

To: CIPFA Midlands Quarterly Meeting**Author: Pete Shakespear****Date: 06th March 2014****Subject: Action Points**

Ref	Action	Owner	Rating
-----	--------	-------	--------

Outstanding Actions:

CIM4	It was identified there is the possibility to learn from the best practice of the South East region with regards to the use of Linked In. Robert Street helping with the Linked In Offer. Deferred but in progress	Sean Pearce	Amber
CIM8	Update regional contact list – deferred. Terms of Reference in Comms		Amber
CIM11	Accelerate the work on the CiM mentoring scheme, drawing on the knowledge of Steph Simcox and the work she did at Walsall and with the WM Coaching Pool (deferred)	Sean Pearce	Amber
CIM 12	Find out what other regions are doing mentoring wise, especially South East as they launched a mentoring scheme over a year ago. No news to date; Drew has asked and will follow up (deferred).	Drew Cullen	Amber
CIM 14	Kelly & Steph to catch and agree support for JB and arrange a student speaker.	KW / SS /JB /NH	Amber
CIM 15	Events- can all board members make a commitment to attend at least one 6 th form management games event throughout 2014. Steph to meet with Chris Gill.	All	Amber
CIM 17	Question time debates- can the group consider topical questions they would like to see an event arranged around. Feed through to Mike	All	Amber
CIM 18	John B and Kelly W to speak with Michael K around Nottingham and increasing student attendance at QT debates. Should we take QT on the road? Arrange Conference Call to discuss	JB / MK / KW	Amber
CIM 20	Vickie to email all members Conference for the regions summary write up. Chase Vicky	VH	Amber
CIM 21	Pete to investigate the potential for Joint events with other accountancy bodies.	PS	Amber

	Pete to contact bodies. Question time joined events?		
CIM 22	CIPFA accredited employer status. Should employers be sending students?	Drew Cullen	Amber
CIM 23	Mentoring- DC to update on the South East programme. Should this be opened up to qualified members?	Drew Cullen	Amber
CIM 24	Events- Can all members spread the word and ask them to help with an event. Sean to include plea in letter to all heads of finance.	All / SP	Amber
CIM 25	Should be a 50% change in membership each year. Look at governance and turnover of members in 13/15 and 14/16. Potential to draw names out of hat?	SP	Amber
CIM 26	Meal preparation for the 5 Council members who have left this year	SP/PS/All	Amber

Completed Actions:

CIM7	Consider whether CIM include Goodwill in their accounts. To feature an offline discussion. Action Plan developed with CIPFA. We already recognise and value volunteers. We could put a note to the accounts, but practical problems in putting a value on this. Decision to close action and not pursue.	Andy Morley	Green
CIM10	Investigate the possibility of merging the student AGM with the main CiM AGM to help with numbers and economies of scale. The decision was taken to Merge	John Bloomer	Green
CIM 13	KW to take forward the agenda for the forthcoming AGM and pick up processes for advertising new membership. All to think about new membership. Website to be updated.	Kelly Watson / All	Green
CIM 16	Check with Robert St they are happy for more invoices to be processed for £30 paid events. All ok.	KW	Green
CIM 19	Can the group email Kelly if they are not in receipt of emails etc from CIPFA or CIPFA Midlands events. Emails seem to be coming through. 2200 list very helpful. Sean thanks CIPFA	KW	Green

General Updates:

Student Update- Andrew Singleton taken over as Chair, while John Bloomer is now the NSF representative. Yorkshire student society has one member and wants to do a joint event.

To: CIPFA Midlands Quarterly Meeting

Author: Pete Shakespear

Date: 17th June 2014

Subject: Action Points

Ref	Action	Owner	Rating
-----	--------	-------	--------

Outstanding Actions:

CIM4	It was identified there is the possibility to learn from the best practice of the South East region with regards to the use of Linked In. Sean to meet with SE region at CIPFA Conference- update	Sean Pearce	Amber
CIM8	Update regional contact list – deferred. PS and SP to meet.		Amber
CIM11	Accelerate the work on the CiM mentoring scheme, drawing on the knowledge of Steph Simcox and the work she did at Walsall and with the WM Coaching Pool (deferred)	Sean Pearce	Amber
CIM 15	Events- can all board members make a commitment to attend at least one 6 th form management games event throughout 2014. Steph to meet with Chris Gill.	All	Amber
CIM 17	Question time debates- can the group consider topical questions they would like to see an event arranged around. Feed through to Mike. This is now Andrew Ford. Possible suggestions include BCF & Career development.	All	Amber
CIM 18	John B and Kelly W to speak with Michael K around Nottingham and increasing student attendance at QT debates. Should we take QT on the road? Arrange Conference Call to discuss	JB / MK / KW	Amber
CIM 20	Vickie to email all members Conference for the regions summary write up. Chase Vicky	VH	Amber
CIM 21	Pete to investigate the potential for Joint events with other accountancy bodies. Pete to contact bodies. Question time joined events?	PS	Amber
CIM 23	Mentoring- DC to update on the South East programme. Should this be opened up to qualified members?	Drew Cullen	Amber

CIM 24	Events- Can all members spread the word and ask them to help with an event. Sean to include plea in letter to all heads of finance.	All / SP	Amber
CIM 25	Should be a 50% change in membership each year. Look at governance and turnover of members in 13/15 and 14/16. Potential to draw names out of hat? PS and SP to review.	SP	Amber
CIM 26	Meal preparation for the 5 Council members who have left this year	SP/PS/All	Amber
CIM 27	Link with Alison through PIN network for Joint events. HMFA Chair- Rachel Hardy	AJ	Amber
CIM 28	Events: Fringe events- who do we know at the edges of our region? Low uptake in Lincolnshire; SP to drum up support,		Amber
CIM 29	£80pp for Annual Seminar- can we put offers in place- BOGOF/Group Bookings?	All	Amber

Completed Actions:

CIM7	Consider whether CIM include Goodwill in their accounts. To feature an offline discussion. Action Plan developed with CIPFA. We already recognise and value volunteers. We could put a note to the accounts, but practical problems in putting a value on this. Decision to close action and not pursue.	Andy Morley	Green
CIM10	Investigate the possibility of merging the student AGM with the main CiM AGM to help with numbers and economies of scale. The decision was taken to Merge	John Bloomer	Green
CIM 13	KW to take forward the agenda for the forthcoming AGM and pick up processes for advertising new membership. All to think about new membership. Website to be updated.	Kelly Watson / All	Green
CIM 12	Find out what other regions are doing mentoring wise, especially South East as they launched a mentoring scheme over a year ago. Software modelling experience to needs, but there is a problem with cross boundaries.	Drew Cullen	Green
CIM 16	Check with Robert St they are happy for more invoices to be processed for £30 paid events. All ok.	KW	Green
CIM 14	Kelly & Steph to catch and agree support for AS and arrange a student speaker.	KW / SS /AS /NH	Green
CIM 19	Can the group email Kelly if they are not in receipt of emails etc from CIPFA or CIPFA Midlands events. Emails seem to be coming through. 2200 list very helpful. Sean thanks CIPFA	KW	Green

General Updates:

Student Update- Andrew Singleton taken over as Chair, while John Bloomer is now the NSF representative. Yorkshire student society has one member and wants to do a joint event.

Andy Ford is now co-opted from as a replacement to Michael Kitts. Michael was thanked for his hard work and input over the years.

Andy Stephens to assist with 6th form games.

Barclays to provide support for games and maybe support the budget next year.

To: CIPFA Midlands Quarterly Meeting

Author: Victoria Hundleby

Date: 11th September 2014

Subject: Action Points

Outstanding Actions:

Ref	Action	Owner	Rating
	Communication		
CIM4	SP confirmed Linked In will be up and running within 4 weeks.	SP	Amber
CIM8	Update regional contact list – deferred. PS to provide an update at the next meeting.	PS	Amber
	Events		
CIM 17	Question time debates. The group to consider topical questions they would like to see an event arranged around. Feed through to Andrew Ford and Matthew Elmer. Question Time debate to be organised by the end of the year. John B and Kelly W to speak with AF/ME around Nottingham and increasing student attendance at QT debates. It was agreed that Andrew Ford would be co-opted into CIM.	All AF/ME JB/KW	Amber
CIM 21	Pete to investigate the potential for Joint events with other accountancy bodies. Pete to contact bodies. Question time joined events?	PS	Amber
CIM 27	Link with Alison through PIN network for Joint events. HMFA Chair- Rachel Hardy	AJ	Amber
CIM 28	Fringe Events: - Grantham event to be rearranged from November to January.	VH	Amber
CIM 26	Meal preparation for the 5 Council members who have left this year. SP thanked Michael Kitts for his contribution to CIM and wished him well in his new role in Australia.	SP/PS/ All	Amber
CIM 29	Annual Seminar: SP requested encouragement of attendance at the Annual Seminar. The following offers were agreed: - BOGOF for students. DN to check if 100% discount for students is available when booking on the website. - £50 fee for members (discounted from £80) - Communications are to be sent out urgently. DN to help with e-shots. - DN to check availability from CIPFA for the Question Time panel at the end of the programme.	All DN DN DN	Amber

	- PS to logon to website and to email a communication to full contact list.	PS	
CIM 30	SP to send the number of CAATS attendees to AM for forecasting purposes.	SP/AM	
	Mentoring		
CIM 23	Mentoring- DC to update on the South East programme. Should this be opened up to qualified members?	Drew Cullen	Amber
	Consensus Database		
CIM 31	Regions are to be recognised and thanked through the database when there is an increase in student numbers. It will be possible to create a paper for the Board for the Regions using the database. KPI targets are to be communicated to Regions. DN to send out the Midlands data to the CIM contact list to ensure a sense check can be completed.	DN	
	Conference for the Regions		
CIM 32	The CftR is to be held at Warwick on 3rd-4th October. There are currently 60 people booked on the event and the aim is for 100. DN encouraged more members to attend. SP offered for CIM to cover the cost of CIM members who are available to attend.	All	
	Health and Social Care		
CIM 33	DN stated there would be a policy paper by the end of the year. It was suggested CIPFA could support pioneer areas. It's possible a South West event will be copied elsewhere.	DN	
	HFMA		
CIM 34	Rachel Hardy is the Chair of HFMA Midlands. AJ is organising an event with Rachel Harding. JH to check contacts in Stoke. VH to offer support to AJ.	AJ JH VH	
	Social Value Act		
CIM 35	Regional Interest should be passed on to DN.	All.	
	Finance		
CIM 36	AM confirmed the likely outturn for CIM would be a modest surplus. Please see separate Report of the Honorary Treasurer for further detail. No invoices have been received for catering or venue hire for the Sixth Form Games. AM requested Chris Gill to chase invoices.	AM/CG	
CIM 37	DN to contact Carl Ford regarding the CIM computer.	DN	

Completed Actions:

CIM7	Consider whether CIM include Goodwill in their accounts. To feature an offline discussion. Action Plan developed with CIPFA. We already recognise and value volunteers. We could put a note to the accounts, but practical problems in putting a value on this. Decision to close action and not pursue.	Andy Morley	Green
CIM10	Investigate the possibility of merging the student AGM with the main CiM AGM to help with numbers and economies of	John Bloome	Green

	scale. The decision was taken to Merge	r	
CIM 13	KW to take forward the agenda for the forthcoming AGM and pick up processes for advertising new membership. All to think about new membership. Website to be updated.	Kelly Watson / All	Green
CIM 12	Find out what other regions are doing mentoring wise, especially South East as they launched a mentoring scheme over a year ago. Software modelling experience to needs, but there is a problem with cross boundaries.	Drew Cullen	Green
CIM 16	Check with Robert St they are happy for more invoices to be processed for £30 paid events. All ok.	KW	Green
CIM 14	Kelly & Steph to catch and agree support for AS and arrange a student speaker.	KW / SS /AS /NH	Green
CIM 19	Can the group email Kelly if they are not in receipt of emails etc from CIPFA or CIPFA Midlands events. Emails seem to be coming through. 2200 list very helpful. Sean thanks CIPFA	KW	Green
CIM 15	Events- can all board members make a commitment to attend at least one 6th form management games event throughout 2014. Steph to meet with Chris Gill.	All	Amber
CIM 20	Vickie to email all members Conference for the regions summary write up. Chase Vicky	VH	Amber

Events update

The below table shows the upcoming events for CIM:

Event	Date	Location
Question Time Debate	End December	Birmingham
CATS Seminar x2	October	
Soft Skills Event	October	Northampton
Soft Skills Event	October	Birmingham
Annual Seminar	October	Grant Thornton, Birmingham
Bonds Agency	November 10th	KPMG, Birmingham
Transformational Procurement	January tbc	Grantham, Lincolnshire

To: CIPFA Midlands Quarterly Meeting

Author: Pete Shakespear

Date: 25 February 2015 DECEMBER 2014 NOTES

Subject: Action Points

Outstanding Actions:

Ref	Action	Owner	Update
CIM4	SP confirmed Linked In will be up and running within 4 weeks- still outstanding.	SP	Carried Forward to 2015/16 plan
CIM8	Update regional contact list – deferred. D Lee worked on and should have forwarded to AJ PA. CIPFA London support in Students	PS	Carried Forward to 2015/16 plan
CIM 17	Question time debates. The group to consider topical questions they would like to see an event arranged around. Feed through to Andrew Ford and Matthew Elmer. QT offer being developed. Health/Social Care & Skills Integration. Group to consider other ideas	All AF/ME JB/KW	Integrated into planning for 2015. ME working with Events team
CIM 27	Link with Alison through PIN network for Joint events. HMFA Chair- Rachel Hardy	AJ	Joint event planned for HFMA
CIM 29	Annual Seminar: SP requested encouragement of attendance at the Annual Seminar. The following offers were agreed: - BOGOF for students. DN to check if 100% discount for students is available when booking on the website. - £50 fee for members (discounted from £80) - Communications are to be sent out urgently. DN to help with e-shots. - DN to check availability from CIPFA for the Question Time panel at the end of the programme. - PS to logon to website and to email a communication to full contact list. Event very well received. Nearly 70 people attended. Need to chase money. 95% feedback was Good/Very Good.	All DN DN DN PS	Included within Budget update from A Morley
CIM 23	Online Mentoring Tool- AJ to co-ordinate with John Crockett	AJ	Carried forward to 2015/16

Ref	Action	Owner	Update
CIM 33	DN stated there would be a policy paper by the end of the year. It was suggested CIPFA could support pioneer areas. It's possible a South West event will be copied elsewhere. The group to take away	DN	Better Care Event running in February 2015 in Northampton
CIM 34	Rachel Hardy is the Chair of HFMA Midlands. AJ is organising an event with Rachel Harding. JH to check contacts in Stoke. VH to offer support to AJ. Jon offered speakers from GT around the BCF	AJ JH VH	Incorporated into 2015 Events offer
CIM 36	AM confirmed the likely outturn for CIM would be a modest surplus. Please see separate Report of the Honorary Treasurer for further detail.	AM/CG	Incorporated into budget item on the agenda
CIM 37	Maintenance of IT & Data Security. Sean to speak with Alison to update. Ideas suggested was a cloud based system hosted by CIPFA.	SP/AJ	CIPFA updating IT offer through central restructure. Holding of regional data will be considered there
CIM 38	Nick Harvey to call Andrew Singleton to see what support can be offered.	NH	Liaison ongoing
CIM 39	Kelly continues to need assistance with events. John (Grant Thornton) has offered support from his team.	KW	To be discussed on RC Agenda
CIM 40	Sean to chase progress on monthly conference calls	SP	Chased with Communication Group and on their actions list
CIM 41	AGM to be held at the new library of Birmingham on 05/03/15. Andy Morley to assist. John Crockett to assist with speakers. Nick and Kelly to assist. Potential ideas are further soft skills/feeling good speakers. Alison to arrange conference call with the above group.	AJ	AGM now planned
CIM 42	Alison to send vision for 2015/16 to CMS- all to feedback thoughts and comments	AJ / All	See AGM agenda
CIM 43	CATS- ensure invite is included to future meetings. No income target to be set for 2015/16	All	Included on agenda