

# CIPFA in the Midlands Regional Council

## Notes of meeting held: March 3rd , 2016

**Present:** Brian Roberts, Owen Campbell, Nick Harvey, Kelly Watson, Andy Morley, Paul Hector **Conference call:** Emma Cannell, Colin Sharpe.

| <b>Agenda Ref</b>           | <b>Notes</b>  | <b>Action Owner</b>                    |
|-----------------------------|---|--|
| 1 Apologies                 | Alison Jarrett, Andy Stephens, Andy Burns, Gus Miah, Lisa Commane, Sean Pearce, Jon Crockett, Theresa Channell, Peter Shakespear, Alan Edwards (CIPFA)  |  |
| 2 Review of actions         |   |  |
| 2.1                         | 6 <sup>th</sup> form management games. Discussion with Mansell St ongoing / w.i.p   | Kelly Watson, Chris Gill, Alan Edwards |
| 2.2                         | Mentoring scheme. AJ working with Alan Edwards. Council members were encouraged to participate in this initiative   | Alison Jarrett                         |
| 2.3                         | Paid Support. AM to get sample Job Description from John Barker, South-East. Improved contacts with CIPFA at Mansell St was identified as a matter of importance which would require paid support input.  | Andy Morley                            |
| 2.4                         | Biennial Survey. This is in progress at the moment, and is available on the CIPFA website.  |  |
| 2.5                         | Volunteering form for the CIM website. Still to be composed and put on the website  | Colin Sharpe / Others?                 |
| 2.6                         | Michael Page - £500 sponsorship for AGM. Contact details to be supplied to AM   | Paul Hector                            |
| 3. Students Society update. | Good potential topics were identified: Exam Advice; Soft Skills –with a focus on high quality speakers. EC looking for suggestions for other topics, and contacts – eg someone to speak on the topic of Combined Authorities. Venues most likely to attract students seemed to be in Birmingham, due to its central location: GT; KPMG; PWC – all the firms are quite keen to be involved, and we need to make the best use of this. EC was also encouraged to build links with the events team, esp NH | EC / All                               |
| 4. Events update.           | The Annual Seminar had been cancelled for a 2 <sup>nd</sup> time, due to lack of support, which was very disappointing. But a number of other events are already planned for the rest of the year. The 2016 Annual Seminar is already   |  |

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|  | <p>planned for November 4<sup>th</sup> – subject to checks that no other major event is taking place that date. The theme will be “Time to re-build” – linking into the National Conference theme.</p> <p>KW reported an events booking workshop at Mansell Street, from which it was clear that Mansell St are keen to work with the regions to promote events.</p> <p>NH raised the issue of Event feedback, and we discussed ways to do this effectively. The CIPFA booking system may assist this in the future but, in the meantime it may be a task for the Hon Secretary</p> |   |
| 5. CATS                                | No news of any CATS activity. BR suggested someone at Leics CC who might be interested in taking it on, CS to contact him   | AJ /KW to contact Robert Mitford to check his capacity to develop CATS; |
| 6. 6 <sup>th</sup> form mgt games      | Mansell St are considering a shorter form of the games to be used in the University sector.No further details yet NH expressed the need for more volunteers to help with the games. E-mails will be sent out quite widely to garner support.  | Alan Edwards<br>NH  |
| 7 Membership , succession              | The current CIM Council membership was circulated by AM, in readiness for the elections at the subsequent AGM.  |   |
| 8. 2015 strategic plan work allocation | The communications strategy needs re-invigorating – including appropriate use of Social media. KW was keen to see if we could get a presentation from one of the firms to show how they utilise social media. BR wondered about public sector best practice: Network Rail? (KW), West Mercia Police? Further discussion deferred to the June meeting  | BR to liaise with LC<br>OC to explore                                   |
| 9 Finance report                       | The reports were noted, together with the annual accounts which had been audited. The auditor had recommended the introduction of a second signatory for all cheques – or possibly cheques above a certain value. We agreed that given the geographical separation of officers, this step would not be practical and agreed to keep the status quo – ie one signature only required.  |   |
| 10 Feedback                            | We considered the Regional Governance and spring forum report. The Conference for the Regions is now superseded by the forum(s). AJ is on the Task and Finish group.  | All: any views to be expressed to AJ                                    |
| 11 AOB                                 | We noted that, in connection with Communications item, the CIM Twitter account had not been used since 29/10/13.  |   |
| Date of next meetings:                 | June 10 2016: . Venue KPMG Leicester<br>Sept 8; Dec 8 (Venues needed); March 2017: AGM  |   |

# CIPFA in the Midlands Regional Council

**Notes of meeting held: June 10<sup>th</sup>, 2016**

**Present:** Kelly Watson, Lisa Commane, Tony Crawley, Andy Morley, Sean Pearce, Paul Hector, Joe Reeves, Martin Rehorn, Colin Sharpe, **Conference call:** Nick Harvey, Owen Campbell.

| <b>Agenda Ref</b>   | <b>Notes</b>   | <b>Action Owner</b>           |
|---------------------|--|-------------------------------|
| 1 Apologies         | Alison Jarrett, Andy Burns, Emma Cannell, Alan Edwards, Andy Ford, Victoria Hundleby, Gus Miah , Brian Roberts, Peter Shakespeare, (CIPFA)   |                               |
| 2 Review of actions |  |                               |
| 2.1                 | 6 <sup>th</sup> form management games. We await news from Mansell Street about their plans for 6 <sup>th</sup> form games nationally.  | Alan Edwards                  |
| 2.2                 | Mentoring scheme. Alison is liaising with Alan Edwards.  | Alison Jarrett                |
| 2.3                 | Paid Support. AM has not managed to get any information or a sample Job Description from John Barker, South-East. Improved contacts with CIPFA at Mansell St remains an important area for paid support work.  | Andy Morley                   |
| 2.4                 | Biennial Survey. This was mis-reported previously, and has not yet been made available. To follow shortly.   | N/A                           |
| 2.5                 | Volunteering form for the CIM website. Still to be composed and put on the website   | Colin Sharpe / Others?        |
| 2.6                 | Michael Page - £500 sponsorship for AGM. This has been received.   | Complete                      |
| 2.7                 | CATS. Still no news of any CATS activity. Kelly/Alison will write to Robert Milford, thanking him for his interest but saying that other CATS arrangements will be made as he has not been able to make any progress<br>The contact at Leics CC is interested in developing the CATS seminars in 2016.   | Kelly Watson / Alison Jarrett |
| 3                   | Student Society. EC had e-mailed a short report. The planned event during the previous week had to be cancelled due to low numbers, and speakers being unwilling to travel to address so few students. The focus will now be on an autumn event, with many of the same speakers but also looking to have a session on the West Midlands combined authority | Emma Cannell                  |

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| 4. Events update.   | <p>Nick Harvey submitted a report. There are 4 events planned, in addition to the 5 6<sup>th</sup> form management games and any CATS activity that may be developed. The anti-fraud session in October is confirmed as being held at the Leicester KPMG Offices. Actions identified by Nick include:</p> <p>Seek more volunteers (esp Health Sector)<br/> Start to plan the development event for the 2017 AGM<br/> Discuss CATS – and assess the outlook for 2016 or 2017</p>   | Council                                   |
| 5. 6 <sup>th</sup> form mgt games                         | <p>Mansell St are considering a shorter form of the games to be used in the University sector – no further details as yet.</p> <p>NH expressed the need for more volunteers to help with the games. E-mails will be sent out quite widely to garner support.</p>  | <p>Alan Edwards</p> <p>NH</p>             |
| 6. Communications Strategy                                | <p>The development and use of Social Media was discussed, having noted that our current use is non-existent, and our registered users (eg Twitter) are not current CIPFA Council members. (Emma Cable, at Grant Thornton)</p>   | <p>Colin Sharpe to contact Emma Cable</p> |
| 7. Development Plan update                                | <p>In Alison's unforeseen absence (due to severe traffic problems in the West Midlands) this item was deferred to the next meeting.</p>   | <p>Alison Jarrett</p>                     |
| 8. CIPFA Council – regional representation & Spring Forum | <p>There is still a lack of clarity on what this development will entail, and what the expectation of Regional commitment (inc financial) and participation will be</p>   |   |
| 9 Finance report  | <p>The Treasurer role has not yet been handed over to Owen Campbell, due to problems amending the bank mandate. More forms need to be completed.</p> <p>The reports were discussed. AM drew attention to the potentially significant overspend on The CIPFA conference. This was due in part to the lack of any multi-attendance discount for regional attendees. Members thought this was not right and asked AM to pursue the matter (again) with Redactive to try and reduce the costs. The future of CATS, and the uncertain financial impact of the Regional Seminar mean that the forecast outturn is difficult to predict at this stage.</p> | <p>Andy Morley</p> <p>Andy Morley</p>     |
| 10 AOB  | <p>No matters</p>   |   |
| Date of next meetings:                                    | <p>Thursday September 8<sup>th</sup>: Venue Coventry City Council<br/> Thursday December 8<sup>th</sup>: KPMG; Nottingham<br/> AGM March; Birmingham (Details tba)</p>  | <p>All</p>                                |

# CIPFA in the Midlands Regional Council

**Notes of meeting held: 8 September, 2016**

**Present:** Alison Jarrett, Kelly Watson, Owen Campbell, Lisa Commene, Alan Edwards, Andy Morley, Martin Reohorn

**Conference call:** Paul Hector, Colin Sharpe

| <b>Agenda Ref</b>        | <b>Notes</b>   | <b>Action Owner</b>                |
|--------------------------|--|------------------------------------|
| 1 Apologies              | Andrew Burns, Theresa Channell, Nick Harvey, Victoria Hundleby, Tony Crawley, Gus Miah, Sean Pearce, Joe Reeves, Brian Roberts   |                                    |
| 2 Review of actions      |  |                                    |
| 2.1                      | Mentoring. No progress. Agreed to be a worthy ambition, and local initiative is welcome – but AE asked CIM to hold off for a while pending further input from Mansell Street. There was a national mentoring initiative for overseas students. AE to investigate and report back.  | Alan Edwards                       |
| 2.2                      | Paid Support. AM said that after further consideration he does not want to take on the paid support role.  |                                    |
| 2.3                      | Biennial survey. The survey has been completed and results are being analysed. AE to inform CIM of any regional trends or issues   | Alan Edwards                       |
| 2.4                      | Volunteer form. Still not clear what has happened to this. We agreed to put a “banner” on the front of the Midlands page, and also to try to resurrect the old form that used to be on the website   | Colin Sharpe                       |
| 2.5                      | CATS. Matt Davis (Leics County Council) remains keen to progress the CATS initiative. One event is planned for November 2016, and a further one in February 2017   |                                    |
| 3 Student Society update | There was no report.   |                                    |
| 4 Events update          | a) Two speakers are confirmed for the annual seminar, including Rob Whiteman (or a suitable substitute!) AJ to send the details of the session titles and speakers to CS for inclusion on the website. AJ to also send these details to Mansell Street for national publicity. Alan Edwards will contact David Melbourne to see if he is available to speak from an NHS perspective. | Alison Jarrett<br><br>Alan Edwards |
|                          | b) AGM. The date will be Thursday March 9 <sup>th</sup> , 2017. Grand Central was chosen as the AGM venue. The   | Kelly Watson                       |

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|    | <p>capacity is a maximum of 40. KW to pursue this and confirm the booking. The development speaker and theme were not decided.</p> <p>The AGM preparation needs more helpers. MR volunteered; LC offered to find someone and KW will contact Hayley Mason at Nottingham City (See item 10 (AOB) below )</p> <p>An item needs to be put on the CIM website to invite new members or reapplications</p> <p>AM will prepare a list of the Council positions that need to be filled / refilled</p> <p>Michael Page Ltd have already pledged sponsorship of £500 towards the costs of the 2017 AGM</p>   | <p>Lisa Commane</p> <p>Colin Sharpe</p> <p>Andy Morley</p> <p>Owen Campbell</p> |
|    | c) Question Time. There was positive feedback from this event   |   |
| 5. | <p>6<sup>th</sup> Form Management games. The decision was made at the recent CIPFA conference to take stock of the 6<sup>th</sup> form management games offer. KW will meet Chris Gill w/c 12/9/16. Key issue: Do the games really put CIPFA into the young students' minds for future "use"? The games certainly get our volunteers engaged and offer an opportunity to promote the public sector ethos to the young people involved.</p> <p>Nationally, the view from Mansell Street is that the games do not represent a worthwhile return for the amount of time and effort spent on them. We noted, however, that we have never received any bad feedback with regard to the games.</p> <p>Sponsorship for the games was discussed – but it was agreed that branding is a problem, and it is not clear what benefits sponsors would get, as they would not be gaining access to potential new clients.</p> <p>The potential link to the apprenticeship scheme was discussed – ie this could give us something tangible to offer to participants. We agreed it would be useful to try and link the games venues to where there are apprenticeship opportunities. KW to talk to AE about the possibility of utilising Lincoln University for some work on developing the games.</p> <p>There will be a further full discussion on these matters at the December meeting.</p> | <p>Kelly Watson</p> <p>Kelly Watson / Alan Edwards</p> <p>Andy Morley</p>       |
| 6. | <p>Communications issues. We noted the presentation prepared by Mansell Street on the appropriate use of the different social media options.</p> <p>AW queried whether we tap effectively into bye-law 5 members when they join.</p>  |   |
| 7. | Development Plan. The general recruitment freeze has  |   |

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|                        | implications for what we can achieve and how we should be developing our strategy.   |                                |
| 8.                     | <p>National CIPFA issues.</p> <p>a) Conference was deemed a success</p> <p>b) Some positive news re training: The Regional HFMA training scheme has been won; The National Graduate scheme has also been renewed;</p> <p>c) a new company has been formed to offer some new services</p> <p>d) Targeted newsletters are now produced, for Local Government, NHS, overseas members.</p> <p>e) Dual membership is actively being sought by many – including overseas bodies.</p> <p>f) press coverage for CIPFA has been very good under Rob Whiteman</p> <p>g) BUT the UK markets and student recruitment remain very difficult. The average age profile continues to rise, and recruitment is falling. Some other accountancy bodies are now offering much greater flexibility re. exams: students can choose pretty freely what exams they want to take and when. Also, ACCA and CIMA are gearing up seriously for globalisation and expansion.</p> |                                |
| 9                      | Financial Report. The budget items for “Low Cost events” and “Student Society” will probably not be needed in 2016. The next financial report should be prepared by the new Treasurer, Owen Campbell!  | Andy Morley / Owen Campbell    |
| 10 AOB                 | a) Theresa Channell, Nottingham City Council, reported that one of her staff, Hayley Mason, is keen to help with the organisation of some events.  | Kelly Watson to contact Hayley |
| Date of next meetings: | <p>a) Council: Thursday December 8 @ KPMG Nottingham</p> <p>b) AGM &amp; Council: Thursday March 9<sup>th</sup> @ Grand Central Birmingham</p>   |                                |

# CIPFA in the Midlands Regional Council

**Notes of meeting held:** December 8<sup>th</sup>, 2016 at KPMG, Nottingham

**Present:** Kelly Watson, Owen Campbell, Theresa Channell, Lisa Commane, Emma Cranidge, Tony Crawley, Hayley Mason, Andy Morley, Martin Reohorn, Richard Vialard.

**Conference call:** Nick Harvey,

| <b>Agenda Ref</b>   | <b>Notes</b>   | <b>Action Owner</b>                |
|---------------------|--|------------------------------------|
| 1 Apologies         | Sean Pearce, Brian Roberts, Andy Burns, Andy Stephen, Emma Cannell, Alison Jarrett, Alan Edwards, Alison Breadon, Joe Reeves   |                                    |
| 2 Review of actions |  |                                    |
| 2.1                 | Mentoring. No progress since the last meeting  | Alan Edwards                       |
| 2.2                 | Paid Support. A decision is still needed on whether and/or how to take this forward  | Kelly Watson                       |
| 2.3                 | Biennial Survey. In the absence of Alan Edwards there was no update on this issue.   | Alan Edwards                       |
| 2.4                 | Regional Council nomination form. This has been put up on the website  | Complete                           |
| 3 Student Society   | We need to understand employers' relationships with their students – eg are students required, permitted, encouraged or forbidden from attending regional events? What types of events <i>would</i> be supported by employers? To progress this, we need to know details of all those employers (and the relevant contact) who have current students. Obtaining good information from Mansell Street is a pre-requisite.   | Kelly to discuss with Alan Edwards |
| 4 Events            |  |                                    |
| 4.1                 | CATS. The first of the revived CATS seminars was held on December 1 <sup>st</sup> , at KPMG in Birmingham, and led by Matt Davis (Leics CC). It was a successful event, attracting 26 paying delegates. We were concerned that the event (and perhaps even the CATS concept) did not seem to have support from Mansell St. Matt is involved in the Institute of Auditors and is accustomed to getting their support for IoA events he arranges. We were not clear exactly what help or support he had expected from Mansell St, but the message was that they had been "unhelpful". We need to |                                    |



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|   | <p>be clear about what national support we need or expect for the CATS events, and to raise this with Mansell St to ensure we can get it. If there are reasons why they may not support CATS, we need to know why.</p> <p>Kelly will progress this through a general discussion on communications with the Centre on Regional issues</p>   | Kelly Watson   |
| 4.2                                     | <p>Seminar. This was a sell-out and a success. Positive feedback received from delegates.</p>  |  |
| 4.3                                     | <p>Nick reported several events in the pipeline:<br/> A further CATS event in Feb or possibly March 2017<br/> A joint HFMA event in February supported by PWC<br/> The AGM – Grand Central offices, Birmingham, March 9<sup>th</sup> 2017. Brian Roberts has confirmed his availability, as has James Dare (involved in the Grand Central project) 1 other tbc.<br/> A question time event in March or April<br/> A joint event with the HFMA in June – Tony Crawley to investigate<br/> 6<sup>th</sup> form management games (See also item 5 below)</p>  | <p>Richard Vialard<br/> Richard Vialard /Alison Breadon</p> <p>Nick Harvey/<br/> Kelly Watson<br/> Nick Harvey<br/> Tony Crawley</p> |
| 4.4                                     | <p>We felt it would be useful to have a role description for the events co-ordinator and also for individual events organisers.</p> <p>The key contact at Mansell Street for events bookings and listings is Camilla Hayes. Nick will circulate her contact details to Council Members.</p> <p>We suggested asking all CIPFA members in the East Midlands what they want from our events, and what would attract them to attend. We would need an East Midlands mailing list to enable us to target this group, of course.</p>   | <p>Nick Harvey</p> <p>Nick Harvey</p>  |
| 5.6 <sup>th</sup> Form Management Games | <p>We remain committed to these games, and are now working more closely with Mansell Street on new ways of presenting them – with a particular emphasis on the use of improved and more up to date technology. Dan Cutts (CIPFA) has proposed (internally) that we should work together to provide some shorter games, which would increase the scope for offering the games. This has been agreed.</p> <p>So, in 2017, we plan to run 6 games, but with some improved admin and technology. In addition we will work with Mansell St on the proposed shorter ( 2 – 3 hours) game – which the University of Lincoln have agreed to pilot on July 19<sup>th</sup>. One further idea is to try and link workplace placement with the games opportunity.</p> <p>Kelly will be meeting Chris Gill and Dan Cutts to agree what needs to be done – and Kelly urged support from Council members to help to progress this. Indicative dates</p> | <p>Kelly Watson</p> <p>ALL</p>   |

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|                            | for some of the other games are June 21 <sup>st</sup> and 28 <sup>th</sup> , and July 5 <sup>th</sup> (But avoiding July 12 <sup>th</sup> , which is the week of National Conference)  |                         |
| 6. Autumn Forum            | Sean Pearce had submitted a written report, and Owen Campbell added some further comment. It had been a good event, with some useful practical sessions. A new events portal had been demonstrated – but there is, as yet, no firm timetable for its implementation  |                         |
| 7. Development Plan Update | <p>Kelly gave her thoughts on the general direction for the next couple of years – bearing in mind she also expects to be pretty busy at work!:</p> <p>i) events and networking. We are pretty successful here, and must continue this.</p> <p>ii) Employers. We must try to engage with employers and gain a better understanding of what employers want, what they will support etc. (Similar theme to the issue concerning support for students – see item 3 above). We need to brainstorm this, perhaps at the next Council meeting</p> <p>iii) Mentoring / placement. Kelly is personally very enthusiastic about the value of mentoring.</p> <p>The development and progress of CIM is not a matter solely for the President. All Council members need to play a part.</p> | ALL                     |
| 8. National CIPFA issues   | Kelly is keen to improve links with other regions, to get a dialogue going about what things work well for them.   |                         |
| 9 AGM                      | Lisa offered to try and find a volunteer or two to help with the planning and also on the day of the event. (Note from AM: Jas Sainbhee from Coventry City Council has been in touch)  | Lisa Commane            |
| 10. Finance report         | <p>Owen presented his report. 3 2015 creditors remain outstanding (6<sup>th</sup> form management games).</p> <p>In view of the low level of spending on events and students, the revival of CATS (which should earn a modest surplus) and the sponsorship of the 2016 AGM the outturn is now likely to be a small surplus.</p> <p>A budget will need to be agreed for presentation to the AGM on March 9th</p>  | Owen Campbell / Council |
| 11 AOB                     |  |                         |
| 11.1                       | Kelly asked how we might encourage momentum and better engagement between meetings   | ALL to consider         |
| 11.2                       | Tony Crawley expressed disappointment that there was no Mansell Street representative. A few items had cropped up during the meeting that would have benefitted from some input from CIPFA. We accepted that diaries fill up early, so Andy was asked to set dates for future meetings for the next couple of years  | Andy Morley             |

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| 11.3                   | Kelly suggested inviting representatives from other regions to attend our quarterly meetings – and would like this offer to be reciprocal. We agreed this would be a good idea.   | Andy Morley?                                 |
| 11.4                   | Hayley Mason commented on the introduction of on-line exams. This had not gone well, and there would be further reputational damage in future if the problems were not ironed out. We would discuss this as an agenda item at our next meeting.                 | Andy Morley                                  |
| 11.5                   | Business Partnering Course. Nottingham City are pursuing this. Staffordshire County Council believe it is too expensive. However, CIPFA will be coming to Nottingham to run the 8 workshops (over 9 months) and this should make the offer more cost-effective. |  |
| 11.6                   | CIPFA CONFERENCE 2017. We need to agree our delegates to the 2017 conference  | Andy Morley to seek expressions of interest. |
| Date of next meetings: | Thursday March 9 <sup>th</sup> am – Council meeting<br>Thursday March 9 <sup>th</sup> pm - AGM<br>Venue: Grand Central Offices, Birmingham<br>Friday June 9 <sup>th</sup> 10.00 am PWC offices, Castle Donington  |  |