

Draft Minutes

CIPFA SOUTH EAST REGIONAL COUNCIL MEETING

Date 29 January 2020
Time 3.00pm to 5.10pm
Venue PA Consulting Group, 10 Bressenden Place, Westminster, London SW1E 5DN

Present	President	Amy Crowson (T)
T = by	Junior Vice President	Kathryn Long
teleconf	Regional Secretary/Vice President	John Barker
	Regional Treasurer	Nicki Cooper
	Corporate Members	Phil Butlin
		Steph Mitchener (T)
	Retired Members' representative	Mark Williams
	Registered Students	Eric Keighley
		William Goodchild
	Co-opted members	Trisha Brigemo (T)
		Chris Blundell
		Matt Bowmer
		Nick Carroll
		Paul Clarke
		Philippa Watkins
		Nick White

Invited Drew Cullen attended for item 8 – PF Live 2020

AGENDA ITEMS

Action by

1. Apologies were received from Lillian Manning, Thomas England, Rosanne Nulty, Richard Harbord, Suresh Patel, Lorna Baxter, Jade Coombes, Joanne Pitt.
2. Minutes of meeting on 4 December 2019 were agreed.

Matters for discussion or decision

3. 2019 Development Plan, Outturn Statement and Treasurer's Report
 - (1) Review of the delivery of the 2019 Plan – the basis of President's Annual Report. Paper SEO20/01 was noted and agreed as the basis for the 2019 President's Annual Report to the 2020 AGM
 - (2) The December 2019 Budget v Actual Statement shows income and expenditure and reserves and the year end position for balances. NC introduced paper SEO20/02 which was reviewed and agreed by Council. It was used as the basis for the 2019 annual accounts now submitted to CIPFA (see (3) as

related minute). The outturn shows where some planned reductions in the year have been achieved – either by scaling down, discontinuing or postponing some planned and budgeted activities.

The main priority for expenditure remains for member events across the region and overall income and event sponsorship had continued to support these as planned. The minor amounts and any further adjustments required to this outturn as shown will be included in the 2020 accounts.

- (3) 2019 Draft Financial Statements sent to CIPFA and our auditor - Paper SEO2003(3). Council reviewed and noted the 2019 Report and Financial Statements presented by NC. She will liaise with David Ewart (Auditor) and expects the audited accounts to be ready for certification by CSE Officers in late February. The certified accounts will be posted on CSE website.

- (4) Added business items –

(1) NC advised that an adjustment is required of £1800 - due to Mazars and which Council agreed to meet from the 2019 contingency - will be included in the accounts to be examined by our auditor. **NC**

(2) Council agreed that Will Goodchild be designated as Deputy Treasurer from 1 April, to succeed James Cook (who remains a co-opted member). Nicki will arrange the bank mandate changes. **NC**

4. 2020 Development Plan and Budget

The Plan was submitted to CIPFA in October 2019 to support our 2020 subvention bid (now agreed) of £18k and was agreed provisionally at Council on 4 December 2019.

The supporting budget Paper SEO2004(2) shows planned activity and allocated budgets for 2020. The Plan and budget were prepared to reflect the need to retain an adequate reserve position and liquidity during the year and to maintain our activity and finances as a 'going concern'

Council agreed to formally approve the 2020 Development Plan and Budget (Papers SEO2004).

5. 2020 AGM & Spring Conference – 20 April 2020

- . JB presented the papers drafted for the AGM. Council discussed succession options for the Officer roles and agreed that AC, KL and JB should liaise to make any required nominations for 2020/21 President, Vice President, JV President and Secretary roles. Council were also invited to express interest or make personal nominations for those per the AGM notice. Nicki and Lillian were nominated unanimously by Council to retain their current roles. JB's Regional Secretary role interaction with the Regional Development Project will be reviewed during 2020. JB will prepare a paper for May Council to show options. **AC/KL/JB**

The programme for the Spring Conference is taking initial shape – suggestions for further topics and presenters to widen the sector appeal included NHS resourcing, CIPFA's 2020 project – further suggestions are requested for Spring Conference agenda by 31 March **ALL**

6. Proposed Wantage Hall Residential Conference, 10/12 September 2020

A short note from Rosanne was reviewed. There had been no further reporting to, or contact with Regional Council apart from this update, despite repeated requests.

NC reported that the £900 deposit paid to Reading University for the postponed 2019 Conference had to be used for an agreed 2020 booking. There had been additional cancellation costs of approx £300. NC advised there should be no further financial commitment in 2020 until the organising group had provided positive evidence of the viability of a 2020 residential conference.

Council discussed options and agreed there must be positive justification for a similar formatted event in 2020, which should be approved by Council. That justification should include written evidence of an indicative programme endorsed by a critical mass of prospective employers who will be supporting paid delegates, publicity plans, sponsor support and consequential budget and cash flow statements. If these requirements were not met by 1 May, in view of the need to demonstrate governance and stewardship of regional resources, Regional Council agreed it would be prudent to repatriate ownership of the proposed event to the regional council.

JB/RN

7. Developing Speed Mentoring Events in 2020

At December 2019 Council Tom England outlined some initial proposals for developing Speed Mentoring during 2020 and has reached an initial agreement with Will Ryan, Allen Lane to arrange an October 2020 event in London. Opportunity still exists for further events either in London or elsewhere in our Region.

Council supported an October event and agreed to expand awareness through hub group meetings and other event publicity.

TE/JB

8. Public Finance Live 2020 (CIPFA Conference) 8/9 July 2020

Drew Cullen attended Regional Council to outline conference developments and share ideas about CSE engagement in support of the core programme.

During the following discussion these points were identified –

- Volunteer complimentary places -10 volunteer (flexible use) passes. Volunteers also to be available to aid with marshalling, stewarding and drinks reception guides (all as needed in QE11 centre). Volunteer rotas to be planned to run from am 8 July – pm 9 July.
- Regional Stand – space yet to be allocated. JB to liaise with DC re site visits etc
- Regional stand costs & social programme budget - £2k will be paid for CSE disposition
- Proposed mentoring event hosted by Allen Lane is in the programme
- Request for a regional ‘fringe event’ DC not supportive (at present) but will consider further and liaise with JB/NCL as the conference programme and timetable develops.
- Regions would be offered opportunity to book B&B places at Premier Inn, Victoria
- There will be the usual regional concessionary delegate rate.

Council agreed to note the dates and be ready to make any early expressions of interest as volunteers to JB for May Council review.

JB will continue to liaise with DC and his team and report on progress to May Council. **JB**

Matters for information or note

10. Updated Events programme at 24 January 2020 and related issues

Dates (provisional or actual) were noted. JB emphasised the need for hub groups to firm up Spring and Summer dates/venues as soon as possible to help liaison with presenters and sponsors.

ALL TO NOTE

11. Institute Business

1. CIPFA Council – report by RF noted.

2. CIPFA Secretariat update – DC outlined the ongoing work on diversity and inclusion – regional volunteers are being requested (not essential to be a regional council member). Council members can contact Drew directly with expressions of interest if preferred or to request further information. The 2020 Regional Forum meetings would reinforce this request

Reporting on group activity

12. SE-CSN business

Progress report from Will Goodchild will be circulated

13. Retired members' group activities –

Report from Eric Keighley on group activities. The next meeting is planned for 28 April to Charterhouse Monastery in Clerkenwell.

Any Other Business

14. No other business

Forward Diary

15. Forward diary for 2020/21 – Regional Council Meeting dates were agreed as – Thursday 30 April, Wednesday 17 September, Tuesday 8 December 2020 and Wednesday 3 February 2021 (all 3.00pm – 5.00pm)

AGM/Spring Conference – 20 April 2020 (at Grant Thornton, Finsbury Square Office)

John Barker

Regional Secretary CIPFA South East

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31 January 2020