

CIPFA in the Midlands Regional Council

Notes of meeting held: Thursday March 15th , 2018

Present: Tony Crawley, Theresa Channell, Emma Cranidge, Nick Harvey, Amie Hall (joined at 10:30), Paul Hector, Hayley Mason

Dial in: Colin Sharpe

In Attendance: Tim Reade – CIPFA Property Asset Advisory Service, David Bently- CIPFA Head of Asset Management

Agenda Ref	Notes	Action Owner
1. Apologies	Alison Breadon, Chris Blundell Owen Campbell, Lisa Commane, Alan Edwards, Andy Hardy, Vicki Hundleby, Alison Jarrett, , Gus Miah, Sean Pearce, Joe Reeves, Martin Reohorn, Peter Shakespear, Kelly Watson	
2.	Review of Actions	
2.1	<p>Constitution and Engagement Discussion re Board members capacity to attend meetings, how we take this forward and engage more with members.</p> <p>Review of the constitution to consider membership. Options raised:</p> <ul style="list-style-type: none"> • Agendas more focused • More conference calls • Difficulty attending in work time? - Move timings to evenings and weekends <p>Send e-mail to all members to remind them of constitution Consider what we want CIM to achieve :</p> <ul style="list-style-type: none"> • Events • Working in conjunction with CIPFA HQ 	TCr
2.2	<p>Reminder - CS has previously circulated the details of all of CIM's social media accounts. He urged all Council members to sign up to the Facebook page in particular. The Linked-in account has now been set up for those who use linked in</p>	CS
3. Development plan update	Development plan previously circulated - Kelly to update next time	KW

4. Events update	<p>CIPFA Conference. The 2018 event will be held in Bournemouth; The 2019 event will be held in Birmingham, and we will have a major role to play in supporting this. We need to be in contact with the team from CIPFA South-East. Volunteers will be needed to work on this</p> <p>Confirm attendance at 2018 conference</p> <p>Autumn Forum. CIM has been asked to host the 2018 Autumn Forum, so we may have an opportunity to influence the format and the sessions. Volunteers will be needed to assist with the Forum</p> <p>6th form management games. EC reported good progress in setting up the 2018 games and we were further ahead than last year: Dates and venues to be circulated by Emma:</p> <ul style="list-style-type: none"> • 2 games in Birmingham - June 20th (Birmingham) confirmed further date to be circulated • 27th (Lincoln) confirmed • Staffordshire CC <p>(EC) 2 previous e-mails sent asking for volunteers - Volunteers are still required to assist with the games Paul confirmed sponsorship £4k to come from centre and no claw back. Good practice to produce a mini set of accounts</p> <p>North West are looking to take on the 6th form Games format – Thanks From HQ to CIM</p> <p>CATS - pick up next time</p> <p>Other events</p> <ul style="list-style-type: none"> • IMFA Joint event – East Midlands Shared Services – John Innes re debt collection • Blue light services - Nick to discuss with Martin 	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL EC</p> <p>ALL</p> <p>NH</p> <p>NH</p> <p>NH</p> <p>NH</p>
5	AGM	NH

7	News from CIPFA HQ	
7.1	<p>CIPFA Property Overview - Item 7</p> <p>Tim and David joined the meeting to update on the service offer particularly in light of the new prudential code. 3 networks – Strategic Asset Management/ Property Training Network/ Highways Asset Management. A series of conferences and events are on offer in particular in relation to property investment strategy and prudential code. Are working with and supporting a number of authorities in the development of a capital strategy. They also offer certificates in asset management / option appraisals/ corporate landlord reviews and VFM work.</p> <p>TCr raised how we can join up and work better together</p> <ul style="list-style-type: none"> • David to send round a list of events • CIM to include Property events on newsletter • TCr to discuss with David how we can link up with Councils in the regions to provide venues 	CS/ TCr/ OC
7.2	<p>Amie updated on:</p> <ul style="list-style-type: none"> • Regional data sharing project - issues with GDPR • Looking at how branches work more effectively together • Proposal for regional training courses. 3 pilots being developed in the North West <ul style="list-style-type: none"> ○ Contract Management ○ CIPFA Business Partner ○ CIPFA Mini MBA <p>Amie to discuss with Kelly</p> <ul style="list-style-type: none"> • CIPFA restructure - Regional contact is Alistair Barr <p>Colin and Nick had problems with getting AGM onto the regional database. Maria Fletcher HQ would provide support. Nick to contact Maria</p>	AH/ KW NH
8 Financial Reports	In OC's absence, EC presented the report. A surplus achieved in 2017, thanks to a significant profit from the annual Seminar. For the 2018 budget will require a call on reserves	
5. Annual General Meeting	<p>Run through of the meeting at 12:30</p> <ul style="list-style-type: none"> • Presentation by Mark Surguy of Law firm Weightmans: general Data Protection Regulation • AGM • Presentation by Dan Cutts (CIPFA): Apprenticeships and the apprenticeship levy 	
9. Calendar of meetings		
9.1	<ul style="list-style-type: none"> • Wednesday September 5th - PWC Castle Donington was suggested. Tbc with PwC 	KW / TC

	<ul style="list-style-type: none"> • Thursday December 6th - Birmingham (Tba) • AGM 2019: Friday March 15th - Venue to be decided 	
10 Other Business	Other Business	
10.1	Paid Support. Some regular, dedicated support, especially to assist with event preparation, would be invaluable. Update required	KW

CIPFA in the Midlands Regional Council

Notes of meeting held: Thursday June 8th , 2018

Present: Kelly Watson, Chris Blundell, Tony Crawley, Paul Hector, Andy Morley, Martin Reohorn, Richard Vialard, Colin Sharpe

Dial in: Nick Harvey, Dan Cutts, Alison Jarrett

Agenda Ref	Notes	Action Owner
1. Apologies	Alison Breadon, Owen Campbell, Emma Cranidge, Lisa Commane, Amie Hall, Andy Hardy, Vicki Hundleby, Hayley Mason, Gus Miah, Sean Pearce, Joe Reeves, , Peter Shakespear,	
2.	Review of Actions	
2.1	<p>Communication: It would be useful to produce a monthly summary of what has happened, what is coming up and any pending actions. This would help to ensure matters get adequately progressed in between the quarterly meetings.</p> <p>CIM e-mail inbox: Colin Sharpe (CS) has access to this but who else has?</p> <p>Circulation lists: We need a list of the individuals who coordinate agendas for the various Treasurer/ Finance groups in the region. Eg Society of District Council Treasurers (CB) Staffordshire Treasurers Northamptonshire Treasurers Leicestershire Treasurers</p>	<p>?</p> <p>ALL</p> <p>CB PH KW AM</p>
3. Development plan update	Focussed on events, with special emphasis on the Autumn Forum	
4. Events update	<p>CIPFA Conference We have 5 delegates attending the 2018 conference, and we need these delegates to learn from the event in advance of the Midlands hosting the 2019 conference, and report back to the CIM Council Volunteers are also needed to staff the Regional Stand – and a free place at Conference is available to those who volunteer. Other items to consider for 2019 are a Regional Dinner or some Regional event on the Tuesday before the National AGM.</p>	Conference delegates (KW, TCr, PH, OC, PS)

	<p>The conference dates are TBC, as is the conference venue. The lead hotel will be the Crown Plaza. The CIPFA contact is Drew Cullen. A working group is needed for the 2019 event. This will be considered at the next meeting together with the report back on the 2018 event.</p> <p>Autumn Forum. This is to be held at the Crown Plaza, Birmingham, on November 15th & 16th. The budget for this event is £1,000, and the breakeven point is less than last years attendance (TCr) Volunteers from the region are needed, and so far the following have offered to help: Martin Reohorn, Alison Jarrett, Chris Blundell and Paul Hector. Tasks in advance of the forum include publicising the event to the other regions and possibly a conference call.</p> <p>6th form management games. There are 6 further games to be held in 2018: Worcester June 13th (NH Leading) Leicester Nottingham Lincoln June 27th (KW Leading) Stafford (Chris Gill leading) Birmingham university June 20th The meeting confirmed that it would be good practice to produce a mini set of accounts</p> <p>CATS The proposal now is to hold 3 session a year. Mat Davis would co-ordinate these: February – Heads of Audit – Current topics June - Practitioners October - ICT Auditors (lead by Phil Spencer) The Institute of internal auditors programme is coordinated by Mat Davis, and he will also liaise with Amie Hall to avoid clashes with National events.</p> <p>Other. Michael Page have offered to host a breakfast meeting, and also to provide a speaker for the 2018 Seminar. We considered the option of doing something in conjunction with Michael Page in lieu of a full Annual Seminar for 2018. Possible dates considered were November 28, 29.</p> <p>Joint event(s) with HFMA.</p>	<p>Conference delegates</p> <p>OC</p> <p>PH</p> <p>TCr</p>
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	<p>CIPFA Property To be presented by Tim Reade in Nottingham on August 22nd, with the title “Better Capital strategies roadshow” CIM presence will be through Chris Blundell</p> <p>Question Time Nothing planned, but we agreed it should be revived.</p> <p>CIM AGM 2019 To be held on Friday March 15th. A venue needs to be agreed</p>	<p>CB</p> <p>RV / AB</p>
5.	<p>Student update No report. Chris Roberts (SE Region) wants to reinvigorate the group and is looking for someone studying in the Midlands to assist.</p>	ALL
7	<p>News from CIPFA HQ Amie Hall had sent an e-mail to KW which we considered at the meeting. Alan Edwards is no longer a regional contact. This is now Alastair Barr. Amie is the Business Development Manager</p>	
8 Financial Reports	OC reported a £600 windfall from HQ re 2017. This resulted from the treatment of outstanding debts at Y/E	
9. Calendar of meetings	<ul style="list-style-type: none"> • Wednesday September 5th - PWC Castle Donington. • Thursday December 6th - Birmingham. Michael Page may host this meeting. Paul Hector to liaise with Michael Page <p>AGM 2019: Friday March 15th - Venue to be decided Proposed dates for 2019 Council meetings will be circulated with the agenda for the September meeting.</p>	PH
10 Other Business	Paid Support KW still believes this is required. Ideas and or possible volunteers sought	
10.1		
10.2	Social Media We have still not made much progress with this. Ideas needed on how best to move it forward.	
10.3	PINWM We should try and get our events posted on the PINWM website. CS will dial into the next PINWM conference call	CS
10.4	Speakers TC urged everyone to take a note of any good speakers they come across so we can consider hiring them for our own events.	ALL

CIPFA IN THE MIDLANDS REGIONAL COUNCIL

5th SEPTEMBER 2018 - ACTION NOTES

In attendance

Andy M, Tony C, Mason B, Alison B, Amie H, Paul H, Alison J, Martin R, Chris B, Colin S, Nick H, Owen C, Emma C.

Networks and comms

KW to contact Sean Pearce re: contacts list

Tony to progress Notts and Lincs

Chris Blundell – SCDT

Paul Hector to contact John Bloomer about police networks

CIPFA Conference 2019

TC - Request for volunteers for organising committee

Events

Touch base with Alastair in mid-October to feedback on the retired event with Penna

TC – leading on Michael Page event on agency workers (all supportive of this event)

CB – leading on event with BDO regarding Commercialisation and income generation (1 Nov)

Annual Seminar – possibly have a dinner in the evening of the AGM in 2019

Autumn Forum – KW to draft agenda with Tony

ALL – who would like to go to autumn forum (Martin R, Chris B, Paul H)

Question Time – Alison and Matt to circulate some ideas to take forward (possible ideas Reserves, Financial Resilience)

CATS – idea to put to Matt D – technology and financial resilience in an audit context – Ask Clare to set up a con call for – Nick, Matt, Ann and Gurpreet (poss. Colin)

Development Plan

Set up a call for Andy, Tony, Paul H to take this forward (incorporate into plan quick wins from other regions) Alastair – focus on students and CPD as well as measurable outputs

Regional awards

Ask Clare – meeting for regional award discussion re: CIM games

Chase Colin about linked in CIM page

Things to consider

How to tap into retired members

Penna is doing a breakfast meeting for retired members – could they do one in the midlands – speak to Alastair Barr in Mid Oct.

CIPFA in the Midlands Regional Council

Notes of meeting held: Thursday December 6th, 2018

Present: Kelly Watson (chair), Mason Brandrick, Andy Cardoza, Emma Cranidge, Tony Crawley, Nick Harvey, Paul Hector, Alison Jarrett, Phil Jones, Andy Morley, Sean Prosser

Dial in: Colin Sharpe, Owen Campbell, Alastair Barr, Lee Yale-Helms

Agenda Ref	Notes	Action Owner
1. Apologies	Alison Breadon; Chris Blundell	
2. Review of actions		
2.1	Communications. We need someone to take responsibility for key contacts within each county. TC can look at Notts and Lincs. Volunteers for all other counties needed	ALL
2.2	PH to contact John Bloomer about Police contacts. Amie Hall has some police links now.	
	Dialogue with CIPFA HQ is ongoing re. the new contacts database.	
2.3	CIPFA Conference volunteers: So far we have Chris Blundell (still keen although he has now moved away from the Midlands); Paul Hector, Nick Harvey.	
2.4	Events: The retired event now deferred until April (ish) Agency workers event, in conjunction with Michael Page still be progressed. Likely to be February, in Birmingham. KPMG offered to host. BDO event on commercialisation and income generation: took place on November 1 and was a success. Annual Seminar & dinner. This idea, similar to the HFMA approach, is not to be pursued yet Autumn forum. This took place on Nov 15/16 and received positive feedback Question time: Still to be pursued in 2019 CATS. Andy Cardoza offered to get involved. A conference call between Nick, Matt Davis, Ann (B'ham City Council) Gurpreet and (possibly) Colin to be set up by Clare.	KW / Penna TC Clare / KW
2.5	Retired members: to be an agenda item at the next meeting. CIPFAs new data system may be able to help locate contact details.	
2.6	Data profiles. All Council members were urged to check out their own data profile, to soft test the new system.	ALL

3. Student Society	Chris Roberts, the National Student co-ordinator, wants to set up a Midlands forum. SP to be involved in this, with support from AJ	SP / AJ
4. Events		
4.1	CIPFA in the North West have devised a checklist for events. TC has a copy and thinks we should make use of it.	TC / NH
4.2	Our program of events should, ideally, look 2 years ahead to help with detailed planning, publicity and attendance. CIPFA will be running some courses which they intend to offer to Regions. The cost is £2k and CIM would need to underwrite part of this cost	NH / PH
4.3	Our events program can include some courses which CIPFA will be running and which they intend to offer to Regions. The cost is £2k and CIM would need to underwrite part of this cost	TC/ NH / OC
4.4	Margarita Fedoseyeva now works for Macildowie and has indicated that some sponsorship for some events may be possible	PH to pursue
5 6th form games update	<p>Planning for the 2019 games has begun. Chris Gill and KW continue to be the main drivers of the games. Mark Lovell, Holly Hancock and Martin Rehorn have offered to help. The usual clutch of volunteer helpers will also be needed. Venues are likely to be the Universities of Birmingham, Worcester, Trent, Staffordshire and De Montfort. Northampton University may be added to the list.</p> <p>KW suggested incorporating a short version of a game into the National Conference, to be held in Birmingham in 2019.</p> <p>KW to send George Clark's contact details to PH</p>	<p>KW to meet someone at Northampton Uni</p> <p>KW</p>
6 Development Plan	<p>The 2019 development plan is in hand. TC noted the effort required to get numbers for the annual seminar up to 50. We need to try and make it easier. CIPFA's "off the shelf" courses may be useful in this regard (See 4.3 above). Our events are important and help us to raise our profile.</p> <p>TC suggested that the preparation for the 2020 development plan should begin around June, and we should try and identify a lead and support person for each Development Plan Objective.</p>	ALL
7 National CIPFA issues	<p>There is some internal recruitment taking place. Chris O'Neil is the new head of Business Development.</p> <p>A new partnership course has been launched.</p> <p>A webinar demonstrating the new CIPFA data system was proposed, and we agreed this would be a good idea. KW to liaise with Colin Jenkins at CIPFA.</p> <p>NH, in particular, needs access to this system</p>	KW
8 Financial Reports	<p>The latest outturn forecast show a reduced deficit, due to lack of spend in the areas of marketing and Students Union Council members were urged to submit all of their expense claims ASAP. Need to ensure that the claim form on the website is easily accessible and correct (e.g. correct mileage rate)</p> <p>AB confirmed that money would be available to fund a deficit on the Autumn Forum, if a loss was made.</p>	<p>ALL</p> <p>AM / CS/ OC</p> <p>OC</p>

<p>9. Annual General Meeting</p>	<p>There are a number of vacancies on the Regional Council, as several existing members will not stand for re-election when their term expires.</p> <p>We have 6 individuals interested in serving on the Council, which is encouraging. These are: Andy Cardoza, Alison Jarrett, Phil Jones, Sean Prosser, Lee Yale-Helms, plus John Bloomer who is an existing member of National Council and therefore eligible to attend our Regional Council.</p> <p>All of the prospective new members can be elected to Council to over the existing vacancies.</p> <p>The location for the 2019 AGM will be Birmingham – the venue to be discussed by Andy Cardoza and Alison Jarrett to see what’s available.</p> <p>The date agreed was the 15th March (but NB this has now been changed to 8th March 8th).</p> <p>The AGM session will last for the customary half day, and the theme will be along the lines of either “Financial Resilience”; “A sector under siege”; “Ethics”, depending on the availability of speakers.</p> <p>PH will contact Michael Page to see if they have any speaker(s) they could offer.</p> <p>We agreed that Past CIM Presidents should be invited.</p>	<p>AJ / AC</p> <p>ALL</p> <p>PH</p> <p>?</p>
<p>10 Other Business</p>		
<p>10.1</p>	<p>Engaging with the next generation. AC, AJ and TC to discuss by phone / conference call</p>	<p>AC/AJ/TC</p>
<p>10.2</p>	<p>AB asked for some information for inclusion in the Regional Handbook</p>	
<p>10.3</p>	<p>AB asked that information about upcoming events should be circulated (including via CIPFA) well in advance, even if all of the details have not been finalised.</p>	
<p>Calendar of meetings</p>	<p>The only meeting date confirmed is March 8th, for the Regional Council meeting in the morning, and the AGM in the afternoon.</p>	<p>ALL</p>