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|  | **CIPFA North East** |
|  | President: Judith Savage |
|  | Vice President: Jim Dafter |
|  | Treasurer: Matt Calvert |
|  | Secretary: Eleanor Goodman |
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| minutes |  |
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| Meeting: | CIPFA North East Executive |
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| Date and time: | 08 November 2017 |
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| Venue: | Newcastle Civic Centre |
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| Executive present: | Judith Savage (President), Peter Sullivan (Website and Social Media), Laura Burbridge, James Charlton, Clive Johnson, Katy Laing, Angela Waring |
| Also present: | Dan West (CIPFA) |
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| **1** | **Apologies for absence** |  |
|  | Jim Dafter, Matt Calvert, Jane Cuthbertson, Helen Dalby, Bruce Parvin, Tracy Wood |  |
| **2** | **Minutes of meeting of 12 September** |  |
|  | The minutes were agreed as a true record. It was discussed that going forward, drafts minutes should be issued on a timely basis following meetings, along with a list of actions to ensure these are followed up. |  |
| **3** | **CIPFA Update** |  |
|  | Tim Reade, recently appointed Head of Property Advisory Services at CIPFA Property dialled in to talk to exec members about the service. The main services being; providing property surveys, bespoke asset management software, professional networks and consultancy services. There are 3 professional networks offered; strategic asset network, property training network, and the highways assets network, which provide regular events across the UK.It was suggested that CIPFA Property could have a stand at the North East Annual Conference in December and Tim agreed as this would help to identify the appetite in the region for CIPFA Property’s services, and the potential interest for future events in the region. Tim would be unable to attend the conference but would be able to send a member of his team who is based nearby.DW gave an update from CIPFA and on actions from the previous meeting. It was confirmed that CIPFA are unable to provide more data on students, i.e. whether they are active students etc. but would however be able to assist with communicating information to students on our behalf.To address the issue of students completing exams but not completing their PEP and applying for full membership, new PQ rules are being introduced to step up the timescales for completing PEP. KL mentioned that one of the students in the region who has recently completed the exams was advised they will be required to pay full membership fees from a certain date, regardless of whether the PEP is completed. This will likely prompt students to complete their PEP.The CIPFA Level 7 apprenticeship programme has been given approval by the DfE and will be available to start from January 2018.It was suggested that CIPFA seemed to have been heading towards a CIMA / ACCA model in terms of the relationship between the Institute and the students, with employers not being as involved as they were in the past. It was noted however that the introduction of the apprenticeship programme seems to be a step in the right direction in terms of returning to an Institute / student / employer relationship. |  |
| **4** | **Update from Regional Forum (CJ)** |  |
|  | CJ, MC and JCh attended the Regional Forum in Edinburgh on 6th - 7th November. CJ gave an update from this event and confirmed he would circulate notes to the exec. Direct feedback was given on the Regional Development Plan (RDP) along with general feedback across all RDPs. CJ noted there was some variation in the RDPs submitted by regions in the way the instructions were interpreted, and some main points included that there was a distinct lack of quantifiable outputs in plans, levels of reserves are increasing and should be drawn upon, and subventions are £2K per region with any additional funding must be bid for. Following the feedback on the RDP, Alastair Barr, Head of Membership at CIPFA has offered us the opportunity to re-submit a revised plan and offered his assistance with this. CJ has provided JS with a revised draft RDP for review.It was raised that one of the things that some other regions do well is maintaining momentum after an event by following up with attendees, obtaining feedback and analysing this data. It was acknowledged that this is something that we need to get better at – as although exec members put a lot of time and effort into producing a great programme of events we do not recognise and praise this enough. It was suggested that feedback forms could be handed out at the conference in December and a prize draw held for attendees that complete the feedback. Some paid support from CIPFA would be appreciated to help with collecting and analysing feedback and other data.Additionally, it was identified at the Regional Forum that the Midlands would be hosting the event in 2018, despite there being previous conversations regarding the North East hosting the event alongside our annual conference. ACTION – CJ to circulate feedback from regional forum. Complete 13/11/17ACTION – CJ / JS to submit a revised RDP taking into account the feedback. |  |
| **5** | **Volunteer Recruitment** |  |
|  | Following concerns raised by BP around volunteer recruitment and continuity planning it is recognised there is a need for a recruitment drive. It was discussed that the skills required on the exec should be identified to develop ‘profiles’ which can be used to inform recruitment. CJ mentioned that the North West region have produced a Role Statement, similar to a job description, and is made available to volunteers so that they have an understanding of tasks they may be expected to do. This role statement is shared on the online regions forum.ACTION – CJ to look at the role statements and other governance docs shared on the online forum as a model to produce a North East version to take to the next meeting. |  |
| **6** | **CIPFA North East Events 2017** |  |
|  | **Conference 1 December**JC submitted apologies for the meeting but provided an update on the conference and dinner as follows:* Number of paid bookings are currently 54 which is an increase on this time last year of 20 (breakeven is 28).
* The numbers do not include the LG DOFs – earlier this year PW confirmed that they would be attending and would hold their DOF meeting at the SAGE. A room has been booked for this but confirmation is needed that it is still going ahead as a charge will be incurred for the room.  Also need confirmation of numbers and preferably names for the conference delegate list – this could increase numbers to about 86. KL said she would chase this up.
* Need confirmation on whether sponsors Penna and Zurich will be attending (numbers and names for delegate list) and if they need a stall.
* Potentially limited places for students – email has been sent to all students to gauge interest and potential numbers to confirm places nearer the date.
* There are the normal jobs to sort on the day and the printing / prizes etc which can be done over the next few weeks.
* Gentle reminder for the judges of the EY award to make their decision by the 17th (JS, JD and CJ) so that the certificate can be sorted.  Need to determine how the award is presented – assume at the conference so will need to ensure an invite is sent and potentially also for the dinner.

Dinner**:*** 16 confirmed attendees – mainly speakers and sponsors.
* Need to confirm if Zurich / Penna will be attending.
* Awaiting confirmation of attendance on remaining 16 invites, including exec members.
* The LG DOFs have been invited but don’t have contact details for the NHS DOFs.
* It is to be held at the Crowne Plaza again and George has arranged for a small choir to sing Christmas Carols, it promises to be a lovely evening.

ACTION – KL to confirm if LG DoF meeting room still required at Sage and delegate names for conference.ACTION – All – any exec member that has contact details for Penna and Zurich sponsors to confirm details of attendance at conference and dinner, or provide contact details to JC.ACTION – All – anyone with contact details of NHS DoFs to pass over to George so they can be invited to the dinner.ACTION – All - members of exec wishing to attend conference / dinner to let JC and George know if haven’t done so already.ACTION – JS, JD, and CJ to make decision on the EY award by 17th November.There was a discussion on the future of the conference and it was agreed that it is valued by members and should continue. Suggested that we adopt the main CIPFA conference method of setting the following year’s conference date at the current conference.It was acknowledged that JC has done a fantastic job at organising the annual conference and it would be courteous to ask whether she wishes to continue this, otherwise a volunteer would be required to pick this up.**Events (General) (AW)**A draft version of the events bookmark was brought to the meeting and circulated to the exec beforehand. Still some dates which need to be added (student meet and greet), and dates already on the bookmark to feed into the revised RDP.ACTION – AW to update bookmark with student meet and greet dates, and confirmed event dates to feed into revised RDP (CJ).AW asked how we proceed with printing the bookmarks – DW responded that Adrian Arnold (Cc Camilla Hayes) in the marketing team would be able to help.DW mentioned he has asked CIPFA for a small stock of pop-up CIPFA stands / equipment to be retained in regions to avoid shipping things up from London each time.It was highlighted that there has been little reported progress on the organising of the 6th form games which are planned for March 2018.ACTION – JCh to email DJ to get an update on progress with 6th form games. |  |
| **7** | **Website and Social Media Update (PS)** |  |
|  | PS confirmed the student page of the website has been updated to give a friendlier introduction. All up to date with write-ups of events also.It was discussed that the ‘hit-rates’ of visits to the website could potentially be fed into the RDP, in line with feedback from CIPFA around quantifying the RDP.ACTION – PS to review website content over the winter and remove items which have become out of date. |  |
| **8** | **Financial Update (MC)** |  |
|  | MC was unable to attend the meeting but circulated a financial summary as at 31st October and asked that exec members notify him of any commitments which have not yet been accounted for. It was pointed out that the level of reserves have increased – note this was a topic which came up at regional forum, i.e. ideally regions should be using some of their reserves to fund activities.It was also noted that there are still some outstanding invoices which require payment from CIPFA HQ relating to sponsorship of the 2017 North East Accountancy Awards.ACTION – DW to chase CIPFA invoices again. |  |
| **9** | **Student Update (LB/JCh)** |  |
|  | JCh has emailed all students via Mailchimp to gauge interest and potential student numbers to attend the North East conference.ACTION – LB/JCh to follow up conference email directly with known active students.LB gave an update on student related matters. Recently took part in the trial of the proposed online PEP system. Initial thoughts were good and an improvement on the launch of the CIPFA Learning portal.Some feedback was given to Student Support around various issues at the start of the Autumn term around course dates, i.e. clashes with online revision webinars and face-to-face sessions being 1 month ahead of the corresponding online sessions, therefore if a student missed a face-to-face class they may have to wait up to a month to catch up using the recorded webinar. There had been several unsuccessful attempts to receive an update from Student Support on these matters. |  |
| **10** | **Dates for 2018 Meetings** |  |
|  | PS suggested that dates of meetings are staggered throughout the week, i.e. Monday through to Thursday as this is more likely to ensure everyone is able to attend.ACTION – JCh to circulate via email revised dates for 2018 meetings for agreement. |  |
| **11** | **Any other business** |  |
|  | DW mentioned that Yorkshire and Humber region is holding a joint event with HFMA which is being held in Leeds. DW also highlighted that he is able to assist in promoting North East events to a wider base using contacts and channels at his disposal.ACTION – DW to send the link to PS to put on website and social media. JCh raised that it would be useful to have appropriate dial in facilities available (e.g. GoTo Meeting) especially if MB is to dial in from London for example, or if other exec members are unable to attend a meeting in person for whatever reason. Currently, mobile phones are sufficient where there is only one person dialling in, but this may become difficult if there were multiple members dialling in.ACTION – JCh to ensure access to appropriate dial in equipment for the next meeting. Contact CIPFA to see if we can be set up with their GoTo Meeting subscription. |  |
| **12** | **Date and time of next meeting** |  |
|  | Tuesday 23rd January 2018 5pm, Newcastle Civic Centre |  |