

# Draft Minutes

## CIPFA SOUTH EAST REGIONAL COUNCIL MEETING

**Date** 31 January 2018  
**Time** 2.30pm to 5.00pm (tea/coffee available from 2.15pm)  
**Venue** PA Consulting Group, 10 Bressenden Place, Victoria, London SW1E 5DN

<b>Present</b>	President	Amy Crowson
	Junior Vice President	Kathryn Long
	Regional Secretary/Vice President	John Barker
	Regional Treasurer	Nicki Cooper
	Regional Website Administrator	Lillian Manning
	Corporate Members	Phil Butlin
		Stephanie Mitchener
		Thomas England
		Mark Williams
	Retired Members' representative	Eric Keighley
	Co-opted Members	James Cook
		Philippa Watkins
		Nick White
		Francois Landers

## AGENDA ITEMS

### Action by

1. Welcome to, and getting to know, CIPFA Council colleagues joining our Regional Council. No CIPFA Council Members attended this meeting.
2. Apologies were received from – Rosanne Nulty, Frances Slack, Trisha Brigemohane, Lorna Baxter, Christina Earls, Richard Harbord, Matt Bowmer, Shelley George, Alan Finch, Alison Sweeting, Philippa Watkins and Lulu Yang.
3. Minutes and matters arising from meeting on 6 December 2017 were agreed. Noted that International topics could be offered for a future regional event programme(s).

## Matters for discussion or decision

4. 2017 Development Plan and Budget – Council reviewed these outturns/statements/reports
  - (1) Council is asked to confirm the plan delivery as shown in the attached 2017 Plan.
  - (2) The 2017 Budget v Actual Statement records income and expenditure and reserves.
  - (3) 2017 Financial Statements as delivered to CIPFA (to be audited prior to the AGM).

These documents record regional activity which will be summarised in the Regional President's Annual Report 2017 to be presented with the audited Financial Statements for

approval at the AGM on 19 March 2018.

NC presented the drafted 2017 Financial Statements and explained the basis of preparation in accordance with CIPFA's requirements and timescales, which had been met. Net spending in 2017 was under budget provision overall. Debtor and creditor values were higher than usual and concerns regarding continuing delays in payments due to our region have been raised with CIPFA's Finance Team. David Ewart (auditor for the 2017 accounts) was preparing to start his inspection and planned to complete in time for certified accounts to be published and presented to our Regional AGM on 19 March.

Council approved these documents as the basis for the 2018 AGM reports. **AC/NC/JB**

Council agreed that NC should research an appropriate accounts package to aid regional financial administration and bring a formal proposal to next Council if ready. **NC**

#### 5. Regional Development Plan and Budget 2018

These drafts has been prepared using our 2017 base activity, plus developments identified for 2018. The draft budget, reviewed at December 2017 Council, reflected its submission to CIPFA in draft form to meet the timescales for 2018 regional subvention allocations that were to be considered during the Regional Forum held on 6/7 November. A supplementary bid, made on 11 December, for development of mentoring was not approved.

Our subvention for 2018 had been confirmed as £18,000 on 19 January 2018 and therefore Council formally approved that these drafts may be adopted as a substantive basis for 2018. The budget reserve values designated and proposed for 2018 were also approved.

Some enhancements to the Development Plan were agreed in principle. AC agreed to consider drafting some outcome, outputs and impacts descriptions to match activity and budget where it would enhance the value of the descriptions in the drafted plan. Mentoring provision will be added when further exploration is completed (with provisional budget of £400). RF will be the accountable member of the Autumn Conference Organising Group and bring a progress report to May Council (see item 7) **AC/NC/JB/TE/SM/All to note**

#### 6. 2017 AGM and Spring Conference Programme – 19 March 2018

The draft AGM notice and agenda and Spring Conference Programme were noted and agreed. May Council should note its new composition and start to consider a timescale for succession planning for key roles and functions. A September update, as a contribution to the 2019 bids for regional subvention and development plan submission, was probably appropriate (as better information may be available as the programme of regional forum consultations/teleconferences develops through this year). **JB/AC/NC/All to note**

#### 7. Proposed 2018 Autumn Conference –

Wantage Hall, Reading University, 6/8 September 2018

Council noted that Luke Webster was the Organising Group Chair for 2018

and Rosanne Nulty had agreed to convey to that group the Council requirement that there should be a progress report presented to the January and May Council meetings to ensure financial stewardship. She has been nominated by the Group to deliver those.

Council agreed that an early programme shape would be useful for local/networks publicity.

JB advised that the May and June eshots should carry fuller details of the event and efforts to target employers to highlight the networking advantages may be useful to raise awareness of this annual event. Council also asked that there should be maximum attendance flexibility to encourage attendance of those potential delegates who may not be able to commit to the full programme.

8. Annual Regional Dinner – provisional date 9 November 2018

JB reported that London Marriott Hotel has offered virtually similar term for a 2018 booking and is currently holding our preferred date of 9 November 2018. The terms offered will be used as a benchmark for further evaluation (and in consultation with potential sponsors). Council delegated approval for the Regional Secretary to complete the event contract or agreement (if required to secure a venue booking prior to our 9 May 2018 Council) after consultation with our Regional President and Regional Treasurer.

A progress report will be made to the 9 May Council meeting.

**JB/AC/NC**

9. Speed Mentoring Scheme – options to maintain our 2017 initiatives.

Following the success of the initial event at our December meeting Council requested that the initiative should be continued to consider how further events could be organised.

Sponsor support is not guaranteed and the December 2017 bid for £900 (as a regional Development item) had not been agreed by CIPFA.

Council requested that TE/SM should consider options and dates for future mentoring Events and bring recommendations to May Council if feasible. £400 is to be provisionally allocated in the 2018 budget.

**TE/SM**

## **Matters for information or note**

10. The latest version of the Events programme 2018 was noted. Essex Hub Meeting on 13 March to add. NQM Presentation Ceremony to be arranged for 9 May, following next Regional Council.

**All to note**

11. Institute Business

1. CIPFA Council – Drew Cullen's briefing note was reviewed. No CIPFA Council Members were at this meeting to elaborate.

2. CIPFA Secretariat update – Francois Landers outlined the 2017 CIPFA commercial Income deficit and its implications. Senior staff changes were –

Giles Orr (leaving) to be succeeded by Robert Shelley, on an interim basis

Neil Vincent (leaving) to be succeeded by Brendan McCarron

Don Peebles to head the reshaped Policy & Technical Team

Counter Fraud Hub would be revamped and continue to be a prominent profile in CIPFA

## **Reporting on group activity**

12. SE-CSN business – The update report from FS was noted. Dates to be added to 2018

Events Plan and confirmed nearer the times.

13. Retired members' group activities – EK reported the booked trip to Chelsea FC on 18 April. Group members had been thanked for their invigilation support during December and most would again be on the March rotas shortly to be devised.

### **Any Other Business**

14. None announced.

### **Forward Diary**

15. Forward diary for 2018 – future meeting dates were confirmed as -  
AGM/Spring Conference – Grant Thornton hosting on 19 March 2018  
Regional Council - 9 May, 19 September, 5 December 2018 (venues to confirm)

***John Barker***

***Regional Secretary CIPFA South East***

***csejb@live.co.uk***

***07885 585670***

***31 January 2018***