|  |  |
| --- | --- |
|  | **CIPFA North East** |
|  | President: Judith Savage |
|  | Vice President: Jim Dafter |
|  | Treasurer: Matt Calvert |
|  | Secretary: James Charlton (Acting) |
|  |
| minutes |  |
|  |
| Meeting: | CIPFA North East Executive |
|  |  |
| Date and time: | 10 May 2018 |
|  |  |
| Venue: | Newcastle Civic Centre |
|  |  |
| Executive present: | Judith Savage (President), Jim Dafter (Vice President), Matt Calvert (Treasurer), James Charlton, Jane Cuthbertson, Helen Dalby, Clive Johnson, Peter Sullivan (Website and Social Media), Angela Waring  |
| Also present: | Dan West (CIPFA) |
|  |  |
|  |  |  |
| **1** | **Apologies for absence** |  |
|  | Michael Brodie, Patrick Melia, Tracy Wood, Laura Burbridge, Rachael Crowe  |  |
| **2** | **Minutes of meeting of 23 January** |  |
|  | The minutes were agreed as a true record.Actions from the previous meeting were discussed.JS gave an update on the additional funding received to source paid support to the exec. Alastair Barr, Head of Membership, had left a voicemail with JS advising to send out an open advert to the regional membership, attaching a job description and calling for support with CIPFA North East administrative tasks, on a self-employed basis. It is hoped the position could be filled in time to assist with the conference in November.Final details concerning tax and procurement / commissioning need to be confirmed, as well as whether the role would consist of home-working or office based.BACS / cheque payments on receipt of an invoice was identified as a suitable method of payment to the individual. It was also acknowledged we would need to carry out due diligence checks, i.e. to confirm with the individual that they should declare this income with HMRC as necessary.ACTION – JS to send job description around the exec to review. The remaining actions were run through with updates provided and closed off where completed. Any outstanding actions have been carried forward and detailed in the list of actions in Appendix A. |  |
| **3** | **CIPFA Update** |  |
|  | JS circulated a council update from Drew Cullen earlier in the week. DW gave an update from CIPFA highlighting there had been changes to the business development team, with DW now being supported by Riman on work with the regions. There seems to be a big interest in holding training events in the region, DW expects he will be in a better position in the next 2 months as to exactly what organisations / members in the region would like to see. Acknowledged that our model currently consists of volunteer speakers delivering a session talking about their area of expertise, but no reason why we can’t look to expand the region’s offer of events by holding training courses.JS acknowledged we need to formalise these type of discussions with CIPFA, i.e. on the regional office, training provision / cohorts etc. to ensure they are followed up and materialise. |  |
| **4** | **Volunteer Recruitment** |  |
|  | HD, who has recently joined the exec, felt unclear as to what her role is on the exec. JS said volunteers are encouraged to get involved with anything they’d like. HD said she volunteered for the 6th form games in March and would also like to help organise this event for the south of the region.The lack of events and presence in the south of the region was discussed, with HD and AW both confirming they have contacts in the south of the region who are CIPFA members and keen to hold events in the area.It was also acknowledged there is a greater need to support the education sector, especially since the school finance teams are getting larger. HD invited BP to the North East & Cumbria Finance forum in August. There is a potential for joint events with this and BP suggesting cross-promoting an event to get an idea of how many CIPFA members would be interested in this.ACTION – HD / BP to explore joint event with the NE&Cumbria Finance ForumIt was also discussed whether to put an invitation on the website for members to express an interest in forming an education finance sub group.ACTION – contact SBMs to gauge interest in setting up an informal networking group |  |
| **5** | **Sponsorships** |  |
|  | MC reminded members of the exec to keep him posted on any new sponsors / confirmation of event sponsorship income. |  |
| **6** | **Feedback from CIPFA North East Events** |  |
|  | 6th form games AW noted there was positive feedback from volunteers. Already have some signed up for next year and received some suggestions - perhaps mentors need to give more advice and guidance when dealing with the union rep, i.e. dealing with angry or upset individuals.Some colleges seem to have got used to the format (from participating in previous years) and therefore are more aware of the ‘disruptions’ that occur and could therefore have an unfair advantage.Possible dates for next year’s games are 15th and 22nd March 2019.Students Careers EventHays sponsored a careers event at their offices in Newcastle on 13th April. Unfortunately this was not well attended, mainly due to the college classes on the day finishing earlier than normal, and there being a gap of more than an hour until the start of the event. There were 3 students at the event and they found this session useful. ACTION - September – potentially look into another Hays event.Professional Update DayPositive feedback received on the feedback forms handed out. Average score of 4 out of 5 on each question. Some comments received around the room being too big for the number of people present.Annual Dinner 90 people in attendance, including representation from ICAEW, ACCA, IRRV and AAT – the AAT rep has also been in touch with his thanks for the invite and to ask about potential joint events. A £243 surplus was made from the event, but it was noted that Sellick dropped out of the sponsorship at the last minute.Bruce thanked the exec for the gift in recognition of the 20th dinner he has organised.The sign-posting improved from last year but was still an issue for some people. DW mentioned he can bring along a pop-up stand next year to help direct people. |  |
| **7** | **CIPFA North East Events 2018 (AW)** |  |
|  | Women in leadershipThe event is planned for Autumn and there is an initial outline of ideas – mainly around how we promote more women in finance / leadership roles in the region. Struggling to work out how we ensure men are included in the event. BP said we need to be clear on the invitation that the event is open to all, e.g. emphasise gender pay gap rather than focusing on women. DW – Public Finance just released results of the gender pay gap in partaking organisations. Can we approach an organisation with a male leader that has demonstrated good progress in this area? JS also mentioned the chairs of other accountancy bodies at the annual dinner sounded interested in this event. ACTION – JS to arrange a phone call with AW to catch up on events.June CPD eventJS has asked Aga Jop from CIPFA to come up to the region and give an update to students and employers on training provision etc. This will be combined with a CPD session on report writing and presentations.AW mentioned she spoke to Kelly (Teesside contact) about this event and asked whether Gary would be willing to repeat the session in the Middlesbrough area.ACTION – JCh to contact Gary Bandy and ask whether he would be able to deliver his session in the Teeside area as well.BP said we should advertise the 2 sessions at once so people from Teeside don’t travel up here unnecessarily when they could go to the Middlesbrough event instead.Can we offer incentives for people to turn up – buffet, bar, etc.? Gateshead Civic Centre was mentioned as a potential venue.Annual Golf DayCJ – planned for early September in Tyneside. It is acknowledged this will be twice in a row in the north part of the region. CJ should have details confirmed by end of the month and will pass details to PS for the websiteConferenceA draft programme is in place and we are ready to open for bookings.PW is chairing the day – need to ensure all the DoFs are invited. Who do we need to invite from the Health sector? Invites to the conference dinner preferably to be out before the summer break. BP asked if is it just the LA7 directors of finance or should we extend across the rest of the region, i.e. Teeside. JC agreed. Local politicians were also mentioned however there has not been much interest in the past from these.Regarding sponsors; these are Penna, CCLA, Zurich, and EY. JC is also speaking to Richard Flak at Durham University and waiting to hear back. MC raised the issue of merchandise – this was low at last year’s conference. We need to ensure this is sorted in advance and preferably maintain a stock in the region. Are we able to get something different to the usual black folders, e.g. slightly bigger wallets with a zip, CIPFA notebook, perhaps with CIPFA North East branding? ACTION - PS and JCh to start promoting and open up bookingsACTION – JD to link in with JS on dinner invites. ACTION – JC to check with Sellick on conference sponsorshipACTION – AW to ask DW what merchandise is available and whether we can brand with CIPFA North East. AW said the bookmark is being prepared for the 2019 events. Exec members to let AW know of any event dates already known.Deadline for innovation award – to find out when this is and link in with the events bookmark. |  |
| **8** | **Website and Social Media Update (PS)** |  |
|  | PS has been unable to update the website since the end of March. Currently unsure what the cause of the problem is. Could be due to a modern laptop being used whereas CIPFA are still using old operating systems.Still able to use social media to advertise events etc. but there remains a backlog for website updates. |  |
| **9** | **Financial Update (MC)** |  |
|  | MC noted it is early in the year and therefore not a great deal to update in terms of the financial position. Reserves remain healthy, and we are encouraged to start drawing down on these. Still in the process of reconciling the income and expenditure from the annual dinner – BP to link in with MC to check who needs to be invoiced etc. |  |
| **10** | **Student Update (LB/JCh)** |  |
|  | Annual dinner was well attended by students; 11 which includes 4 students from North Yorkshire Council who study face to face in Newcastle.Currently in the run up to the June exams so everyone focused on revising for exams.We a trying to arrange a student event in June for after the exams. Aga & Nicola from CIPFA Student Services and CETC to come up and give an update on current training provision and potentially a further demonstration of the new CIPFA Portfolio. This will also be combined with a session on presentations / report writing by Gary Bandy.The exec congratulated JCh on receiving the David Clark award. |  |
| **11** | **Any other business** |  |
|  | CJ noted the North East Accountancy Awards are approaching (28th June) and we are yet to confirm table arrangements. ACTION – JD to chase JS on NEAA table / arrangementsCJ also under the impression we were invited to NEAA by the AAT – will email BP about this to clarify.ACTION – CJ to forward the NEAA email around exec for anyone interested in attending. |  |
| **12** | **Date and time of next meeting** |  |
|  | 2nd July 2018, 5pm, Newcastle Civic Centre |  |