

Agenda

Meeting	CIM Council Meeting
Date	Thursday 24 th February 2022
Time	10.00-12.00
Venue	Microsoft Teams

Members	Lee Yale-Helms Theresa Channell Tony Crawley Andrew Cardoza Kelly Watson Alston Owens Manjeet Bansal Emma Cranidge Colin Sharpe Andy Morley Alison Jarrett (apologies) John Bloomer Martin Reohorn Sean Pearce (apologies) Sean Prosser Heather Reeves Syed Hussain (apologies) Nicholas Harvey Amie Bridson
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Time	Item	Lead
10.30	Introductions and apologies	Lee Yale-Helms
10.32	Previous minutes and action tracker	Lee Yale-Helms
10.40	Vacancies	Lee Yale-Helms
10.45	Revision of the CIM Constitution	Tony Crawley
10.55	CIM Development Plan	Lee Yale-Helms
11.05	Finance Update	Manjeet Bansal
11.15	Student Update	
11.25	BREAK	
11.35	Events Sub-Group	Alston Owens
11.45	Feedback from Sub-Groups - IT - Comms	
11.55	Management Games (Sixth Form)	Kelly Watson
12.05	Mentoring	Kelly Watson
12.15	CIPFA HQ	Heather Reeves Amie Bridson
12.25	AOB	

Meeting Minutes

Meeting	CIM Council Meeting
Date	Thursday 17 th June 2022
Time	10.00-12.00
Venue	Microsoft Teams

Members Present	Lee Yale-Helms (Chair) Andrew Cardoza Tony Crawley Theresa Channell Alston Owens Sean Prosser Colin Sharpe John Bloomer
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Apologies	Emma Cranidge Kelly Watson Alison Jarred Tanya Davison
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1.	<p>Introductions and apologies</p> <p>Noted.</p>
2.	<p>Previous minutes</p> <p>Agreed. Action log updated.</p>
3.	<p>Item: Vacancies</p> <p>Current vacancies include: Assistant Secretary, Assistant Treasurer, Past President, 2 Corporate Members and 2 Student Society Representatives.</p> <p>Tony raises issue that there are 5 Corporate Members, of which 3 have been confirmed in post until March 2024, however that leaves 3 members CIM would like to renew, but only 2 vacancies</p> <p>Lee suggested that one of the 3 Corporate Members be put forward for Assistant Secretary, and suggested Colin for the position.</p> <p>CIM agreed Colin would act as Assistant Secretary.</p> <p>Theresa asked about job descriptions and how best to achieve roles.</p> <p>John Bloomer clarified his position. He will sit for CIPFA Council and Pete Gillett will assume regional seat.</p>
4.	<p>Item: CIM Development Plan</p> <p>Plan to be sent out to meeting in advance of next meeting.</p> <p>Lee and Theresa to meet next week to discuss Plan Proposal.</p> <p>Council agreed to a virtual sign off.</p>
5.	<p>AGM Feedback</p> <p>Council thanks KPMG for hosting and speakers for their presentation.</p> <p>Lee also thanks Alston for helping manage event.</p> <p>Lee suggests next AGM have a running schedule, which will be agreed weeks in advance. Council agrees.</p> <p>Theresa notes clarity on roles and responsibilities would have been a benefit to the running of the AGM and will help in running next AGM.</p> <p>Theresa suggested a comms strategy going forward. Alston added that as part of the strategy, each event should sign-post the next event. Council agreed.</p> <p>Tony suggested booking Jane Owens soon for next AGM.</p>

6.	<p>Finance Update</p> <p>No matters of concern</p> <p>Manjeet will provide full update at next meeting</p>
7.	<p>Item: Student Update</p> <p>Theresa suggests developing Action Plan to address re-energising events and student relationships following COVID Lockdowns.</p> <p>Lee agrees to add Student Development Plan as an appendix to the CIM Business Plan.</p> <p>Tony notes the 2 student representative roles on the Council is an enticing offer for students.</p> <p>Lee said he has been in conversation with Sarah Pitt from Birmingham City Council regarding the relaunch of the BCC Finance Training, which should lead to increasing in Birmingham students joining CIPFA.</p>
8.	<p>Review Sub-group</p> <p>Council discussed which sub-groups are active and clarity on their function.</p> <p>Lee suggested re-forming Communication Sub-group to establish clear plan around channels of communication and where responsibility lies for social media oversight.</p>
9.	<p>Sixth Games</p> <p>Games are scheduled and Lee encouraged CIM Members to attend.</p>
10.	<p>AOB</p> <ul style="list-style-type: none"> • Nothing to add.

ACTION TRACKER

No.	Meeting	Actions	Status	Lead
1.	1 st 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. To be actioned for 2022	Ongoing, awaiting final list	Kelly/Lee
2.	1 st July 2021	Kelly to look at the mentoring webpage as it is due an update and feedback to Colin. Webpage needs refreshing along with updated video from a president	In process. Kelly recruited member to manage the admin for mentoring Tony meeting with Kelly to discuss mentoring 20 th June	Kelly
3.	1 st July 2021	Kelly to explore additional social media marketing for mentoring including videos and soundbites from mentors/mentees.		Kelly
4.	1 st July 2021	Manjeet to investigate the anomaly from the last financial year and then send the accounts to HQ	Complete	Manjeet
5.	1 st July 2021	Kelly to liaise with Lee to organise an in-person regional council catch up in September Update 24.02.2022: Post-boned owing to COVID.	Carry forward to next meeting	Kelly/Lee
6.	11 th 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 17 th June: Need to clarify next steps	Sean Pearce

No.	Meeting	Actions	Status	Lead
7.	11 th Oct 2021	A reintroduction letter to be sent out to the students This needs to be linked to an event and survey		Lee Theresa
8.	11 th 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 As above		Lee Theresa
9.	11 th Oct 2021	Comms Sub-group to meet and provide update in next Council	Complete	Colin
10.	17 th June 2022	Review subgroups		Lee
11.	2 nd Dec 2021	A paper to be presented on the overall governance proposal including the constitution amendments at the February council meeting	Complete	
12.	2 nd Dec 2021	Lee/Theresa to share feedback from student survey in June council meeting	Outstanding	Lee/Theresa
13.	2 nd Dec 2021	Lee, Alston and John to meet and discuss the potential CIM Students celebration event	Outstanding	Lee, Alston, John
14.	2 nd Dec 2021	Alston to contact Lynne Sharp at CIPFA HQ to see availability of the CIPFA President on suggested AGM dates	Complete	Alston
15.	24 th February 2022	Reach out to potential CIPFA speakers for Lunch and Learn styled joint event with West Midlands AAT (May 2022)	Complete	Amie / Syed
16.	24 th February 2022	CIM Council to review IT Subgroup Terms of Reference and consider discontinuing group		Lee / ALL
17.	24 th February 2022	Get confirmation from CIPFA on Dee's suitability to conduct audit. Clarify Dee's qualified status		Manjeet

No.	Meeting	Actions	Status	Lead
18.	24 th February 2022	Make arrangement to advertise Junior Vice President role by end of Feb.	Complete	Lee
19.	24 th February 2022	Lee to circulate Business Plan with timescales and Tony Crawley to make addition to CIM Constitution to include Business Plan.		Lee/Tony
20.	17 th June, 2022	Each person to review their relative role in Appendix 6 of the Constitution and confirm they are happy to undertake the responsibilities listed		ALL
21.	17 th June, 2022	Lee to ask Andrew Book for Northwest AGM Running Schedule format document and to circulate to CIM to discuss adapting for next AGM		Lee
22.	17 th June, 2022	Select date for 2023 AGM and develop comms strategy		Lee/Theresa

Meeting Minutes

Meeting	CIM Council Meeting
Date	Thursday 29 th September 2022
Time	10.00-12.00
Venue	Microsoft Teams

Members Present	Lee Yale-Helms (Chair) Emma Cranidge Andrew Cardoza Alston Owens Sean Prosser John Bloomer Tanya Davison (notes)
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Apologies	Heather Reeves Tony Crawley Kelly Watson Manjeet Bansal Theresa Channell Colin Sharpe
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1.	<p>Introductions and apologies</p> <p>Noted.</p>
2.	<p>Previous minutes</p> <p>Agreed. Action log updated.</p> <p><u>AGM</u></p> <p>Theresa has been exploring venue option for the next AGM and is reviewing Bosworth Hall as a possible option.</p> <p>Alston noted that going forward all AGMs will be hybrid.</p> <p><u>November seminar</u></p> <p>The Committee agreed there was not capacity to put on a November seminar, and it would be a better use of resources to plan a joint seminar with HFMA, which has a tentative date of 26th January.</p> <p>Alston has spoken with David Melbourne (interim Chief Executive of the ICB) about being a guest speaker and will be speaking to other local authorities as well.</p> <p>Lee noted that CIPFA have introduced themed months and suggested having a guest speaker for a December event in honour of the theme Loneliness.</p>
3.	<p>Item: Vacancies</p> <p>Lee shared that Colin has accepted the role of Assistant Secretary, with key responsibility for ICT and Comms. The Comms Group and IT Subgroup will merge to become the ICT Subgroup, which Colin has agreed to chair. Theresa has also agreed to this.</p> <p>Lee noted there are currently no vacancies, and this item does not need to be included on the December 8th agenda.</p>
4.	<p>Item: CIM Business Plan</p> <p>CIM Business Plan to be sent out in advance of next meeting, with a request for feedback within 3 weeks.</p>
5.	<p>Item: Finance Update</p> <p>Lee said we are underspending compared to budget.</p> <p>Manjeet and Lee to meet to discuss allocating the budget.</p> <p>CIM agreed to send delegates to the Autumn Forum, pending agreement from Manjeet and Tony (offline).</p>

	<p>Lee said Grant Thornton had agreed to sponsor CIM. KMPG sponsorship will also continue, so this must be managed to ensure there is not conflict of interest.</p> <p>Lee will suggest to Grant Thornton that they sponsor the next event.</p>
6.	<p>Item: Student Update</p> <p>Theresa has met with the new student co-ordinator Lyn Lou to discuss progressing the development objective of getting a student group together in the next three to six months.</p>
7.	<p>Item: Events Sub-Group</p> <p>Alston requested volunteers to support the Events Sub-Group as they are one person short.</p> <p>Lee agreed to draft a request for volunteers to contacts outside the meeting.</p>
8.	<p>Item: Mentoring</p> <p>Kelly to give position statement at next meeting.</p> <p>Lee notes the shortage of mentees in the Midlands. Alston and Kelly will be having a conversation with colleagues in the Northwest who have the opposite problem of too many mentees and not enough mentors, to discuss doing joint work.</p>
9.	<p>Item: CIPFA HQ</p> <p>Lee noted that CIPFA have apologised for their lack of engagement with regions. Discussions are ongoing to resolve the issue.</p> <p>Lee said Alison Sweeting is doing work with CIPFA on ethnicity, diversity, and inclusion, and is willing to do a presentation for an upcoming CIM event, perhaps for the AGM.</p> <p>There is currently no ICAW update, but Lee will enquire on this and timetables.</p>
10.	<p>AOB</p> <ul style="list-style-type: none"> • Alston has had discussion with Eve Jones (Representative for the West Midlands) regarding a joint event with AAT. • AAT conference is happening in Birmingham on 19th October.

ACTION TRACKER

No.	Meeting	Actions	Status	Lead
1.	1 st July 2021	Update mentoring webpage and refresh video from a president	Update 29/11/22: Kelly has met with Jane Owen to discuss making video.	Kelly
2.	1 st July 2021	Kelly to explore additional social media marketing for mentoring including videos and soundbites from mentors/mentees.	Update 29/11/22: On hold until volunteers for mentoring programme admin is at capacity	Kelly
3.	1 st July 2021	Kelly to liaise with Lee to organise an in-person regional council catch up in September	Update 29/11/22: There will be no in-person meetings prior to 2023 AGM	Kelly/Lee
4.	11 th Oct 2021	A reintroduction letter to be sent out to the students		Lee Theresa
5.	11 th 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	Update 29/11/22: Survey will now follow 2023 AGM and Student Celebration	Lee Theresa
6.	2 nd Dec 2021	Lee, Alston and John to meet and discuss the potential CIM Students celebration event	Update: This event will now be combined with 2023 AGM	Lee, Alston, John
7.	24 th February 2022	Get confirmation from CIPFA on Dee's suitability to conduct audit. Clarify Dee's qualified status	COMPLETE	Manjeet

No.	Meeting	Actions	Status	Lead
8.	24 th February 2022	Lee to circulate Business Plan with timescales and Tony Crawley to make addition to CIM Constitution to include Business Plan.	COMPLETED	Lee/Tony
9.	17 th June, 2022	Select date for 2023 AGM and Develop comms strategy	Update: date for AGM 30 th March 2023	Lee/Theresa Colin/Andy
10.	29 th September, 2022	Thank you email for sixth form games, 2022. 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	Lee
11.	29 th September, 2022	Lee to discuss with Kelly/Theresa early planning 2023 Management Games. Emma to speak to John Bloomer.		Lee
12.	29 th September, 2022	Lee to email request for volunteers to support events sub-group.		Lee

Meeting Minutes

Meeting	CIM Council Meeting
Date	Thursday 8 th December 2022
Time	10.00-11.30
Venue	Microsoft Teams

Members Present	Lee Yale-Helms (Chair) Andrew Cardoza Alston Owens Sean Prosser John Bloomer Pearce Sean Colin Sharpe Kelly Watson Tanya Davison (notes)
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Apologies	Heather Reeves Tony Crawley Manjeet Bansal Theresa Channell Colin Sharpe Emma Cranidge
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1.	<p>Introductions and apologies</p> <p>Noted.</p>
2.	<p>Previous minutes</p> <p>Agreed. Action log updated.</p>
3.	<p>Item: AGM and Student Celebration</p> <p>Alston confirmed AGM will be on the 30th March 2023. Tanya has sent out a 'Hold the Date' to CIM members.</p> <p>A pre-meet will be arranged for those in the area.</p> <p>Alston said the AGM will act as a celebration of students who have now qualified.</p> <p>The student survey will follow the AGM.</p> <p>Theresa emphasised the need for good speakers to attract attendance and recommended asking Brendan McCarron who does Leadership Events, Donna Hall, Tony Kirkham, and Adrian Jenkins from Pixel.</p> <p>Alston requested names of possible speakers be sent to him for him to contact (Theresa to contact Brendan McCarron and Tony Kirkham).</p> <p>Theresa recommended there should also be a speaker focused more on wellbeing and personal development.</p> <p>Lee said that Zurich have agreed to sponsor the event.</p> <p>Lee confirmed National President, Jane Owen.</p>
4.	<p>Item: CIM Business Plan</p> <p>CIM Business Plan to be sent out in advance of next meeting, with a request for feedback within 3 weeks.</p>
5.	<p>Item: Events Sub-Group</p> <p>Alston met with Council members in October to discuss how best to coordinate messages. The outcome of this meeting was the decision that going forwards, Twitter and Facebook pages will be shut down. The LinkedIn Group will remain active. He notes that formal communications will still come from HQ.</p> <p>Starting Jan-March 2023 Alston said he would like to start doing CIPFA Talking Heads.</p>

<p>6.</p>	<p>Item: Mentoring</p> <p>Kelly said that Jennifer Bevan and Tony Crawley have joined the subgroup.</p> <p>Kelly has been able to re-engage with students.</p> <p>Northwest have sent over mentors and mentees list.</p> <p>Jane Owen has agreed to do a mentoring video.</p>
<p>7.</p>	<p>Item: CIPFA HQ</p> <p>Lee noted that CIPFA have apologised for their lack of engagement with regions. Discussions are ongoing to resolve the issue.</p> <p>Lee fed back following the Autumn Forum, that these difficulties have been felt across the regions.</p> <p>Theresa suggested that the regions make collective requests to HQ for the information needed.</p> <p>Tanya set up a meeting to discuss the 2023 Development Plan before Christmas.</p> <p>Lee has been advised it is now possible to make direct contact with ICAEW colleagues in the region.</p> <p>Lee suggested a meet and greet session with ICAEW and regions, and has volunteered that if the North West host, the Midlands will help with running arrangements.</p>
<p>8.</p>	<p>AOB</p> <ul style="list-style-type: none"> • Congratulations to Manjeet on becoming a father. Manjeet will be stepping down as Treasurer and the Council would like to extend thanks for his years of service. • Alston has taken over from Andrew Burns as chair of the EDI Members Advisory Group • Lee said no CIPFA Regional Awards were given out as no one put themselves forward, Lee suggested adding this to the Development Plan. • Lee extended congratulations to Birmingham City Council for winning Finance Team of the Year. • KPMG are hosting a local pension board meeting, in Birmingham Office on the 18th of May

ACTION TRACKER

No.	Meeting	Actions	Status	Lead
1.	1 st July 2021	Update mentoring webpage and refresh video from a president	Update 29/11/22: Kelly has met with Jane Owen to discuss making video.	Kelly
2.	1 st July 2021	Kelly to explore additional social media marketing for mentoring including videos and soundbites from mentors/mentees.	Update 29/11/22: On hold until volunteers for mentoring programme admin is at capacity Update 08/12/22: Andrew Cardoza volunteered to help Kelly.	Kelly
3.	11 th Oct 2021	A reintroduction letter to be sent out to the students		Lee Theresa
4.	11 th 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	Update 29/11/22: Survey will now follow 2023 AGM and Student Celebration	Lee Theresa
5.	24 th February 2022	Lee to circulate Business Plan with timescales and Tony Crawley to make addition to CIM Constitution to include Business Plan.	Update :	Lee/Tony
6.	17 th June, 2022	Select date for 2023 AGM and Develop comms strategy	Update: date for AGM 30 th March 2023	Lee/Theresa Colin/Andy

No.	Meeting	Actions	Status	Lead
7.	29 th September, 2022	Thank you email for sixth form games, 2022. Kelly to liaise with Lee to send a thank you email to the sixth form games group. To include recognition for the award achieved.	Update 08/12/22: Meeting in January	Lee
8.	29 th September, 2022	Lee to discuss with Kelly/Theresa early planning 2023 Management Games. Emma to speak to John Bloomer.		Lee
9.	29 th September, 2022	Lee to email request for volunteers to support events sub-group.		Lee
10.	8 th December 2022	Review of roles and responsibilities to be item on next Agenda		Tanya / Theresa

Meeting CIM Council Meeting
Date Friday 21 July 2023
Time 10.00-12.00
Venue Microsoft Teams

Notes of the Meeting

	Item	Lead
1	<p>Introductions and apologies</p> <p>Present (Members): Theresa Channell, Bev Bull, Sean Prosser, Emma Cranidge, Lee Yale-Helms, Colin Sharpe, Andy Cardoza.</p> <p>Present (to be co-opted): Amy Oliver, Kelly Watson.</p> <p>Apologies: Alston Owens</p>	Theresa Channell
2	<p>Minutes:</p> <ul style="list-style-type: none"> Minutes of 8 December 2022 Council meeting and action tracker - These were noted, with thanks to TD at BCT. Arrangements for producing the minutes of the AGM 30 March 2023 - A draft had been circulated and was noted. 	Colin Sharpe
3	<p>Council membership:</p> <ul style="list-style-type: none"> Noted the results of the AGM https://www.cipfa.org/members/regions/midlands/whos-in-your-region (<i>the national Council members need updating</i>) Approved co-option of Amy Oliver and Kelly Watson until the 2024 AGM, filling the two vacant corporate member places. Noted the national Council members living or working in the Midlands; and agreed to invite them to be present at meetings – TC to progress. Any others who should be proposed or approached? – potential names discussed, all to follow up. Clarify who is our link at CIPFA HQ? – TC to confirm, and TC & CS could meet them ahead of each Council meeting. 	Colin Sharpe

4	<p>Updates:</p> <ul style="list-style-type: none"> • CIM Development Plan and Business Plan – discussed, TC to pursue more detail of what’s needed and funding parameters with CIPFA HQ. • Sixth Form Management Games - noted the two days at Leicester and Birmingham were very successful, good support from CIPFA HQ, congratulations to those involved and in particular Holly Hancocks. Being shared with other regions. CIPFA HQ looking at a shortened version for universities. Will start planning 2024 in the autumn. Put forward for award at Forum for the Regions, along with Mentoring? • Mentoring – this has restarted, 5 new mentors, 10 new mentees, currently more mentors than mentees, can we link with other regions such as NW, need to advertise and update the webpage. Participants don’t necessarily need to be CIPFA members. • Finances - £13k deficit forecast, compared to £15k deficit budget, however some budgeted costs may not be incurred. Reserves just under £45k, so can fund development. LY-H reported that BCT will invoice for previous admin support. 	<p>Theresa C</p> <p>Kelly Watson</p> <p>Kelly Watson</p> <p>Bev Bull</p>
5	<p>Event planning / Events group</p> <p>Discussed focussing on one or two really good events – concluded one in November and around the AGM in March. Include students and celebration of achievements. TC is sourcing speakers. Noted SE region has paid support and extensive connections. We have sufficient funds in reserve. AOW to progress.</p>	<p>Alston Owens</p>
6	<p>Student participation</p> <p>A very enthusiastic Midlands student has been identified. TC and CS to discuss follow up.</p>	<p>Theresa Channell</p>

7	<p>Communications strategy and arrangements</p> <p>Agreed need to revisit and coordinate access to and use of the website, social media accounts, CIPFA membership database for which we will need to sign NDAs, what do other regions do? Link with students. CS to arrange meeting to discuss.</p>	<p>Colin S and Alston O</p>
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8	<p>Dates of future meetings and 2024 AGM</p> <p>Should have one in-person meeting annually, plus the AGM. Venues and locations discussed. CS to progress arrangements with TC.</p>	Colin Sharpe
9	<p>AOB</p> <p>Nominations for national individual lifetime award were discussed.</p> <p>Links with other institutes – LY-H to share ICAEW contact with CS. AOW to be asked about any contacts with AAT.</p> <p>TC provided an update on the regional leads' meeting. CIPFA HQ happy to help promote events, regional membership details are available, new students to specify their 'home' region.</p> <p>The Autumn Forum will be in Bournemouth on 18 and 19 October. TC and AOW will attend, others could, CS to request expressions of interest. Region would meet costs. Attendance at national conference agreed retrospectively.</p>	

Future meeting dates

Friday 22 September 10am – 12noon (reserve date is 29 September)

Date TBC in November, around the regional event

Wednesday 17 January 10am – 12noon (reserve date is 24 January)

AGM is pencilled in for 6 / 8 / 22 March, depending on key speaker availability.

Actions

Reference	Action	Lead
2023/01	Arrangements for admin support	TC
2023/02	Circulate invitations to Friday 'coffee mornings' catch ups	TC
2023/03	Confirm which national Council members in the region wish to be involved, once future meeting dates are set	TC
2023/04	Approach other potential co-optees	TC/all
2023/05	Clarify CIPFA HQ link officer for the region (note: Charlotte Davies)	TC
2023/06	TC and CS to consider meeting CIPFA HQ link officer ahead of Regional Council meetings	CS
2023/07	TC to take forward the development plan and business plan	TC
2023/08	Plan for 2024 Sixth Form Management Games	KW/HH
2023/09	Put the Sixth Form Management Games forward for an award at the Autumn Forum?	TC/KW?
2023/10	Advertise mentoring scheme and send website updates to CS	SPr/KW
2023/11	Progress events planning	AOW
2023/12	Follow up local student contact	TC/CS
2023/13	Revisit and update the comms strategy and arrangements, including promoting events TC/AOW/CS/LY-H to meet	CS
2023/14	Arrange Regional Council meetings and AGM	CS
2023/15	Nominations for individual lifetime award	TC/CS
2023/16	LY-H to share ICAEW contact with CS	LY-H
2023/17	AOW to advise about any contacts with AAT	AOW
2023/18	Expressions of interest to be sought for Regional Forum 18 & 19 October	CS

Meeting CIM Council Meeting
Date Friday 22 September 2023
Time 10.00-12.00
Venue Microsoft Teams

Notes of the Meeting

Time	Item	Actions
1.	<p>Introductions and apologies</p> <ul style="list-style-type: none"> <u>Present</u>: Theresa Channell (Chair), Bev Bull, Andy Cardoza, Amy Oliver, Alston Owens (to 11.15), Colin Sharpe, Kelly Watson. <u>Apologies</u>: Emma Cranidge, Charlotte Davies, Lee Yale-Helms. <u>In attendance</u>: Holly Hancocks, Modestus Okafor. 	
2	<p>Minutes:</p> <ul style="list-style-type: none"> The minutes of the 21 July 2023 Council meeting were approved. The action tracker was updated throughout the meeting and is available with these minutes. 	
3.	<p>Council membership:</p> <ul style="list-style-type: none"> Council agreed to co-opt Holly Hancocks and Modestus Okafor through to the next AGM – referencing the Constitution, <i>recognising visible involvement in and support of CIPFA activities.....delivering specific strands of the Development Plan/Regional activities Model, i.e., sixth form management games</i>; additionally, for Modestus, <i>to reinforce representation from different employment categories, i.e., students</i>. TC formally welcomed Holly and Modestus to Council and gave an update on other individuals who might be agreeable to be co-opted. 	
4.	<p>Updates:</p> <ul style="list-style-type: none"> CIM Development Plan and Business Plan: <p>The pro-forma had recently received by TC from CIPFA HQ. Deadline for completion is 2 October, which is very tight, so really aiming for ahead of the Regional Autumn Forum on 18/19 October. TC to forward to all, together with last year's completed plan.</p>	TC

	<ul style="list-style-type: none"> • Sixth Form Management Games - planning for 2024 HH noted she had learnt a lot from the 2023 games. Aiming to set the 2024 dates before Christmas – DMU Leicester date already agreed, would be good to have two games at Birmingham and to return to the full number of games generally. There is room to share the workload, please contact Holly if interested. • Mentoring KW reported that a core group is overseeing the programme. Documentation is being formalised with CIPFA. The webpage is being reviewed and new CIPFA email addresses are in place. More matches are underway. Comms are planned seeking mentors and mentees. Use the Regional Autumn Forum as an opportunity to promote amongst other regions, building on existing interest. KW to provide some notes. • Finances BB reported there was little to update. The Sixth Form Management games underspent as one game did not proceed, due to external factors. Noted our reserves are budgeted at £35k, although the annual budget is unlikely to be fully spent. • Regional Autumn Forum, 18 & 19 October, Bournemouth Noted that TC, AOw and CS plan to attend. Others welcome to attend, contact CS. May also invite those nominated for an award. 	<p>All</p> <p>KW</p> <p>All</p>
5.	<p>Events planning / Events Group</p> <p>As the AGM in March is some time away, agreed an event in the meantime is needed, preferably face to face to facilitate networking. AOw needs people to work with him. AOI and BB are happy to help.</p> <p>TC has contacted various senior people about speaking at the AGM.</p> <p>AOw reported that the AAT locally is keen to work alongside us.</p>	AOw

6.	<p>Student participation</p> <p>Noted that student participation in the region needs rebuilding and reinvigorating. We need to be clearer on what our offer will be. Could there be an event and social to promote 'us' and learn what the students would like? Also, a celebration of students who have recently qualified. Bringing senior managers on board is key. Consider exam dates and college days/periods when planning events. We should email all students and their CFOs. MO would like some contacts. Noted that the SW region has a good student network, what could we learn?</p> <p>TC/AOw/MO/CS to consider how to progress.</p>	TC/AOw/MO/CS
7.	<p>CIPFA / ICAEW integration / CIPFA HQ update</p> <p>TC reported the integration is intended to be a strategic partnership, set in the context of declining CIPFA student numbers, a strong and growing CIPFA international presence and a need for accountants to move between sectors more easily. There will be arrangements for CIPFA students and members to gain dual membership, although presently these seem unclear.</p>	
8.	<p>Dates of future meetings and 2024 AGM</p> <ul style="list-style-type: none"> • Mid to late November, in-person • Wednesday 17 January, 10-12 (online) • Before the AGM 	CS
9.	<p>AOB</p> <p>Regional drop-in - TC/AOw/CS are joining fortnightly regional drop-in calls. Topics have included volunteer work pressures and engagement being a common concern, the forthcoming Autumn Forum and past-president badges. TC to circulate regional newsletters.</p>	TC