

# Meeting Minutes

Meeting	CIM Council Meeting
Date	Thursday 22 <sup>nd</sup> April 2021
Time	09.30-11.30
Venue	Microsoft Teams

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Members Present	Lee Yale-Helms Tony Crawley Andrew Cardoza Kelly Watson Alston Owens Manjeet Bansal Emma Cranidge Colin Sharpe Nick Harvey Graeme Holmes John Bloomer Sean Pearce Sean Prosser Syed Hussain
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Apologies	Alison Jarrett Andy Morley Martin Reohorn Rochelle Mayner Theresa Channell
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1.	<p><b>Introductions and apologies</b></p> <p>Noted.</p>
2.	<p><b>Previous minutes</b></p> <p>Agreed. Agreed for an action log to be included at the end of future minutes.</p>
3.	<p><b>Item: Council Roles</b></p> <p><u>- Confirmed positions</u></p> <p>1. Vice President - Theresa Channell, Aim of her tenure to prioritise the student network</p> <p>2. Junior Vice President – Alston Owens Colin Sharpe expressed concerns about both the principle of this completely new role for the region and the way in which it had been presented to Council more or less as a fait accompli with a named council member lined up for appointment. Colin considered this to be a serious failure of good governance. Lee acknowledged his comments. A vote was taken with all in favour except Colin who voted against the role. It was noted that the role and the appointment is subject to ratification at the next AGM. Colin stated that his objection was no reflection on Alston personally. Colin also expressed his concerns that the process for proposing nominees for officer roles has become increasing opaque over recent years, also contrary to good governance and equality of opportunity.</p> <p>LYH suggested documenting the expectations of the role.</p> <p>3. Honorary Secretary – Andy Cardoza</p> <p>4. Assistant Secretary – Emma Cranidge</p> <p><b>ACTION: Alston to set up a task and finish group to discuss communication and social media strategy for the region working with colin, Andy, Nick and Emma</b></p> <p><u>- Vacancies</u></p> <p>1. Assistant Treasurer – Lee suggested utilising this role as a development opportunity for student</p> <p><b>ACTION: Manjeet to explore suitable candidates and come back to the next regional council with any suggestions.</b></p> <p>2. Auditor – Tony proposed Sharon to return to the role.</p>

	<p><b>ACTION: Manjeet to contact Sharon and explore other internal audit options. As CIM need to have accounts with CIPFA central in time for their AGM in July.</b></p>
3.	<p><b>Item: Events Sub-Group</b></p> <p><u>- March Seminar Feedback</u></p> <ul style="list-style-type: none"> <li>• Positive feedback received about Heather Clark and Dr. Marie and the way they complemented each other.</li> <li>• Attendees requested to watch back recording</li> <li>• Good numbers, 50% increase because of it being an online event</li> <li>• Securing the speakers early, doing work beforehand and social media publicity helped drive the overall success of the event</li> </ul> <p>Issues with CIPFA booking system, the event nonetheless worked better via Zoom. The focus on personal development and resilience has been welcomed</p> <p><u>- Planned events</u></p> <ul style="list-style-type: none"> <li>• A key area to focus on is health and wellbeing as well as students and the newly qualified</li> <li>• Using the CIFA in midlands LinkedIn group as a point of reference to gauge interest, there are currently 40 members.</li> <li>• The only current event planned is a meet the mentor/mentee event supported by Sean Pearce and Jaki Salisbury. Kelly is working with the events team to finalise getting the event live on the web.</li> </ul> <p><b>ACTION: Nick to liaise with Rochelle at HQ to resolve the issues regarding the meet the mentor/mentee event on the web</b></p> <ul style="list-style-type: none"> <li>• CIPFA conference in July – there is budget for two places from the region. Further review will be given on the chosen attendees when there is clarity around CIPFAs regional plan and national guidance.</li> <li>• Virtual events are working well, strategically it is good for long-term use</li> <li>• The suggestion for hybrid meetings where people from remoter parts in terms of geography can attend to raise numbers was welcomed by Lee.</li> <li>• Sean Pearce highlighted the need to better articulate the “CIM” offer and expand reach by working with other organisations</li> </ul>
4.	<p><b>Item: Finance</b></p> <p>Manjeet shared finance paper for budget and plan for this year 2021</p> <ul style="list-style-type: none"> <li>• £14,000 total expenditure</li> <li>• £4000 for sixth form games</li> <li>• £1000 each to mentoring and students</li> <li>• £4000 to paid supports</li> <li>• Spent £1500 of the forecast expenditure</li> <li>• £2000 marked for each CIPFA conference</li> <li>• £1000 for online development which wasn't used last year.</li> </ul> <p><b>ACTION: Manjeet to speak to leads regarding the unused budget for online development last year.</b></p>

	Autumn forum budget based on it being a residential event. If it goes ahead as an online discussion there will be no expenditure, awaiting confirmation.
<b>5.</b>	<p><b>Item: Sponsorship</b></p> <ul style="list-style-type: none"> <li>• Sponsorship confirmation received from Macildowie, CCLA, Michael Page</li> <li>• Michael Page happy to contribute more per event</li> <li>• There are proposed conversations Sellick</li> <li>• Amie Hall has come back from maternity leave</li> </ul> <p><b>ACTION: Lee to speak to Amie regarding the Zurich sponsorship</b></p> <p>The sponsorship policy draft is ready to be adopted and issued to the agreed sponsors to sign.</p> <p>The Sponsorship Coordination role is open to any volunteers.</p>
<b>6.</b>	<p><b>Item: Constitution (inc. Two-Tier Membership)</b></p> <p>There are a total 28 posts. It needs refreshing for the 3 regional representations. Several areas need updating. The CIPFA website needs more clarity around the use of the term “corporate members”.</p> <p><b>ACTION: Andy Cardoza, Andrew Morley, and Tony to review the constitution and bring forward proposals in the next council meeting.</b></p>
<b>7.</b>	<p><b>Item: Mentoring</b></p> <ul style="list-style-type: none"> <li>• Launched scheme in November</li> <li>• 9 matches so far and others waiting for matching session</li> <li>• Spoken to Southwest region and CIPFA council in Scotland and Northwest about expansion into their areas</li> <li>• Southwest and Northwest have expressed their interests in joining the Midlands mentoring scheme. It’s still in early stages, there’s been no discussions around the governance yet.</li> <li>• The next stage is moving it from the launch to stabilising the activity</li> </ul> <p>Lee suggested protecting the Midlands scheme and any expansion/joining up should mean the other regions offer mentors not just mentees. The main priority is that it doesn’t destabilise the midlands regional scheme.</p> <p>John raised the concern of it moving into a national scheme and losing the purpose and benefits of it being on a regional basis</p> <p><b>ACTION: Kelly to provide an update from discussions with other regions at the next council meeting.</b></p>
<b>8.</b>	<p><b>Item: Student Update</b></p> <p>Graeme welcomed the additional support to help progress this. Suggested setting up a meeting to discuss further. Spoken to Will Goodchild (National Student President) about his vision for student networks and trying to get access to the student network</p>

	<p>Charlotte Douzi a student from Shropshire has come forward asking to get the student network started again. Will be meeting with Theresa to move this forward.</p> <p>Council members agreed on giving the student network some money to get them started</p> <p><b>ACTION: Theresa and John to contact some of their students to try and revitalise the student network in the midlands.</b></p> <p><b>ACTION: Theresa to arrange a meeting with Charlotte Douzi and John.</b></p>
<b>9.</b>	<p><b>Item: Sixth Form Games</b></p> <ul style="list-style-type: none"> <li>• The subgroup took the decision to move the games to virtual and have digital set off regional games.</li> <li>• Explored various software options, Zoom, logistics of game don't properly work.</li> <li>• Remo was trialled with the subgroup and was successful.</li> <li>• Kelly proposed the software is trialled for a 5–6-week period and for the games to take place on the last 3 Wednesdays of June. All council members agreed.</li> </ul> <ul style="list-style-type: none"> <li>• A school is on board to test and speak about safeguarding</li> <li>• Kelly in process of updating the games with an aim to be ready by end of April</li> <li>• Lot of interests with the games being virtual</li> </ul> <p><b>ACTION: For any members who want to volunteer to help with the games testing or wish to support the sixth form games on the day, to contact Kelly</b></p> <ul style="list-style-type: none"> <li>• Kelly and Holly spoke about the sixth form games at a digital gaming conference organised by Aston University, received positive feedback</li> <li>• Kelly has been invited by CIPFA Scotland to discuss the games</li> </ul>
<b>10.</b>	<p><b>Item: CIPFA HQ</b></p> <p>Late report received from Amie Hall, who has returned from maternity leave and been promoted to senior business development manager</p> <p><b>ACTION: Lee to circulate the paper received from Amy to council members.</b></p> <p><b>ACTION: John to introduce Lee to Midlands council representative.</b></p>
<b>11.</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Kelly suggested having a social catch up/ face-face meet up and incorporate a goodbye to Andy Morley and Paul Hector</li> </ul>

## ACTION TRACKER

No.	Meeting	Actions	Status	Lead
1.	22 <sup>nd</sup> April 2021	Alston to set up a task and finish group to discuss communication and social media strategy for the region working with Colin, Andy, Nick, and Emma.		Alston
2.	22 <sup>nd</sup> April 2021	Manjeet to explore suitable candidates and come back to the next regional council with any suggestions.		Manjeet
3.	22 <sup>nd</sup> April 2021	Manjeet to contact Sharon and explore other internal audit options. As CIM need to have accounts with CIPFA central in time for their AGM in July.		Manjeet
4.	22 <sup>nd</sup> April 2021	Nick to liaise with Rochelle at HQ to resolve the issues regarding the meet the mentor/mentee event on the web		Nick
5.	22 <sup>nd</sup> April 2021	Manjeet to speak to leads regarding the unused budget for online development last year.		Manjeet
6.	22 <sup>nd</sup> April 2021	Lee to circulate the paper received from Amie Hall to council members.		Lee
7.	22 <sup>nd</sup> April 2021	John to introduce Lee to Midlands council representative.		John
8.	22 <sup>nd</sup> April 2021	Andy Cardoza, Andrew Morley and Tony to review the constitution and bring forward proposals in the next council meeting.		Andy Cardoza, Andrew Morley, Tony
9.	22 <sup>nd</sup> April 2021	Kelly to provide an update from discussions with other regions at the next council meeting.		Kelly

10.	22 <sup>nd</sup> April 2021	Theresa and John to contact some of their students to try and revitalise the student network in the midlands.		Theresa, John
11.	22 <sup>nd</sup> April 2021	Theresa to arrange a meeting with Charlotte Douzi and John		Theresa
12.	22 <sup>nd</sup> April 2021	Lee to speak to Amie Hall regarding the Zurich sponsorship		Lee
13.	22 <sup>nd</sup> April 2021	For any members who want to volunteer to help with the games testing or wish to support the sixth form games on the day, to contact Kelly		Kelly/All

# Meeting Minutes

Meeting	CIM Council Meeting
Date	Thursday 1 <sup>st</sup> July 2021
Time	10.30-12.30
Venue	Microsoft Teams

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Members Present	Lee Yale-Helms Alston Owens Manjeet Bansal Colin Sharpe Martin Reohorn Theresa Channell Syed Hussain Nick Harvey Kelly Watson John Bloomer Heather Reeves Andy Morley
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Apologies	Andrew Cardoza Alison Jarrett Tony Crawley Sean Prosser Graeme Holmes Sean Pearce Emma Cranidge
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1.	<p><b>Introductions and apologies</b></p> <p>Noted.</p>
2.	<p><b>Previous minutes</b></p> <p>Agreed. Action log updated.</p>
3.	<p><b>Item: Events Sub-Group</b></p> <p><u>- Planned events</u></p> <ul style="list-style-type: none"> <li>• Alston shared proposed CIPFA Midlands event plan 21/22 timetable with Council members</li> <li>• Mind Nourishing event for wellbeing earmarked for September, proposed marketing campaign 4 weeks before hand. Suggestion of a 45 mins presentation with Q&amp;A at end.</li> <li>• Used similar dates/times to previous events, scope to adjust if Events Committee have reason to</li> <li>• HFMA joint event, will require resources. Subject matter around ICS development</li> <li>• All events are expected to be virtual which will have impact on budget and planning.</li> <li>• The objective is to have dates in the diaries in advance, to have placeholders for speakers and to methodically market and promote events.</li> <li>• Alston would like to designate a lead to organise a social event for August or Christmas time either in person or virtually</li> <li>• Council members commended Alston's work thus far</li> <li>• Kelly welcomed the improved strategic approach</li> <li>• The importance of getting more people involved in the core events team was noted, Lee welcomed student involvement.</li> <li>• KPMG would like to make a presentation on value-add financing</li> </ul> <p><b>ACTION: Syed to send KPMG presentation to Alston for review on prospect of it being included in an existing event.</b></p>
3.	<p><b>Item: Sixth Form Games</b></p> <ul style="list-style-type: none"> <li>• 3 virtual games took place - Kelly was really pleased with how they went and they exceeded expectations</li> <li>• Elements of the "in person" buzz was slightly lost through the virtual delivery. However, this didn't impact those students who had no prior experience of the sixth form games.</li> <li>• Over 100 students took part - 18 teams. There was an oversubscription, and people had to be turned away,</li> </ul>

	<ul style="list-style-type: none"> <li>• 40 volunteers, 300 volunteer hours over 3 days</li> <li>• Sub-group worked well together, Kelly welcomed more support in the core group and would have liked more volunteers per event</li> <li>• A lot of learning can be taken into the in-person games, in particular the technology, social media, emails, recorded videos etc</li> <li>• The default is to have them in person, if not possible then delivered virtually</li> <li>• NE region are showing interest in the Midlands delivery of the games, looking to run their own in November</li> <li>• Kelly confirmed that NE have taken some games and adapted them and returned them back to the Midlands, there has been sharing and learning. There is a desire to have joint meetings between the regions about the games. Midlands continues to remain as the lead.</li> <li>• SE region are also in conversation about delivering the games.</li> <li>• CIPFA HQ have been impressed with the games and will explore the implementation of the virtual games with university students in the future.</li> <li>• The council members were encouraged by the success of the games and expressed their thanks to the whole team.</li> </ul> <p><b>ACTION: Kelly to liaise with Lee to send a thank you email to the sixth form games group.</b></p> <p><b>ACTION: Feedback from the sixth form to be collated ready for next council meeting</b></p>
<p><b>4.</b></p>	<p><b>Item: Mentoring</b></p> <ul style="list-style-type: none"> <li>• 11 matches currently</li> <li>• Further interest from 4 mentees and 7 mentors, looking to do next matching meeting in third week of July</li> <li>• Receiving continuous good feedback from current pairings</li> </ul> <ul style="list-style-type: none"> <li>• <b>ACTION: Kelly to look at the mentoring webpage as it is due an update and feedback to Colin.</b></li> <li>• <b>ACTION: Kelly to explore additional social media marketing for mentoring including videos and soundbites from mentors/mentees.</b></li> </ul>
<p><b>5.</b></p>	<p><b>Item: Finance</b></p> <ul style="list-style-type: none"> <li>• Manjeet shared table of breakdown of CIM Budget</li> <li>• 2k subvention asked for this year, CIM have been given 6k – Manjeet is exploring whether it's a mistake or if there is a reason is behind it</li> <li>• Council agreed any surplus from the budget shouldn't be revised, rather an explanation to be provided for why there is a variance and it should be earmarked for use next year. As things may move away from the virtual next year, so the funds may be required as per the current allocation.</li> <li>• Manjeet confirmed that Sharon has had a look at the accounts but has spotted an anomaly est. £65 from the last financial year.</li> </ul> <p><b>ACTION: Manjeet to investigate the anomaly from the last financial year and then send the accounts to HQ</b></p>

6.	<p><b>Item: Sponsorship</b></p> <ul style="list-style-type: none"> <li>• Conversations already planned with Zurich and contact will be made with other sponsors that have made a commitment.</li> <li>• Lee will liaise with Alston to explore how sponsors can support events.</li> </ul> <p><b>ACTION: Lee to provide update to the Council on the status of current sponsorship schedule</b></p>
7.	<p><b>Item: CIPFA HQ</b></p> <ul style="list-style-type: none"> <li>• The Council welcomed the new CIPFA Student Membership Engagement Manager Heather Reeves</li> <li>• Heather has reached out to all the regional presidents and will be having meetings with everyone, with the aim to streamline processes.</li> <li>• The first major project is to address some ongoing issues including access rights to dashboards and emails etc.</li> <li>• Lee highlighted the progress made by Rochelle Maynor and would like Heather to continue the momentum. Lee emphasised the need to have HQ support on regional activity and for Heather to be a gateway who can feedback to HQ the positive work taking place in the region as well as providing solutions to any arising problems</li> </ul>
8.	<p><b>Item: Student Update</b></p> <ul style="list-style-type: none"> <li>• Heather provided positive feedback regarding examinations. Overall the transfer over of exams to the virtual has been successful. Results from the latest exam sessions are due to be released on 16<sup>th</sup> July.</li> <li>• Lee acknowledged the importance to recognise exam success and reach out to students in congratulating them.</li> </ul> <p><b>ACTION: Heather to send data of the exam results/status of students in Midlands region</b></p>
9.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Colin raised ongoing issue with accessing the admin function of website. Heather confirmed she is meeting Tom Baker (Website Coordinator) to resolve this. Heather is also being trained so she can update website on behalf of regions when there are any access issues.</li> </ul> <p><b>ACTION: Heather to provide update to Colin about website access issues.</b></p> <ul style="list-style-type: none"> <li>• Kelly highlighted it would be useful to have the traffic data for the website, particularly for the mentoring and sixth form games pages.</li> </ul> <p><b>ACTION: Heather to request website traffic data and share with Kelly.</b></p> <p><b>ACTION: Lee to send Colin a photo and short introduction text for website.</b></p>

	<b>ACTION: Kelly to liaise with Lee to organise an in-person regional council catch up in September</b>
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## ACTION TRACKER

No.	Meeting	Actions	Status	Lead
1.	22 <sup>nd</sup> April 2021	Alston to set up a task and finish group to discuss communication and social media strategy for the region working with Colin, Andy, Nick, and Emma.	Complete	Alston
2.	22 <sup>nd</sup> April 2021	Manjeet to explore suitable candidates for Assistant Treasurer Role and come back to the next regional council with any suggestions.		Manjeet
3.	22 <sup>nd</sup> April 2021	Manjeet to contact Sharon and explore other audit options. As CIM need to have accounts with CIPFA central in time for their AGM in July.	Sharon reviewed and audited accounts	Manjeet
4.	22 <sup>nd</sup> April 2021	Nick to liaise with Rochelle at HQ to resolve the issues regarding the meet the mentor/mentee event on the web	Complete	Nick
5.	22 <sup>nd</sup> April 2021	Manjeet to speak to leads regarding the unused budget for online development last year (inc. sixth form games)	Ongoing	Manjeet
6.	22 <sup>nd</sup> April 2021	Lee to circulate the paper received from Amie Hall to council members.	Complete	Lee
7.	22 <sup>nd</sup> April 2021	John to introduce Lee to Midlands council representative.	Complete	John
8.	22 <sup>nd</sup> April 2021	Andy Cardoza, Andrew Morley and Tony to review the constitution and bring forward proposals in the next council meeting.	Ongoing	Andy Cardoza, Andrew

No.	Meeting	Actions	Status	Lead
				Morley, Tony
9.	22 <sup>nd</sup> April 2021	Kelly to provide an update from discussions with other regions at the next council meeting.	Complete	Kelly
10.	22 <sup>nd</sup> April 2021	Theresa and John to contact some of their students to try and revitalise the student network in the midlands.	Complete	Theresa, John
11.	22 <sup>nd</sup> April 2021	Theresa to arrange a meeting with Charlotte Douzi and John	Complete	Theresa
12.	22 <sup>nd</sup> April 2021	Lee to speak to Amie Hall regarding the Zurich sponsorship	Complete	Lee
13.	22 <sup>nd</sup> April 2021	For any members who want to volunteer to help with the games testing or wish to support the sixth form games on the day, to contact Kelly	Complete	Kelly/All
14.	1 <sup>st</sup> July 2021	Student database – Syed to contact the non-responses and send updated spreadsheet to Theresa, John and Alston		Syed
15.	1 <sup>st</sup> July 2021	Lee to have follow up meeting with Marcus Baxby regarding Zurich sponsorship		Lee
16.	1 <sup>st</sup> July 2021	Syed to send KPMG presentation to Alston for review on prospect of it being included in an existing event.		Syed
17.	1 <sup>st</sup> July 2021	Kelly to liaise with Lee to send a thank you email to the sixth form games group.		Kelly/Lee
18.	1 <sup>st</sup> July 2021	Feedback from the sixth form games to be collated ready for next council meeting.		Kelly

No.	Meeting	Actions	Status	Lead
19.	1 <sup>st</sup> July 2021	Kelly to look at the mentoring webpage as it is due an update and feedback to Colin.		Kelly
20.	1 <sup>st</sup> July 2021	Kelly to explore additional social media marketing for mentoring including videos and soundbites from mentors/mentees.		Kelly
21.	1 <sup>st</sup> July 2021	Manjeet to investigate the anomaly from the last financial year and then send the accounts to HQ		Manjeet
22.	1 <sup>st</sup> July 2021	Lee to provide update to the Council on the status of current sponsorship schedule		Lee
23.	1 <sup>st</sup> July 2021	Heather to send data of the exam results/status of students in Midlands region		Heather
24.	1 <sup>st</sup> July 2021	Heather to provide update to Colin about website access issues.		Heather
25.	1 <sup>st</sup> July 2021	Heather to request website traffic data and share with Kelly.		Heather
26.	1 <sup>st</sup> July 2021	Lee to send Colin a photo and short introduction text for website.		Lee
27.	1 <sup>st</sup> July 2021	Kelly to liaise with Lee to organise an in-person regional council catch up in September		Kelly/Lee

# Meeting Minutes

Meeting	CIM Council Meeting
Date	Monday 11 <sup>th</sup> October 2021
Time	10.30-12.30
Venue	Microsoft Teams

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Members Present	Lee Yale-Helms (Chair) Alston Owens Manjeet Bansal Colin Sharpe Martin Reohorn Theresa Channell Syed Hussain Nick Harvey Kelly Watson John Bloomer Tony Crawley Sean Pearce Emma Cranidge
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Apologies	Alison Jarrett Andy Morley Heather Reeves Graeme Holmes Andrew Cardoza Sean Prosser
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1.	<p><b>Introductions and apologies</b></p> <p>Noted.</p>
2.	<p><b>Previous minutes</b></p> <p>Agreed. Action log updated.</p>
3.	<p><b>Item: Vacancies</b></p> <p><u>- Assistant Treasurer</u></p> <ul style="list-style-type: none"> <li>• Dee Eccleston – Staffordshire Police, will be the new Assistant Treasurer</li> </ul> <p><b>ACTION: The Assistant Treasurer needs to be advertised, Andy C and Emma to oversee</b></p>
3.	<p><b>Item: Finance</b></p> <ul style="list-style-type: none"> <li>• The finance update paper was presented to the Council</li> <li>• Net spend for year forecasted at £11,000, looking at end of year net position of £9,000</li> <li>• Underspending to plan to date: 3 remaining places for CIPFA Public Finance live, as well as sixth for management games and mentoring scheme. Mentoring scheme budget will be earmarked for the new year.</li> <li>• CIPFA Subvention, surplus of £4k.</li> <li>• Sean Pearce proposed utilising the surplus subvention for student sponsorship/co-financing apprentices. Particularly supporting organisations that can't afford to do this themselves, so creating these opportunities as a regional institute.</li> <li>• Martin Rehorn raised the need to be careful with the governance aspects of student sponsorships, using CIPFA money to sponsor individually might benefit individual organisations and not others.</li> <li>• John Bloomer suggested hosting a dinner to celebrate student success, this was welcomed by Lee, Martin.</li> </ul> <p><b>ACTION: Sean Pearce to explore options and feasibility of student sponsorship and to draft a paper to be presented at the next Council meeting</b></p>
4.	<p><b>Item: Sponsorship</b></p>



	<ul style="list-style-type: none"> <li>• Remains unchanged since the last update</li> <li>• Meeting with Zurich has now been scheduled</li> </ul> <p><b>ACTION: Lee to have discussion with Alston/Events team around linking sponsors to specific events e.g. KMPG, Michael Page</b></p> <p><b>ACTION: Syed to share sponsorship schedule with Manjeet</b></p>
5.	<p><b>Item: Revision of the CIM Constitution</b></p> <ul style="list-style-type: none"> <li>• The CIM Constitution paper was presented</li> <li>• A Junior Vice President role description needs to be drawn up</li> <li>• 27 posts, 30 overall posts</li> <li>• 8 is set as the quoracy</li> <li>• Currently there are many vacant positions which affects quoracy</li> <li>• Tony noted that the challenges around quoracy and people attending and not responding to invites, pre-dates the Covid pandemic</li> <li>• Sean Pearce supported the reduction in posts, emphasised the need for promotion and activities to connect regions and members, as well as seeking clarification around the link between CIPFA nationally and regionally</li> <li>• Tony emphasised the constitution raises questions to discuss and not all matters will be included in it, the objective is to separate the two</li> <li>• Kelly raised points around the need for a discussion on the region's overall strategy and the next steps to take from the constitution paper</li> <li>• Tony confirmed any changes to the constitution will need to be taken to the AGM</li> </ul> <p><b>ACTION: Meeting to be held between subgroup and Lee prior to December Council to discuss the Constitution paper in more detail</b></p> <p><b>ACTION: Agenda item in the December Council to discuss the CIM strategy, to agree on what needs to be taken to AGM.</b></p> <p><b>ACTION: Mid-January 2022 constitution review meeting prior to AGM</b></p>
6.	<p><b>Item: Student Update</b></p> <ul style="list-style-type: none"> <li>• Graeme Holmes has offered his resignation</li> <li>• The student database is now updated</li> </ul> <p><b>ACTION: A reintroduction letter to be sent out to the students</b></p> <p><b>ACTION: A survey to be sent to students to gather information around what they want from CIM (Lee, Teresa). Feedback to be presented in the December council</b></p> <p><b>ACTION: Lee to contact Leah Boneham at Ofqual regarding involvement in student network.</b></p>
7.	<p><b>Item: Events Sub-Group</b></p> <ul style="list-style-type: none"> <li>• Mind Nourishing event took place, only 9 joined in the end. Kelly would like more involvement. Possible repeat of the event in next year due to the quality of the</li> </ul>

	<p>session. Debrief meeting has taken place to discuss areas to improve for the next run.</p> <ul style="list-style-type: none"> <li>The subgroup will not hold any more events this side of Christmas</li> <li><b>Action: Alston to discuss with Lee regarding AGM date and having an event in the run up to it</b></li> <li>Alston putting together a 1-2 year event programmes plan, and how to link with other organisations. To be brought to a future council meeting.</li> <li>Kelly expressed the core group is working well, but more members to the team would be welcome and helpful</li> <li>Colin emphasised need for better publicity and communication around events and more targeted for the market audience</li> <li>There is work being done to organise an event with the HFM</li> <li>Lee mentioned that he met with David Melbourne, the Interim Chief Exec for the ICS in the health service who has offered to come and talk at an event</li> </ul>
<p><b>8.</b></p>	<p><b>Item: Feedback from Sub-Groups</b></p> <p><u>- Constitution</u></p> <ul style="list-style-type: none"> <li>Covered in previous item.</li> <li>This subgroup will continue.</li> <li><b>ACTION: Council members to provide any comments and thoughts on the questions arisen from the discussions on the Constitution paper, in preparation for the December Council meeting.</b></li> </ul> <p><u>- IT</u></p> <ul style="list-style-type: none"> <li>No progress to feedback except the historic issues with HQ</li> </ul> <p><u>- Comms</u></p> <ul style="list-style-type: none"> <li>No progress to feedback.</li> </ul> <p><b>ACTION: Comms Sub-group to meet and provide update in next Council meeting</b></p>
<p><b>9.</b></p>	<p><b>Item: (Sixth Form) Management Games</b></p> <ul style="list-style-type: none"> <li>Feedback received about games has been good and the games were a great success given the “risks” taken</li> <li>Planning for next year’s games will commence in early 2022</li> <li>Matt Davies a lecturer at Aston University has been keen on the games and will be taking this year’s virtual games to develop mini version to put forward his cohort of students at Aston University. He will work with Kelly and Matt Lovell to deliver it in December.</li> <li>Kelly has been asked to talk about the games and deliver a presentation at regional forum in early November. KW will be meeting with Heather Reeves tomorrow to discuss.</li> </ul>
<p><b>10.</b></p>	<p><b>Item: Mentoring</b></p> <ul style="list-style-type: none"> <li>Kelly provided update.</li> </ul>

	<ul style="list-style-type: none"> <li>• 15 matches, progressing well and feedback is good</li> <li>• A feedback survey will go out late October/early November</li> <li>• Mentoring relationships are going beyond the 6 months</li> <li>• Kelly is currently talking with the Northwest region; they are looking to get somebody from their region that could do the administrative side with Kelly in the background. The target is to have it up and running going into 2022.</li> <li>• Kelly requested the Council to consider some form of thanks/recognition to the mentors involved.</li> <li>• Nick suggested a letter signed from the national president or some designation as CIPFA mentor</li> <li>• Lee emphasised the need to highlight the success of the mentoring programme to CIPFA HQ, as one of the achievements of the region's development plan.</li> </ul>
<p><b>11.</b></p>	<p><b>Item: CIPFA HQ</b></p> <ul style="list-style-type: none"> <li>• Heather continuing to work with improving relationship between HQ and the region.</li> <li>• Heather having regular contact with Lee</li> <li>• <b>ACTION: Lee to look at the Wellbeing Hub promotion and comms to members</b></li> <li>• Main discussions have been around planning for the Autumn forum and Amy Bridges role given she has been promoted to senior role in CIPFA. Lee welcomed the combination of Heather and Amy championing the regions, which will provide a good foundation to start moving forward</li> </ul>
<p><b>12.</b></p>	<p><b>AOB</b></p> <p><u>- Integrated Care System (ICS) Event &amp; Networking</u></p> <ul style="list-style-type: none"> <li>• This will be joint event with HFMA and a date to be arranged by Alston</li> </ul> <p><u>Attendance for Autumn Forum</u></p> <ul style="list-style-type: none"> <li>• Kelly, Lee, Nick, Alston, Theresa</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Nick Harvey will be working for CIPFA as a network advisor, the December meeting will be his last as a CIM Council member</li> <li>• Kelly welcomed an in person/hybrid meeting for the regional council in December</li> </ul>

## ACTION TRACKER

No.	Meeting	Actions	Status	Lead
1.	22 <sup>nd</sup> April 2021	Manjeet to explore suitable candidates for Assistant Treasurer Role and come back to the next regional council with any suggestions.	Complete Dee Eccleston	Manjeet
2.	1 <sup>st</sup> July 2021	Lee to have follow up meeting with Marcus Baxby regarding Zurich sponsorship	Complete	Lee
3.	1 <sup>st</sup> July 2021	Syed to send KPMG presentation to Alston for review on prospect of it being included in an existing event.	Complete, Alston to confirm when presentation will be hosted	Syed
4.	1 <sup>st</sup> July 2021	Kelly to liaise with Lee to send a thank you email to the sixth form games group.	Ongoing, awaiting final list	Kelly/Lee
5.	1 <sup>st</sup> July 2021	Kelly to look at the mentoring webpage as it is due an update and feedback to Colin.	Recruited member to manage the admin for mentoring, in progress	Kelly
6.	1 <sup>st</sup> July 2021	Kelly to explore additional social media marketing for mentoring including videos and soundbites from mentors/mentees.		Kelly
7.	1 <sup>st</sup> July 2021	Manjeet to investigate the anomaly from the last financial year and then send the accounts to HQ	To be included in Dec council	Manjeet
8.	1 <sup>st</sup> July 2021	Lee to provide update to the Council on the status of current sponsorship schedule	To be included in Dec council	Lee
9.	1 <sup>st</sup> July 2021	Heather to request website traffic data and share with Kelly.	Outstanding, Syed emailed Heather on 10/11/21	Heather Syed

No.	Meeting	Actions	Status	Lead
10.	1 <sup>st</sup> July 2021	Lee to send Colin a photo and short introduction text for website.		Lee
11.	1 <sup>st</sup> July 2021	Kelly to liaise with Lee to organise an in-person regional council catch up in September	Carry forward to next meeting	Kelly/Lee
12.	11 <sup>th</sup> Oct 2021	Advertisement of The Assistant Treasurer role		Andy C Emma
13.	11 <sup>th</sup> Oct 2021	Sean Pearce to explore options and feasibility of student sponsorship and to draft a paper to be presented at the next Council meeting		Sean Pearce
14.	11 <sup>th</sup> Oct 2021	Lee to have discussion with Alston/Events team around linking sponsors to specific events i.e. KMPG		Lee Alston
15.	11 <sup>th</sup> Oct 2021	Syed to share sponsorship schedule with Manjeet	Complete	Syed
16.	11 <sup>th</sup> Oct 2021	Meeting to be held between subgroup and Lee prior to December Council to discuss the Constitution paper in more detail	Complete	Syed
17.	11 <sup>th</sup> Oct 2021	Agenda item in the December Council to discuss the CIM strategy, to agree on what needs to be taken to AGM		Syed
18.	11 <sup>th</sup> Oct 2021	Mid-January 2022 constitution review meeting prior to AGM		Syed
19.	11 <sup>th</sup> Oct 2021	A reintroduction letter to be sent out to the students		Lee Theresa
20.	11 <sup>th</sup> Oct 2021	A survey to be sent to students to gather information around what they want from CIM. Feedback to be presented in the December council		Lee Theresa

No.	Meeting	Actions	Status	Lead
21.	11 <sup>th</sup> Oct 2021	Lee to contact Leah Boneham at Ofqual regarding involvement in student network.		Lee
22.	11 <sup>th</sup> Oct 2021	Alston to discuss with Lee regarding AGM date and having an event in the run up to it		Alston Lee
23.	11 <sup>th</sup> Oct 2021	Comms Sub-group to meet and provide update in next Council		Colin
24.	11 <sup>th</sup> Oct 2021	Council members to provide any comments and thoughts on the questions arisen from the discussions on the Constitution paper, in preparation for the December Council meeting		All
25.	11 <sup>th</sup> Oct 2021	Lee to look at the Wellbeing Hub promotion and comms to members		Lee

# Meeting Minutes

Meeting	CIM Council Meeting
Date	Thursday 2 <sup>nd</sup> December 2021
Time	10.30-12.30
Venue	Microsoft Teams

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Members Present	Lee Yale-Helms (Chair) Alston Owens Martin Reohorn Theresa Channell Syed Hussain Nick Harvey Kelly Watson Tony Crawley Andy Morley Andrew Cardoza Sean Prosser Katherine Genower (CIPFA HQ – Substitute for Heather)
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Apologies	Alison Jarrett Emma Cranidge Manjeet Bansal Sean Pearce Colin Sharpe John Bloomer Heather Reeves
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1.	<p><b>Introductions and apologies</b></p> <p>Noted.</p> <p>Graeme Holmes has officially resigned.</p> <p><b>ACTION: Syed to remove Graeme from future invites and emails.</b></p>
2.	<p><b>Previous minutes</b></p> <p>Agreed. Action log updated.</p>
3.	<p><b>Item: Vacancies</b></p> <p>- <u>Assistant Treasurer</u></p> <ul style="list-style-type: none"> <li>• Andy C confirmed the role can now be advertised via the website and LinkedIn. Just need to ensure it has gone through the AGM for approval.</li> </ul>
4.	<p><b>Item: Revision of the CIM Constitution</b></p> <ul style="list-style-type: none"> <li>• The CIM Constitution paper was presented</li> <li>• The terminology, updating and refining the constitution has been complete by the subgroup</li> <li>• The Chair thanked the subgroup on their work with the revision of the Constitution</li> <li>• Need further work on the objectives, aims and functions of the region. As well as the practicality of the number of people on council, quoracy etc.</li> <li>• Andy M highlighted that the objectives that go into the constitution only have to be very high level as the specifics exist in the development plan</li> <li>• LYH emphasised that CIM wants to be an enabling and engaging organisation. The current constitution isn't as flexible enough.</li> </ul>



	<ul style="list-style-type: none"> <li>• LYH emphasised with regards to quoracy that the organisation needs to be realistic about what the level of core membership is. Need to recognise that there are different levels of membership and flexibility. As there may be a volunteer for a specific activity but who has no interest in being on council</li> <li>• LYH confirmed the draft regional development plan has been circulated but it's an executive summary</li> <li>• It was mentioned that some things can come out of the constitution, as long as they are covered by president/development plan for the year ahead, and refreshed annually and subsequently taken to AGM for approval</li> <li>• There is a need to make the governance clearer and more flexible</li> <li>• It was agreed to have the adverts for vacancies before the February council meeting, including a statement regarding those not being advertised.</li> <li>• It was agreed to ratify the plan for the constitution and governance by the February council meeting</li> <li>• The subgroup is to meet and discuss with Lee, Theresa and Alston</li> <li>• <b>ACTION: A paper to be presented on the overall governance proposal including the constitution amendments at the February council meeting</b></li> </ul>
5.	<p><b>Item: CIM Strategy</b></p> <ul style="list-style-type: none"> <li>• LYH has drafted the regional development plan. LYH proposed to do a forward-looking plan which broaden out the region's objectives and aims for the next year</li> <li>• Getting approval for training fees is difficult, LYH to amend the £6k figure</li> <li>• LYH to amend the development plan from the comments received</li> <li>• The Council agreed this is to be the adopted plan.</li> <li>• Draft of next year's plan will be brought to February council meeting, to get input and then take forward</li> </ul> <p><b>ACTION: Syed to include CIM Development plan in February Council agenda</b>  <b>ACTION: Lee to send the final copy of CIM Development Plan to CIPFA HQ</b></p>
6.	<p><b>Item: Student Update</b></p> <p><u>- Student Sponsorship</u></p> <ul style="list-style-type: none"> <li>• Needs to be manageable in terms of what can be feasibly achieved</li> <li>• Access to student database now available; the data has been cleansed and status of students updated</li> <li>• Lee and Theresa will be writing to students and sending out a survey</li> <li>• Suggestions to include in the survey: exams celebration event, what do the students want to see more of, what would they like to focus on</li> <li>• <b>ACTION: Lee/Theresa to share feedback from student survey in February council meeting</b></li> <li>• <b>ACTION: Lee to include the idea of constituting some form of student group in 2022 within the CIM Development plan</b></li> <li>• Several other regions have active student groups</li> <li>• There is an earmarked budget to get the student group going, the only condition was it couldn't be spent on alcohol, other social activities are fine.</li> <li>• Theresa highlighted the main thing is passion and getting people involved.</li> <li>• When the midlands students pass exams, is there something to celebrate it</li> </ul>

	<ul style="list-style-type: none"> <li>• It was agreed to have some form of a celebration event to celebrate the exam success of Midland's students – those who recently passed exams, newly qualified and inviting those who didn't pass recently too.</li> <li>• <b>ACTION: Lee, Alston and John to meet and discuss the potential CIM Students celebration event</b></li> <li>• Anna Howard (Head of Qualification at CIPFA) contacted Theresa; for the region to work with CIPFA HQ and explore how else they can support the region</li> <li>• Andy Morley appreciated there is now better means of contacting students through the student database and social media avenues</li> </ul>
7.	<p><b>Item: Events Sub-Group</b></p> <ul style="list-style-type: none"> <li>• The last Mind Nourishing event didn't have a high attendance as expected but very positive feedback received from those who attended. Alston exploring the factors that may have affected the attendance.</li> <li>• The AGM needs a date agreed. Provisionally booked two speakers: Laura (from the Mind Nourishing event) and Karl George (a Governance Expert, NED West Combined Authority)</li> <li>• Tony C mentioned regarding the AGM date, Alston to ensure there is enough time between February council and the AGM Date, so can have the constitution and development plan finalised in good time.</li> <li>• The CIPFA president to be invited to AGM, and to present certificates. <b>ACTION: Alston to contact Lynne Sharp at CIPFA HQ to see availability of the CIPFA President on suggested AGM dates</b></li> <li>• Plan was to have face to face events in 2022, but currently considering whether to attempt face to face, continue virtually or look for a hybrid approach</li> <li>• HFMA joint event - being more challenging than anticipated. The theme is to be around ICS. Indicative dates are end of February 2022, awaiting confirmation from HFMA colleagues. Alston emphasised the aim is to build that continuity of a potential yearly joint event and not a one off. Alston also confirmed work is being undertaken to align HFMA east and west</li> <li>• KW mentioned that historically with Zurich they have a pot of money, which can be used for events. They are always keen to provide a speaker</li> </ul> <p><u>Diversity and inclusion</u></p> <ul style="list-style-type: none"> <li>• Slow progress and it is lacking clarity</li> <li>• CIPFA HQ are looking for regions to take the initiative; the programme of work that they are trying to deliver is quite ambitious, so some of the initiatives and programmes will look to come from regions</li> <li>• KW highlighted CIPFA's draft national business plan, has included diversity and inclusion as something that's underpinning the CIPFA strategy</li> <li>• LYH suggested due to limited resources, can look at what the region is currently doing and how it can include and promote diversity and inclusion as opposed to doing something additional</li> </ul>
8.	<p><b>Item: Feedback from Sub-Groups</b></p> <p><u>- IT</u></p> <ul style="list-style-type: none"> <li>• The importance of communicating and liaising with CIPFA HQ was highlighted.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>ACTION: LYH to discuss key contacts at CIPFA HQ in the next catch up with Heather Reeves</b></li> </ul> <p><u>- Comms</u></p> <ul style="list-style-type: none"> <li>• To be covered in the February Council meeting</li> </ul>
<b>9.</b>	<p><b>Item: (Sixth Form) Management Games</b></p> <ul style="list-style-type: none"> <li>• The Chair congratulated Kelly and the team for receiving the award (aware name?)</li> <li>• KW has requested for a list of all the volunteers and to differentiate between those who volunteered and those who partook in the games themselves</li> <li>• Dates are being explored to commence planning for the 2022 games, currently undecided what form it will take</li> <li>• KW mentioned more people are needed to join core group. KW encouraged members to get involved or to provide any contacts of people who may be interested as soon as possible. Such as students, newly qualified or middle management. Tony suggested to include this in the reintroduction letter sent to students</li> <li>• KW confirmed Aston university are currently doing a mini version of the CIPFA management games</li> </ul>
<b>10.</b>	<p><b>Item: Mentoring</b></p> <ul style="list-style-type: none"> <li>• Kelly provided update.</li> <li>• The mentoring scheme continues to go well.</li> <li>• KW will be sending a survey out to members</li> <li>• CIPFA NW have launched their version of the mentoring scheme at their recent AGM. They will be joining up with the Midlands, and a member of their council will join Kelly to provide administrative support.</li> <li>• Conversations are also taking place with CIPFA SW</li> <li>• Kelly has had conversations with CIPFA HQ who have welcomed the scheme and are incorporating some aspects</li> <li>• LYH suggested to include this in the reintroduction letter sent to students</li> </ul>
<b>11.</b>	<p><b>Item: CIPFA HQ</b></p> <ul style="list-style-type: none"> <li>• Katherine Genower provided update.</li> <li>• CIPFA Futures – new qualification, new courses starting in February/March 2022</li> <li>• Student newsletter going out with full explanation around CIPFA Futures</li> <li>• The website has been updated with the new pages</li> <li>• Continuing work on e-assessment and learning management system, will be launched in March 2022</li> <li>• All renewals for membership have been completed and issued</li> <li>• Subventions are currently with the finance team, and they are managing their allocation</li> <li>• All actions for emails and dashboards are completed</li> <li>• Have had a look at the reserves policy - allocating an amount per region, per member. Consideration of what would be acceptable levels of reserve, £50 per member. For midlands region there are around 2300 members, so it's an acceptable level of reserve. Consequently, the Midlands wouldn't be questioned, as the it currently has much less reserves.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>ACTION: Autumn forum discussion to be added as an agenda item in the February Council meeting</b></li> <li>• LYH confirmed that CIPFA have opened discussions with ICAEW - to integrate and work a lot closer. In early stage of discussions and will be opening it up for councils to consider. No decision has been made nor details set out.</li> </ul>
<b>12.</b>	<b>AOB</b> <ul style="list-style-type: none"> <li>• Nothing to add.</li> </ul>

## ACTION TRACKER

No.	Meeting	Actions	Status	Lead
1.	1 <sup>st</sup> July 2021	Kelly to liaise with Lee to send a thank you email to the sixth form games group. To include recognition for the award achieved.	Ongoing, awaiting final list	Kelly/Lee
2.	1 <sup>st</sup> July 2021	Kelly to look at the mentoring webpage as it is due an update and feedback to Colin.	Recruited member to manage the admin for mentoring, in progress	Kelly
3.	1 <sup>st</sup> July 2021	Kelly to explore additional social media marketing for mentoring including videos and soundbites from mentors/mentees.		Kelly
4.	1 <sup>st</sup> July 2021	Manjeet to investigate the anomaly from the last financial year and then send the accounts to HQ	To be included in Feb council	Manjeet
5.	1 <sup>st</sup> July 2021	Lee to provide update to the Council on the status of current sponsorship schedule	Covered in Agenda	Lee
6.	1 <sup>st</sup> July 2021	Heather to request website traffic data and share with Kelly.	Outstanding, Syed emailed Heather on 10/11/21	Heather Syed
7.	1 <sup>st</sup> July 2021	Lee to send Colin a photo and short introduction text for website.		Lee
8.	1 <sup>st</sup> July 2021	Kelly to liaise with Lee to organise an in-person regional council catch up in September	Carry forward to next meeting	Kelly/Lee
9.	11 <sup>th</sup> Oct 2021	Advertisement of The Assistant Treasurer role	Complete	Andy C Emma
10.	11 <sup>th</sup> Oct 2021	Sean Pearce to explore options and feasibility of student sponsorship and to draft a paper to be presented at the next Council meeting	Needs to be rearranged by Syed	Sean Pearce

No.	Meeting	Actions	Status	Lead
11.	11 <sup>th</sup> Oct 2021	Lee to have discussion with Alston/Events team around linking sponsors to specific events i.e. KMPG	Covered in agenda	Lee Alston
12.	11 <sup>th</sup> Oct 2021	Agenda item in the December Council to discuss the CIM strategy, to agree on what needs to be taken to AGM	Covered in agenda	Syed
13.	11 <sup>th</sup> Oct 2021	Mid-January 2022 constitution review meeting prior to AGM: Sub-group with Lee, Theresa, Alston		Syed
14.	11 <sup>th</sup> Oct 2021	A reintroduction letter to be sent out to the students		Lee Theresa
15.	11 <sup>th</sup> Oct 2021	A survey to be sent to students to gather information around what they want from CIM. Feedback to be presented in the February council		Lee Theresa
16.	11 <sup>th</sup> Oct 2021	Lee to contact Leah Boneham at Ofqual (leah.boneham@ofqual.gov.uk) regarding involvement in student network.	Complete	Lee
17.	11 <sup>th</sup> Oct 2021	Alston to discuss with Lee regarding AGM date and having an event in the run up to it		Alston Lee
18.	11 <sup>th</sup> Oct 2021	Comms Sub-group to meet and provide update in next Council	Report to be provided to Feb Council	Colin
19.	11 <sup>th</sup> Oct 2021	Council members to provide any comments and thoughts on the questions arisen from the discussions on the Constitution paper, in preparation for the December Council meeting	Complete	All
20.	11 <sup>th</sup> Oct 2021	Lee to look at the Wellbeing Hub promotion and comms to members	Complete. To be promoted to region via comms.	Lee

No.	Meeting	Actions	Status	Lead
21.	2 <sup>nd</sup> Dec 2021	Syed to remove Graeme from future invites and emails.	Complete	Syed
22.	2 <sup>nd</sup> Dec 2021	A paper to be presented on the overall governance proposal including the constitution amendments at the February council meeting		
23.	2 <sup>nd</sup> Dec 2021	Syed to include CIM Development plan in February Council agenda		Syed
24.	2 <sup>nd</sup> Dec 2021	Lee to include the idea of constituting some form of student group in 2022 within the CIM Development plan  Lee to send the final copy of CIM Development Plan to CIPFA HQ		Lee
25.	2 <sup>nd</sup> Dec 2021	Lee/Theresa to share feedback from student survey in February council meeting		Lee/Theresa
26.	2 <sup>nd</sup> Dec 2021	Lee, Alston and John to meet and discuss the potential CIM Students celebration event		Lee, Alston, John
27.	2 <sup>nd</sup> Dec 2021	Alston to contact Lynne Sharp at CIPFA HQ to see availability of the CIPFA President on suggested AGM dates		Alston
28.	2 <sup>nd</sup> Dec 2021	Syed to organise 1:1s in the diary for Lee and Theresa		Syed