

CIPFA in the Midlands Regional Council

Notes of meeting held: 01 May 2020 by teleconference

Dial In: Tony Crawley, Kelly Watson, Paul Hector, Martin Rehorn, Sean Pearce (part), Graeme Holmes, Richard Walton, Theresa Channell, Alison Jarrett, Nick Harvey, Sean Prosser, Manjeet Bansal, Clare Baker

| Agenda Ref | Notes | Action Owner |
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| 1.Apologies | Andy Cardoza , Emma Cranidge, Mason Brandrick, Lee Yale-Helms, John Bloomer | |
| 2. Review of Actions from last meeting | <p>ALL</p> <ul style="list-style-type: none"> • Colin re: training of how to use the dashboard – SEE LATER NOTES • CIPFA HQ -Can we see the specific section for our region from the membership survey? NOT AVAILABLE • Kelly - Mentoring - meet with Clare to talk through getting a date – SEE LATER NOTES • Council members to suggest venues – ON HOLD • Kelly to follow up the potential reworking of the 6th Form Games scenario – ON HOLD • Sean Prosser-see what he can do re: students - AWAITING UPDATE FROM SEAN • Emma and Manj - e-mail Drew Cullen so that Redactive can better support the next conference & involve Theresa – DONE | As marked |
| 3.National CIPFA issues update | <p>Kelly updated on the CIPFA Council meeting the previous Wednesday and the Audit the week before.</p> <p>Intense activity at HQ to review operations in light of coronavirus – both staff and offer to members and non-members affected. Approximately 10% of staff have been furloughed until the end of May initially.</p> <p>The Council had good discussions and challenges around the re-working. Membership income is holding up well, digital exams have helped. Events and services – consultancy work has been converted into online, and they’re looking to do webinars on topics around the crisis. Take-up for on-line courses solid so far.</p> <p>There are no significant concerns about the budget in terms of CIPFA as a going concern, but contingencies will be drawn on.</p> <p>Council did talk about 2 key policies:</p> | |

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| | <ol style="list-style-type: none"> 1. Work with MHCLG and lots of departments to support Public Sector, but not much comms on the work. The international aspects of the business were also discussed. 2. Streamlining of accounts. Widespread agreement that this is needed but need to get the process right. <p>CIPFA President gave an update.</p> <ul style="list-style-type: none"> • In 2020 work on ethics needs an increased profile, inclusion and diversity will be addressed in the future. • Public Finance magazine may go digital. • CIPFA National AGM – going ahead on 7th July either online or online and at Mansell Street. • National CIPFA Conference has new dates at the same venue (21 & 22 October). • Regional support for students needs to be clarified. | |
| <p>4. Results of Survey.</p> | <p>Clear results:</p> <ul style="list-style-type: none"> • Face-to-face more likely to stay in the diary (the meeting acknowledged that this is not an option at present) • Fridays best • 10am – 12 noon best • People want to volunteer for other areas (meeting acknowledged that already busy diaries are under even more pressure at present and for the foreseeable future) • Support for 2 types of members – active and advisory. This helps reduce the quoracy required. We will review this. <p>Questions that need answers:</p> <ol style="list-style-type: none"> 1. What’s the best way to move forward? 2. What are people’s ‘input’ abilities? | <p>Review 2 types of members – change would need to be ratified at an AGM as it would be implemented via the constitution.</p> |
| <p>5. Sub-Groups Update</p> | <p><u>Events Sub-Group</u></p> <p><u>Business Partnering – 5th February - KPMG Leicester</u></p> <p>Went well. Good start – thanks to KPMG for hosting.</p> <p>Events need more support e.g. need a CIM Council rep at each event to meet and greet and be the face of CIM Council.</p> <p>Important that CIM Council as a whole support the events not just the events group.</p> <p>All events in the calendar have been put on hold due to Coronavirus.</p> <p>Kelly commented that Webinars have been tried before but not supported. Recorded sessions may be more accessible for people. Huge problem is that CIM Council members are very busy at present.</p> | <p>Events Group to meet virtually to discuss how it might adapt the programme?</p> |

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| | <p>As a general point we need contributions from others on CIM Council for the events.</p> <p>Lessons about Cancellation policy / impacts are being learned from experiences elsewhere – CIM has been able to avoid any cancellation charges to-date, but if we were to engage with a hotel or commercial provider then we would need to think carefully about cancellation arrangements.</p> <p><u>AGM</u></p> <p>Other regions are having their AGM virtually, but have lower quoracy than our 30. Do we want an AGM quoracy of 30? Would probably struggle to get that online.</p> <p>Initial feedback is that technically it needs to be within 15 months of the previous one, but that is being checked. If we need to do it virtually we will, but we'd prefer to do it face-to-face.</p> <p><u>Development Plan Sub-Group</u></p> <p>Quarterly returns required. Paper C – summary of last quarter already submitted.</p> <p><u>6th Form Games</u></p> <p>Had to cancel. A significant proportion of our subvention is designed to fund it, but not clear if we return it or retain it for next year.</p> <p><u>Annual Seminar Sub-Group</u></p> <p>Theresa said she's happy to host in November. If possible we could incorporate the delayed AGM. Agreed that at present it is unclear what might be possible by then as there is likely to be some ongoing impact of coronavirus.</p> <p>Format may be webinar. We have Penny Haslam who was happy to transfer her booking.</p> <p>Agreed that the Annual Seminar sub-group would scope an agenda for the event and provide to the CIM Council for comment. The format of any event would shape how the topics were covered.</p> | <p>Tony to get clarification on 6th Form Games Development funding.</p> <p>Theresa to talk to Lee about topics for the Annual Seminar.</p> <p>Theresa and Nick to do 1st draft of Annual Seminar and circulate to Council.</p> <p>Theresa will need volunteers / support.</p> |
| <p>5a. Mentoring</p> | <p>Kelly updated on Mentoring Scheme.</p> <p>Online discussion planned for Tuesday 19th May, 2pm – 4pm to be facilitated by Dawn Reeves. Need help to spread the word and widen the net of attendees from just Council members.</p> | <p>Council members to share the online discussion to get more input.</p> |

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| | <p>The intention is that it's a group of people to share experience, knowledge and advice.</p> <p>Part of the discussion will include a go/no go decision.</p> <p>Limit of attendees will be 15 – 20 people.</p> | |
| 6. Financial Update | <p>Manj circulated the financial summary.</p> <p>Headlines:</p> <ul style="list-style-type: none"> • We used c.£6k of reserves • Closing balance on reserves is £36k • Not sustainable long-term to keep drawing on reserves so need to look at income and sponsorship, but short to medium term likely to be negative budgets • Current budget – the cancellation of activity means that 6th form games and other planned expenditure won't happen. At present we are retaining the budgets for the national and autumn conferences as they are currently still live, but noted that both are vulnerable to cancellation. <p>Tony commented that the Reserves Policy is to have a minimum balance of £20k, and that CIM's financial position is relatively good compared to other regions.</p> <p>Tony and Kelly reiterated that Manj is doing a great job in difficult circumstances and others agreed. Tony and Manj had discussed how we need to give the finances a higher profile at the CIM Council meetings.</p> | <p>Manj to be given the opportunity to provide more financial input to the meetings</p> |
| 7. Sixth Form Management Games | <p>This has been postponed / cancelled due to the coronavirus situation.</p> <p>We could do some development work while it's on hold. We were looking to review it anyway.</p> | <p>Kelly and Tony to discuss how this will be taken forward in conjunction with the 6th form games team.</p> |
| 7a. Dashboard Update | <p>The Development Plan included a request for webinar training on the dashboard. Colin has been emailed with an offer. He said that he can access it, but is unclear on how to translate the data into an email list – eg if we had an event in Nottingham then the ideal would be to draw down a list of people who work/live in the surrounding area, or who have jobs that are relevant to the topic, and email them directly. It was noted that the dashboard is dependent on the member data, and that the data is far from perfect.</p> <p>Ideally we would have more than one person trained up and so if anyone else is willing please let Tony know.</p> | <p>Colin to make contact with the centre when time allows (currently very busy). Any Council members interested in learning about how to use the dashboard to contact Tony.</p> |

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| | Tony said that HQ had confirmed that Kelly and Colin have signed GDPR related forms that allow them to use the dashboard data to send an e-mail on CIM's behalf. | |
| 8. CIM Students update | No update from Sean. | Tony to contact Sean. |
| 9. Future Dates of calls / meeting | Manj suggested we have a once a month ½ hour cuppa and catch-up like we had a couple of weeks before. | Tony and Clare to liaise to arrange first date for diaries to go out from CIM calendar. Requires TEAM appointment details to be supplied. |
| 9. AOB | Nothing noted. | |
| 10. Thanks | Tony expressed his thanks for all contributions to today's meeting. | |