

CIPFA in the Midlands Regional Council

Notes of meeting held: 01 May 2020 by teleconference

Dial In: Tony Crawley, Kelly Watson, Paul Hector, Martin Rehorn, Sean Pearce (part), Graeme Holmes, Richard Walton, Theresa Channell, Alison Jarrett, Nick Harvey, Sean Prosser, Manjeet Bansal, Clare Baker

| Agenda Ref | Notes | Action Owner |
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| 1.Apologies | Andy Cardoza , Emma Cranidge, Mason Brandrick, Lee Yale-Helms, John Bloomer | |
| 2. Review of Actions from last meeting | <p>ALL</p> <ul style="list-style-type: none"> • Colin re: training of how to use the dashboard – SEE LATER NOTES • CIPFA HQ -Can we see the specific section for our region from the membership survey? NOT AVAILABLE • Kelly - Mentoring - meet with Clare to talk through getting a date – SEE LATER NOTES • Council members to suggest venues – ON HOLD • Kelly to follow up the potential reworking of the 6th Form Games scenario – ON HOLD • Sean Prosser-see what he can do re: students - AWAITING UPDATE FROM SEAN • Emma and Manj - e-mail Drew Cullen so that Redactive can better support the next conference & involve Theresa – DONE | As marked |
| 3.National CIPFA issues update | <p>Kelly updated on the CIPFA Council meeting the previous Wednesday and the Audit the week before.</p> <p>Intense activity at HQ to review operations in light of coronavirus – both staff and offer to members and non-members affected. Approximately 10% of staff have been furloughed until the end of May initially.</p> <p>The Council had good discussions and challenges around the re-working. Membership income is holding up well, digital exams have helped. Events and services – consultancy work has been converted into online, and they’re looking to do webinars on topics around the crisis. Take-up for on-line courses solid so far.</p> <p>There are no significant concerns about the budget in terms of CIPFA as a going concern, but contingencies will be drawn on.</p> <p>Council did talk about 2 key policies:</p> | |

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| | <ol style="list-style-type: none"> 1. Work with MHCLG and lots of departments to support Public Sector, but not much comms on the work. The international aspects of the business were also discussed. 2. Streamlining of accounts. Widespread agreement that this is needed but need to get the process right. <p>CIPFA President gave an update.</p> <ul style="list-style-type: none"> • In 2020 work on ethics needs an increased profile, inclusion and diversity will be addressed in the future. • Public Finance magazine may go digital. • CIPFA National AGM – going ahead on 7th July either online or online and at Mansell Street. • National CIPFA Conference has new dates at the same venue (21 & 22 October). • Regional support for students needs to be clarified. | |
| <p>4. Results of Survey.</p> | <p>Clear results:</p> <ul style="list-style-type: none"> • Face-to-face more likely to stay in the diary (the meeting acknowledged that this is not an option at present) • Fridays best • 10am – 12 noon best • People want to volunteer for other areas (meeting acknowledged that already busy diaries are under even more pressure at present and for the foreseeable future) • Support for 2 types of members – active and advisory. This helps reduce the quoracy required. We will review this. <p>Questions that need answers:</p> <ol style="list-style-type: none"> 1. What’s the best way to move forward? 2. What are people’s ‘input’ abilities? | <p>Review 2 types of members – change would need to be ratified at an AGM as it would be implemented via the constitution.</p> |
| <p>5. Sub-Groups Update</p> | <p><u>Events Sub-Group</u></p> <p><u>Business Partnering – 5th February - KPMG Leicester</u></p> <p>Went well. Good start – thanks to KPMG for hosting.</p> <p>Events need more support e.g. need a CIM Council rep at each event to meet and greet and be the face of CIM Council.</p> <p>Important that CIM Council as a whole support the events not just the events group.</p> <p>All events in the calendar have been put on hold due to Coronavirus.</p> <p>Kelly commented that Webinars have been tried before but not supported. Recorded sessions may be more accessible for people. Huge problem is that CIM Council members are very busy at present.</p> | <p>Events Group to meet virtually to discuss how it might adapt the programme?</p> |

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| | <p>As a general point we need contributions from others on CIM Council for the events.</p> <p>Lessons about Cancellation policy / impacts are being learned from experiences elsewhere – CIM has been able to avoid any cancellation charges to-date, but if we were to engage with a hotel or commercial provider then we would need to think carefully about cancellation arrangements.</p> <p><u>AGM</u></p> <p>Other regions are having their AGM virtually, but have lower quoracy than our 30. Do we want an AGM quoracy of 30? Would probably struggle to get that online.</p> <p>Initial feedback is that technically it needs to be within 15 months of the previous one, but that is being checked. If we need to do it virtually we will, but we'd prefer to do it face-to-face.</p> <p><u>Development Plan Sub-Group</u></p> <p>Quarterly returns required. Paper C – summary of last quarter already submitted.</p> <p><u>6th Form Games</u></p> <p>Had to cancel. A significant proportion of our subvention is designed to fund it, but not clear if we return it or retain it for next year.</p> <p><u>Annual Seminar Sub-Group</u></p> <p>Theresa said she's happy to host in November. If possible we could incorporate the delayed AGM. Agreed that at present it is unclear what might be possible by then as there is likely to be some ongoing impact of coronavirus.</p> <p>Format may be webinar. We have Penny Haslam who was happy to transfer her booking.</p> <p>Agreed that the Annual Seminar sub-group would scope an agenda for the event and provide to the CIM Council for comment. The format of any event would shape how the topics were covered.</p> | <p>Tony to get clarification on 6th Form Games Development funding.</p> <p>Theresa to talk to Lee about topics for the Annual Seminar.</p> <p>Theresa and Nick to do 1st draft of Annual Seminar and circulate to Council.</p> <p>Theresa will need volunteers / support.</p> |
| <p>5a. Mentoring</p> | <p>Kelly updated on Mentoring Scheme.</p> <p>Online discussion planned for Tuesday 19th May, 2pm – 4pm to be facilitated by Dawn Reeves. Need help to spread the word and widen the net of attendees from just Council members.</p> | <p>Council members to share the online discussion to get more input.</p> |

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| | <p>The intention is that it's a group of people to share experience, knowledge and advice.</p> <p>Part of the discussion will include a go/no go decision.</p> <p>Limit of attendees will be 15 – 20 people.</p> | |
| 6. Financial Update | <p>Manj circulated the financial summary.</p> <p>Headlines:</p> <ul style="list-style-type: none"> • We used c.£6k of reserves • Closing balance on reserves is £36k • Not sustainable long-term to keep drawing on reserves so need to look at income and sponsorship, but short to medium term likely to be negative budgets • Current budget – the cancellation of activity means that 6th form games and other planned expenditure won't happen. At present we are retaining the budgets for the national and autumn conferences as they are currently still live, but noted that both are vulnerable to cancellation. <p>Tony commented that the Reserves Policy is to have a minimum balance of £20k, and that CIM's financial position is relatively good compared to other regions.</p> <p>Tony and Kelly reiterated that Manj is doing a great job in difficult circumstances and others agreed. Tony and Manj had discussed how we need to give the finances a higher profile at the CIM Council meetings.</p> | <p>Manj to be given the opportunity to provide more financial input to the meetings</p> |
| 7. Sixth Form Management Games | <p>This has been postponed / cancelled due to the coronavirus situation.</p> <p>We could do some development work while it's on hold. We were looking to review it anyway.</p> | <p>Kelly and Tony to discuss how this will be taken forward in conjunction with the 6th form games team.</p> |
| 7a. Dashboard Update | <p>The Development Plan included a request for webinar training on the dashboard. Colin has been emailed with an offer. He said that he can access it, but is unclear on how to translate the data into an email list – eg if we had an event in Nottingham then the ideal would be to draw down a list of people who work/live in the surrounding area, or who have jobs that are relevant to the topic, and email them directly. It was noted that the dashboard is dependent on the member data, and that the data is far from perfect.</p> <p>Ideally we would have more than one person trained up and so if anyone else is willing please let Tony know.</p> | <p>Colin to make contact with the centre when time allows (currently very busy). Any Council members interested in learning about how to use the dashboard to contact Tony.</p> |

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| | Tony said that HQ had confirmed that Kelly and Colin have signed GDPR related forms that allow them to use the dashboard data to send an e-mail on CIM's behalf. | |
| 8. CIM Students update | No update from Sean. | Tony to contact Sean. |
| 9. Future Dates of calls / meeting | Manj suggested we have a once a month ½ hour cuppa and catch-up like we had a couple of weeks before. | Tony and Clare to liaise to arrange first date for diaries to go out from CIM calendar. Requires TEAM appointment details to be supplied. |
| 9. AOB | Nothing noted. | |
| 10. Thanks | Tony expressed his thanks for all contributions to today's meeting. | |

CIPFA in the Midlands Regional Council

Notes of meeting held: 19 June 2020 by teleconference

Dial In: Tony Crawley, Kelly Watson, Paul Hector, Martin Rehorn, Graeme Holmes, Nick Harvey, Sean Prosser, Manjeet Bansal, Andy Cardoza, Colin Sharpe, Emma Cranidge, Andy Morley, Lee Yale-Helms. Clare Baker.

| Agenda Ref | Notes | Action Owner |
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| 1.Apologies | Mason Brandrick, John Bloomer, Alison Jarrett, Theresa Channell | |
| 2. Minutes of last meeting | <p>6th Form Games</p> <p>The 6th form refresh has not started due to pressures on the people involved. Nick would like to help with the 6th form games as he has ideas.</p> <p>Sean Prosser is not able to do the student role due to commitments and we need someone to step up and take over the student role.</p> <p>CIM Survey</p> <p>The survey regarding 2 tier membership was discussed. If implemented it will be in Lee's presidency and will need a change in constitution. Lee is supportive of it.</p> <p>Events Group</p> <p>The group has been on hold due to the unprecedented pressures. The next activity of the group is likely to be the Annual Seminar. Issues will be whether people have time to attend a virtual seminar, how can we break it up into bitesize pieces virtually etc. Lee suggested short webinars.</p> <p>IT</p> <p>Colin has not been able to work on the issue of getting access to the Dashboard, but hopes to work on it over the summer.</p> <p>Nick offered to help with the dashboard.</p> | <p>Nick to speak to Kelly and Emma</p> <p>Tony to speak to Graham Holmes about taking on this role.</p> <p>Tony and Lee to discuss 2 tier membership</p> <p>Clare to arrange a meeting of the Events Sub-Group to discuss the Annual Seminar</p> <p>Tony to talk to Nick about the dashboard</p> |
| 3.Adoption of financial statements | These are to be adopted ahead of the CIPFA main accounts on 7 July. | |

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| | <p>Summary:</p> <ul style="list-style-type: none"> • Income £9,000 • Expenditure £15,000 • Deficit £6,000 • Reserves balance £36,500 <p>Lee asked about what the budget had been for 2019 – Manj clarified that it was for a deficit of £6,500 as investing in programmes and events.</p> <p>Kelly commented that she wanted to formally congratulate and thank Manj for doing such a good job and picking up the treasurer role with minimal handover. Council agreed.</p> <p>Andy asked about the cost of the seminar and sponsorship. Tony clarified that the Council had agreed that the seminar would be free to attend in view of the current difficulty for people to get agreement for expenses and the desire to get a decent audience, that it was sponsored by CCLA and Zurich in addition to the venue being provided at no cost by KPMG.</p> <p>Tony proposed the adoption of the accounts and Council agreed unanimously to support them.</p> | |
| <p>4. Update on mentoring</p> | <p>Kelly updated on the Mentoring Scheme.</p> <p>It is progressing well. There was a facilitated workshop in May and a report was produced to summarise the discussions.</p> <p>Kelly has had conversations with others who are willing to become involved.</p> <p>Kelly has also requested CIPFA guidance so awaiting response.</p> <p>The Sub-Group has been established with 9 members. A TOR has been agreed for the Sub-Group, and the principles of the scheme have been fleshed out – keeping it very general.</p> <p>The next step is to agree the Training and Guidance aspects of the Programme.</p> <p>Kelly spoke to a colleague at a local council, who has kindly provided very useful information including the principles.</p> <p>The following steps are to promote the scheme and encourage people to become part of it.</p> <p>Lee acknowledged all the hard work Kelly has put into getting the Programme to this stage.</p> <p>Tony echoed that and said a development for the future may be to approach other organisations, but we are very clear that we will take this steadily as it is a new venture.</p> | <p>Kelly to update at next meeting.</p> |

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| <p>5. Regional Presidents' call update</p> | <p>Many regional Diversity and Inclusion roles (including ours) remains unfilled – there remains uncertainty about what it will involve.</p> <p>Health and Safety guidelines and forms have been provided for physical events, although the expectation is that there won't be any in the foreseeable future due to COVID.</p> <p>The additional pressure on regional volunteers' time in their work roles at this time was acknowledged.</p> <p>There was clarification that the requirement that an AGM must be held within 15 months of the previous one doesn't apply to regions, only CIPFA itself – the only requirement is that each regional council has approved its accounts prior to the CIPFA AGM as they feed into the full CIPFA accounts.</p> <p>Our quoracy of 30 for our AGM is much higher than other regions, and so we should at least review ours.</p> <p>IT Service desk should be the 1 stop shop. Need clarification from them about how to transfer the e-mail list.</p> <p>The National Conference has been moved to October at the QEII centre in London but could be moved again. There is budget if people want to go, although how attractive and/or useful it would be is not clear given networking is not practical under the current circumstances.</p> <p>The Autumn Forum was due to be held the North East, maybe Newcastle. It was agreed not to hold it this year but move it to 2021. The plan is to hold a webinar/seminar instead.</p> <p>Our Development money is not being reclaimed but will be taken into account when applying for next year's Development money.</p> <p>The issue of Regional reps on the Council was discussed. It was suggested one person should be on there to represent the region. Kelly was suggested. Currently people from the region doesn't have to be on regional council.</p> | <p>Quoracy of 30 to be reviewed.</p> <p>Keep dates in diary as it may evolve.</p> |
| <p>6. AOB</p> | <p>Andy mentioned that there was 1 vacancy on council. Suggestions welcome for who may fill that vacancy.</p> <p>A cuppa and catch-up session like we did in April was suggested for July.</p> | <p>People to suggest.</p> <p>Tony and Clare to arrange.</p> |
| <p>7. Thanks</p> | <p>Tony expressed his thanks for all contributions to today's meeting.</p> | |

CIPFA in the Midlands Regional Council

Notes of meeting held: 11 December 2020 by teleconference

Dial In: Council members - Tony Crawley, Martin Rehorn, Rochelle Mayner, Lee Yale-Helms, John Bloomer, Emma Cranidge, Andy Cardoza, Andy Morley, Manjeet Bansal, Sean Pearce, Theresa Channell, Colin Sharpe, Nick Harvey, Sean Prosser;
Invitee as prospective member - Alston Owens; **Support provided by** Clare Baker.

| Agenda Ref | Notes | Action Owner |
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| 1. Welcome | Tony welcomed 2 new attendees – Rochelle Mayner who has replaced Alastair Barr as the CIPFA representative, and Alston Owens who is attending with a view to becoming a CIM Council member. | |
| 2. Apologies | Kelly Watson, Paul Hector, Graeme Holmes. | |
| 3. Minutes of last meeting | <p>Student Support</p> <p>Graeme Holmes has agreed to take on the role of supporting students in the region, taking on the role from Sean Prosser (who is happy to support Graeme).</p> <p>CIM Survey - 2 Tier Membership</p> <p>Tony, Kelly and Lee are to meet to discuss this ahead of the AGM.</p> <p>Data from HQ</p> <p>Nick and Colin are to push for getting access to regional data from HQ. Rochelle offered to be the point of contact for getting this data as she has easier access, and will liaise with the appropriate department for us to get ongoing access ourselves.</p> <p>Thanks to Rochelle for help with this ongoing issue.</p> <p>Vacancy</p> <p>Lee is now a corporate member to fill the vacancy – he needed to be to become President.</p> <p>Paul Hector is stepping down at the next AGM after 25 years, and big thanks are due to him for all his work over that time. Lee is taking over as lead on sponsorship between now and the AGM in March, but will need someone to pick it up from then.</p> | <p>Tony, Kelly and Lee to arrange meeting early January.</p> <p>Rochelle to be the link person for getting regional data.</p> <p>Tony to circulate</p> |

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| | Lee has drafted a sponsorship policy and Tony will circulate after the meeting and ask for volunteers to take a lead on this important area from March. | draft sponsorship policy & seek a new lead. |
| 4. Events | <p>Annual Seminar</p> <p>The Annual Seminar was considered to be a very successful virtual event with over 100 attendees booked. There was good feedback from attendees, we had excellent support from Katie from HQ, and although there were some technical issues it was the limitations of the technology rather than anything we could have influenced.</p> <p>Next Event - AGM</p> <p>The next event is the AGM in March which will again be virtual.</p> <p>Andy Hardy has been confirmed as attending.</p> <p>Date: Friday 12th March Format: Virtual Platform: tbc – zoom preferred Time: tbc Speaker: tbc</p> <p>Suggestions for speaker:</p> <ul style="list-style-type: none"> • Sean Pearce highlighted that Coventry will be the city of culture in 2021, with lots of investment – a session on that would be a positive news story. • Andy Street, West Midlands Mayor (potentially for the next Annual Seminar?) • Lee has a Trauma doctor who could do a motivational speech on how to be resilient after Covid (very relevant link with our mentoring programme) • Agreed that a personal development angle would be good. <p>Everyone to email the CIM in-box with ideas. Rochelle offered to help us avoid the challenges we have had for recent events relating to getting email shots/newsletters/booking availability.</p> <p>Event Sub-Group Volunteers</p> <p>The Event Sub-Group are looking for more volunteers. Alston Owens volunteered to join the group and has links to LA's and NHS.</p> | <p>-</p> <p>All to contribute ideas for the AGM slots.</p> <p>Clare to add Alston to the sub-group, and further offers of help welcome.</p> |
| 5. Financial Update | Manj gave an update – one issue to resolve with HQ re the fee for Andy Hardy's video. General recap that we did not spend all of this year's development funding due to COVID pressures and so have allocated it to next year. Our expenditure on coaching is higher than expected because we are further on than | |

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| | <p>expected. Finances remain healthy but in the medium to long term we need to build income back through sponsorship and charging for events where appropriate.</p> | |
| <p>6. Update on mentoring</p> | <p>Tony updated that the Programme had been formally launched at the Annual Seminar and was well received, as it was on the Regional Presidents' call.</p> <ul style="list-style-type: none"> • 4 initial mentoring relationships have been set up • 2 more mentees waiting to be matched <p>The Mentoring page of the CIPFA website is live – without the promotional videos on:</p> <p>https://www.cipfa.org/members/regions/midlands/mentoring-programme</p> <p>The 2 promotional videos currently site on Youtube:</p> <p>Andy Hardy: https://youtu.be/gAvSaZrXIVg</p> <p>The second our 'talking heads' videos:</p> <p>https://youtu.be/f1y4FkttlNk</p> <p>Interest has been shown in our programme by other regions, particularly the South-West.</p> <p>Thanks were expressed by Tony to all who had contributed to this Programme, particularly Kelly and Clare.</p> | |
| <p>7. 6th Form Games</p> | <p>Emma updated on the Sub-Group meeting in November that discussed what it might look like in 2021.</p> <p>Headlines include:</p> <ul style="list-style-type: none"> • Contact made with CIPFA HQ regarding merchandise • Contact made with Universities • Aston University is adapting the games • There is ongoing uncertainty re whether a live games will be feasible • It may be safer to build an online option so it can be a hybrid • Safeguarding needs to be considered <p>A limited number of 6th forms who took part in previous years have been in touch, key messages are -</p> <ul style="list-style-type: none"> • They missed it this year • They would prefer face-to-face • They were flexible on timings • They have not raised concerns so far about safeguarding re an on-line version <p>The sub-group is meeting again w/c 14th December. Rochelle asked about links with the student network, and Tony clarified that he has been in contact with National Student Lead Will Goodchild to explain that Graeme is starting from scratch in</p> | <p>Rochelle to speak to previous students on the list in the Midlands</p> |

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| | <p>terms of the Midlands. One of our issues is no access to any data. Rochelle offered to help and will speak to recent students in the Midlands.</p> | |
| <p>8. Regional Presidents' call update</p> | <p>The potential 6th form games going virtual was discussed with other regions offering to help if needed, and our mentoring scheme was welcomed.</p> <p>There were updates from around the country and the overall picture was that people are busy therefore the pressures on volunteering on a regional basis is difficult.</p> <p>Rochelle said that Anne Howard is the new Head of Qualifications and Membership and is keen to meet the regions.</p> <p>Our subvention request for £2k was approved.</p> | <p>Rochelle to liaise with Anna Howard with a view to attending a CIM Council meeting.</p> |
| <p>9. AOB</p> | <p>Rochelle congratulated the region on the mentoring scheme, and said that Kelly's article on it will be in the last edition of Spreadsheet - it merges with Membership Matters in the New Year.</p> <p>Colin highlighted to Rochelle the problems with the regional website software. Rochelle commented that the updating of the website hadn't gone as smoothly as expected, hence the problems. Colin will provide details to Rochelle and she will try to help resolve them.</p> <p>Emma commented that the subscriptions area of the website – My CIPFA – had been down for some time.</p> <p>Nick highlighted that we needed an auditor – please ask around. Rochelle commented that an advert can go in Membership Matters to help.</p> | <p>Colin and Rochelle to liaise re the IT issues.</p> <p>All members to ask around for an auditor for the region.</p> |
| <p>10. Thanks</p> | <p>Tony expressed his thanks for all for their contributions to today's meeting.</p> | |