

# 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>
<b>11.</b>	<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>
<b>12.</b>	<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