

CIPFA in the Midlands Regional Council

Notes of meeting held: March 9th, 2017

Present: Kelly Watson; Alison Jarrett; Alison Breadon; Theresa Channell; Owen Campbell; Emma Cranidge; Nick Harvey; Paul Hector; Andy Morley;

Conference call: Sean Pearce; Colin Sharpe;

In attendance; Mike Phillips; Hema Patel; Jas Sainbhee; Manj Banal (All Coventry City Council)

Agenda Ref	Notes	Action Owner
1 Apologies	Victoria Hundleby; Brian Roberts; Hayley Mason; Tony Crawley; Lisa Commane; Alan Edwards; Andy Burns	
2 Review of actions		
2.1	Mentoring. Discussion deferred to the June meeting	KW
2.2	Paid support. For discussion in June	KW
2.3	Student society. For discussion between KW and AE	KW / AE
2.4	CATS. KW spoke to Tommy Harrison & Maria at CIPFA to discuss more joined up working arrangements. A generally positive discussion with the promise of updated member lists and targeted member lists (eg East Midlands specific)	
2.5	Events co-ordinator JD.	NH
2.6	6th form management games. Good progress on the organisation of the 2017 events.	
2.7	AGM. The Coventry City volunteers have done an excellent job in supporting the preparation for the AGM	
2.8	Finance. Owen presented a draft budget, for ratification at the AGM	
2.9	Dates for future meetings. These are listed on the agenda for the June meeting and given below	
3 Events update	Several events planned, in addition to the forthcoming AGM: HFMA (NH to contact TC& Richard Vialard); Question Time. The 2017 annual Seminar will be arranged for November, although KW suggested moving this back to January or February. AJ suggested an e-mail to the membership asking for ideas about topics and speakers. Andy Burns is next year's CIPFA president and his	NH All

	availability will determine our AGM date	KW
4 6 th Form Management Games	Firm arrangements are in place for games at Lincoln, Birmingham and Leicester. Still to be confirmed are the games at Stoke, Worcester and a second game in Birmingham. We noted that the game at Lincoln will be in a shorter format as an experiment, with greater input from Mansell St. A request for more volunteers was made	All
5. Development Plan update	Alison will prepare a document for AM to circulate.	AJ / AM
6. National Issues		
6.1 Apprenticeship scheme	AE reported that the achievement of a Level 7 Professional accounting standard is the main driver for the scheme, taking account of the new employer levy	
6.2	PH noted that the Spreadsheet publication no longer lists Regional Contacts	
7. On-line exams	TC reported on some serious problems experienced with the technology supporting the on-line exams. TC will report back to the next meeting on the exam being held on March 9 th , at Nottingham. Sean Pearce reported under AOB that, at a meeting of the Student Members Board, the problems had been acknowledged, and an independent company has been engaged to review the whole issue of the on-line exams.	TC
8. AGM Preparation	All is in hand for the AGM following the Council meeting	
9 CIPFA Conference	Delegates confirmed as: Paul Hector; Kelly Watson; Tony Crawley; Emma Cranidge; Martin Reohorn; Nick Harvey. AM to check out the (discounted) costs for Regional delegates and sort out appropriate accommodation	AM
10 AOB	Sean Pearce reported:	
10.1	Caroline Davies is the new CIPFA Vice-President elect,	
10.2	CIPFA is currently “behind budget”.	
10.3	Sean has been nominated for the National Council	
10.4	The Midlands region were volunteered by Brian Roberts to host the 2017 Spring Forum. There will be work to do on this, although Mansell St will also be involved. KW will liaise with John Barker of the South-East region (who hosted the event previously) to get a better feel for what is expected of the Regional input	KW
Date of next meetings:	2017: Friday June 9 th 10.00 PWC Offices, Castle Donington Wednesday September 6 th , 10.00 Thursday December 7 th , 10.00 2018: Thursday March 8 th (inc AGM) subject to confirmation of availability of National President, Andy Burns	Venues after June 9 th tbc; Offer of PWC in B'ham for Sept or Dec meetings

	Friday	June 8 th	10.00	
	Wednesday	September 5 th	10.00	
	Thursday	December 6 th	10.00	

CIPFA in the Midlands Regional Council

Notes of meeting held: June 9th, 2017

Present: Kelly Watson; Tony Crawley; Alison Jarrett; Alison Breadon; Owen Campbell; Emma Cranidge; Paul Hector; Martin Reohorn; Hayley Mason; Richard Vialard

Conference call: Sean Pearce; Nick Harvey

In attendance: Amie Hall

Agenda Ref	Notes	Action Owner
1. Apologies	<p>Victoria Hundleby; Brian Roberts; Lisa Commane; Alan Edwards; Andy Burns; Theresa Channell; Dan Cutts; Andy Morley; Chris Blundell; Peter Shakespear; Gus Miah</p> <p>Members are reminded to inform Kelly/Tony/Andy if they are unable to attend Council meetings.</p>	
2. Review of actions		
3. Personal introductions	<p>Those in attendance introduced themselves, explained how they intend to contribute to the Council and what they wish to get out of attending. KW and TC to follow up with those members not in attendance.</p> <p>These intentions will be linked to the development plan and will help to frame the direction of CIM over the next two years.</p> <p>Overall, the key messages from the discussions were:</p> <ul style="list-style-type: none">• Members are keen to encourage and support students and finance professionals of the future;• Networking opportunities are important and valued highly;• Need to bring East and West Midlands together;• Desire to build links outside the region; and• Interest in developing a mentoring programme.	KW, TC
4.1 President's plan	KW shared the high level development plan at the March AGM. The opportunity to discuss the plan was given.	
4.2	The financial position of CIM was discussed and it was agreed that there is no commitment to break-even.	

	There are reserves that can be used should the need arise if further expenditure will add value to events.	
4.3	Plan is considered a starting point and comments are welcomed from all. That being said, an overall direction needs to be decided on and a focus on a couple of main areas.	All
4.4	Members were encouraged to support and champion the events programme and work together as a team.	All
5.1 Events update	<p>Spring Forum – regional governance forum – to be held on Friday 16th June, 10am-4pm, KPMG offices Birmingham. KW and TC to attend.</p> <p>National Conference – 12th & 13th July – six attendees from CIM</p> <p>Sixth Form Management Games – Call for volunteers at upcoming games.</p> <p>Joint event with HRMA East Midlands – 24th August – speakers confirmed. Speakers and questions and answer session. HM arranging venue and TC/NH publicising event</p> <p>CAATs update - will be a CIM event</p> <p>Annual Regional Seminar – 28th November – KPMG offices Birmingham. Secured Andy Burns as a speaker. Discussions were had regarding the theme – suggestions around the state of the nation with a new government six months in. Requirement to consider topics and arrange speakers.</p> <p>AGM – need to start to organise this. Consideration given to moving this to the East Midlands</p> <p>Question Time - PwC keen to hold events</p> <p>There was a suggestion to alternate the AGM/Regional Seminar between the East and the West of the Region.</p>	All HM, TC, NH All
6. Student Update	No update	
7. News from CIPFA HQ	Amie Hall from CIPFA in attendance at the meeting. Amie is a Business Development Manager at CIPFA (since April 2017) and is very keen to establish the link with the centre. She is also keen to act as a link between other regions and share ways of working.	KW/TC

	KW/TC to provide update on direction of CIPFA following the Spring Forum.	
8. Financial Report	<p>OC provided a review of his report.</p> <p>Some income and expenditure relating to 2016/17 has been received post the deadline for accruals, however, the net effect is minor.</p> <p>Sponsorship for the AGM resulted in an underspend.</p> <p>Account Manager for the Midlands at CIPFA HQ has left. £75 debtors should have been written off. Awaiting clarification from CIPFA on what is owing to CIM.</p> <p>A refresh of the report layout was suggested with a possibility of linking the reporting to the Council's priorities. Ideas welcomed.</p>	OC/All
9. Calendar of meetings	<p>The dates, locations and times for the next two meetings were agreed:</p> <ul style="list-style-type: none"> • 5th September AM – Obillex, Birmingham • 7th December AM – Hereford and Worcestershire Fire HQ, Worcester <p>KW to send calendar invites.</p>	KW
10.1 AOB	<p>Ways to keep in touch in between meetings were discussed with suggestions of:</p> <ul style="list-style-type: none"> • Setting up an events group • Conference call (create series of dates) 	
10.2	All members were encouraged to get involved in the organisation of events as this tends to be the same people. Consideration of a different, more shared approach may be required.	All
Date of next meetings:	<p>2017:</p> <p>Tuesday September 5th, 10.00 – Obillex, Birmingham Thursday December 7th, 10.00 – Hereford and Worcestershire Fire HQ, Worcester</p> <p>2018:</p> <p>Thursday March 8th (inc AGM) KPMG Offices Birmingham Friday June 8th 10.00 Wednesday September 5th 10.00 Thursday December 6th 10.00</p>	

CIPFA in the Midlands Regional Council

Notes of meeting held: Tuesday September 5th , 2017

Present: Kelly Watson; Chris Blundell; Owen Campbell; Tony Crawley; Paul Hector; Andy Morley;

Conference call: Nick Harvey

In attendance: Alan Edwards; Charlotte Thomas (BDO)

Agenda Ref	Notes	Action Owner
1. Apologies	Alison Breadon, Theresa Channell, Lisa Commane, Emma Cranidge, Vicki Hundleby, Alison Jarrett, Hayley Mason, Gus Miah, Sean Pearce, Joe Reeves, Martin Reohorn, Peter Shakespear, Colin Sharpe,	
2. Review of actions	The meeting was structured around 3 powerpoint presentations, picking up action points from the previous meeting during the discussions. See below.	
3. President's plan		
3.1 Council self-assessment & the Regions	This item focussed on the communication gap left by the dissolution of the Board for the Regions. The basis of the "core" annual subvention is likely to change – and the Midlands are likely to be the biggest losers. Consequently we need to think differently about our activities, ensuring value for money, giving greater consideration to <i>why</i> we do things, looking at sponsorship opportunities and working up business cases for specific activities that are going to cost money. These business cases will be considered by HQ and additional funds provided if HQ are happy with the proposal. The paper itself will be circulated to CIM Members	OC; All KW; AM
3.2 CIPFA Regional Governance	A new national role of Junior Vice-President has been created. The Midlands is well represented on National Council, with Lisa Commane, Sean Pearce and Andrew Hardy all from our region. The Institute constitution now requires all Council members to be corporate members of their Regional Council (they select which region is most appropriate for them). The CIM Constitution must be amended to reflect this change in the membership, although In practice such members will probably not be	

	able to attend all of the meetings.	AM
3.3 CIPFA Services and Support	<p>The lead for sponsorship at Mansell Street is now Marcus Baxby.</p> <p>A key development is a new Events Portal which sounds very good, if it works as it should. We do not yet have the necessary login details.</p> <p>A new arms length company, C.Co has been formed – principally to offer specialist consultancy work, with an emphasis on new service delivery models.</p>	KW to ask Camilla Hayes for the login Id and inform NH NH to test the software
4. Events update	<p>CAATs update - will be a CIM event. Tony and Kelly will set up a call with relevant and interested parties (BDO, Matt Davies, Anne Brooks and Phil Spencer) to discuss how to take CAATS forward</p> <p>Annual Regional Seminar – 28th November – KPMG offices Birmingham.</p> <p>AGM – to be held at Nottingham City Council. We need to press on with the organisation of this event.</p> <p>Question Time - PwC keen to hold events</p> <p>Autumn forum - to be held in Edinburgh on Monday November 6th and Tuesday November 7th. No decision taken on how many delegates we will send. Expressions of interest by Regional Council members should be sent to Andy Morley.</p>	<p>KW; TC</p> <p>NH to ensure this is on the CIPFA website</p> <p>KW; NH; All</p> <p>ALL</p> <p>AM</p>
5. Student Update	No update	
6. News from CIPFA HQ	<p>Alan Edwards talked about current developments at HQ, and emphasised the financial pressures the Institute faces.</p> <p>The importance of our overseas activities and overseas students grows, while student recruitment in the UK continues to be very difficult.</p> <p>Apprenticeship level 7 accreditation has been gained, and the development of the apprenticeship route is becoming an important one for us. The future 6th form management games should be linked to the promotion of apprenticeships and the recognition that University is no longer the only satisfactory route for gaining the qualification. But we noted that the condensed game, hosted by Lincoln University had gone well.</p> <p>CIPFA has again been chosen as the qualification of choice for the NHS, and Central government Internal Audit.</p>	

	Our overseas ambitions now include partnerships in India and China, and the target is to have 15,000 overseas members by 2027.	
7. Financial Report	The report was noted – the 2 significant items of expenditure are the National Conference and 6 th form management games The cost of these 2 items alone may exceed our subvention in future years, so careful thought will be needed when formulating future budgets (See item 3.1 above) The layout of the reports needs to reflect the change in emphasis with regard to the funding, and suggestions for this were invited.	OC; All All
8. Group work	As suggested in the e-mail which accompanied the agenda, we split into small groups to consider 3 themes, with the objective of identifying (at least) a couple of positive actions for each.	
8.1	Theme 1: Communications Action 1: Understand all of the various media accounts we currently have. We are aware of Facebook, Twitter, Linked-In and website presence, but it is not clear who all of the “owners” are and what they are to be used for. Action 2: Use the main Twitter account to expand the follower base while considering what could usefully be communicated through Twitter. Comments from Colin Sharpe to be sought.	KW, AM, CB Also FAO Alison Breadon and Theresa Channell CS
8.2	Theme 2: Events Action 1: ensure all event themes are relevant – eg current hot topics are Collaborative working (eg in the “blue light” services); Developments of the WM Combined authority (and combined authority powers in general); New service delivery models; Shared services. A program of events should be mapped out well in advance – with the event dates and general themes given (with the finer detail to follow) Action 2: To re-invigorate the events Team. This requires more volunteers. Ideally, all Council members should reflect on how they could assist with running events. To keep things moving, a conference call every 4 weeks is important. We agreed it is important to do a number (say 8 – 10) events well, which will facilitate sponsorship. The development of our events will be a major agenda item at our December meeting.	NH, PH, CT, Also FAO Hayley Mason AM
8.3	Theme 3: Finance Action 1: Review the presentation of the reports, to facilitate reporting to HQ on any “development” monies Action 2: Prepare a 3-year projection, including the use / build-up of reserves.	OC, Tony C, Emma Cranidge
9. Calendar of meetings	The dates, locations and times for the next two meetings were agreed:	

	<ul style="list-style-type: none"> • 7th December AM – Hereford and Worcestershire Fire HQ, Worcester • 8th March 2018 AM – Nottingham City Council followed by the AGM in the afternoon <p>KW to send calendar invites.</p>	
10. AOB	CIPFA have developed an online forum, which Regional Council members can access. This could be useful for planning our events.	All
Date of next meetings:	<p>2017: Thursday December 7th, 10.00 – Hereford and Worcestershire Fire HQ, Worcester</p> <p>2018: Thursday March 8th (inc AGM) Nottingham City Council Friday June 8th 10.00 Wednesday September 5th 10.00 Thursday December 6th 10.00</p>	

CIPFA in the Midlands Regional Council

Notes of meeting held: Wednesday December 7th, 2017

Present: The meeting was held by conference call only, as no conference call facilities were available at the planned meeting venue and several members had indicated that they would be unable to attend, except by dialling in.

Conference call: Kelly Watson, Tony Crawley, Emma Cranidge, Andy Morley, Colin Sharpe, Nick Harvey, Amie Hall

Agenda Ref	Notes	Action Owner
1. Apologies	Chris Blundell, Alison Breadon, Owen Campbell, Theresa Channell, Lisa Commane, Alan Edwards, Andy Hardy, Paul Hector, Vicki Hundleby, Alison Jarrett, Hayley Mason, Gus Miah, Sean Pearce, Joe Reeves, Martin Reohorn, Peter Shakespear,	
2. Review of actions		
2.1	Item 3.1 There is no “paper” as such to circulate. The main point is that the regions will receive a core subvention of £2k, and will have to bid for additional funds.	
2.2	Item 3.2 The constitution requires amending to reflect the impact of the new CIPFA governance structure	AM
2.3	Item 3.3 NH has tested the new events portal and found it generally satisfactory, and potentially useful. There have, however, been instances of (other) regions putting up events and finding them to have disappeared.	
2.4	Item 8.1 CS has 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 needs a bit of work to make it fit for purpose.	All CS
2.5	Item 10 Online Forum. No-one had used this yet – although KW had looked at it, and found it rather too cumbersome.	
3. Development plan update		
3.1	The financial framework has changed for 2018 and	

	<p>beyond. The core subvention for 2018 is £2k (not guaranteed for future years) and we have successfully bid for development funding for the 6th form management games. We will receive £4.5k for this, giving total income from CIPFA of £6.5k. We plan to utilise reserves of £4k to cover the rest of our spending plans. The CIM development plan is attached to these minutes, for council member comment.</p>	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 to tap into their experience with the 2018 event. Volunteers will be needed to work on this</p> <p>Autumn Forum. KW and TC attended this. The event felt more Conference than Forum, with speakers and presentations, rather than workshops and discussion. The approach ought to be different in future, if it is to succeed as a forum event. CIM has been asked to host the 2018 Autumn Forum, so we may have an opportunity to influence the format and the sessions. AH urged us to submit some feedback to Mansell St, setting out our concerns. Volunteers will be needed to assist with the Forum</p> <p>Regional Seminar. A good event, but attracting only 40 delegates. The delegate evaluation forms indicated a very high level of satisfaction – 32 responses, of which 25 rated the event “excellent” and 7 “good”. Thanks and congratulations to the team who worked on this, especially TC. But it was hard work to ensure a viable number of delegates, despite the quality of the event. Our aspirations for future events need to be realistic. CPD certificates for the event need to be sent to the attendees. NH will do this.</p> <p>6th form management games. EC reported good progress in setting up the 2018 games: June 20th (Birmingham) confirmed (with a further game to be also held in Birmingham) June 27th (Lincoln) confirmed Staffordshire CC will host a game, and the contact at Worcester is also able to help with an event in 2018 Ethics event at Mansell Street. CS attended this very interesting event. CS will circulate some notes of the key</p>	ALL ALL NH CS

	<p>issues discussed. There may be a role for Regional Councils in promoting the ethics issues and providing – or signposting – support to individuals who are faced with ethical questions in their workplace.</p> <p>CATS BDO (Gurpreet Singh) working with Matt Davis (Leics CC) and CIM on the CATS offer. A conference call would be useful to catch up on plans and progress. NH will set this up, involving Gurpreet, Matt Davis and KW</p>	NH
5. Annual General Meeting		
5.1	The planned date for this (March 8 th) is to be changed.	
5.2	A team of helpers is needed. The 2017 event worked well thanks to the assistance from a team from Coventry City Council. Hema (Coventry City) is keen to help again. EC and NH offered to help – but not to lead the work.	ALL
5.3	Membership and elections. AM will contact those members whose term expires in March to see if they wish to stand for re-election, and sort out the formalities of publicising any vacancies and dealing with nomination forms, in liaison with CS.	AM
5.4	<p>For the future, TC questioned the feasibility of running an Annual Seminar and a separate AGM event. Two options are to combine the AGM with our flagship annual seminar, or to hold the AGM as a scaled down event, dealing solely with the formalities. It was agreed that the latter would probably not work, insofar as it would be difficult to obtain a quorum attendance. The 2018 event will be run on the same lines as we have in recent years – perhaps with a soft skills theme, or personal development. The Ethics issues (See 4 above) might also prove a good, topical theme.</p> <p>At present the AGM is free, but the Annual Seminar is a chargeable event, so this would have to be addressed if the seminar and the AGM were to be combined.</p>	ALL
6. Student Update	Chris Roberts, of the National Student Network, is keen to get something going in the Midlands, and he has written a short paper with his ideas. AM to circulate this.	KW / AM
7. News from HQ	Tim Reade, Of CIPFA Property, will address a future meeting of Regional Council.	
8. Finance reports	In OC's absence, EC presented the report. A surplus will be achieved in 2017, thanks to a significant profit from the annual Seminar. For the 2018 budget, TC confirmed the total income from HQ will be £6.5k (See 3.1 above).	OC
9. Calendar of meetings		

9.1	<p>The AGM date remain to be confirmed</p> <p>The dates and venues for the 2018 Council meetings will be:</p> <p>Friday June 8th – Worcestershire County Council</p> <p>Wednesday September 5th - PWC Castle Donington was suggested. Tbc with PwC</p> <p>Thursday December 6th - Birmingham (Tba)</p> <p>It was agreed that, when organising a venue it is ESSENTIAL that conference call facilities are available.</p> <p>AGM 2019: Friday March 15th - Venue to be decided</p>	KW / TC AM
10. Any other business		
10.1	PINWM – Alison Jarrett has been our rep. On this group. KW to ask whether she wishes to continue.	KW
10.2	<p>Paid Support. Some regular, dedicated support, especially to assist with event preparation, would be invaluable. If any Council member knows any individuals who would be able and willing to take on some limited paid work, please let AM know. AH said that other regions have used their contact e-mail database to “advertise” for paid support – using positive language!</p> <p>KW will send an outline of what we are looking for to AH, who will check what other regions have used, and work up a suitable advert for the Midlands to use.</p>	KW AH
10.3	<p>KW is keen to ensure that progress does not stall between the formal Council meetings. She proposed 2 interim conference calls:</p> <p>January 18th at 4.00 pm</p> <p>February 13th at 8.30 am</p> <p>Dial in details to follow nearer the dates</p>	KW / ALL