

CIPFA IN THE MIDLANDS
ACTION NOTES FROM MEETING HELD ON 8TH FEBRUARY 2008
AT NOTTINGHAM CITY COUNCIL

PRESENT:

Carole Mills-Evans
 Lesley Piper
 Lisa Commane
 Andy Morley
 Brian Berry
 Alison Jarrett

Paul Hector
 Chris Gill
 Sue Smith
 Steve Wellings
 Mike Burns
 David Kane

APOLOGIES:

Melanie Brittain
 John Haste
 Jon Crockett
 Sean Pearce
 Simon Bentley

Paul Simpson
 Neil Farquharson
 Colin Sharpe
 Mark Lawrie
 Rachel Edden

	Agenda item:	Discussion/agreed action:	By whom:	By when:
	MANAGING WELL			
	Welcome	David Kane from the Western Area Executive was welcomed to his first meeting. Noted that there was not a Robert Street representative present and no apologies had been received. Agreed that this needed to be taken up with the Institute.	SS	ASAP
1	Minutes of last meeting	The minutes were agreed.		
2	Matters arising <ul style="list-style-type: none"> • Review of Constitution • Self-help database • 2007 Development Plan • Past Presidents 	It will need to take into account "The Way We Work: Final Version" and the recently agreed Institute's Code of Governance and would be taken to the 2008 AGM. This item was carried forward to the next meeting. Noted that this had been sent to Robert Street. Agreed to contact Diane Colley to assist in this. When list is complete, agreed that consideration should be given as to whether Past Presidents' badges are	BB CS BB	ASAP Next meeting ASAP

		given to those named before Margaret Pratt (previous extent of distribution.)	SS - agenda	Next meeting
TAKING ACTION				
3	<p>The Way We Work</p> <ul style="list-style-type: none"> The Way Forward The Way We Work Reflection Events Working Group 	<p>CME thanked everyone for their ideas and contributions to this latest draft of the paper. After today's discussion, she will update the paper to bring it to its conclusion.</p> <p>The paper showed some vacancies in the CIM's roles and the following were agreed:-</p> <ul style="list-style-type: none"> Sue Smith will act as Secretary until a replacement is found. Papers for meetings will be collated and distributed by CME's PA. Andy Morley will continue as Treasurer. The role profile for the Elected Board for the Regions Representative needs to include attendance at CIPFA Council and another CIPFA Board. <p>Chris Gill presented his paper. The following were noted/agreed:-</p> <ul style="list-style-type: none"> Sixth form management game is to be administered by CIM Council through a small working group. CME to approach people to form that team. Names were being identified to assist in re-establishing Northern Area. Redrawing the areas was to be considered. CG to continue to find volunteers for the South-Eastern Area. <p>Melanie Britain's report from the Robert Street meeting was noted,</p>	<p>CME</p> <p>SS VW AM</p> <p>CME</p> <p>CME</p> <p>CG</p>	<p>Next meeting</p> <p>After AGM As appropriate On-going</p> <p>Final version</p> <p>ASAP</p> <p>ASAP</p>
4	<p>Development Plans</p> <ul style="list-style-type: none"> 2008 Development Plan 	<p>The final version was approved. Thanks were given to the working group who enabled this to be sent to Robert</p>		

	<ul style="list-style-type: none"> 2009 Development Plan 	<p>Street within the extended dead-line.</p> <p>The Council broke into 2 groups to identify CIM's strategic aims and objectives and then the work themes to deliver those. Each group then identified either the strengths and threats or the weaknesses and opportunities. CME agreed to circulate the outcomes of this session.</p> <p>Lead officers were named for sections of the Plan and Lisa Commane volunteered to lead on section for Objectives and PIs.</p>	<p>CME</p> <p>LC</p>	<p>ASAP</p> <p>As appropriate</p>
5	<p>Achievements and Plans</p> <ul style="list-style-type: none"> Use of Bulk Purchasing Powers – Alton Towers Tickets Student Society 2008 Annual Seminar and Dinner Area Reports 	<p>Alison Jarrett presented her report and whilst it was agreed it was interesting idea, it was agreed to:-</p> <ul style="list-style-type: none"> Check with Barry Mather to see if this conflicted with any governance rules. Survey members to see if they were interested in participating. <p>No report received. It was noted that there appears to be a growing interest in re-establishing this. It was agreed to show on the website that CIM would support students' attendance at the National Student Conference in Manchester on 3rd July. CME agreed to speak to Nick Harvey about the potential costs.</p> <p>Noted that this was to be 7th November at the Hyatt. It was agreed that:-</p> <ul style="list-style-type: none"> Theme of the event was to be agreed by the Team ensuring that it was not sector specific. The cost should be in the region of £85 as per the CATS seminars. The budget for the event was to be fully integrated. 2007 attendees would be asked as to their views about after- dinner entertainment. <p>Southern – noted</p>	<p>AJ</p> <p>SS</p> <p>CS/BJ CME</p> <p>Seminar Team</p> <p>AM</p> <p>Seminar Team</p>	<p>ASAP</p> <p>Centrepager</p> <p>ASAP ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

		Western - noted. In addition it was noted that 48 had attended at event on 6 th February.		
		Northern - noted and agreed to sponsor a prize for an AAT student as outlined.	AM/CS	As appropriate
	• Potential Volunteers	It was agreed to contact the potential volunteers resulting from the Members and Retired Members Survey.	MBr	ASAP
	• The AGM	The following information to be supplied to SS for the AGM papers:- <ul style="list-style-type: none"> • Attendance at meetings • Finance papers. • Constitution review Agreed that invitation letters to newly-qualifieds would be sent by CME and that invitations to all members would be sent by email.	LP AM BB	ASAP ASAP ASAP
		Agreed that invitation letters to newly-qualifieds would be sent by CME and that invitations to all members would be sent by email.	CME/VW SS	ASAP ASAP
		Agreed that the 2009 venue would be Ironbridge Museum.	SW	As appropriate
	• Nominations to attend CIPFA Conference	Noted that CME was already due to attend. Agreed that Andy Morley, Paul Hector, Sue Smith, Alison Jarrett and Melanie Brittain and 1 other would attend.	AM/PH/SS/AJ/ MBr/ANOther	CIPFA Conference
	• Ballot for Regional Representative	Noted that there were 2 nominations. LP had submitted her manifesto and ML's was outstanding. All papers needed to be with Barry Mather by 14 th February. CME to provide a covering letter.	ML CME/SS CME	ASAP 14 February 14 February
	• PIN West Midlands	Report noted. Agreed to include details of Golf Day on website and in Centrepge. It was also agreed to approve the recommendations made in PIN report to November Council and repeated in today's report.	SS/CS SS/AJ	ASAP ASAP
	• CATS events	Report received and the success of the 2007 programme and the progress with the 2008 one were noted. Disappointment expressed that one of the events was the day before the Annual Seminar but understood this to be the result of Scarman House availability.		

	<ul style="list-style-type: none"> Michael Page 	Report noted. Agreed that the debtors list from the Seminar should be forwarded to Andy Morley.	SS	ASAP
6	<p>Communications</p> <ul style="list-style-type: none"> Website Breakfast briefings Centrepage 	<p>Report noted.</p> <p>Agreed that Mike Burns would look at Scottish experience and report back.</p> <p>Reported that this was now nearly ready for circulation.</p>	<p>MBu</p> <p>SS</p>	<p>Next meeting</p> <p>ASAP</p>
7	CPD	Noted that the Institute Council had agreed that all non-participants were to be registered for CPD at Level 1 and the role of Regional Adviser was to be reviewed.		
GOVERNANCE AND PERFORMANCE				
8	President's report	CME reported that she had attended several dinners and that Chris Gill was now formally representing her at Board for the Regions.		
9	Treasurer's report	<p>Draft 2007 accounts were tabled which showed a surplus of £6k. These included higher debtors and creditors than in previous years. The audited accounts would be presented to the AGM.</p> <p>The 2008 draft budget showed a small deficit. It was agreed that it needed to be adjusted to reflect CIM's Development Plan and the ZBB approach included in the Financial Strategy agreed in 2006.</p>	<p>AM</p> <p>AM/CME</p>	<p>19 March</p> <p>19 March</p>
10	Regional Representative's report	<p>Agreed that now there were 2 people attending the Board for the Regions that the President's Representative would report back from the Board's meetings and the Elected Representative would report back on Council meetings.</p> <p>The Elected Representative's report had not been</p>	LP/CG	As appropriate

		circulated with the meeting papers and was to be distributed after the meeting. The report was made verbally and it was noted that Adrian Pulman had been invited to CIM's next meeting to outline the 16 recommendations approved by Council in respect of "Maintaining and Growing the CIPFA Membership"	SS/VW SS-agenda	ASAP Next meeting
11	Any other business <ul style="list-style-type: none"> • Induction programme for new CIM Council members 	Report was approved and will be implemented for new Council members elected at the 2008 AGM. Agreed that it would be included on the website.	SW CS	After AGM After AGM
12	Dates of the next meetings	19 th March 2008 (and AGM) PWC, Birmingham 3 rd July 2008 – Stoke 25 th September 2008 – Telford 4 th December 2008 – Venue to be agreed		