these changes was the *Covid (Transitional Presidential Term) Regulations 2020*, which have seen both Glyn and I serve an 18 month presidential term. The hope was that at least I would see some face to face action towards the end of my Presidency, which I am pleased to say I have. But, looking back, my Presidency has been truly shaped by the pandemic. We have - almost totally - engaged with our students, members, HMRC and the Treasury, our fantastic volunteers and all other stakeholders using virtual on-line technology.

And I do feel that I have met far more students and members virtually than I would have done in 'normal' times, such is the powerful reach of the internet where distance and time are no longer obstacles to attending meetings and events.

And while we are now slowly resuming face to face meetings and events, everyone accepts that, as we move forward, online events and meetings are here to stay.

Transforming our engagement

We have had to quickly adapt and transform the Institute's various activities, offerings and our engagement with our members, our stakeholders and the general public.

- 2021 saw a new high of more than six million visitors to Low Income Tax Reform Group – or LITRG websites. Well over a million of these visits were for the group's superb covid-19 guidance pages. We can be justly be very proud of LITRG – who is always listened to by Government and HMRC – they have truly excelled in being a strong voice for the unrepresented low income groups.
- We originally decided that the roll-out of online examinations was at least four years away, but we had to act speedily when the pandemic hit us. I am very proud to say that we successfully launched the first of our online CTA exams from mid-2020 onwards and they are now here to stay.
- We have witnessed a record number of students sit a record number of CTA exams and a record number of new members joining - taking the total CIOT membership to over 19,000. A record number of ADIT exams were sat too. Many congratulations to all concerned – and it was great to finally do TWO bumper-packed face to face admission

ceremonies at Drapers Hall earlier this month.

- We have been delighted with the successful launch of virtual CIOT conferences and branch seminars and events, and these have attracted record numbers of delegates
- I have also been told 2021 was a record year for our meetings with HMRC and other policymakers. The official count is that we attended 364 such meetings during the year.

Support for the tax charities

One of the great strengths of the CIOT, and one reason why I am so proud to belong to it, is that we are here to help everyone with their tax. And that includes those who can't afford to pay for tax advice.

Many vulnerable people with tax problems also need personal advice and this is where TaxAid and Tax Help for Older People come in.

Every day, the two charities help people who are facing real difficulties with their taxes. The advice and assistance the two charities offer can often be life changing for their clients - taking away from them the stress and sleepless nights they will have experienced. The help they give resolves the issue and lets them get on with their lives.

We strongly support these two charities both as an organisation and individually. This goes for me personally and all of my recent Presidents. And I know that Susan will carry on this tradition.

The charities do a fantastic job. Many of you are also personal supporters. If you would like to support in any way – for example as a volunteer or through a donation – please contact Helen Whiteman or me and we will put you in touch.

Heartfelt appreciation

I shall not keep you much longer but I cannot 'sign-off' without expressing my sincere thanks to the large number of friends and colleagues that have supported and helped me in my Presidential role.

I want to give special thanks to Helen Whiteman (CIOT Chief Executive Officer), my fellow officers, Glyn Fullelove (Immediate Past President), Susan Ball (Deputy President), Gary Ashford (Vice-President), our CIOT Council members, our ATT friends including past president Jeremy Cooker and President Richard Todd. My sincere appreciation also goes to the fantastic CIOT executive team - including Roz Baxter, John Cullinane, George Crozier, Emma Barklamb, Lisa Drakley and the rest of our dedicated CIOT staff. And also I cannot thank enough our wonderful army of volunteers.

All these amazing people have provided me with such wonderful and friendly support during the last 18 months. I am so proud of all the great things we have done together – it is truly a team effort.

I also thank my mentors including past presidents Ray McCann and the late Chris Jones, and many others who have always been there for me. There is insufficient space to name everyone –

but you know who you are. I also appreciate the encouragement of all our members – it has been great to see so many of you ‘virtually’.

Heartfelt thanks must also go to my wife, Patricia Caputo-Rayney, who has given me her enthusiastic and indefatigable support throughout my Presidential term.

My successor – Susan Ball

I have to say that I have been truly humbled and honoured to have served as your President through these challenging and yet motivating times. I have had the pleasure of speaking to many inspirational people at our events and it’s been a blast!

I spoke earlier about the temporary 18 month Covid term for my presidency. I am pleased to tell you that, as great tax professionals, we have now successfully re-aligned our Presidential basis period back to its normal May year-end. It’s not MTD compliant but you can’t have everything!

It is with great pleasure that I now hand you over to your new President, our 57th President, Susan Ball. Susan is a Partner at RSM who - despite her youthful looks - has over 30 years’ experience working in the employment taxes field, advising local, national and global businesses. I know Susan will be a fantastic and passionate President and I wish you all the very best Susan for the forthcoming year.

Take very good care of yourselves!
Thank you...

Annex 2

AGM Address by incoming President, Susan Ball, 31 May 2021

Susan Ball presidential inaugural speech – 31 May 2022

Thank you, Peter – and thank you for your marvellous work over the past 18 months, rightly recognised earlier this month at the Tolley’s Taxation Awards.

Now this week we celebrate a historic transition.

Not my ascent to the CIOT presidency, but of course the ascent to the throne of Her Majesty the Queen 70 years ago.

You don’t need to be a royalist to admire her hard work and dedication.

All of us at CIOT offer her our hearty congratulations on this amazing achievement.

70 years.

That’s 14 Prime Ministers.

22 Chancellors.

50 CIOT Presidents.

The birth of corporation tax, capital gains tax, VAT, inheritance tax, SDLT...

Independent taxation of husbands and wives. Self-Assessment. Tax devolution.

And of course, Her Majesty paying personal taxes to her own Revenue and Customs. No doubt using her own online Personal Tax Account!

Diversity and inclusion

Obviously, I wasn't around 70 years ago but if I had been I doubt I would have been elected your President. It took the Institute until 1992 to get its first female President. And we've managed just three, including myself, in the three decades since. We all know this isn't good enough. So, I'm delighted that joining me in the presidential team for the year ahead, alongside Gary Ashford as Deputy President, and Peter as Immediate Past President, will be Charlotte Barbour as our new Vice President, ready to take over, hopefully, as president after Gary in two years' time. What a great team.

The Institute takes diversity seriously. How can we represent our wonderfully diverse membership effectively if we do not reflect that at every level?

I am proud of the steps forward we are taking:

- The work of our Equality, Diversity and Inclusion Committee.
- The results of our New Speaker Programme and other efforts to improve the diversity of our panels.
- Our Council and senior management, more diverse than ever before, with Nik Mehta as the Council's EDI champion

But we still have a long way to go, and continuing to make progress in this area is a priority. Now diversity and inclusion aren't just about different genders and skin colours. They are about different life experiences of all kinds. In my President's Page in the June Tax Adviser, I say a little about my own experience growing up with dyslexia.

Why am I sharing this? Because conditions such as dyslexia are widespread – around one in five people is neurodivergent in some way. Even beyond this group people are different. We have different strengths and weaknesses. We learn in different ways. We work in different ways. As managers, as employers, as leaders, or even just as co-workers, we need to recognise this, in those we employ and work with, if we want to get the best out of them. One size does not fit all.

Thanks to volunteers

Now I initially got actively involved in the Institute as a branch volunteer. When, 15 years ago, I was part of a small group of us who set up the Suffolk branch. You may be surprised to learn that there are more than a thousand volunteers involved with the Institute in its branch and other committees. That's an incredible number.

We have a wonderful team of professional staff, but ultimately, we are our members. Without their work, insight and the all-round contribution our branches couldn't run, our events would not succeed, and our representations would not be listened to. Thank you to all of you who contribute your time, your effort, and your expertise as Institute volunteers. I look forward to meeting as many of you as possible over the year ahead.

Embracing change

As we emerge from the pandemic the Institute is determined to cater both for members keen to get back to face to face meetings and events, and those who want, for whatever reason, to continue to meet and get their CPD online – as well as those who want a mix of the two. This hybrid approach will require some extra work and some extra cost, but it will enable us to reach many more members than before, and we are determined to deliver on it. In this as in so much else, technology is our friend.

Looking at the decade ahead I see three big, ongoing trends which will reshape the tax system and we must consider the role we can play – embracing change to ensure we remain relevant and delivering on our public benefit obligations.

Technology is the first of these. This means not just thinking about how we provide *our* services but about how technology will change how our members work and what kind of tax system they are advising on.

That's why an Institute Working Party has developed a syllabus for a new Diploma in Tax Technology. This qualification is aimed at both existing tax professionals who wish to enhance their awareness of tax technology, and at those outside the profession who might wish to work in this area. We aim to launch this new qualification by the end of the year.

And it's also why our technical committees and Low Incomes Tax Reform Group are looking closely at HMRC's plans for digitalisation and use of data. Of course, if technology can make HMRC more efficient that is a good thing, but there must be safeguards. Taxpayers who struggle with accessing services online must be protected. And those who wish to have an agent act for them must be able to retain that right in a digital world.

The second big factor shaping our world is climate change. What does this mean for the Institute? Well, first it means looking to our own actions, making sure we embed environmental awareness into our culture and practice, and, working with an external consultancy, we've already begun doing just that. But it also means thinking about the role of tax in tackling climate change. That's why we set up our Climate Change Working Group, why we published our Climate Change Tax Policy Road Map last year, and why we held two separate debates last year exploring the role of tax in getting to net zero. We don't claim to have all the answers, but we can act as a gathering point for debate and provide a tax practitioner perspective on how different kinds of carbon pricing and other green incentives can be implemented effectively.

The third big factor is internationalisation. Yes, there are ups and downs, trade disputes and sanctions. But the long-term trend is one of increased co-operation on matters such as tax. This is most obviously visible in the continuing work of the OECD around base erosion and profit shifting, including the plan for a global minimum corporate tax rate, but we also see it in improved information sharing between tax authorities and in efforts to combat climate change.

What does this mean for CIOT? Well, just as tax authorities are working together so it makes sense for us to join with tax bodies elsewhere in the world – learning, sharing best practice. We continue to be one of the most active members of CFE Tax Advisers Europe. And we are continuing to build the international CTA community, announcing just two weeks ago the addition of the South African Institute of Taxation to the ranks of those bodies we license to use the designation Chartered Tax Adviser, recognising that, in their jurisdiction, they offer a standard of professional excellence equivalent to our own.

We also, of course, continue to grow our ADIT qualification, now being studied in around 120 countries by tax professionals keen to obtain the world's leading qualification in international tax.

The advance of technology. The fight against climate change. Internationalisation. Three big changes affecting our world, impacting on the tax system, and on which our Institute has a significant role to play.

Cost of living crisis

A more immediate issue right now is the cost of living crisis. Last week's announcement of a temporary windfall tax on oil and gas companies will jar with some in the tax profession. We prefer our tax policy planned, stable and consulted on.

But with inflation at nine per cent and rising, and energy bills expected to double in just six months, these are exceptional times. And I think they justify exceptional measures. The Institute is of course carefully politically neutral, but we do seek to enable debate and help policy-makers understand the practical implications of policies they are considering. So at the autumn party conferences, when we join once again with IFS, the subject of our debates will be the role of tax in tackling the cost-of-living crisis. As money gets tighter so the tax advice charities become even more crucial. I encourage anyone in a position to do so to support the Bridge the Gap campaign, so they can meet the growing need for their support.

And in a similar vein, the role of our own Low Incomes Tax Reform Group becomes even more important, in providing guidance, and speaking up for taxpayers on low incomes. They continue to do a fantastic job, including on the growing issue of the disturbingly high cost to taxpayers of claiming tax refunds.

As an employment tax specialist, I must briefly mention the debate on employment status, the lack of an Employment Bill and the new Matt Warman review into the future of work announced on 12 May.

It is now nearly five years since Matthew Taylor's Good Work report recommended that the level of NIC paid by employees and self-employed people should be moved closer together. More recently the House of Lords expressed concerns on the lack of clarity around determining status. It is time we made progress on some of these matters.

Standards

Another issue which will occupy us during the next year is the regulation of the tax profession. The Government are considering various options for raising standards within the profession. We understand there will be a further consultation in the summer. Our position is clear. Rather than creating a costly new government regulator, the most effective way forward in this area would be to build on the good work *already* being done by professional bodies such as CIOT. Our PCRT rules *already* protect taxpayers and make clear that there is no place in the tax profession for those who devise, promote, or sell tax avoidance schemes.

HMRC service levels

Additionally, we continue to be concerned about the difficulties both advisers and taxpayers face getting timely responses and action from HMRC.

While we have seen improvements in recent months, targets have been missed and problems persist. We are looking at ways in which HMRC's processes and service levels might be improved and will be asking for your views on a range of ideas, including how taxpayers and agents could be allowed to do more themselves, thus easing the pressure on HMRC's resources.

Conclusion

So, in conclusion I just want to say how proud I am to be your president for the next 12 months. If Peter was, through circumstance, a 'Zoom President', I want to be as much as possible the 'in the room' President, meeting as many of you as I can starting with next week's CTA Address. Our Institute is 92 years old, just a little younger than Her Majesty. I like to think that, like her, we combine a respect for tradition with a willingness to adapt, with the ethos of public service

running through everything that we do. As we celebrate *her* Platinum Jubilee this week let us remember *our* objects, as set out in the Royal Charter she granted to us:

- to advance public education in taxation,
- to prevent crime, and
- to promote the sound administration of the law for the public benefit

These are goals to be proud of. With your help, I will do *my* best to pursue them with vigour and tenacity over the year ahead.