

# Draft Minutes

## CIPFA SOUTH EAST REGIONAL COUNCIL MEETINGS

**Date** 2 February 2022 (Part 1) and 24 March (Part 2)  
**Time** 3.00pm – 4.00pm (Part 1) and 3.00pm – 5.00pm (Part 2)  
**Venue** **Part 1 was Digital** – via CSE Regional Zoom Meetings platform  
**Part 2 was** at Grant Thornton, 30 Finsbury Square, London EC2A 1AG

<b>Present (Part 1)</b>	President	Kathryn Long
	Junior Vice President/Regional Treasurer	Nicki Cooper
	Regional Secretary/Vice President	John Barker
	Regional Treasurer	Nicki Cooper
	Corporate Members	Phil Butlin
	Immediate Past President/CIPFA Council Member	Stephanie Mitchener
	Registered Students	Thomas England
		Mark Williams
	CIPFA Council Elected Members in Region	Amy Crowson
		Honor Green
	Co-opted Members	Michael Doherty
		Trisha Brigemohane
		Naeem Ahmed
		Chris Roberts
		Chris Blundell
		Matt Bowmer
		Nick Carroll
		James Cook
		Cath Edwards
		Will Goodchild
		James Kidd
		Rosanne Nulty
		Philippa Watkins
		Nick White
<b>Invited</b>		Joanne Pitt

## AGENDA ITEMS

1. KL welcomed Naeem Ahmed to his first meeting of our Regional Council. Council were notified of the death of Derek Thomas, formerly County Treasurer of Surrey County Council on 5 January. EK has written to Christine Thomas and JB has sent a condolences card on behalf of Regional Council..
2. Apologies were received for this meeting from Lillian Manning, Eric Keighley and Chris Blundell
3. Minutes from 6 December 2021 meeting were agreed.

## **Matters for discussion or decision**

## **Action by**

4. Draft Regional Financial Statements and Treasurer's Report 2021.  
Council reviewed these draft versions now submitted to CIPFA in accordance with the required deadline of 31 January. The accounts are being audited at present and the certified versions will be presented to the 2022 AGM for formal approval. Council confirmed our regional activity as represented by the Financial Statements as a going concern (in accordance with the audit request). NC updated Council on IR35 implications for the Regional Secretary role, following recent dialogue with CIPFA HQ. PB proposed, and KL seconded, that the draft accounts be approved and Council unanimously agreed. **All to note**
5. 2022 AGM Notice and draft agenda for 26 April 2022.  
The formal notice and a drafted agenda was reviewed and agreed. Nominations as drafted were agreed. There will be a Spring Conference agenda incorporating the AGM, currently proposed to be held at the conclusion of the conference morning sessions. Council. **All to note**
6. Regional Development Plan and Draft Budget for 2022.  
The version attached was submitted to CIPFA to support our 2022 subvention bid of £18,000 – which was approved. This plan was prepared mainly on a 'roll forward' basis from 2021, but with increased provision for regional student activity. Additional budget related issues may be identified from discussion at this Council meeting. The budget summary was presented in the usual format for formal review and approval by Regional Council. It was agreed that if there was continuing disruption to our planned activity as the year progresses, we may need to revise the budget accordingly (following our 2021 protocol).  
Council approved the 2022 Development Plan and Budget in the expectation that it will not be subject to any significant disruption during the year. **All to note**
7. Regional Events planning 2022.  
Version 3 for 2022 was reviewed. JB confirmed that as Covid restrictions are now significantly relaxed, we should be able to offer live events during 2022, starting after Easter. Planning to arrange day conferences, hub group meetings and our Annual Dinner in November has started. Our digital CPD sessions will continue to supplement the live events. Council was requested to offer topic/presenter suggestions for our 2022 live and virtual events programme. **JB/all to note**
8. Virtual Regional Forum 19 January 2022.  
The agenda and minutes are attached. A new format regional newsletter is offered to all regions. Council was requested to offer contributions to JB for consolidating a draft for KL to approve (see template attached). **All to note**

## **Action by**

9. CIPFA D & I Member Advisory Group (Regional representatives).  
Council reviewed Heather Reeves' email and noted that future virtual meeting dates/times are planned as 8 February, 3 May, 6 September and 6 December – all 2.00 - 3.30pm. KL had agreed to attend the next meeting and PB volunteered to be involved. KL also agreed to consult further with PC (who will rejoin Council in May 2022) as he had previously offered to be the Regional Diversity and Inclusion Champion. **KL/PB/JB**
  
10. CIPFA/ICAEW co-operation proposal December 2021.  
All members were sent in December the briefing note (attached) to inform of the start of considerations of how mutual benefits may be identified for both bodies at present. The note includes an email to offer individual or collective comments. There are to be regular updates to all membership of each body as the discussions proceed.  
Council noted these developments **All to note**
  
11. PF Live 13/14 July 2022 at ACC Liverpool.  
Initial publicity has started and all members should expect to receive regular emails on the developing programme and related information. In accordance with our usual protocol, initial expressions of interest to JB are requested for consideration by our Regional President in consultation with our Regional Treasurer. Recommended Council delegates will be confirmed at our May Council. **JB/All to note**

## **Matters for information or note**

12. Institute Business  
CIPFA Council/Secretariat – Joanne Pitt updated Regional Council on updates to CoP guidance for 2021/22, urgent consultation on LA infrastructure assets, 'Levelling Up' white paper commentaries, transitional rates grant and update guidance for internal audit (April release).

## **Reporting on group activity**

13. Regional Student network – Honor Green is succeeded by Michael Doherty as SE-CSN President. The 2022/23 regional student executive will meet soon to confirm their Office Holders and to plan events and a budget for the year. Future Regional Council meetings should receive a written report at each meeting on regional student activity and future plans. **MD/JB**
  
14. Retired members' group activities –  
Eric Keighley reported (via JB) that no group activities are planned until Autumn 2022. **EK**

## **Any Other Business**

15. KL reminded Council that this was likely to be Phil Butlin's last meeting as a Regional

Council Member, as he had announced that he will be standing down in April 2022, after almost 37 years involvement. She thanked Phil on behalf of Council for his dedication over the years, which was recognised by Council's nomination for the Dr Hedley Marshall Award 2021, which had been presented to Phil at the November 2021 Regional Forum, in Newcastle.

## Forward Diary

16. Forward diary for 2022/23 Council Meetings/AGM were agreed as -  
Council - 24 March 2022 (3.00pm – 5.00pm) at Grant Thornton, Finsbury Square, London  
Regional AGM - 26 April 2022– at Grant Thornton, Finsbury Square, London.  
Council - 11 May, 20 September, 7 December 2022, 1 February 2023 (formats tba)

**All to note**

## Part 2 – Live meeting on 24 March 2022

1. Apologies received for today's meeting received from –  
Lillian Manning, Phil Butlin, Stephanie Mitchener, Mark Williams, Honor Green, Michael Docherty, Trisha Brigemahone, Naeem Ahmed, Matt Bowmer, Paul Clarke, Lorna Baxter, James Cook, Will Goodchild, Rosanne Nulty, Philippa Watkins, Joanne Pitt
2. Updates on items from 2 February were –
4. Nicki reported that there were some minor changes discussed and agreed with David Ewart during the 2021 audit which she will make to the circulated draft statements before certification is requested. Confirmation of the formal completion of the audit will be reported to May Council. **NC**
5. AGM agenda & Spring Conference programme – noted and agreed
7. Regional Events Plan 2022. Latest version noted and agreed – including the continuation of virtual events during the remainder of the year. Hybrid event facilities will also be explored (with host and commercial venues for some 2022 pilots). **All to note**
8. Regional Forums 19 January and 16 March – minutes/actions required to be circulated when available. **All to note**
- 9 CIPFA ED & I Member Advisory Group. – PB and PC had previously expressed interest for involvement in CSE and will be contacted when required. JB had suggested to Alison Sweeting (current CIPFA EDI lead) that offering presentations to our regional hub groups and other relevant events may result in wider awareness, rather than just presenting to Regional Council. **All to note**
3. Succession Planning for 2022 onwards. **(Paper SEO2214)**  
This report set out some options for taking forward the regional activity currently being planned as we anticipate the post Covid 'new normal'. In recent years delivery of much of our regional activity has been directed and managed though John Barker (Via JBCL) as the commissioned Regional Development and Support Project - partly funded by bids to CIPFA via the annual subvention and Regional Development Plan process. John has declared his intention to retire from his current roles when sustainable succession and continuity

arrangements are in place.

Council discussed the options identified and agreed that there should be an update presented to May Council, to include any required further evaluation of points raised during our discussion. Retrieval of any historic information that could help in clarifying the evolution of the Regional Development and Support Project, originally commissioned as an extension of the former Regional Secretary responsibilities for event organisation (as distinct from the governance responsibilities) would also be welcome. **All to note**

4. AOB - please notify the President before the start of the meeting if possible. None

5. Forward diary – update on 2022/23 Council dates agreed, if required.

Regional Spring Conference/AGM - 26 April 2022 (9.20am – 4.50pm)

Hosted by Grant Thornton, 30 Finsbury Square, London EC2A 1AL.

Council - 11 May (agreed), 20 September, 7 December 2022, 1 February 2023

(formats, venues and times tba)

***John Barker***

***Regional Secretary CIPFA South East***

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***19 April 2022***