

**CIPFA IN THE MIDLANDS
MINUTES FROM THE MEETING HELD ON 11th JUNE 2009
AT LEICESTER CITY COUNCIL**

Present

Steve Wellings	Brian Berry
Lisa Commene	Paul Hector
Andy Morley	Brian Roberts
Sean Pearce	Alison Jarrett
Sue Smith	Suzanne Jones
Drew Cullen	Andy Burns
Michael Kitts	Tony Kirkham

MANAGING WELL

• **Apologies**

Chris Gill	Carole Mills-Evans
Chris Lees	Jon Crockett
Paul Simpson	Ben Jarrett
Neil Farquharson	Mark Lawrie
Colin Sharpe	Lesley Piper
Steph Simcox	Mike Burns

Steve Wellings welcomed Andy Burns, Michael Kitts and Tony Kirkham to CIM.

• **Minutes of the last meeting**

Two changes had been made to the minutes of the March meeting:

There will be 5 6th Form Management Team Games this year, not 4 as appeared in the minutes, and the CftR Team for 2010 should have included Sean Pearce.

• **Action Points from the last meeting**

Steve Wellings to contact Philip Spencer to try to identify a Chair for the Northern Area Exec.

Lisa Commene reported that the new CIPFA logo is now available.

Drew Cullen reported that a paper on the NHS had been presented to the MSDB, the Board for the Regions had created a working party to look at the NHS, and the Senior Management at CIPFA are also working on the issue.

Andy Morley agreed to keep the balance in any CIM current account below £30,000 by moving money into the Building Society account. He also reported that the risk assessment had not taken place because the high cash figures reported at the last meeting had now been reduced, and the new reserves policy will ensure that any risk is reduced.

Brian Berry said that the amendments to the Constitution had been started and would be completed in time for the next AGM.

Steve Wellings to contact Nick Harvey with regard to the Student Society membership and the funded places to the NSF Conference.

Steve congratulated Carole Mills-Evans and Suzanne Jones on their places on CIPFA National Council, and Lisa on her new appointment as Head of Special Projects, Finance at Coventry City Council. Suzanne said that she is Chair of the CIPFA Examinations Panel and offered to report back to CIM Council on those meetings.

TAKING ACTION

• **Area reports**

- Western Area – Alison Jarrett presented a verbal report
- Northern Area – No paper
- South East Area – Suzanne Jones said that no Area Exec meetings had been held.
- Southern Area – No paper

Steve to contact each of the Area Execs with a view to attending their next meeting. It was felt that each of the Area Execs is in need of more volunteers and support.

- **Website update**

A short paper was presented to the meeting, and there were several comments on the hard work that Colin Sharpe and Ben Jarrett had carried out to get the website looking good and up to date. Each CIM Council member is asked to make sure their details are up to date on the website.

Steve offered to do an occasional blog for the website – Steve to contact Colin.

There was some discussion about the number of hits on the CIM website, including whether this should be measured as the number of hits per capita as the Midlands is such a large region; what steps we take to ensure a good number of hits, and how we ensure that CIM gets into search engines. Colin and Ben to be asked to look into this.

Drew to look at this with Sarah Lawrence who co-ordinates the regions websites.

There was a long discussion on the website address to be used by CIM following the CIPFA re-branding. It had been shown as CIPFA/regions/mid, but Council members requested that CIPFA/midlands be used – Drew to investigate and report back before the new CIM stands could be ordered.

- **PIN**

Alison reported that the latest PIN meeting had been a sharing of event information, and that CIM events appear on the PIN website.

- **Event Bookings**

Sue Smith explained that different methods for taking event bookings that had been looked at for the Annual Seminar & Dinner and the CATS Seminars for this year, and that it had been decided that the Walsall MBC offer would be used for the Seminar & Dinner, but that CATS had decided to use The Ticket Factory.

CIPFA and CSE are both working on on-line booking systems which hopefully will be available for 2010 events.

Lisa reported that she had become aware of some possible tension between CATS and CIM Council, this was discussed and Steve and Lisa agreed to contact Neil Farquharson and attend a CATS meeting to discuss any problems.

Neil to be encouraged to attend CIM Council meetings.

- **CVENT**

Andy Morley reported that he had been contacted by CVENT, it was decided that Andy should tell them that CIM is not interested at the moment.

- **CIM Banners**

Sue Smith explained the background to the supply of new CIM banners. It was decided that CIM should order 5 of the roller banners (1 being funded by CIPFA) plus a new front cover for the current CIM stand. It was agreed that small trolleys could be purchased by each of the area execs for transporting the banners.

The banners should not be ordered until the issue of the CIM website address is finalised.

PLANNING AHEAD

- **CIPFA Conference**

Alison Jarrett is attending the CIPFA Conference in place of Melanie Brittain

- **Seminar and Dinner update**

Lisa gave a verbal update on arrangements for the Seminar & Dinner. Sponsorship of £4675 had already been secured. It is hoped that the first wave of advertising will go out in August. Lisa asked for raffle prizes, and asked that Steve identify who the funds from the raffle should go to.

Sean Pearce to contact Lisa re a Further Education speaker.

- **Management Team Games 2009**

Alison made an urgent request for 3 more volunteers for the Worcester Game being held on 24th June, more volunteers are also needed for the Stoke and Leicester Games.

- **CATS**

No paper presented, but CATS had been discussed earlier during the meeting.

- **Conference for the Regions 2010**

Lisa to contact CIPFA Yorks and Humber who are organising the CftR 2009 to suggest that CIM becomes more involved with the 2009 planning. Neil Hunter and Clare Maidment are coming to the December CIM Council meeting to discuss planning and pitfalls. CIM delegates to CIPFA Conference to meet up with Neil and Clare in Manchester.

Steve, Lisa and Sue to meet with the Hippodrome to book it for the CftR 2010.

- **CIM representation on National Council**

Steve confirmed that he would be attending Board for the Regions meetings himself, rather than sending a representative.

Brian Berry will be the CIM Regional Representative for the forthcoming year, but urged the Council to think about future Regional Reps earlier in the year because of the importance of the role in getting regional issues to National Council, and vice versa.

Brian Roberts stated that there is a need for a review of the way Regional Reps are nominated.

Suzanne Jones and Carole Mills-Evans are both on National Council this year and will be on different Boards, it is hoped that they will report back to CIM Council on issues raised at those meetings.

- **Dr Hedley Marshall Certificates**

There has been a discussion over a long period on what should be presented to winners of the Dr Hedley Marshall Award for them to keep, as the sculpture is only retained by the winner for a year.

Brian Berry presented an example of what a certificate might look like. It was decided that the certificate should be accepted subject to the watermark being added, and the wording amended slightly. The certificates should be printed on good quality paper or card.

A large enough number of certificates should be ordered which will allow winners going back to 1996 to receive a certificate, and a stock available for the future. Mounting and framing will be carried out each year when the certificate is presented.

- **Regional Awards**

The 3 BftR regional awards were discussed, it was decided that this year CIM would enter for the Innovation of the Year Award only. Alison to complete the entry form using the new 6th form management game as the basis together with the increased number of games and schools.

- **Regional KPI's**

Sue gave a brief update on the returns now required by Robert Street, and how those requirements may be met by the Area Exec's.

GOVERNANCE AND PERFORMANCE

- **2009 Development Plan**

Progress against each item on the Plan was discussed.

Steve and Sue to visit each of the CIPFA qualification providers, Steve to attend a meeting of each Area Exec, and try to establish what can be done to re-invigorate the Student Society.

- **President's Report**

Part of the next Council meeting will be in the form of a workshop on how CIM Council work can best be carried out, covering the key areas the Council needs to discuss, the spread and use of volunteers, and the teams the Council is split into for carrying out specific tasks.

Steve will try to visit as many meetings of CIPFA related groups as possible, such as Directors of Finance, to promote CIPFA and CIM.

- **Treasurer's Report**

Andy handed out a financial statement as at 11th June and explained some of the major points. The budget is to be amended to take account of future AGM's as they are to become a major event in the CIM calendar following the success of the 2009 AGM.

- **Regional Representatives Report**

Lesley Piper was unable to attend the meeting, but had prepared a report on 2 National Council meetings and 1 Board for the Regions that had taken place since the last CIM Council meeting.

- **AOB**
Although Chris Gill wasn't able to attend the meeting, Steve wanted to thank him for all his work, time and involvement with CIM. Steve said that Chris has been a great inspiration to many and the fact that he is leaving CIM to pursue other voluntary work is a great loss, he will be greatly missed.

The meeting closed at 1.00pm