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|  | **CIPFA North East** |
|  | President: Judith Savage |
|  | Vice President: Jim Dafter |
|  | Treasurer: Matt Calvert |
|  | Secretary: James Charlton |
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| minutes |  |
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| Meeting: | CIPFA North East Executive |
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| Date and time: | 23 January 2019 |
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| Venue: | Newcastle Civic Centre |
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| Executive present: | Judith Savage (President)(dial-in), Matt Calvert (Treasurer), James Charlton (Secretary), Laura Burbridge (dial-in), Rachael Crowe, David Jobson, Clive Johnson, Peter Sullivan (Website and Social Media), Angela Waring, Tracy Wood |
| Also present: | Cliff Dalton (dial-in) |
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| **1** | **Apologies for absence** |  |
|  | Jane Cuthbertson, Michael Brodie, Helen Dalby, Eleanor Goodman, Dan West (CIPFA), Bruce Parvin, Katy Laing, Jim Dafter, Patrick Melia, Bill Bailey |  |
| **2** | **Minutes of meeting of 06 November** |  |
|  | The minutes were agreed as a true record. |  |
| **3** | **CIPFA Update** |  |
|  | DW was unable to attend the meeting however CD was able to give the following update:* Changes and initiatives coming out of CIPFA regarding Financial Resilience, on the back of NAO reports in November and last week on Local Authority Governance; new Code of practice on Financial Management, Financial Resilience model, additional support for authorities to identify funding streams (fair funding review).
* There was a conference for LA members back in September, in partnership with the Centre for Public Scrutiny. About to launch an in-depth support package for councillors following PWC’s report on Northamptonshire, i.e. the breakdown of the relationship between officers and members. It aims to clarify what councillors’ roles are and what we can do to help them fulfil this, and similarly set out what the roles of their officers are.

JS asked if this is mainly geared towards local authorities, CD confirmed it is; the Financial resilience model is set up quite specifically for local authorities to help identify the potential problems they might not otherwise see until it is too late. The FM code however is more generic around good practice (structures, transparency, decision making etc.) and applicable to all sectors, though principally produced to support LA’s following the issues with S114 notices.CD advised the FM code and FR index are currently in consultation. CD also highlighted that the FR index is not intended to penalise LA’s when weaknesses are identified, and hopes to make this clear to members.  |  |
| **4** | **Volunteer Recruitment** |  |
|  | JS noted that from March 2019 there will be vacancies for Secretary, Deputy Treasurer and Website & Social Media. We are keen to get more students involved in volunteering but also need to ensure a good mix from all levels and from the south of the region. JS said we need to produce some brief volunteer profiles for each exec role which may help attract volunteers. PS pointed out the North West region have some templates on their website which we could use – CJ had produced a volunteer information pack last year and will forward to JS and JCh.All – note to be mindful of potential volunteers within our organisations and networks.LB suggested we target our approach for volunteers by looking at the regional membership data to identify which organisations have students. |  |
| **5** | **2019 Exec Roles** |  |
|  | JS completes her 2 year term as President in March with JD stepping in to the role. The incoming exec roles are currently as follows:President – JDVice President – JChSecretary – VacantTreasurer – MCWebsite & Social Media – JS (as much as possible but would welcome support)A discussion was held around the admin support provided by Andrea, which has been of great help with events, especially for the WIL event. However it was acknowledged that we need to have clearer communication across the exec around how this resource can be used. |  |
| **6** | **North East Accountancy Awards 2019** |  |
|  | CJ raised that a decision on commitment to the 2019 NEAA is needed imminently. NEAA sponsorship raises the profile of the institute, generates network opportunities with the rest of the profession in the north east and provides a ‘seat at the table’ to help set the agenda. Historically we haven’t had a great number of nominations for the public services team of the year award but CJ has ensured this award remains on the programme. It was acknowledged that we could do better to promote the NEAA before and after the event, i.e. photographs on the night and posts on social media. It was noted that photos could not be uploaded directly on the website, but we have a Photobucket account which we can link to instead.Nominations for the awards can result in more contribution / involvement with CIPFA North East by the nominees, for example the winner of the 2017 public services team of the year award provided some assistance with the WIL event last year.It was also highlighted that CIPFA HQ have agreed in the past to support the sponsorship for the NEAA however this has not yet been received.It was agreed to proceed with sponsorship of the NEAA this year and to review what benefits have been realised at the September exec meeting. |  |
| **7** | **Update from Autumn Forum** |  |
|  | PS produced a summary from the Autumn Forum to feedback to the exec and this was circulated with the agenda. It was noted that new, official email addresses have been issued to regional exec roles. JCh received an email with logon details for the secretary account but this appeared to be for access to the trainer portal / membership data dashboard rather than the mailbox. The login email for the MailChimp account can be changed to the new secretary email address once this is set up.CD mentioned that CIPFA use a service called ‘Gatormail’ for its mail merges. PS responded we’re more than happy to jump on board with what CIPFA use as long as it isn’t worse than what we currently have.CD said Chris Swales has recently been appointed as Information Officer at CIPFA and will drop him an email about this.PS concluded it was well worth attending the Autumn Forum, and congratulations also to Bruce for his thoroughly deserved win of the Hedley Marshall award! |  |
| **8** | **Feedback from WIL event** |  |
|  | Circulated prior to the meeting, no further comments. |  |
| **9** | **Feedback from 2018 CIPFA NE Annual Conference** |  |
|  | Circulated prior to the meeting, no further comments. |  |
| **10** | **Update from January Regions conference call** |  |
|  | JS gave a verbal update from the January Regions conference call:The Spring Forum takes place on 16th May at Mansell Street – regions will be required to provide an update on the RDP. JS and JD won’t be able to attend therefore need someone to represent the region. Marcus Baxby is the CIPFA contact for sponsorships. We need to link in with Marcus more as there could be some good opportunities to tap into.HQ will be asking for regional events plans for 2019 to ensure there are no overlaps. It was suggested that we send our events plan following every exec meeting. Drew Cullen is organising some corporate packs to help with events like Ethics. JS had also asked if CIPFA would consider the North East as the location for a national conference but was told the furthest north they would consider for such events is York.JS left the meeting at this point. |  |
| **11** | **Regions Handbook** |  |
|  | PS – a draft version of the Regions Handbook was provided at the Autumn Forum (and circulated with the agenda). This was produced to pull together various useful information and guidance for regional volunteers. |  |
| **12** | **CIPFA North East Events 2018 (AW)** |  |
|  | * Financial Resilience CPD Event, February
* Student Social Event, 1st March
* Sixth form management games, 15th and 22nd March
* Professional Update Day & AGM, 13th March
* Annual Dinner, 3rd May
* Annual Golf Day, May
* Case Study Pizza & Pre-seen, May
* Personal Skills CPD Event, June
* CPD Event, September
* Case Study Pizza & Pre-seen, November
* CIPFA NE Annual Conference, 22nd November

Events updates:* Planning for the professional update day – AW to liaise with JC on using The Word as a venue for this.
* Annual dinner – BP has this in hand.
* Golf day – CJ organising.
* 6th form games – DJ confirmed venues are secured, teams mostly secured. AW still looking for volunteers – JCh and PS to send email / social media to seek volunteers.
* Financial resilience session – CD – suggested 1.5 hr to 2 hr event towards the end of the day. Did a presentation for Barclays bank yesterday – would be happy to pull something together for us. Though possibly do this as part of the Professional update day rather than a separate event in Feb due to being in late January now. We would be looking at about an hour max for the presentation.

Action – CD to send agenda over to AW for the FR presentation* Student social event – initially planned for 1st March, JCh discussed with LB to put back until after the March exam week, perhaps Thurs 14th March, initial ideas were indoor mini golf and beer/chips at a close by pub beforehand.

MC asked AW and the events committee to provide any financial information regarding events to him at earliest convenience, so he can budget for events as best as possible. |  |
| **13** | **Website and Social Media Update (PS)**  |  |
|  | PS met with JS today to hand over website and social media duties. The website is now up to date and includes the latest 2019 list of events.  |  |
| **14** | **Financial Update and Sponsorships (MC)** |  |
|  | MC is waiting on final figures from the annual conference and WIL events and will then circulate the accounts to the exec. As noted earlier, we have outstanding debt with CIPFA HQ regarding the sponsorship of NEAA. Action – CJ / MC will look for any written confirmation we’ve had from HQ about this.Nothing further to update until after the annual dinner. |  |
| **15** | **Student Update (LB/JCh)** |  |
|  | There were issues on exam results day earlier in the month where the website could not handle the volume of students logging in to the website to check results. Resulted in delays in viewing results that should have been available at 08.30am, some people not knowing their results until lunch time. Aga, Head of Student Services issued an apology to all students and an investigation into the issues is underway.The planned student social event was discussed earlier in the agenda. |  |
| **16** | **Any other business** |  |
|  | David Clark award – we need to send some comms out to members to call for nominations for student of the year. Action – JCh to send email to members with regards to above. |  |
| **17** | **Date and time of next meeting** |  |
|  | * 13/03/19, AGM, Gateshead Civic Centre (time TBC)
* 15/05/19, 5pm, Newcastle Civic Centre, Pandon Room
* 03/07/19, 5pm, Newcastle City Library, room 7 (level 6)
* 11/09/19, 5pm, Newcastle City Library, room 7 (level 6)
* 06/11/19, 5pm, Newcastle Civic Centre, Armstrong / Stephenson room
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