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|  | | | **CIPFA North East** |
|  | | | President: Judith Savage |
|  | | | Vice President: Jim Dafter |
|  | | | Treasurer: Matt Calvert |
|  | | | Secretary: James Charlton (Acting) |
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| minutes | | |  |
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| Meeting: | | CIPFA North East Executive | |
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| Date and time: | | 11 September 2018 | |
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| Venue: | | Newcastle Civic Centre | |
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| Executive present: | | James Charlton (Secretary), Matt Calvert (Treasurer), Laura Burbridge (via conference call), Clive Johnson, Peter Sullivan (Website and Social Media), Angela Waring | |
| Also present: | | Cliff Dalton (CIPFA, via conference call) | |
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| **1** | **Apologies for absence** | | | |  |
|  | Judith Savage (President), Jim Dafter (Vice President), Helen Dalby, Tracy Wood, Katy Laing, Patrick Melia, Jane Cuthbertson, David Jobson | | | |  |
| **2** | **Minutes of meeting of 08 August** | | | |  |
|  | The actions from the previous meeting were run through and updated. Outstanding actions are included in Appendix A.  PS queried whether the action relating to bio's for the website is applicable to all members of the exec or just the officers. JCh responded it is applicable to all, but will clarify with JD.  The minutes were agreed as a true record. | | | |  |
| **3** | **CIPFA Update** | | | |  |
|  | Cliff Dalton, Head of CIPFA Commercial Networks, discussed the key development issues from the Institute centring around the resilience agenda. CIPFA have been keen for the regions to take part in the resilience index consultation - results of which are due in the next few weeks. PS advised that our employer organisations may have responded to the consultation individually rather than via CIPFA North East. CD noted he delivered a presentation to the Yorkshire and Humber region in July which set out the timescales of the above consultation and further work on the Financial Management Code of Practice. He emphasised the importance that regions are aware of the new Code to ensure members are kept up to date.  Action - CD to send presentation slides to JCh - circulate to exec and email to membership asking members to reply if they want a copy (i.e. similar to the conference write up).  CD suggested Rob Whiteman, CEO, is keen to get the message across that if LA’s are struggling, CIPFA are here to help.  An Ethics survey was taken at conference which asked whether officers have felt under pressure to act unethically. CIPFA’s resilience work links in with the results of this survey - CIPFA acknowledge the need to support members more with these ethical issues, and regions will also have a role in this.  CD manages CIPFA’s advisory networks, with his team delivering full day events around the country on topical issues. He suggested that if one of his advisors is delivering an event nearby (e.g. Leeds), they could also be called upon to deliver a session for the North East. A draft copy of the events schedule was circulated prior to the meeting, and a final version is expected in the next few weeks. CD noted that if there are any topics not included on the schedule that the region would be interested in, these can be proposed.  Action - AW to look at how we can incorporate the offer from CD into our events programme for 2019.  PS noted that evening events is something we may need to revisit. CD said the advisory networks events are normally full day events but mentioned he had spoken with Nigel from the Yorkshire & Humber region around looking into holding some evening webinar events, e.g. 20 mins presentations at 6pm.  The changes following implementation of GDPR were discussed, and how the new preference settings may have resulted in members now not receiving important updates from CIPFA. CD now includes as a footer on emails a reminder for members to check their preference settings on MyCIPFA and ensure they tick all the communications they wish to receive.  Action - CD to share narrative used on emails regarding the new comms preferences on MyCIPFA, to remind members to opt in to receive emails from CIPFA. | | | |  |
| **4** | **Volunteer Recruitment** | | | |  |
|  | A student who previously expressed an interest in volunteering with the exec is currently unable to due to personal circumstances but intends to get in touch in the new year if this changes. | | | |  |
| **5** | **Sponsorships** | | | |  |
|  | We are expecting Sellick will sponsor the conference this year but it was acknowledged that they pulled out of the previous dinner, therefore need to confirm for this year.  CCLA are new sponsors for the conference.  EY - still need last year's conference sponsorship    Action - JC / AW to let MC know of sponsorship info for conference | | | |  |
| **6** | **Regional Development Plan 2019** | | | |  |
|  | JD waiting on some info from MC on financial details and AW on events.    Action - all - to review the 1st draft when shared and turn around any feedback promptly. | | | |  |
| **7** | **Autumn Forum and Regional Awards** | | | |  |
|  | The Regional Forum is being held in Birmingham from Thursday 15th to Friday 16th November and we need some volunteers from the exec to attend. PS said he may be able to attend.  Action – all, volunteers needed to attend Autumn Forum  Action - PS to email JS regarding the regional awards. | | | |  |
| **8** | **CIPFA North East Events 2018 (AW)** | | | |  |
|  | * Social event: mini golf, 13th September - looking for members of the exec to attend. MC may be able to. * Annual Golf Day, 21st September: this has now been cancelled and will be rearranged for Spring 2019. * Women in Leadership event, 6th November: An update was provided by JS prior to the meeting: 2 speakers confirmed (Bond Womble and Alison Fellows), Engie have agreed to sponsor. A charge of £25 per person is likely. Exec members asked if they know of any small businesses that may be interested in pitching for a stand in the exhibition hall. * NE Conference 2018, 23rd November: Dinner invites have been sent out. * Potential joint event with North East & Cumbria Finance Forum: HD provided an update before the meeting confirming she and BP attended the NE&C Finance Forum meeting in August and BP discussed with the chair the possibility of doing a joint event with CIPFA NE.   It was also raised that the current CIPFA NE banner for events has the wrong URL for the website. Need to notify CIPFA of this for future orders. | | | |  |
| **9** | **Website and Social Media Update (PS)**  PS confirmed the website is back up and running and content is up to date. There have been 2 outages this year; the first was a technical issue around access which affected all regions, the 2nd was due to a disabled password.    PS raised that we need to think about succession planning for the Website & Social Media role as he is uncertain what his membership status will be from 2019. Options discussed were to hand over to the secretary, continue as a stand-alone role, or to hand over to the admin support.    It was also raised that we need to get some comms out in advance of the AGM in March regarding exec roles to allow sufficient time for people to consider.    Action – JS / JD / PS, consider succession planning for social media role | | | |  |
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| **10** | **Financial Update (MC)** | | | |  |
|  | MC said there have been some changes to way CIPFA make payments to regions and as a result it is not clear what the amounts received are actually for.    MC needs some details on how much we're spending against the admin resource. It was also reminded that we need to do some employment due diligence and ask Andrea to confirm she is registered with HMRC etc.    Bank signatory form is being updated and is in circulation with exec members to sign. It will take a couple of months to get the cards from the bank. | | | |  |
| **11** | **Student Update (LB/JCh)** | | | |  |
|  | LB gave an update over the phone on the case study pizza and pre-seen event. Potential dates are being explored with students as well as a suitable venue. | | | |  |
| **12** | **Any other business** | | | |  |
|  | The northeast@cipfa.org email is now being used by Andrea. PS won't need to monitor this anymore.    JS to nominate someone to be the data contact for the region.    The North West region extended an invite to their conference and dinner on 21st September however no one is able to attend. It was suggested we respond thanking for the invite but no one is available. | | | |  |
| **13** | **Date and time of next meeting** | | | |  |
|  | 6th November 2018, 5pm, Newcastle Civic Centre | | | |  |