

CIPFA in the Midlands Regional Council

Notes of meeting held: Friday, March 8th 2019

At Conference Aston; Aston University

Present: Kelly Watson (Chair); John Bloomer, Owen Campbell, Theresa Channel, Emma Cranidge, Tony Crawley, Paul Hector, Alison Jarrett, Phil Jones, Andy Morley, Sean Pearce, (SP) Sean Prosser (SPr), Martin Reohorn (11.30+) Richard Walton, Alastair Barr (CIPFA)

Dial in: Nick Harvey

Agenda Ref	Notes	Action Owner
1. Apologies	Colin Sharpe, Andy Cardoza, Lee Yale-Helms, Hayley Mason	
2. Review of actions		
2.1 re 2.1	Allocation of responsibility for each county is on the main agenda.	
2.2 re 2.4	KW has begun some dialogue with Penna about events for retired members, but this has not been finished yet	KW
2.3 re 2.4	CATS. In view of the difficulty in getting individuals to commit to working on a revival of CATS, we agreed that we would pursue the idea of developing close links with other existing audit groups within the Midlands	TC
2.4 re 4.4	Potential sponsorship opportunities were noted. Some events are already in the pipeline for June and July.	PH
2.5 re 5.6	KW met the Director of Finance at Northampton University, and the Uni is keen to host a 6 th form Management game. KW will also be meeting one of the lecturers regarding the University re-engaging with the CIPFA qualification	KW
3. Student Society	SPr is still looking to re-start the Students' Society. NH suggested something could be launched at the National Conference in Birmingham (July 9,10). AB observed that there will be a student awards session at the Conference – an ideal opportunity to meet students and encourage involvement in CIM TC noted that the final exam now has a collaborative element to it, and other regions organise events to reflect this. SPr wanted to know if we had clear data on where all of our students are employed. The new CIPFA database <i>should</i> be able to provide this information. We need to road test it	SPr

	Possible topics for Student events were discussed, with Mentoring and Ethics being 2 favoured subjects.	
4. Events		
4.1	TC wants to see the events programme reinvigorated, with a schedule of events drawn up and published well in advance. The use of off-the-shelf CIPFA courses would be a good way to build up the events offer. Mason Brandrick is our CIPFA contact, and he should bring a list of the courses CIPFA offer to the AGM. We agreed that we would aim for 4 such courses, on a range of topics. AM will circulate the details with the meeting minutes	AM/ TC
4.2	NH has prepared a framework showing all planned events - - including the 6 th form games & conference.	NH
4.3	The events checklist, prepared by the NW region, was noted with enthusiasm	
5 6th form games update	<p>EC reported on progress for the 2019 games. Games already agreed:</p> <p>June 12th : Leicester (De Montfort University)</p> <p>June 19th : Staffordshire University at Stoke</p> <p>June 19th : Worcester University</p> <p>Other planned venues are: Birmingham – a date and venue are yet to be agreed</p> <p>Nottingham Trent (details to be agreed)</p> <p>Northampton University (to be progressed (See item 2.5 above)</p> <p>Lincoln University. They are keen to run the short format of the game, as they did with some success last year.</p> <p>KW added that CIPFA have indicated that they would like to incorporate a short format game into the Student Conference, held as part of the main CIPFA conference. This would be a good opportunity for CIM and our volunteers.</p> <p>Aston University are interested in hosting a short format game.</p> <p>TC mentioned that Mazars sponsor games in the NW.</p> <p>Aston University are also interested in developing a financial accounting game as an App. Matt Davies at Aston is the lead person. Depending on how this develops, we will need to ensure that Intellectual Property issues are properly covered, and Legal involvement from Mansell Street could be needed.</p>	PH /KW
6 National CIPFA issues	<p>AB reported that apprenticeships are going very well – we now have more apprentices than students.</p> <p>The code of Ethics is being rolled out. Margaret Pratt is instrumental in this, and may be available to run a training session.</p> <p>The Ethics papers should be discussed at the next CIM meeting</p> <p>A Public Finance focus portal is in development. This will offer a resource for all public finance issues globally, and is due to be beta tested in April, and launched in July.</p> <p>AB reminded the meeting that the national conference in Birmingham is a great opportunity for CIM to promote ourselves – to attract new volunteers for example</p>	NH / SPr AM / AB
7.	Agreed that we should wait until we have something significant	TC / AM

Communication	<p>to communicate! But we should take the opportunity to send something out about today's AGM using the new CIPFA database.</p> <p>We also noted the rather sparse use of Facebook , Twitter and Linked in. These could be useful in promoting our events and in disseminating information, but we lack anyone keen to push this forward.</p>	
8. Succession Planning	<p>Owen Campbell, the current Honorary Treasurer is changing jobs and moving out of the Midlands Region. The current Assistant Treasurer, Emma Cranidge, is also heavily involved in the 6th form games and is considering whether she wishes to take on the Treasurer's role at this time.</p> <p>Andy Morley has indicated that he will be standing down from the role of Honorary Secretary after the 2020 AGM. There is currently no Assistant Secretary, so someone needs to be identified to take on the Secretary role. We discussed the idea of recruiting some paid support to cover, inter alia, the secretary's duties</p>	All EC
9 Financial Reports	<p>OC presented the 2018 accounts, which show a deficit of £1,867. The 2019 budget also forecasts a deficit (£6,800) as we aim to utilise reserves to invigorate the events programme – e.g. through subsidising or underwriting the CIPFA events (which cost £2k each) that we put on during the year.</p>	
10. Annual General Meeting	<p>Preparations for this are complete.</p>	
11 Other Business		
11.1	<p>We thanked Kelly for her successful 2 years as CIM President, and presented her with her past president's badge.</p>	
11.2	<p>The allocation of lead individuals for each County within the Region was discussed, and some more names added to the list. The current allocations are shown on the document attached to these minutes.</p>	
Calendar of meetings	<p>No dates (or venues) have yet been agreed for 2019. This needs to be rectified as a matter of urgency.</p>	TC /AM

	<p>that some of the publicity sent out contains contradictory information about the date of this.</p> <p>Our 6th form management games offer is to be showcased.</p>	
4.2	One day events. There are now 4 of these planned (i.e. the ones that will be held within our region and which CIM will underwrite) although dates have not yet been finalised.	
4.3	Macildowie are to host a morning / breakfast conference for between 20 – 25 people. Date to follow	
4.4	The annual Seminar will be held at KPMG in Birmingham on November 5 th .	
4.5	The subject of Ethics is very topical, and there may be opportunities to base an event on this theme. A conference call will be arranged for TC, Sean Pearce and KW.	TC/KW/S Pearce
5 6th form games update	<p>We have 4 games coming up very soon, some of which are still short of volunteers:</p> <p>June 12th: De Montfort University, Leicester. OK for volunteers</p> <p>June 19th: Staffs University at Stoke: 4 or 5 volunteers still wanted</p> <p>June 19th: Worcester University: 2 or 3 volunteers still needed</p> <p>June 24th: Birmingham. OK for volunteers – but some more would still be welcome.</p>	
	Kelly (KW) reported that Aston University are still keen on pursuing links with CIPFA and the 6 th form games, utilising an App they have developed.	
	<p>Northampton University remain keen to host a game – possibly as early as November this year, but more likely some time in 2020.</p> <p>The University are also interested in offering the CIPFA qualification.</p>	AB
6 CIM Students	<p>There will be a drive at the Conference to kick start the CIM students' society.</p> <p>The SE region are hosting a quiz for Students (in London) to which other Regions are invited to send participants.</p> <p>Other events planned include an exam Q&A session, and a Christmas event.</p>	
7 National CIPFA issues	<p>AB reported that the apprenticeship scheme is going well – and seems likely to do so at least while the apprenticeship levy remains in place.</p> <p>There is a new international standard for CPD. CIPFA will be reviewing its arrangements to ensure compliance. The system of accreditation for employers will continue.</p> <p>There is a review of the training and education curriculum to ensure continuing quality and relevance to the present day.</p> <p>This is badged as CIPFA 20/20/</p> <p>CIPFA's financial performance over the year to December 2018 was much improved, after 2 difficult years.</p>	
8 Financial Reports	Manjeet (MB) reported a forecast deficit of £7.5k for 2019. CIM has not yet received some anticipated sponsorship. MB to	MB

	<p>check if CCLA (£1,000) and Michael Page (£500) have been invoiced.</p> <p>We recorded thanks to Owen Campbell for his work as CIM treasurer for the past 3 years.</p>	
9. County based leads	<p>Some progress re. Derbyshire, with Richard Walton doing some liaison work.</p> <p>“Vacancies” still exist for Gloucestershire, Staffordshire and Shropshire. Andy Cardoza and Martin indicated that they may be able to help re. Shropshire.</p> <p>KW will speak to John Bloomer (CIPFA Council member on Midlands Council) re. Staffordshire.</p> <p>We agreed that some formal description setting out the role of County based lead is desirable.</p>	<p>AC / MR</p> <p>KW</p> <p>TC</p>
10. Development plan update	<p>AB reported that the template for the 2020 development plan will be sent out to regions around July, with a request for returned plans to be submitted by October 1st. This timetable will dovetail with CIPFA’s national reporting plans.</p> <p>The subvention to the regions should be decided by mid-November.</p>	<p>TC / ALL</p> <p>MB</p>
11. Other Business	<p>None.</p> <p>Thanks to Colin Sharpe and Leicester City Council for hosting today’s meeting.</p>	
Calendar of meetings	<p>KW proposed a schedule of 4 meetings a year, 2 of which would be conducted wholly by dial in / conference call / Skype and 2 of which would be face-to-face. The dates and details for these were not discussed but will be considered at the next meeting, which will be a face-to-face one.</p> <p>The venues for all of the future meetings have yet to be decided</p> <p>Council meetings: Friday SEPTEMBER 27th Friday DECEMBER 13th Friday MARCH 20th – followed by AGM</p>	<p>ALL</p> <p>ALL</p>

CIPFA in the Midlands Regional Council

Notes of meeting held: September 29th, 2019 at OfQual, Coventry

Present: Tony Crawley, Kelly Watson, Sean Pearce (host), Manjeet Bansal, Andy Cardoza, Martin Rehorn, Nick Harvey, Emma Cranidge, Graeme Holmes, John Bloomer, Clare Baker

Dial in: Alastair Barr

Agenda Ref	Notes	Action Owner
1.Apologies	Sean Prosser, Vicky Hundleby, Paul Hector, Alison Jarrett, Lee Yale-Helms, Teresa Channell, Andy Morley, Colin Sharpe	
2. Review of Actions from last meeting	The review of the actions from the last meeting would be covered by the contents of this meeting.	
3. Conference Review	<p>Tony thanked all that helped at the Conference – strong feedback that CIM did itself proud at the conference.</p> <p>Kelly thanked everyone involved and commented that the stand was buzzing, the prizes worked well with winners bringing people back to the stand every couple of hours.</p> <p>Volunteers want to provide feedback on the guidance that they received to help improve it next year.</p>	Emma and Manj to talk to Teresa for input to send an e-mail to Alastair and Drew Cullen re improving the volunteer experience.
4. National CIPFA issues updates.	<p>IT and the regions Alastair explained that whilst it's been identified that improvements are needed in IT support for the Regions, the feedback received from regions varied in terms of the problem and solution, and no conclusion has been reached on funding (no budget in the centre for this). There is however a proposal for development funds for support in the bid for 2020/21 Business Plans with a view to tailored solutions.</p> <p>Autumn Forum – Chester – 14th and 15th November The agenda has been finalised and invites to register have gone out.</p> <p>Civil Service Finance Group This has a very active midlands base. It was suggested that linking with them would be potentially useful</p> <p>Development Plan Update</p>	<p>Alastair to ask questions and report back</p> <p>Let Tony know if interested in attending</p> <p>Sean Pearce to approach Civil Service Finance Group</p> <p>Tony to complete development plan.</p>

	<p>The deadline for submission is 18th October. Aim for future years is to have a subgroup, however Tony will complete based on minimal changes from last year.</p> <p>CIPFA CEX Update</p> <ul style="list-style-type: none"> • FM code is ready for publication early February. Shadow year is 31st March 2020. 1st year of use will be 2021 / 22 • Membership is going well. The members survey had a higher than normal response rate. Alastair will present the survey results and the Autumn Forum. • New SOP for CPD comes into effect 1st January 2020. They are looking at annual cycle of CPD rather than a 3 year cycle, and also looking for input and output evidence rather than just input. • There is further guidance to come on commercialisation. • Diversity and Inclusion – CIPFA are doing in-house work on it at the moment, an external review is expected to happen. 	<p>Next year's plan to be a future agenda item for Business Planning.</p>
<p>5. Events Update</p>	<p>Events Sub-Group</p> <p>It was agreed that to ensure the events for CIM gain and maintain momentum that an events team sub-group be formed. This would consist of:</p> <ul style="list-style-type: none"> • Monthly calls • Taking responsibility for actions • Co-ordinating actions • Chasing actions • Others to join the core group occasionally on specific events <p><u>McIldowie Event</u> Went well, about 12 people turned up. CIM may repeat. Events Sub-Group to pick up & want to run again</p> <p><u>Annual Seminar</u></p> <p>5 November arrangements finalised – Michael Page & Zurich sponsoring, KPMG hosting – all vital support to help it happen.</p> <p><u>AGM</u></p> <p>Location for 13th March – aiming for Nottingham. Need volunteers for planning. President is booked.</p> <p>Mentoring event to be developed.</p>	<p>Nick, Kelly, Clare and other sub-group participants to have a call on Tuesday 1st October.</p> <p>Kelly to lead on developing mentoring</p>
<p>6. Sixth Form Management Games</p>	<p>They went well again this year, but noted that there was a lot of support from outside the region, particularly HQ. Without that it would have been a struggle. Chris Gill's enthusiasm and drive was once again a major success factor, as was the rest of</p>	<p>Volunteers required for next year's events.</p>

	the games team. Next year's games are due to take place on: 10 th , 17 th , 24 th June and 1 st July, and it was agreed CIM Council needs to be more active in its support.	
7. CIM Students update	There will be a welcome event, probably in Birmingham. Sean Prosser is making progress – important that CIM Council members pass the word on to any students that they have contact with.	
8. Financial Update	The expectation is that as planned there will be a deficit position at the end of the year as we make use of reserves to promote activities.	
9. County-based leads – the way forward	Tony to develop idea of County leads – essentially it is to make local contacts and act as a two-way link to CIM Council.	
10. To confirm dates and venue	It was agreed that the council meetings each year will now consist of: <ul style="list-style-type: none"> • 2 x conference calls • 2 x face-to-face meetings The Council Meeting on 13 th December 2019 will be a conference call. The Council meeting/AGM was confirmed as 13 th March 2020.	
11.0 AOB	Nick updated about the Worcester Career Fair on 23 rd October. He's happy to attend but it would be good to get a newly qualified person there too. 1. Dates for the diary for 2020 and 2021 2. Regional Awards – All agreed on our submission.	Nick to resend e-mail about Worcester Career Fair. Clare – compile dates for 2020 and 2021 Tony to make agreed submission.
12. Thanks	Tony expressed his thanks for all contributions to today's meeting.	

CIPFA in the Midlands Regional Council

Notes of meeting held: 17 January 2020 by teleconference

Present: Tony Crawley, Kelly Watson, Nick Harvey, Graeme Holmes, Emma Cranidge, Sean Prosser, Manjeet Bansal, Martin Rehorn, Clare Baker

Agenda Ref	Notes	Action Owner
1.Apologies	Sean Pearce, Vicky Hundleby, Paul Hector, Alison Jarrett, Lee Yale-Helms, Teresa Channell, Andy Morley, Colin Sharpe, Andy Cardoza	
2. Review of Actions from last meeting	<p>ALL</p> <ul style="list-style-type: none"> • Autumn Forum - Please let Tony know if you would like to attend so he can let Stephanie know who will be attending from CIM - DONE • Volunteers required for: <ul style="list-style-type: none"> ○ Events Sub-group ○ Planning Annual Seminar ○ contact Theresa at Nottingham re venue for Annual Seminar (Done – Council House confirmed) ○ Next year’s 6th form games ○ Development Plan sub-group volunteers • Everyone to feed into the events sub-group events they’ve been to and speakers they’ve seen who might be good for CIM events so it’s quicker and easier to set up events – ONGOING FOR ALL • ALL to publicise Annual Seminar on LinkedIn, facebook page etc – DONE • Forward contacts for Health and Social Care – NONE RECEIVED • ‘Challenge’ for everyone on council to find 2 people each to volunteer on next years games. Please forward names to CIM inbox – STILL REQUIRED <p>Emma & Manj</p> <ul style="list-style-type: none"> • talk to Teresa for input to send an e-mail to Alastair and Drew Cullen so that Redactive can better support the next conference – COMPLETED? <p>Alastair</p> <ul style="list-style-type: none"> • IT and the Regions - Alastair to ask questions and report back <p>Sean</p> <ul style="list-style-type: none"> • Sean to approach Government Finance Function <p>Tony</p> <ul style="list-style-type: none"> • Tony to complete development plan return - DONE • Progress County based leads 	As marked

	<ul style="list-style-type: none"> Resubmit Andy Morley for Handley Marshal Award – DONE – SUCCESSFUL!! <p>Nick</p> <ul style="list-style-type: none"> Colin & Nick to do advertising for Annual Seminar - DONE <p>Clare</p> <ul style="list-style-type: none"> compile diary dates for 2020 and 2021 – 2020 DONE 	
3. Autumn Forum Update	<p>Autumn Forum – Chester – 14th and 15th November</p> <p>General feedback – very interesting. Kelly commented that it was more positive than expected.</p> <p>Alastair was not on the call, but had been in touch to offer training for Colin on how to use the dashboard. Tony noted that some regions have the dashboard working well, but they’ve only got 1 person trained on it which doesn’t provide resilience - ideally we would need 2 or more people trained on how to use it.</p> <p>There was a discussion about the new qualification – we have offered a session in Leicester as part of the process.</p> <p>It would be interesting to have sight of the membership survey, particularly the section for our region so that we can take that and used it to inform our plans, but a Regional breakdown is not available.</p> <p>CIPFA Growth areas are:</p> <ul style="list-style-type: none"> Central government Health & Social Care International Diversity – still a priority that regions need to think about 	
4. National CIPFA issues update	<p>Kelly updated on the CIPFA Council meeting the previous day. CIPFA will report a financial surplus for last year – welcome news. Growth areas covered above & in papers from Autumn Forum.</p>	
5. Mentoring – getting it started in our Region	<p>Kelly is looking to develop a programme of mentoring in the region, to involve both mentors and mentees.</p> <p>Want to start this by having a mentoring ‘steering group / focus group / think-tank’ type event where people can input ideas, experiences, suggestions. Important to stress that those who come to the think-tank do not have to become mentors – their guidance and signposting will help ensure a mentoring programme is appropriate.</p> <p>If planned for launch in the Autumn this could capture people from the 6th Form Games and the ‘Graduation Ceremony’ at the Annual Seminar.</p>	<p>This will be added as an item for the AGM. Clare and Kelly to meet to discuss initial thoughts, dates etc</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>Plans are going well for this. Booking numbers are healthy and we are on course to break even.</p> <p>We have used social media – LinkedIn and Youtube – to spread the word.</p> <p>Clare will attend the event to represent CIM and co-ordinate on the day.</p> <p>Agreement that events sub-group has made a good start but needs more support from CIM Council – eg variety of venues and specific event support.</p> <p><u>AGM</u></p> <p>Venue confirmed as Nottingham. Penny Haslam confirmed as speaker talking about personal resilience. It is now on the website and able to be booked. The events Sub-Group will have a call in the lead up to this event to ensure everything is organised.</p> <p><u>Business Cases and Costings Techniques – 12th June - Birmingham</u></p> <p>We are planning to run this course in June. No details as yet.</p> <p><u>Development Plan Sub-Group</u></p> <p>The first quarterly update has been submitted and feedback is positive.</p> <p><u>Annual Seminar Sub-Group</u></p> <p>No activity to-date but will need to start soon after the AGM.</p>	<p>All to look for venues so we have a range.</p> <p>CIM Council members to volunteer for events sub-group to help on specific events.</p>
<p>6. Sixth Form Management Games</p>	<p>There was a discussion about developing a condensed 3 hour session, also reworking the game itself. There was some work done a while back but need to clarify details and check with the individual referenced (not a current CIM Council member).</p> <p>Also discussed the suggestion that it would be good to have a follow up mechanism with participants – eg linking placements/job experience opportunities with those interested.</p>	<p>Volunteer required – or signposting to someone outside of CIM who may be able to help – update the games.</p> <p>Anyone to put themselves or a colleague forward to help update the case study.</p>

7. CIM Students update	Little to update on – Sean Prosser lost access to his list of students with his job move and is struggling a bit. Needs access to the dashboard list.	Sean to take forward when he is able to.
8. Financial Update	<p>Expected income was £12k, actual is expected to be £8k due to not charging for events particularly the Annual Seminar. Expenditure was expected to be £7k, actual is anticipated to be £6k. Reserves remain healthy and available for investment in building up the events programme.</p> <p>Kelly and Tony noted that Manj had done extremely well picking up the Treasurer role without prior involvement in CIM Council.</p>	Reserves to be an agenda item on next Council meeting.
9. AOB	Noted that we had only the minimum for quoracy on the call and a large number of apologies despite this being a conference call and therefore in theory less demanding timewise than a meeting. Is it worth continuing with conference calls? Tony asked whether due to the capacity issue of Council members whether it might be worth having Associate Council members and full Council members.	Clare to send out surveymonkey.com survey to gauge opinion of council members.
10. Thanks	Tony expressed his thanks for all contributions to today's meeting.	

Summary of outstanding actions

1. Colin re: training of how to use the dashboard.
2. CIPFA HQ -Can we see the specific section for our region from the membership survey?
3. Kelly - Mentoring -meet with Clare to talk through getting a date so can flesh out concept to present at AGM.
4. Council members to suggest venues
5. Kelly to follow up the potential reworking of the 6th Form Games scenario
6. Sean Prosser-see what he can do re: students.
7. Emma and Manj - e-mail Drew Cullen so that Redactive can better support the next conference & involve Theresa.