

**CIPFA in the MIDLANDS ANNUAL GENERAL MEETING****THURSDAY 7 MARCH 2013****VENUE**

The Hive  
Sawmill Walk  
The Butts  
Worcester  
WR1 3PB

<http://www.thehiveworcester.org/getting-here.html>

- 12.30 **Arrival of guests and speakers which will include lunch and networking**
- 13.30 **Welcome and address by Adrian Hardman, Leader of Worcestershire County Council**
- 13.35 **Welcome by Regional President, Lisa Commane and introductions of key speakers**
- 13.45 **AGM**
1. Apologies
  2. To receive and approve the minutes of the previous meeting held on 8 March 2012 at Deloitte Offices, Birmingham
  3. To receive the Regional President's Annual Report for 2012
  4. To approve the Development Plan for 2013
  5. To receive the Honorary Treasurer's Annual Report
    - (a) Treasurer's Report
    - (b) Approval of the accounts for the year ending 31 December 2012
    - (c) To note the outline budget for the year to 31 December 2013
  6. Elections of CM Officers
    - (a) To elect the following officers for the period 2013/15  

President: Sean Pearce  
Vice President: Alison Jarrett  
Immediate Past President – Lisa Commane  
Treasurer – Andy Morley  
Deputy Treasurer – Mo Chatra  
Honorary Secretary – Carl Ford  
Deputy Secretary – Pete Shakespear  
Events Co-Ordinator – Kelly Watson
    - (b) To elect the following Members of the Council for the period 2013/2015  

Andy Burns  
Paul Hector  
Tony Kirkham  
Brian Roberts  
Gus Miah

(c) To note the following appointments for 2013/2015

HFMA Representative – Jon Roberts  
December Club Chair – Ken Rose  
NSF Rep – John Bloomer  
Regional Rep – Alison Jarrett  
CIPFA Secretariat – Drew Cullen  
Academic Rep – Nicola Campbell

(d) To co-opt the following Members of Council for the period 2013/2015

Events Team Member – Lloyd Haynes  
Events Team Member – Caroline Slaney  
Events Team Member – Melanie Brittain  
CATS Chair - Richard Boneham  
Website Co-Ordinator – Colin Sharpe  
Constitutional Advisor – Brian Berry  
Student Link Officer – Owen Campbell

(e) To appoint the following for 2013/2014

Honorary Auditor - Sangita Hopkins-Ganesh

7. Newly appointed Regional President's Address – Sean Pearce

8. AOB

**AGM closes**

14.15 **Update on New CIPFA PQ and review of opportunities for 2013 – Brett Crabtree, Employer Relationship Manager, CIPFA**

14.30 **Coffee Break**

14.50 **Developmental session led by Judith Sunley – Executive Coach and Leadership Mentor**

16.20 **Address by National President, Sir Tony Redmond, and issue of certificates to newly qualified members**

17.00 **Close of meeting and vote of thanks by Regional President, Sean Pearce**

**Drinks and Networking**

**All timings are approximate**

CIPFA in the Midlands  
Minutes of Annual General Meeting  
8 March 2012, Deloitte, Birmingham

### **Opening remarks**

Lisa Commane (President) thanked everyone for attending the AGM, and welcomed them to Deloitte, Birmingham Office; she thanked Sir Tony Redmond and all the other speakers, and Deloitte for supporting the event.

### **1. Apologies**

12 apologies had been received.

### **2. Minutes of the 2011 AGM**

The minutes of the 2011 AGM were accepted as a correct record of the meeting. Proposed by Sean Pearce, seconded by Nick Harvey.

### **3. Annual Report 2011, Development Plan 2012, and Presidents Address**

For the first time, all three of the Presidents items were presented together.

The Presidents presentation will be available on the CIM website.

The President said the challenge for 2012 is what is expected now from CIPFA accountants on a daily basis. She spoke of the CIM Value Statement, what CIM had achieved in 2011, and the number and range of events made available to Midlands members and students.

The President thanked Sue Smith, the Regional Secretary who will be leaving at the end of March 2012.

Proposed by Sean Pearce, seconded by Paul Hector.

### **4. Treasurers Report 2011**

The Treasurer stated that the accounts showed a modest surplus of £2000 for the year, largely due to the huge effort made by the Annual Seminar and Dinner, and CATS organising teams.

The Treasurer stated that reserves had taken a huge hit in 2010, but had stabilised in 2011 and were within the Reserves Policy. Those reserves are needed to put on high quality events and to cover any contingencies.

Proposed by Brian Berry, seconded by Sean Pearce.

The 2012 Budget is in line with the 2012 Strategic Plan, but is not yet fixed as the 2012 Subvention from CIPFA has not yet been confirmed.

The budget will change during the year as decisions are made on key CIM events, such as the Annual Seminar and Dinner.

Draft budget noted.

## **5. Election of Officers**

CIM had followed due process, nominations for officers and members had been sought, approved and accepted, and the AGM would now be notified of the people to be elected.

Lisa Commane and Sean Pearce would continue for the second year as President and Vice President.

Andy Morley would continue for the second year as Honorary Treasurer.

Caroline Slaney to be appointed as Honorary Regional Secretary for the period 2012-2014

The following Council Members were nominated and elected for the period 2012-2014

Jon Crockett  
Stephanie Simcox  
Michael Kitts  
Pauline Moore  
Nicholas Harvey

The following Members of Council be co-opted for the period 2012-2014

Brain Berry – constitutional advisor and logistics support to CIM events  
Chris Lees – academic  
Colin Sharpe – website co-ordinator  
Lloyd Haynes – events team member  
Azhar Ashraf – AAT Representative

## **6. Any other business**

There was no other business.

The AGM was formally closed at 2.42 pm



The Chartered Institute of  
Public Finance & Accountancy

# \AGM and Professional Development Event Welcome

7 March 2013

The Hive Worcester





The Chartered Institute of  
Public Finance & Accountancy

# \ President's Annual Report 2013

Lisa Commane

Assistant Director Special Projects Finance, Coventry City  
Council

7 March 2013

# The Big Picture - 2011/13



26 November 2012 Last updated at 10:47



## UK 'could face austerity until 2018'

The chancellor may have to extend the squeeze on public spending until 2018 if the recent deterioration in growth prospects and tax receipts turns out to be permanent, a think tank has said.

The Institute for Fiscal Studies said George Osborne may have to find another £11bn from tax rises or spending cuts if the economy does not pick up.

This is on top of £8bn of cuts already mooted in the Budget.

Mr Osborne will deliver his Autumn Statement on 5 December.

The IFS warned that the statement could bring "more fiscal pain".

A spokesperson for the Treasury said that the independent Office of Budget Responsibility (OBR) would make its economic forecast next week alongside the Autumn Statement.

### Two scenarios

The think tank's latest analysis takes account of "the now weaker outlook for the UK economy" and "the disappointing trend in tax revenues seen over the last seven months".



The think tank's analysis takes account of a weaker outlook for the economy

### UK Economy

[The never-ending search for work](#)

[Four steps to getting a job](#)

[How to write a successful CV](#)

[UK's productivity puzzle](#)

## The Big Picture - 2011/13

- Government spending reductions on a scale and at a speed not previously envisaged
- Policy change across UK public services ditto
- The prospect of a triple dip recession – how we get back to sustained growth
- The financial context constantly a topic of public debate – how do we pay for an ageing population, pension reforms, welfare reforms, what should be cut, how can we manage demand
- Going to the heart of what the state provides and the concept of fairness
- And in the midst of this the CIPFA accountant...
  - The changing role of the accountant
  - Restructures and personal challenges
  - A big opportunity for CIPFA students and Members to make a real difference



## What CIPFA in the Midlands wanted to achieve in 2012 – Our Vision

- To support learning and development
- To influence the national policy and public finance agendas
- To develop and maintain an active, vibrant CIPFA in the Midlands community of interest

# Value Statement

## Customer

Effective communications (e newsletter, website social media, webcasting) to enable dialogue with our customers to support an enhanced customer understanding of how CIM adds value

Supporting sustained growth in the Student Membership base

Programme to develop networks with finance leaders that complement not compromise existing networks

## Internal Business Processes

Promoting the CIPFA brand and the value of CIPFA through improved visibility of CIM Council Members acting as ambassadors to Members, Students and Employers cross sector

Encouraging new membership through cooption, constitutional changes and changes to meeting format and timings

Succession strategy in development including close working with the Student Society and new member induction processes to embed the team

## CIM Vision & Strategy

To develop Members' future career prospects and to provide a skilled and committed workforce in the region by providing a local interface to **support learning and development**

To **influence the national policy and public finance agendas** through our networks based on our regional experience

To deliver a take up of the CIPFA qualification and viable succession arrangements for CIPFA in the Midlands by developing and maintaining an **active, vibrant CIPFA community of interest** into the future

## Learning / Growth

Access to flagship and relevant CPD events aimed at developing skills of Students, Members and employers many free at point of delivery—Sixth Form Management Games, soft skills seminars and thought leadership events

Develop finance leaders programmes to support those entering leadership roles

Supporting students through a vibrant Student Society – offer of mentoring arrangements and tailored events to enable students to succeed in studies and to gain knowledge and experience available from qualified Members

## Financial / Value for Money

Production of high quality CPD events that offer value to money to Members, Students and Employers through the volunteer model and sponsorship arrangements

Demonstrating the value of the CIPFA qualification to Members, Students and Employers pre and post exams through our work

## What we achieved - customer

The screenshot shows the CIPFA website interface. At the top left is the CIPFA logo and name. To the right are links for 'Contact us', 'My CIPFA (Login)', and 'Register'. Below this is a search bar with a 'Go' button. A navigation menu contains links for 'Training & Qualifications', 'Membership', 'Recruitment', 'Events', 'Services', 'Policy & Guidance', 'Regions' (highlighted), 'About CIPFA', and 'Topics'. The main content area is titled 'Regions' and shows a list of regions on the left, with 'Midlands' selected. The 'Midlands' page features a 'Welcome' section, a 'News articles' section with a 'Sponsored by ZURICH MUNICIPAL' logo, a 'What's going on?' section with a 'Public Finance' logo, and a 'Meetings & minutes' section with a clock icon. A footer at the bottom right says 'Who's in your region'.



## What we achieved – Learning and Growth

members



### Welfare reform brings two institutes together



The first ever joint event of CIPFA in the Midlands and the Midlands IRRV (Institute of Revenues, Rating and Valuation) was hosted by Coventry City Council in October.

The event 'Welfare and Council Tax reform: Big changes, Big challenges' considered the challenges that lie ahead in the world of welfare reform, and the huge policy changes being proposed by the government including localisation of Council Tax, introduction of universal credit and changes to benefit

of funding (18%) in Coventry. Council tax also makes up a huge proportion of overall funding (19% for Coventry). It is a big issue in Coventry especially if there are changes proposed that will reduce funding and at a time when significant other funding reductions are in train.

- The potentially huge impact of Welfare and Council Tax reform on the local economy, for instance if there are changes that affect the housing market or spending power of individuals or councils within the local economy.
- The administration of benefits in light of proposed radical changes for individuals and for the role of councils.
- The tackling of the current welfare system – it is complicated, expensive and over time
- The proposed transfer of responsibilities to central government. There will be a 10% cut in the scheme. The vulnerable individuals who must be



- Housing Benefit and Council Tax Benefit Subsidy – the housing benefit subsidy forms a significant proportion



# What we achieved – learning and growth

## CIM Events Summary 2012

Year	Qtr.	Student Events	Other Events	Total No. of Events	CPD Hours	% of Quite & Very Satisfied	Comments
2012	Q1	1	3	4	15	95%	
2012	Q2	1	4	5	7	95%	
2012	Q3	2	9	11	38	100%	Including 5 Sixth Form Games
2012	Q4	0	7	7	31	96%	
		4	23	27	90	97%	

## Attendance Levels

Around 580 individuals have benefitted from CIPFA in the Midlands Events during 2012.

There has been an average of around 23 individuals at each of the CPD events during 2012.

## Location of Events

● Event Location

During 2013 CIM will be looking to hold "Fringe" events in more East, North East and South West directions.





# What we achieved – internal business processes – raising the profile

## Public Finance

News and expert comment on public policy and finance

- Home
- Local gov
- Central gov
- Health
- Education
- Pay & pensions
- More sect
- Autumn Statement 2012
- News
- Opinion/blog
- Features
- Events
- Jobs
- Archiv

### Beating the public finance pain barrier

31 July 2012 | Lisa Commans

Leave a comment

Tags: CIPFA | Midlands | Olympics | PwC | spending cuts.

It's game on for the 2012 Olympics. But it's also a testing time for public finance professionals. What lessons can be learnt to improve our resilience and win?

The country is gripped by Olympics fever as the world tunes in to London 2012. Economists, the Treasury and the general public will be hoping that the event and its legacy does its bit to boost growth and starts to shift the GDP figures in the right direction.

Away from London, the Midlands is also playing its part in the Games – Coventry hosting Olympic football and manufacturing the torches used in the relay; Birmingham hosting some of the greatest athletes on earth, the USA and Jamaica track and field teams; and Stoke-on-Trent's pottery and ceramics industry producing London 2012 commemorative merchandise.

The need for the regions, core cities and other cities to play their part in driving the UK's way out of recession is evident not only in the context of the Games, but also as the government looks for ways to boost the economy through its City Deals.

So with the public finances at the heart of national political debate, are finance leaders seeing the raft of policy changes and long term financial austerity as a challenge or an opportunity? In a series of Question Time style debates, CIPFA in the Midlands in conjunction with PwC have been taking the temperature of the public finance world in the region. Here's what we have found (in the spirit of the Olympic theme...).

First, the hurdles are high and the race is long. The main pressures following the initial reductions in specific and formula grant are in looked after children, adult social care and grants to voluntary bodies. Reduction in income from trading activities, fees and charges and investment is also adding to the squeeze.

# Business

## MarketUpdate

FTSE 100: up 6.87 at 5904.78  
FTSE 250: dn 28.45 at 11802.66  
GOLD FID: 1709.50 (\$/oz)  
SILVER FID: 1905.75 (p/oz)  
WALL STREET CLOSED: dn 243.36 at 13102.53  
TOKYO CLOSED: dn 59.95 at 8954.30



YOUR ESSENTIAL GUIDE TO BUSINESS IN THE AREA

### Jobs boost at city gym

NEW fitness club concept easyGym is launching a £1.5 million outlet in Kings Heath – creating 25 jobs. The investment package will see the transformation of an old "bed warehouse" unit in High Street into a state-of-the-art gym, which will be home to the latest equipment. Group CEO Paul Lorimer-Wing said: "The Olympic and Paralympic Games have hopefully inspired a new generation of fitness enthusiasts." Birmingham will be the third easyGym to launch, following the success of its other fitness centres in London and Slough.

# AUSTERITY SET 'TO DRAG ON'

By Jon Griffin  
BUSINESS EDITOR



Impact: Lisa Commans of CIPFA.

**THE age of public sector austerity could drag on well into the next decade, Birmingham finance leaders were warned.** That was the stark message from guest speakers at the Midlands branch of the Chartered Institute of Public Finance and Accounting (CIPFA), which held its annual seminar at Grant Thornton's new flagship offices at Colmore Plaza in Birmingham. Lisa Commans, president of CIPFA in the Midlands, said: "Over the last two years the public sector, and particularly local government, has experienced austerity and change on an unparalleled level. "The impact of spending reductions on front-line services and the role of the public sector working with the private sector to return the country to economic growth will continue to keep public finance issues in the headlines for a long time to come." Themes debated at the seminar included the impact of au-

dynamic private businesses as well as many public sector bodies, we are able to assist the public sector to learn lessons from and benchmark itself to the very best in their respective fields. "And with so many radical changes taking place, including more innovative ways of working such as joint ventures and partnership agreements, the role of governance is absolutely critical to ensure both operational efficiency and financial prudence." Speakers and delegates sounded a warning for the long term implications for the way local government is funded. The Government's approach to council tax capping – dubbed the freeze and squeeze – could mean that this funding stream withers away in real terms. For those authorities not able to drive business rate increases successfully, a real reduction in government grant would mean some significant losers, the seminar heard. CIPFA's annual seminar also discussed the role of the finance professional within public sector bodies.

## ShareWatch

BANKS & HP		MINES	
Agincourt	194%	Glencore Int	310% ▲ +1%
Bancays	229% ▼ -2%	Lormin	520% ▲ +11%
IR Ireland	7%	Rio Tinto	310% ▼ -7%
IGCC	612 ▼ -2%	UK Coal	6%
Lloyds Banking	40% ▲ +1%		
Ry/Bnk Scotland	27% ▲ +1%	MOTORS-AIRCRAFT	
Schroders	102% ▼ -4%	Lockers	78% ▼ -4%
Standard Char	1487 ▲ +11%	Rolland	14% ▼ -4%
		Smiths Grp	1040 ▼ -17%

BREWERIES ETC		OIL	
Diageo	179% ▲ +13%	BP	435 ▲ +1%
Worlepar	154% ▼ -3%	Ry/Dub ShA	2100 ▲ +7%
Morson's	252% ▲ +1%	Ry/Dub ShB	2180 ▲ +17%
Marshall's	153% ▲ +8%		
Whitbread	2500 ▼ -5%	PAPER/MEDIA	

BUILDING ETC		OTHER	
Amey	1048 ▼ -3%	4mstar	351%
Balfour Beatty	317% ▲ +1%		
Bertram Dowd	188 ▼ -2%		
Balfour	902 ▼ -2%		
Carlisle	308% ▲ +1%		
Costan	233 ▼ -2%		
CSX	1100 ▲ +1%		
Gaillard Trg	730% ▲ +1%		
Keller	584 ▲ +1%		
SWF	7 ▼ -1%		
Taylor Wimpey	184% ▼ -2%		
Volvo	267 ▼ -1%		

## Austerity on the agenda

**MIDLAND business leaders were meeting today to discuss the challenge facing private and public sector organisations in the face of the austerity cutbacks.** The Midlands Region of The Chartered Institute of Public Finance and Accountancy (CIPFA) and PwC in the Midlands are jointly hosting a debate for leaders of the public and private sectors at PwC's Birmingham city centre office from 5pm to 6.30pm.

### Abroad

EURO	1.7744
AUSTRIA (Dobros)	1.67
AUSTRALIA (Dobros)	1.52
CANADA (Dobros)	1.51
CHINA (Dobros)	6.83
INDIA (Dobros)	78.24
INDONESIA (Dobros)	1.52
NEW ZEALAND (Dobros)	1.52
RUSSIA (Dobros)	4.98
SWITZERLAND (Dobros)	2.21
TURKEY (Dobros)	1.63

Birmingham Mail THURSDAY OCTOBER 25, 2012

## What we achieved – finance and VFM

- Leveraged many hundreds of hours of volunteer time
- Sponsorship and in kind contributions from our key partners to enable free/low cost events
- High quality venues and speakers
- Depth and range of events
- Based on our subvention of £4k in 2012 and 2450 Members - cost per member for all events £1.63!
- 97% satisfaction rate
- Working with network of employers to demonstrate the value of CPD and to support your attendance



## The Strategic Plan for next year

- A good starting point for a seamless transition to Sean...
- Recognise there is more to do – wider engagement, geography, survey results
- Thank you for the opportunity to represent you
- It's your Institute USE IT!

## Today

- Celebrate successes
- Welcome new Council Members
- Focus on our own CPD
- Networking and support



## DRAFT CIPFA Midlands Development Plan 2013

Ref	Objective and Task	Workstream			Budget implications	Outcome Measure	Timescale	RAG
		Sponsor	Support	Advisor				
<b>1</b>	<b>Business as usual</b>							
1.1	Update our Networks list twice a year	To be confirmed at March Regional Council meeting	To be confirmed at March Regional Council meeting	To be confirmed at March Regional Council meeting	-	Updated network list produced	6 monthly	
1.2	Concall/VideoConference or Skype to all Regional Council meetings				500	Facilities available at each meeting	Bi-monthly	
1.3	Refresh key messages pack annually				-	Updated pack produced annually	Jul-13	
1.4	Ensure succession strategy is reviewed annually				-	Succession plan refreshed in 2013	Nov-13	
1.5	Write all newly qualified to congratulate them and invite them to contribute to Regional Council and/or Regional activities				-	Letters/Emails sent to all newly qualified in region	May-13	
1.6	Ensure the development plan is RAG rated and updated prior to each meeting and meetings are structured to address key milestones and red and amber activities				-	RAG rating produced as part of each CIM agenda	Bi-monthly	
1.7	Actions will be owned by Working Group Leads with work in between Regional Council meetings to be delegated to these working groups. Highlight and Exception Reports to be produced for each meeting against each of the three 2013 Objectives by Working Group Leads				-	Highlight or Exception one pager produced by each Working Group Lead prior to each CIM meeting	Bi-monthly	
1.8	Conduct benchmarking on other Regional areas and through Robert Street in key areas such as Income Generation, Events and Recruitment activity				-	Benchmarking to be completed in first 6 months of Development Plan	Oct-13	
1.9	Deliver activities within the budget approved at the start of the financial year and other "business as usual" activities, inc CIPFA Conference; Conference for regions; Annual General Meeting; Council officer expenses				5,500	Deliver budget to targeted breakeven position and Regional Council duties in accordance with the Regional Council Constitution	Mar-14	
<b>2</b>	<b>Increase Recruitment</b>							
2.1	Develop a plan for 6th Form Games can be expanded into FE and HE in 2014	To be confirmed at March Regional Council meeting	To be confirmed at March Regional Council meeting	To be confirmed at March Regional Council meeting	2,500	Proposal to be bought to CIM by the end of 2013	Dec-13	
2.2	Ensure there is an available list of potential placements for participants in the 6th form games to gain practical experience				-	Standing list to be developed and then retained from July 2013	Jul-13	
2.3	Attendance by Nick Harvey at least 50% of Student Society meetings, delegate tasks and delivery of the student society development plan				650	Attending at least 50% of the planned student meetings and delivery of the student society development plan	Mar-14	
2.4	Develop strategy to support AAT and route locally into CIPFA placements and provide an insight for their members into CIPFA				-	Strategy approved by CIM by the end of 2013	Dec-13	
2.5	Launch a pilot mentoring scheme in 2013 that offers mentoring opportunities for midlands based students or newly qualified members with members of Regional Council that are not already involved in other mentoring arrangements				-	A scheme is in place by the end of the Calendar Year	Dec-13	
2.6	Financially support key innovation in the area to promote leading examples of recruitment				500	Provide financial support and therefore branding to at least one innovative recruitment scheme	Dec-13	
<b>3</b>	<b>Improve Communication</b>							
3.1	Following AGM, issue communications strategy on website to set out in a more detailed CIM aims in this area	To be confirmed at March Regional Council meeting	To be confirmed at March Regional Council meeting	To be confirmed at March Regional Council meeting	-	Issue Communications Strategy on CIPFA/Midlands website	Jul-13	
3.2	Survey monkey (or equivalent) Survey repeated annually				-	Reissue Survey to Members	Nov-13	
3.3	Linked In Letter to be emailed to all network list notifying them of the establishment of CIM Linked In page and communications, inviting them to join the CIM network				-	Issue letters/emails	Apr-13	

**DRAFT CIPFA Midlands Development Plan 2013**

Ref	Objective and Task	Workstream			Budget implications	Outcome Measure	Timescale	RAG
		Sponsor	Support	Advisor				
3.4	Maintenance of Linked In Group through monthly postings of information and links				-	Update pages at least monthly	Monthly	
3.5	A Regional Council Member to attend each top tier network in Local Government, Health , HE, FE and Housing to improve links, communications and knowledge sharing				-	Attendance at each sector meeting	Mar-14	

**DRAFT CIPFA Midlands Development Plan 2013**

Ref	Objective and Task	Workstream			Budget implications	Outcome Measure	Timescale	RAG
		Sponsor	Support	Advisor				
3.6	Regular communication of events and summaries of past events including Council events through podcast or e-shot				-	Monthly updates to members	Mar-14	
3.7	At each Regional Council meeting 1) Issue open invitation to students to attend, observe and contribute to Regional Council throughout the year when the event is local to them and 2) Invite Finance Directors local to the Regional Council meeting to meet and discuss ways in which CIM could help them				-	Invites sent	Bi-monthly	
3.8	Attend HfMA meeting and vice versa (create a better link with the HfMA President)				-	Regional Council member to attend an HfMA meeting	Dec-13	
<b>4</b>	<b>Develop our events offer</b>							
4.1	Liaison with other CIPFA Regions to cross share events planning, speakers and slides	To be confirmed at March Regional Council meeting	To be confirmed at March Regional Council meeting	To be confirmed at March Regional Council meeting	-	Sharing of events planning, speakers and slides	Mar-14	
4.2	Improve links with key universities to explore further joint working and events offers				-	Meeting to be held with Faculty Leads to develop strategy	Sep-13	
4.3	Hold events at key organisations where the priority is to develop future networks or raise the profile of CIPFA Midlands - weave in a meeting with the Director of Finance (or equivalent) to discuss closer working and raise the conversations around CIPFA Midlands				500	Regional Council to meet at least on two occasions at venues that are strategically important	Mar-14	
4.4	Develop the flagship QuestionTime in conjunction with PwC offer to other parts of the Midlands Region				-	Hold a QuestionTime event in another area of the CIM region	Mar-14	
4.5	Explore further ways CIM can work with Deloitte on the flagship Future Leaders Programme				-	Meet with representatives from Deloitte to explore other ways in which CIM can develop the Future Leaders offer to benefit Members	Jul-13	
4.6	The events team will deliver 3 fringe events, 1 event with another professional network (HR, IT for example), 5 6th form games, 2 CAATs seminars, 1 Flagship Annual Seminar and 1 Flagship AGM and development event				-	200	Delivery of planned events programme within the (net) budgeted surplus of £200 and a gross budget of £9,800	Mar-14
					9,950			

***CIPFA in the MIDLANDS***

**REPORT & FINANCIAL  
STATEMENTS**

**YEAR ENDED 31 DECEMBER 2012**

## CIPFA in the MIDLANDS FINANCIAL STATEMENT

**YEAR ENDED 31st DECEMBER 2012**

	2012		2011	
	£	£	£	£
<b>INCOME</b>				
<i>Subvention from the Institute</i>		(3,989)		(15,100)
<i>Other charitable income</i>				
Website award				
Bank / Building Society interest received	(10)		(11)	
		(10)		(11)
TOTAL INCOME		(3,999)		(15,111)
<b>EXPENDITURE</b>				
<i>Courses and conferences</i>				
Regional seminar - Income	(2,218)		(9,450)	
Regional seminar - Expenditure	25		4,754	
Regional seminar - Net	(2,193)		(4,696)	
National Conference	2,394		2,279	
Other regional events	22			
C.A.T.S - Income	(8,927)		(21,258)	
C.A.T.S - Expenditure	8,615		14,556	
C.A.T.S - Net	(312)		(6,702)	
Conference for the regions			1,850	
<i>Students, Education and Training</i>				
Students Union, new members, education and training	415		496	
Sixth form management games - Expenditure	2,880		3,098	
<i>Other charitable activities</i>				
Communication with members	260			
Area Executives - Income				
Area Executives - Expenditure	508			
Area Executives - Net	508		-	
Other Groups - Income				
Other Groups - Expenditure	66		699	
Other Groups - Net	66		699	
Hedley Marshall Prize				
CIPFA in the Midlands AGM	918		855	
<i>Management and administration</i>				
Paid support	3,011		13,076	
Regional Council and Officers' expenses	919		657	
Miscellaneous regional expenditure	320		1,464	
TOTAL EXPENDITURE		9,208		13,076
<b>(SURPLUS) / DEFICIT FOR THE YEAR</b>		<b>5,209</b>		<b>(2,035)</b>

# CIPFA in the MIDLANDS

## BALANCE SHEET

Year ended December 31st 2012

	£	Notes
Balance at Bank - Deposit account	16,399.00	
Balance at Bank - Current account	1,632.00	
Balance at Building Society - General CIM account	4,198	
Sundry Debtors	10,803	A
	-----	
	33,032	
Less:		
Sundry Creditors	662	B
	-----	
	32,370	
Represented by:-		
Accumulated Fund brought forward	37,579	
Less: Deficit for year	-5,209	
	-----	
	32,370	
	=====	

### Notes to the accounts for the year ended 31st December 2012

<b>Notes:-</b>		£
A	Sponsorship monies re. Annual Seminar and dinner Delegate fees: Annual seminar and dinner Delegate fees: CATS Sponsorship monies re. AGM VAT reimbursement - CIPFA	----- 0
B	The sundry creditor figure comprises the following:-	£
	Trade Creditors Local Authorities CIPFA - internet costs	----- 0.00



# CIPFA in the MIDLANDS

## Notes to the accounts for the year ended 31st December 2012

Notes:-		£
A	Delegate fees: Annual seminar.	290.00
	Delegate fees: CATS	1,830.00
	Monies held by / due from CIPFA re Annual Seminar	1,263.34
	Monies held by / due from CIPFA re CATS	7,420.02
		-----
		10,803.36
B	The sundry creditor figure comprises the following:-	
		£
	Sums owed to CIPFA (excl VAT)	275.00
	VAT due to be repaid to CIPFA	185.69
	Other creditors	201.83
		-----
		662.52

CIPFA in the MIDLANDS	BUDGET 2013					
	20 13 Draft Budget		20 12 Budget		20 12 Outturn	
	£	£	£	£	£	£
<b>INCOME</b>						
Subvention from the Institute		(9,950)		(3,589)		(3,989)
Additional delegation					10	10
Other income						
<b>TOTAL INCOME</b>		(9,950)		(3,589)		(3,999)
<b>EXPENDITURE</b>						
<b>Courses &amp; conferences</b>						
Regional seminar		(1,000)			(2,218)	
- income					25	
- expenditure			1,000			
Net		(1,000)		1,000		(2,193)
Conference for regions						
- income						
- expenditure		1,000				
Net		1,000				
CIPFA conference		2,500		2,500		2,394
ACIPFAL						
C.A.T.S		(2,000)		(11,000)		(8,927)
- income				10,000		8,616
- expenditure						
Net		(2,000)		(1,000)		(311)
<b>Students, Education &amp; Training</b>						
Delivering low cost events		2,800				
C.P.D			2,500			
Students' Union		650	650		508	
Newly qualified members					7	
6th form management games		2,500	2,000		2,880	
Other - inc low cost events					22	
				5,150		3,417
<b>Other activities</b>						
Communication with Members						260
Marketing / Raising profile of Institute			500			
Area Executives						
North						
South						
South-East						
West					508	
Sub-Total Areas				500		508
Other Groups					22	
Health						
Computer Audit						
Contract Audit						
Chief District Int. Auditors						
County Chief Auditors						
Chief Officers						
Accounting Officers						
Insurance Officers						
AAT						
December Club					44	
Joint events - ICAEW etc						
Others					(100)	
Sub-Total Others		500		-		(34)
Cipfa in the Midlands AGM		2,000		2,200		918
<b>Management &amp; administration</b>						
Paid support			3,000		2,835	
Regional Council & Officers' expenses		1,000	1,000		718	
Miscellaneous					698	
				4,000		4,250
<b>TOTAL EXPENDITURE</b>		9,950		14,350		9,209
<b>NET (SURPLUS) / DEFICIT</b>		-		10,761		5,209

'= definition not used in 2013. Area executives abolished following a review of the CIPFA In the MIDLANDS constitution

# CONSTITUTION

(incorporating Financial Regulations)

## 1. NAME

- 1.1 The Chartered Institute of Public Finance and Accountancy (**CIPFA**) is supported by a regional structure.
- 1.2 The organisation called **CIPFA in the Midlands** (subsequently referred to in this document as **CIM**), shall represent members in the region covering the county areas of:

Derbyshire, Gloucestershire, Herefordshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire, Rutland, Shropshire, Staffordshire, Warwickshire, West Midlands, Worcestershire, together with Peterborough in Cambridgeshire. (as defined by particular postcodes as agreed with adjacent Regions)

## 2. OBJECTIVES

- 2.1 The objectives of **CIM** shall be to contribute to the development and purpose of **CIPFA in the Midlands** region and to promote CIPFA as the premier accountancy body in the public services, whether in the public or private sector and to secure a quality and responsive service for members of **CIM**.

## 3. FUNCTIONS

- 3.1 The main functions of **CIM**, as embodied in CIPFA's Charter for the Regions, shall include:
- (i) to promote the policies and reputation of the Institute within the region;
  - (ii) to support and promote the activities of the Institute including its publications, annual conference and courses and conferences programme, and the promotion of the Professional Accountancy Qualification (PAQ) and other qualifications;
  - (iii) to recommend to the Board for the Regions the scope and content of services necessary, at a local level, to meet the needs and aspirations of individual members and students;
  - (iv) to provide a forum and act as the mechanism for two way communication on the development and running of the Institute Council and Boards, between the region's members and students and the Institute Council

- (v) to provide an effective forum for the discussion of public finance and accountancy issues, by arranging and promoting a variety of activities including lectures, courses and conferences;
- (vi) to ensure, locally, the delivery of an annual programme of activities, designed to secure the updating of members and students on current issues and to enhance professional skills;
- (vii) to encourage and facilitate the participation of as many members, students and non-corporate members as possible in the activities of the Institute through local events and activities;
- (viii) to work with the Institute Council to promote recruitment and education and training activities,
- (ix) to support the Institute's policy of continuing professional development (CPD) and to act as a focus for members in the regions;
- (x) to provide, through the medium of the **CIM** Students Society, facilities and activities to meet the needs of registered CIPFA students.
- (xi) to secure effective liaison with the local HFMA branch(es), and with local AAT branches;
- (xii) to act as one of the means of consultation between the Institute Council and Boards and the membership on major issues affecting the professional responsibilities of members.
- (xiii) to promote CIPFA across the region and develop the influence of the Institute with key decision makers, institutions and other professional bodies.
- (xiv) To strengthen links and build long term relationships across the membership of **CIM**

#### **4. MEMBERSHIP**

4.1 The following classes of person living or working in the Region (as defined in 1.2), shall be eligible for membership of **CIM**:

- (i) Corporate CIPFA members;
- (ii) All non-corporate members of the Institute and registered students of all CIPFA qualifications;
- (iii) Members and registered students of the Association of Accounting Technicians (AAT) working in or with the public services;

- (iv) Other persons interested in public finance and accountancy, who support the objectives of **CIM** may be invited to become members, at the discretion of **CIM**. A register of such persons will be maintained by the Honorary Secretary.
- (v) Members defined in (i), (ii) and (iii) above may only be eligible for full membership of one CIPFA Region, as notified to CIPFA.

## 5. THE COUNCIL OF CIM

5.1 **CIM** shall elect a Council that shall be the principal executive, policy determining body responsible on behalf of the members and shall consist of the following:

- (i) officers, namely
  - President
  - Vice President
  - Honorary Secretary
  - Assistant Secretary
  - Honorary Treasurer
  - Assistant Treasurer
  - Other officers as the Council consider necessary.
- (ii) 10 elected corporate CIPFA members;
- (iii) 2 representatives of the Students Society
- (iv) 2 other registered CIPFA students
- (v) 1 AAT member (as defined in 4.1 (iii));
- (vi) 1 AAT Student (as defined in 4.1 (iii));
- (vii) 2 representatives nominated by the Events Team; (in addition to, or from those members detailed in 5.1 (ii), (iii), (v) and/or (vi));
- (viii) The Regional Representative elected and co-opted onto Institute Council.
- (ix) such other co-opted members as may be considered necessary by the Council to ensure a balanced geographical and employment representation of the various branches of the public services, provided always that the majority of the Council are corporate CIPFA members;
- (x) the past President and former Honorary Secretary shall be invited to be ex-officio members of the Council for two years after relinquishing office.

- 5.2 A designated senior member of the Institute Secretariat and all serving Institute Council members who live or work in the region are invited to attend meetings of the Council (in a non-voting capacity).
- 5.3 The following officers of the Council shall be elected at the Annual General Meeting for the following periods:
- (i) President and Vice President (from the currently serving corporate CIPFA members of the Council of **CIM** (4.1(i)) – two years;
  - (ii) Honorary Secretary and Honorary Treasurer – two years.
- 5.4 The ten elected corporate CIPFA members of the Council (5.1(i)) shall be elected for a period of two years, half of which retiring annually.
- 5.5 An Honorary Auditor shall be elected annually, but will not be a member of the Council.
- 5.7 The Council shall have the power to fill any casual vacancy arising on the Council and to appoint such other officers as may become necessary, subject to confirmation at the next AGM.
- 5.8 The Council shall form such committees and working groups from its members as may be deemed necessary, of which the President, Honorary Secretary and Honorary Treasurer shall be ex-officio members.
- 5.9 The Honorary Secretary shall (by means to be agreed by the Council of **CIM**) invite nominations for co-options. Such invitation shall be by no lesser means than announcement on the 'home' page of the **CIM** website.
- 5.10 Co-options to the Council shall be approved by simple majority of the Council. Co-opted members shall serve on the Council for a period of up to 2 years ending at the AGM. [see Appendix D]
- 5.11 The Council shall meet a minimum of four times each year to carry out **CIM** business.
- 5.12 The Honorary Secretary shall give not less than seven days notice of all meetings of the Council
- 5.13 The meetings shall be held on such dates and at such venues as may be arranged by the Honorary Secretary. Such meetings may be held fully or in part by use of telephone and/or video conferencing or any other similar means of holding a virtual meeting.
- 5.14 Eight members shall form a quorum for a meeting of the Council, provided always that a majority shall be corporate CIPFA members.

- 5.15 The President shall chair meetings of the Council; if absent, the Vice President shall take the chair, if the Vice President is also absent a nominee from the floor shall take the chair. The procedure at all meetings shall be at the discretion of whoever has taken the chair at the meeting.
- 5.16 Each member of the Council shall have one vote and if there is an equality of votes the chairman shall have a second and casting vote.
- 5.17 The roles and responsibilities of the officers of the Council shall be as determined by the Council from time to time.

## **6. RESPONSIBILITIES OF THE COUNCIL**

- 6.1 The Council shall have a particular responsibility to ensure that every encouragement is given to all members to participate on a voluntary basis in the activities of **CIM**.
- 6.2 The Council shall establish and maintain effective financial control over the activities of **CIM**, to which end the Council will periodically adopt, review and maintain Financial Regulations for the proper administration of the financial affairs of **CIM** (See Appendix A).
- 6.3 The Council shall prepare a strategic development plan which shall be updated annually. This strategic development plan will form part of an Annual Report which shall be submitted to each AGM. As part of the preparation of the development plan the Council shall review the needs and interests of local members and students. A copy of the Annual Report and an extract of the strategic development plan shall be submitted to the Board for the Regions, if requested.
- 6.4 The Council shall appoint such officers as it considers necessary and shall monitor the performance of all offices.
- 6.5 The Council will make suitable arrangements to allow for an annual visit by the President of the Institute.

## **7. EXECUTIVE COMMITTEES**

- 7.1 The Council of **CIM** may, in addition to any committees and/or working groups set up under clause 5.8, establish such executive committees, working groups, local and special interest groups as may be deemed necessary.
- 7.2 The Council of **CIM** shall approve the constitution of these executives and groups and shall conform to the Charter and bye-laws of the Institute.
- 7.3 **CIM** shall provide such funding as it considers appropriate to facilitate the activities of such Executive Committees and working groups.

7.4 All Executives Committees and other groups set up by the Council shall submit plans and reports as required by the Council.

## **8. CONDUCT OF ELECTIONS**

8.1 These rules shall apply for the annual election of Officers and Members of the Council of **CIM**. Casual vacancies arising during the year may be filled for the remainder of the year at the discretion of the Council of **CIM**

8.2 The Honorary Secretary shall (by means to be agreed by the Council of **CIM**) invite nominations for all vacancies. Such invitation shall be by no lesser means than announcement on the 'home' page of the **CIM** website.

8.3 Nominations for all vacancies must be received by the Honorary Secretary at least 60 days before the date of the Annual General Meeting.

8.4 Nominations for the offices of President and Vice President will be restricted to corporate CIPFA members currently serving on the Council of **CIM**.

8.5 Where there is an equality in the number of vacancies and nominations then all nominations shall be deemed elected.

8.6 Where there are fewer nominations than vacancies then all valid nominated persons shall be deemed elected, any remaining vacancies shall be notified to the Annual General Meeting. Remaining vacancies may be filled by nominations being made at the Annual General Meeting. In the event that nominations at the Annual General Meeting exceed the number of remaining vacancies then the election shall be by show of hands.

8.7 Where nominations for any category exceed the number of vacancies the Honorary Secretary shall arrange a postal &/or electronic ballot. Ballot papers shall be sent to CIPFA members and CIPFA students in the region as notified by CIPFA headquarters and other members of **CIM** (other than registered CIPFA members and students) who may request, in writing, a ballot paper during the period of election. The results of the ballot shall be announced at the Annual General Meeting.

## **9. GENERAL MEETING OF CIM**

9.1 The Annual General Meeting of **CIM** shall be held no later than 31<sup>st</sup> March each year to receive and discuss the Annual Report of the Council, to appoint officers and to elect members and to transact such other business as may be necessary.

9.2 The Honorary Secretary, on the direction of the Council, or on receipt of a request signed by no less than 20 members, and stating the objectives of the meeting, shall convene a special general meeting within 14 days.

9.3 30 members shall form a quorum at any annual or special general meeting.



- 9.4 The ordinary general meetings shall be held on such dates and at such venues as may be arranged by the Council.
- 9.5 The Honorary Secretary shall give members not less than 7 days notice of all general meetings of **CIM**.
- 9.6 The President shall chair general meetings of **CIM**; if absent, the Vice President shall take the chair; if the Vice President is also absent one of the corporate CIPFA members of the Council (see 5.1 (ii)) shall chair the meeting; if none are present, a nominee from the floor shall take the chair. The nominee must be a corporate CIPFA member. The procedure at all meetings shall be at the discretion of whoever has taken the chair. However, no vote on any matter may be taken unless there is a majority of corporate CIPFA members in attendance.

## **10. INTERPRETATION AND ALTERATION OF THIS CONSTITUTION**

- 10.1 Any matter arising which is not provided for by the existing constitution and, in case of doubt as to interpretation of the constitution, shall be dealt with and determined by the Council of **CIM**. Proposals for alteration of the constitution may be adopted at the Annual General Meeting or at a special general meeting providing that a majority of two-thirds of the members present and voting concur with the proposals. Notice of such proposals to be given to the Honorary Secretary not later than 21 days prior to the meeting.

## APPENDIX A

### FINANCIAL REGULATIONS

1. The Honorary Treasurer will be responsible for the proper administration of the financial affairs of **CIPFA in the Midlands (CIM)**.
2. The Honorary Treasurer will open bank accounts in the name of “**CIPFA in the Midlands**” and arrange for copies of bank statements to be sent to the Honorary Secretary.
3. No other bank accounts may be opened without the consent of the Council of **CIM**. Such consent must be evidenced in the minutes of the relevant Council meeting. Procedures for the operation of and accounting for any such bank accounts must be agreed with the Honorary Treasurer.
4. The Honorary Treasurer alone will sign all cheques, except where an account is being operated by another officer or officers under Financial Regulation 3.
5. The Honorary Treasurer shall be responsible for the investment of surplus funds, and shall report to the Council of **CIM** on the value and location of balances held.
6. All income received shall be banked promptly by the Honorary Treasurer. Any monies received by other officers of **CIM** shall be passed to the Honorary Treasurer without delay.
7. Detailed estimates of the income and expenditure of **CIM** will be presented to its Annual General Meeting. The Honorary Treasurer will present reports of performance against estimates to each Council meeting during the year.
8. The accounts of **CIM** will be prepared under the historic cost convention, on an income and expenditure basis.
9. The accounts of **CIM** will be prepared annually and presented to the Honorary Auditor for audit. The financial year for **CIM** will be January 1<sup>st</sup> to December 31<sup>st</sup>, and the accounts should be presented to the Honorary Auditor no later than the end of February.
10. A copy of the audited accounts of **CIM** will be presented to its Annual General Meeting.
11. The Honorary Auditor will report to the Council of **CIM** at its meeting prior to the Annual General Meeting.
12. The Honorary Auditor shall have the right to inspect the books and accounting records of **CIM** at any time during the year.

## APPENDIX B

*This appendix does not form part of the Constitution, but is for information only.*

## **1. ROLE AND RESPONSIBILITIES OF OFFICERS APPOINTED BY THE COUNCIL OF CIM**

The roles and responsibilities of the following officers may be reviewed and amended periodically by the Council of **CIM** (clause 5.16)

### **a) REGIONAL PRESIDENT**

- Provide leadership to **CIM** Council.
- Set the agenda for and chair the meetings of **CIM** Regional Council
- Represent **CIM** at the annual dinners and events of other regional accountancy and professional bodies and other networking activity
- Represent **CIM** on the Board for the Regions
- Prepare, review and lead implementation of annual development plans
- Prepare the annual report
- Chair the Annual General Meeting of **CIM**

### **b) VICE PRESIDENT**

- Deputise for the President in the fulfilment of any of their responsibilities

### **c) HONORARY SECRETARY**

- Liaise with the President and prepare annual agenda planner and agendas for each **CIM** meeting and the AGM
- Call for papers and prepare agenda items for Regional Council meetings and AGM
- Distribute papers to **CIM** council members in advance of meetings.
- Attend **CIM** meetings and take minutes/notes and advise on process issues
- Promptly finalise and distribute action notes/ minutes
- Arrange the AGM including venue, certificates, nomination papers, inviting the national president and newly qualified members
- Prepare all ballot papers etc

### **d) ASSISTANT SECRETARY**

- Deputise for the Honorary Secretary in the fulfilment of any of their responsibilities.
- Precise split of activities to be determined between the Honorary Secretary and Assistant Secretary immediately after the AGM.

#### **e) HONORARY TREASURER**

- Develop, monitor and implement the Region's MTFS
- Prepare and present quarterly management accounts to all **CIM** meetings
- Prepare & present financial accounts to AGM
- Secure sign-off of annual financial accounts by external auditor
- Prepare required monitoring reports to Robert St.
- Prepare and submit all necessary VAT returns
- Effect payments etc as required.
- Undertake annual ZBB exercise

#### **ASSISTANT TREASURER**

- Deputise for the Honorary Treasurer in the fulfilment of any of their responsibilities.
- Precise split of activities to be determined between the Honorary Treasurer and Assistant Treasurer immediately after the AGM.

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### **COUNCIL OF CIM - WORKING PRINCIPLES**

**CONTRIBUTION** – a place around the **CIM** Council table brings with it a legitimate expectation that each individual will provide a practical contribution to delivering the aims and objectives of **CIM** and CIPFA nationally. This will include support for and attendance at key events and activities and being active within our work streams and groups.

**SUPPORT** – in order to avoid undue pressure falling on a few individuals, we will seek to share workloads and have back up arrangements in place to support others at times of individual pressure or unavailability.

**TEAMWORK** – there will always be an underlying assumption that we are all working together for the good of **CIM**, CIPFA and the members and students that comprise those two bodies. We will seek to work together in harmony to that end and where problems arise we will discuss and resolve them openly as a team.

**VALUES** – we will treat each other with respect, empowering individuals to grow in their **CIM** roles and providing support both in terms of active decision making and/or practical contributions where needed. We will trust each other and always work to uphold the highest professional standards.

**SUSTAINABILITY** – we will embed succession planning into our operations to ensure that we continue to progress when individuals choose to step down from key roles, and avoid pressure on individuals to continue with a role when they would rather step down. We will all actively work to identify, welcome and nurture new volunteers.

**ACCOUNTABILITY** – in accepting a role on **CIM**, each of us will do our best to fulfil that role and deliver on the expectations placed upon us on time and to standard.

**ROTATION** – Key officer roles (eg: secretary and treasurer and their deputies (see below) etc) will have a limited tenure (eg: 2 or 3 years) and then post holders will step down thus supporting our succession planning and sustainability aims.

**SOLUTION SEEKING** – we will work together to seek solutions to the challenges we face in an open, honest and professional manner.

**OPEN TO IDEAS** – we will seek to embrace change and value new ideas and activities to ensure **CIM** and CIPFA remain modern, relevant and progressive.

**OBLIGATION AND ACKNOWLEDGEMENT** – officers will not need to feel obliged to keep slogging on in the face of personal and/or professional challenge and if choosing to step down, **CIM** will acknowledge with gratitude their contributions in those roles.

**CPD** – we will participate in CPD and our work for **CIM** and CIPFA nationally will be acknowledged as contributing to our own CPD time.

**NEW BLOOD** - we will encourage and welcome new blood to support the work of **CIM**, by introducing willing volunteers who may not have a formal place on **CIM** but who wish to work alongside us as we deliver on our aims and objectives. This will support our sustainability, modernisation and succession planning agendas.

*This appendix does not form part of the Constitution, but is for information only*

**CO-OPTIONS – Criteria and Process**

Regional Council will set no limit on the number of co-options other than the requirement within the existing Constitution that the majority of the Council are corporate CIPFA Council Members. However, should this become unmanageable going forward this will be reviewed.

Regional Council will publicise this route for providing support to CIPFA Midlands Council.

The nomination form (available on the website) will be used to formally nominate co-options. This may be originated through individual recommendation from a Council Member, from an existing volunteer or via a direct request from a regional Member or individual. The nomination forms need to identify the specific activities within the development Plan/regional Activities Model that the co-optee will work actively to support in their period of office.

A task group comprising at least 3 CIPFA Regional Council Members will consider any nominations and assess these against the strategic plans for the Council via its development plan and this policy document and will form a recommendation. This recommendation can be made via e mail to the Regional Council and if no objections are received this is approved. If objections or further queries are raised on the recommendation then the co-option will be discussed at the next available Regional Council meeting. Clear feedback needs to be provided to the nominee post the decision.

Regional Council may consider each cooption nomination as part of a formal Council meeting.

The criteria that will be used in agreeing a cooption request will include consideration of the following:

- to reinforce the representation on Regional Council from different employment categories – in the CIPFA Midlands context this will include (but not be limited to) local and central government, the NHS, the private sector, further and higher education and housing associations. However, Regional Council will not seek balance of any sort as an overriding objective but rather to use the co-option process to encourage committed and enthusiastic representative CIPFA members or non Members to participate both by co-option to Council and to Panels.
- Cementing important relationships with partners and influential bodies where many members are employed.

- Recognising visible involvement in and support of CIPFA activities, often including the willingness to stand for election to Council or delivering specific strands of the Development Plan/Regional activities Model.

Council will consider cooption requests annually in advance of the AGM and on an ad hoc basis should the need arise. Co-options made in year will be confirmed at the AGM.

The period of office will be for a minimum of one year (and up to two years ending at an AGM) following agreement by Council and will be ratified at the AGM following the decision. This means that if someone is co-opted in June 2011, their period of co-option would run until March 2013. This may require an amendment to the existing Constitution. This allows Regional Council to take advantage of cooption opportunities in year and for the success of the co-option to be monitored over a reasonable timeframe.

Each extension to cooption will be reconsidered by Council at the nearest Council meeting to the anniversary of cooption. As part of succession planning arrangements the Council will seek to extend co-options or fill vacancies on Council as appropriate. The Council will first seek the views of the co-optee to see if they wish to continue or stand down. If the former, the Council will decide whether to extend the cooption and/or encourage the co-optee to stand for election to Regional Council.