

CIPFA IN THE MIDLANDS
ACTION NOTES FROM MEETING HELD 5th DECEMBER 2006
AT SPORTS CENTRE, LEICESTER

PRESENT:

Mark Lawrie
 Lesley Piper
 Brian Berry
 Brian Roberts
 Andy Morley
 Nick Harvey
 Paul Welton
 Alison Jarrett

Barry Mather
 Sue Smith
 John Haste
 Chris Gill
 Paul Hector
 Lisa Commane
 Rachel Edden
 Colin Sharpe

APOLOGIES

Carole Evans
 Paul Simpson
 Steve Wellings

Jon Crockett
 Melanie Brittain
 Mike Burns

	Agenda item:	Discussion/agreed action:	By whom:	By when:
		Steve Wellings was congratulated on his appointment as Chief Executive of Telford and Wrekin District Council.		
1	Minutes of last meeting	Agreed		
2	Matters arising <ul style="list-style-type: none"> • CIPFA stand • CATS • CETC charging 	<p>Noted that CIM was unable to use Robert Street's courier contract to transport the stand. Agreed that cars would be used whenever possible and if that failed, then a local courier.</p> <p>Sue Smith has agreed to be the CATS' Secretary and will be attending their December meeting. Mark Lawrie also agreed to attend (if available) to discuss their accountability.</p> <p>Barry Mather reported that this had been successfully resolved.</p>	ML	December CATS meeting

	<ul style="list-style-type: none"> Election of new officer 	Noted that Paul Simpson had been invited to the meeting but had sent his apologies.		
3	<p>Development Plan</p> <ul style="list-style-type: none"> 2006 Development Plan 2007 Development Plan Development of CIM – Michael Page Development of CIM – Board for the Regions proposal 	<p>Reported that it had been updated to reflect the discussion at the last meeting. Progress against it will be discussed at the next meeting.</p> <p>Reported that this had been finalised and sent to Robert Street. It will now be circulated to CIM Council members and put on the website.</p> <p>Sue Smith reported that she had spoken to Neil Hunter at CIPFA North East and will now make contact with Michael Page. The following points were noted:</p> <ul style="list-style-type: none"> Robert Street offered an on-line booking service. Need to agree design and logo principles with Michael Page. When service is going live, all members have to be informed that CIM is using this service. Formal agreement/set of guidelines which includes data protection will be needed. North East to be asked for a copy of their agreement. Robert Street and Board for the Regions to be asked if they have any issues with this arrangement. <p>Agreed in principle that this will proceed and SS, AM and LP would sort out the detail.</p> <p>Noted that South East had made a similar proposal to CIM's and that a joint proposal was to be formulated to the January meeting of Board for the Regions. Mark Lawrie was planning to attend this meeting. It was noted that if he cannot attend, a responsible alternative can be sent and CIM needed to ensure that it always had a representative at every meeting.</p>	<p>SS</p> <p>SS/CS</p> <p>SS</p> <p>SS</p> <p>BM</p> <p>SS/AM/LP</p> <p>ML</p>	<p>Agenda for next meeting.</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>January Board for the Regions meeting</p>

	<ul style="list-style-type: none"> • Review of budgets/Treasurer's report • Review of constitution 	<p>Barry Mather reported that Robert Street was reviewing its governance arrangements and considering how to maximise regional contributions and what support was needed to/by them. A survey will be issued as part of this review.</p> <p>A small surplus is forecast for the year end. The 2007 budget will forecast a small deficit which will be increased when the paid support proposal agreed at the last meeting is taken into account.</p> <p>Brian Berry agreed to circulate a draft to the small group nominated at last meeting. Any changes will be brought to the February meeting and then to the April AGM for approval.</p>	<p>BB</p> <p>SS</p>	<p>To action</p> <p>Agenda for next CIM meeting and AGM</p>
4	<p>Impact</p> <ul style="list-style-type: none"> • CATS • Student Society 	<p>Report noted. Agreed that SS would raise at their next meeting whether CIM can assist in finding volunteers for their group.</p> <p>2007 budget proposals were noted. Agreed that a break-even budget for events should be produced for future years.</p> <p>Cancellation fees if less than 7 days notice of attendance were discussed and it was agreed that a consistent approach needed to be applied across all CIM events and all Area were asked to consider this at their next meetings.</p> <p>The Terms of Arrangement/Constitution circulated needs to be checked by LP against the Issues previously raised by CIM. BB will need to check links/cross references in the review of CIM's constitution currently underway.</p>	<p>SS</p> <p>Student Society</p> <p>Area Executives</p> <p>LP</p> <p>BB</p>	<p>December CATS meeting</p> <p>2008 budget</p> <p>Next meetings</p> <p>ASAP</p> <p>Next CIM meeting</p>

	<ul style="list-style-type: none"> Academic Representative Annual Report Annual Seminar/Dinner Area reports 	<p>Rachel Edden was thanked for her report. CIM was unaware of the national changes outlined in respect of the cessation of open learning material. Agreed to invite Adrian Pulham to the next CIM meeting. If he is able to attend then the Student Society Executive should also be invited.</p> <p>Agreed that this had been an excellent event. And all of those involved were thanked for their work.</p> <p>Delegate feedback was very positive with 99% recording that speakers were very good/good. Sponsor feed back is also to be sought.</p> <p>Noted that for 2007, there will not be hand-outs and delegates will have to print the material from the website.</p> <p>Agreed that the 2007 event would be the same size, at the same venue with a £5 increase in price.</p> <p>The value of an after dinner speaker was questioned and another form of entertainment will be sought for 2007.</p> <p>Noted. Southern progress was agreed to be excellent.</p>	<p>SS</p> <p>LC</p>	<p>ASAP</p> <p>ASAP</p>
5	<p>Communications</p> <ul style="list-style-type: none"> Website PIN 	<p>Noted that website activity was reducing. Colin reminded everyone to inform him about planned events so that he could keep the website updated.</p> <p>No report</p>	All	As appropriate
6	CPD	Statistics noted.		

7	President's report	Mark reported that it was the December Club lunch on 6 th December and LP would be attending.	LP	6 th December 2006
8	Regional Representative's report.	No report.		
9	Any other business <ul style="list-style-type: none"> • Hedley Marshall award • Centrepage 	<p>Agreed that LP could seek quotations to have plaques put on the plinth of the award so that the name of the award and its recipients could be recorded.</p> <p>Noted that the edition should be published around Christmas.</p>	LP	
10	Date of next meeting	<p>Meeting planned for February is to be re-arranged.</p> <p>Post meeting note: will now be 27th February at Deloitte's offices.</p>		