

# Minutes

**Meeting:** CIPFA Cymru-Wales Branch Executive  
**Date/time:** Tuesday 21 April 2015 9.30 – 13.00  
**Venue:** Wales Audit Office  
24 Cathedral Road  
Cardiff  
CF11 9LJ

With VC to Conwy CBC

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## Present:

### Executive:

Iolo Llewelyn (IL) – President  
Rhian Evans (RE) – Vice President  
John Dwight (JD) – Secretary  
Rebecca Nelson (RN) – Treasurer  
Gill Lewis (GL) – Past President  
Tony Hagland (TH)  
Steve O'Donoghue (SO)  
Gerard Moore (GM) – by VC  
Lynne Flux (LF)  
Ken Finch (KF) – by VC  
Tom Bowring (TB)  
Kavita Gnanaolivu (KG)

### CIPFA:

Chris Tidswell (CT)  
Giles Orr (GO)

## Agenda items

	<b>Welcome</b>
<b>1</b>	<b>Welcome</b> IL welcomed members to the meeting, particularly Tom Bowring, to his first Branch Executive Meeting, and Giles Orr (CIPFA).
<b>2</b>	<b>Apologies for absence</b>  <b>Executive:</b> Tony Era
<b>3</b>	<b>Declarations of interest</b> NONE
<b>4</b>	<b>Co-options</b> Two proposals had been received, from Lisa Young and Sheila Crossley. Lisa was proposed and agreed, Sheila is a CIMA member, but had expressed an interest in joining CIPFA as a byelaw 5 member. The executive agreed to invite her, subject to CIPFA Council bye-law 5 approval.

	Other potential co-optees were considered (but not named in these minutes) and officers agreed to make contact with them to find out if they would be interested.
<b>5</b>	<b>Minutes from previous meeting</b>
	<p><b>Minutes from meeting 12 February 2015</b> Minutes approved</p> <p>Matters arising (not covered in the main agenda) Executive need to gain an understanding of Alan Bermingham's role and what he and or Don Peebles will be doing for CIPFA Wales. We would like to see a documented plan of their work and relationship with the Branch – setting out their key areas of focus with the opportunity for the Branch to have some input into supporting them and in what CIPFA would be doing (and saying) in Wales.</p> <p>Attendance record 2015 – updated.</p>
<b>6</b>	<p><b>Business plan</b> Business plan considered in detail. Updated for position as at April 2015.</p> <p>See business plan for update and actions.</p> <p>Functional roles discussed – see business plan for details.</p> <p>2015 events programme discussed and updated by RE – to be circulated for actions required.</p>
	<b>CIPFA 'central' matters</b>
<b>7</b>	<p><b>Feedback from meetings</b></p> <p>BfR – UN regions – request for volunteers to support students in UN agencies. IL, SO, RE, RN, GL &amp; LF expressed an interest in this.</p> <p>Students – e-assessment project – scope for e-assessment teams to present to students &amp; employers – links to actions to increase students</p> <p>Thought Leadership – Drew has prepared a 'thematic' approach to CIPFA work over the next few years. Should trigger a schedule of activities. Need to include on agenda for our next meeting.</p> <p>Council – significant interest in increasing numbers of Byelaw 5 and 6 members. CT to circulate a list of potential new members for consideration by Branch Executive and will then ask members for assistance in contacting these individuals.</p>
<b>8</b>	<p><b>Governance consultation</b></p> <p>Will be 'regional based elections' – scope for Branch Executives to influence nominations and put forward appropriate candidates. New structure subject to Council approval – but role of BfR until new arrangements in place not yet clear.</p>
<b>9</b>	<p><b>Employer training analysis</b></p> <p>See business plan for update.</p>

<b>10</b>	<b>BfR – communications group</b>  Focus of the group being reconsidered – led through BfR
<b>11</b>	<b>Student best practice note</b>  We are doing a lot of what is recommended, but RN, TE & TB to review and consider what a Welsh version of this would look like. Also consider whether there is scope for students in North Wales for look to North West Region for support.
<b>CIPFA Cymru-Wales Branch matters</b>	
<b>12</b>	<b>Treasurer’s report</b> Circulated by RE. In overall terms, brought forward balances were £6,602 – anticipated budget reduces this to £5,618, which seems a reasonable level for balances but we do need to make sure the annual conference ‘pays for itself’ at least.
<b>13</b>	<b>November conference planning</b>  Initial planning discussed – date set for 26 November 2015 in City Hall. Working group in place – meeting to be planned for early May.
<b>14</b>	<b>Business case proposal</b>  Paper to be held for now – given potential change in CT’s role and what other support CIPFA central will put in place.
<b>15</b>	<b>Data management agreement</b>  IL to be added – should then have access to data and event’s listings
<b>16</b>	<b>CIPFA Champions</b>  See business plan update
<b>17</b>	<b>Spreadsheet deadlines</b>  JD to confirm next ones due
<b>18</b>	<b>Items of correspondence</b>  Sir Harry Page award – submission deadline 4 May – no submission to be condiered for this year.  Professions group – to be considered at next meeting.  Exam invigilators – no great interest, some concern expressed about the fee paid (too low?) and any training/guidance available. JD to feedback comments,, and lack of interest.  Trustee role – George Thomas Hospice Care – had been advertised through CIPFA.
<b>19</b>	<b>Attendance at conferences 2015</b>  Planned dates are: CIPFA conference – 7 – 9 July – possible attendance IL, GL, SO Conference for the regions – 16 & 17 October, probably Warwick University – members to consider attendance (IL, TE, TH, RE, JD)

<b>20</b>	<b>Next meeting</b> GL to agree members' event in Bridgend and then aim for Executive meeting the same day.
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