

**CIPFA IN THE MIDLANDS**  
**ACTION NOTES FROM MEETING HELD 18<sup>th</sup> OCTOBER 2006**  
**AT STAFFORDSHIRE COUNTY COUNCIL**

**PRESENT:**

Mark Lawrie  
 Lesley Piper  
 Brian Berry  
 Melanie Brittain  
 Kim Roberts  
 Brian Roberts  
 Andy Morley

Barry Mather  
 Mike Burns  
 Sue Smith  
 John Haste  
 Steve Wellings  
 Chris Gill

**APOLOGIIES**

Rachel Edden  
 Colin Sharpe  
 Carole Evans  
 Paul Hector  
 Ian Carruthers

Paul Welton  
 Lisa Commane  
 Jon Crockett  
 Tim Day  
 Nick Harvey

	Agenda item:	Discussion/agreed action:	By whom:	By when:
1	Minutes of last meeting	Agreed		
2	Matters arising <ul style="list-style-type: none"> <li>• CIPFA stand</li> <li>• Insurance for Seminar/Dinner</li> <li>• CATS accountability</li> <li>• Students Society</li> </ul>	<p>Stand was on display at the meeting. Noted that it had already been used ay a number of events. Agreed that Chris Gill is to be its custodian and contact is to be made with him when the stand is required. BM agreed to check if the national courier contract could be used to transport it.</p> <p>Noted that the Robert Street policy does not cover the event but it was felt that the risk should be the hotel's. Agreed that AM and LC would liase with the Hotel and AM would obtain a quote if necessary to cover all regional events.</p> <p>Agreed that the meeting needed to be with the CATS Chairman and that CIM needed to be clear as to what it expected from CATS. Agreed that a written report should be submitted to each CIM meeting.</p> <p>Noted that the required amendments to the constitution</p>	<p>BM</p> <p>AM/LC</p> <p>ML</p>	<p>Next meeting</p> <p>Before 24<sup>th</sup> November 2006</p> <p>ASAP</p>

		had not been made. ML agreed to speak to Nick Harvey.	ML	ASAP
3	<p>Development Plan</p> <ul style="list-style-type: none"> <li>Progress report</li> <li>Development of CIM</li> </ul>	<p>Progress was noted and the following points were made:</p> <ul style="list-style-type: none"> <li>A second training provider representative (Martin Jones) had volunteered to join CIM. Agreed that he needed to manage his attendance with RE. ML agreed to follow this up.</li> <li>Agreed that the plan needed to show the objectives of each activity.</li> <li>Virtual group of ML, CE, LP, AM and BB to review CIM's constitution to ensure that the Students Society is reflected in it and any other changes that have taken place. Any amendments will be taken to the AGM in April. BB agreed to action the group.</li> <li>Noted that next careers fair was to be held at the NEC on 3<sup>rd</sup> and 4<sup>th</sup> of November. BM agreed to establish form Frank Garvey which events Robert Street were attending.</li> <li>Agreed that the invitations to the newly qualifieds to receive their certificates at the AGM would be extended to include their guests as well as employer.</li> <li>Past Presidents had been invited to the Dinner to receive their badges.</li> <li>AM agreed to contact CIPFA NE re their experiences with using Michael Page in the manner proposed in the LP's paper.</li> </ul> <p>Bid was to be made to Robert Street in relation to the proposal outlined by ML at the last CIM meeting. Noted that NW&amp;NW was making a similar bid.</p>	<p>ML</p> <p>BB</p> <p>BM</p> <p>LP</p> <p>AM</p> <p>ML</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Next AGM</p> <p>ASAP</p> <p>By 31<sup>st</sup> October 2006</p>

	<ul style="list-style-type: none"> <li>Review of budgets</li> <li>Draft MTFS/use of reserves</li> </ul>	<p>Noted that budget was to be re-formatted in line with the hallmarks and the Development Plan</p> <p>Treasurer's report was noted.</p> <p>De minimus level of reserves £10,000 agreed.</p> <p>Noted that Kim Roberts had decided to step down as CIM's admin support. CIM thanked her for all her work over the last 10 years. Noted that SW had agreed that SS could pick up this work for 2 days a week in term time for £10,000 pa. Noted that this exceeded the budget of £7,300 and this increase was approved by the meeting. Both SW and SS declared their interest and did not vote on this proposal. Agreed that the support needed would be reviewed if/when the Development Plan was approved.</p>	AM	Next meeting
4	<p>Impact</p> <ul style="list-style-type: none"> <li>CATS</li> <li>Student Society</li> <li>Annual Dinner/Seminar</li> <li>Area Reports</li> </ul>	<p>Report noted. Success of the events was recorded.</p> <p>Noted that only 4 students had sought support to attend the team building event.</p> <p>Agreed that the Student Society budget needed to be submitted to the next CIM meeting.</p> <p>Noted that CETC wanted to charge the Student Society £90 for accommodation for a meeting. BM agreed to investigate.</p> <p>Event was on target to break even.</p> <p>Southern – looking to re-run some of Western's events. 10 members had expressed an interest in forming the Executive.</p> <p>Western – MB was thanked for organising their latest</p>	NH  BM	Next meeting  ASAP

		<p>successful event.</p> <p>Comprehensive reports had been produced which are to be sent to the Board for the Regions in respect of the development bid that had been received to support the 6<sup>th</sup> form management games. All objectives of the bid had been achieved except the DVD whose purpose was now questionable. Agreed that the events had been very successful. CG stressed the need for many volunteers to assist on the day. He agreed to bring a resources proposal to the next meeting. Agreed that the reports could be submitted to Robert Street.</p> <p>Northern – report noted. BR agreed to nominate some volunteers for the Executive.</p> <p>South Eastern – no report</p>	<p>CG</p> <p>BR</p>	<p>ASAP</p> <p>ASAP</p>
5	<p>Communications</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• PIN</li> </ul>	<p>Noted from the Board for the Regions' discussion when awarding the 2006 website prize that the website needs to be seen to be developing and growing in the number of hits.</p> <p>No recent meeting. Noted that their website was now linked to CIM's.</p>		
6	CPD	Noted that there was a lack of take up of phase 3 participants.		
7	Regional Representative's report.	<p>There had been mixed feed back to the format of the Conference for the Regions. Workshops were too short.</p> <p>Board for the Regions was looking to produce KPIs for Regions and if these are approved on 31<sup>st</sup> October, they will have to be incorporated into CIM's Development Plan.</p>		

8	<p>Any other business</p> <ul style="list-style-type: none"> <li>Election of new officer</li> </ul>	<p>Agreed that Paul Simpson be elected to join CIM until April 2007 to fill the vacancy created by the resignation of Martin Hedley-Smith. Paul is to be invited to the next meeting.</p>	ML	ASAP
9	<p>Date of next meeting</p>	<p>Meeting planned for 12<sup>th</sup> December is to be re-arranged.</p> <p>Post meeting note: will now be 5<sup>th</sup> December – venue to be confirmed.</p>		