

# Minutes

**Meeting:** CIPFA Cymru-Wales Branch Executive  
**Date/time:** Thursday 19 September 14.00 – 16.30  
**Venue:** Wales Audit Office  
Cathedral Road, Cardiff

With VC to Wrexham CBC

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## Present:

### Executive:

Iolo Llewelyn (IL) – President  
Rhian Evans (RE) – Vice President – by VC  
John Dwight (JD) – Secretary  
Gill Lewis (GL) – Past President  
Steve O’Donoghue – (SO)  
Tony Era (TE)  
Lynne Flux (LF)  
Ken Finch (KF)  
Tom Bowring (TB)  
Lisa Young (LY)  
Sheila Crossley (SC)

### CIPFA:

**Observer:** Bev Peatling

## Agenda items

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|          | <b>Welcome</b>  |
| <b>1</b> | <b>Welcome</b><br>IL welcomed members to the meeting, particularly Lisa and Sheila, who were attending their first meeting, and Bev Peatling, attending as an observer, but taking part in the conference planning group to be held after the executive committee meeting.<br>He offered congratulations to Tony Era for passing his exams, and to Gill for her appointment as the Chair of the Wales Staff Commission. |
| <b>2</b> | <b>Apologies for absence</b><br><b>Executive:</b><br>Gerrard Moore<br>Kavita Gnanaolivu<br>Rebecca Nelson<br>Tony Hagland<br><b>CIPFA:</b><br>Chris Tidswell  |

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| <b>3</b>      | <b>Declarations of interest</b><br>None  |
| <b>4</b>      | <b>Minutes from previous meeting</b><br><b>Minutes from meeting 24 June 2015</b><br><br>Minutes approved, subject to correction to Bev Peatling's name in item 12. the addition of dates for the future Branch meetings as follows:<br><br>Matters arising (not covered elsewhere on the agenda):<br><br>Accommodation for planning day has been confirmed by GL in Abergavenny, JD to circulate all members to confirm accommodation requirements.<br><br>IL to pursue a permanent 'volunteer of the year' commemorative award. Cost of between £30 - £50 would be appropriate.<br><br>TE confirmed that there were no student qualification courses starting this year.<br><br>Attendance record 2015 – updated. |
| <b>5</b>      | <b>Business plan and events programme</b><br>Business plan considered in detail. Updated for position as at September 2015.<br><br>See business plan for update and actions.<br><br>2015 events programme discussed and updated by RE – to be circulated for actions required. This was now on the branch web-site, although further updates will be required as events are confirmed.   |
| <b>6</b>      | <b>November conference update</b><br>Feedback from the conference planning group – actions now on—going as part of that group. All committee members are asked to circulate conference details within their organisations, and aim to gain 5 delegates each.   |
|               | <b>CIPFA 'central' matters</b>   |
| <b>7 - 10</b> | <b>Feedback from meetings</b> – nothing specific to report, given summer break.<br><br><b>Horizon scanning report</b> – see comments in Business Plan update<br><br><b>CIPFA Wales update</b> – CT report considered. Still some concern about communications – example is CIPFA LG workshop 22/9 – neither GL or CT had been able to find out what this was about / presenters etc.<br><br><b>CIPFA Ambassadors</b> – see comments in Business Plan update.   |
|               | <b>CIPFA Cymru-Wales Branch matters</b>  |
| <b>11</b>     | <b>Co-options</b><br><br>No further action taken at this stage.  |
| <b>12</b>     | <b>Treasurer's report</b><br>Circulated by RE.<br>Still some delay in changing bank mandate and transferring role to RN.   |
| <b>13</b>     | <b>Web-site review</b><br><br>Revised structure considered and agreed. JD to liaise with Neal Frost and CT to get  |

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|           | changes made.  |
| <b>14</b> | <b>Spreadsheet deadlines</b><br><br>December 2015 – either members events planned for early 2016 (JD) or comments for students (TE) following any update from Regional Conference October.<br>February- conference report. |
| <b>15</b> | <b>Items of correspondence</b><br><br>None   |
| <b>16</b> | <b>Next meeting</b><br><br>12 November (pm) at WAO– afternoon meeting. IL to book accommodation.<br>3 & 4 December – planning days Abergavenny.  |

## Action points

| Agenda item | Actions   |
|-------------|---|
| 4           | Accommodation for planning day has been confirmed by GL in Abergavenny, JD to circulate all members to confirm accommodation requirements.  |
| 4           | IL to pursue a permanent 'volunteer of the year' commemorative award. Cost of between £30 - £50 would be appropriate  |
| 5           | <p>See business plan update:</p> <p>Newsletter - aim to prepare for issue after the November conference – set dates for drafting early December – GL, LF &amp; JD</p> <p>Champions - SO to take forward, need to write to volunteers, with copy of conference flyer and encourage them to circulate within their organisations. JD to pass on names of volunteers so far to SO.</p> <p>CIPFA Ambassadors – CT to be asked to raise at CIPFA officer level. GL to consider for BfR agenda, and further discussion at Regional Conference in October.</p> <p>Standing panels - JD to review via CIPFA Policy and Guidance web-site. KF to assist and SC to check what the position is for Welsh Government.</p> <p>CT prepares a Board report for Wales on a quarterly basis – this could be circulated to Executive members. CT to be reminded of this.</p> <p>Horizon scanning - LF to keep an eye on WG / NAW communications that might need a CIPFA response / consideration.</p> <p>Capacity / profile of Wales office - IL to arrange meeting with CIPFA officers to clarify CIPFA's approach / profile in Wales.</p> <p>Summary of points for discussion with Giles:</p> <ul style="list-style-type: none"> <li>• CIPFA Ambassadors</li> <li>• Training in Wales</li> <li>• Standing panels</li> <li>• Communications</li> <li>• Role of associate in Wales</li> </ul> |
|             | <p>Events programme:</p> <p>Working with charities – can this still be delivered in 2015 in North Wales – and then in South in New Year?</p> <p>Wellbeing of future generations – organise for new year after guidance issued</p> <p>Breakfast with Bank of England – SO looking to organise for 14 November – waiting to hear from Cardiff CC. Then need to advertise</p> <p>Members event 3 December – GL to ask Caerphilly if they want / can host an event afternoon of 3 December – would be finance transformation and ethics.</p> <p>Regeneration in North Wales – KF to ask for possible speakers dates, and we would try to work around those (in new year)</p>  |
| 13          | Web-site review - JD to liaise with Neal Frost and CT to get changes made.  |
| 14          | <p>Spreadsheet -</p> <p>December 2015 – either members events planned for early 2016 (JD) or comments for students (TE) following any any update from Regional Conference October.</p>  |