

Meeting CIM Council Meeting
Date Wednesday 17 January 2024
Time 10.00-12.00
Venue Microsoft Teams

Notes of the Meeting

Time	Item	Actions
1.	<p>Introductions and apologies</p> <ul style="list-style-type: none"> <u>Present</u>: Theresa Channell (Chair), Amy Oliver, Andy Cardoza, Bev Bull, Colin Sharpe, Holly Hancocks, Kelly Watson, Lee Yale-Helms, Modestus Okafor, Sean Pearce. <u>Apologies</u>: Alston Owens, Emma Cranidge, Sean Prosser. 	
2.	<p>Minutes:</p> <ul style="list-style-type: none"> The minutes of 22 September 2023 Council meeting were approved. The action tracker was updated throughout the meeting and is available with these minutes. 	
3.	<p>Council membership:</p> <ul style="list-style-type: none"> TC reported that Martin Jones from NTU has agreed to be co-opted to represent the HE sector. TC will continue to seek to make contact with national Council members linked to the Midlands. CS explained the essential difference between elected and co-opted Council members is that the elected members are specified in the Constitution and comprise the presidential team, honorary officers, six corporate CIPFA members and two CIPFA students; whereas the AGM and Council can choose to co-opt others to ensure a balanced geographical and employment representation. The majority of Council must be corporate CIPFA members; and six members form a quorum for a meeting, provided a majority are corporate CIPFA members. 	

	<ul style="list-style-type: none"> The membership from the forthcoming 2024 AGM was discussed, drawing on the draft AGM agenda. Council would like to see a Junior Vice-President identified, to ensure strong succession planning; also wider student representation, to support MO in particular. All to consider whether they wish to put themselves forward for particular roles, and to identify students who could become involved. 	All
4.	<p>Updates:</p> <ul style="list-style-type: none"> CIM Development Plan and Business Plan <p>A development/business plan had been submitted to HQ. TC noted that more detailed action plans will be required where particular funding for activities and initiatives has been requested. HQ has not yet announced how much subvention funding will be awarded, although there may be an opportunity to revisit plans as time progresses. The Autumn Regional Forum is expected to be our flagship event.</p> <ul style="list-style-type: none"> Sixth Form Management Games <p>HH reported that HQ are running a version of the games at universities. Regards the Midlands games this coming June/July, planning is well underway and dates are being set.</p> <ul style="list-style-type: none"> Mentoring <p>KW reported that the programme is being expanded to other regions, although some points remain to be addressed with HQ including how to address any relationship breakdowns. Within the Midlands, mentors and mentees continue to be matched. More active promotion is being considered. The mentoring team would welcome any Council member wishing to help with, or participate in, the programme.</p> <ul style="list-style-type: none"> Finances <p>BB reported that the finances are being updated and a statement will be available soon. The 2023 year-end balance will be higher than budget, as spending has been lower.</p>	All
5.	<p>Events planning / Events group</p> <p>The networking/social/get to know us event is scheduled for 25 January in Leicester. Council members were asked to encourage people to attend.</p>	

	<p>KW suggested another networking event would be good, perhaps in May or June and with a focus on students. Opportunities for mutual support are increasingly important.</p> <p>As noted above, the Autumn Regional Forum to be arranged and hosted by the Midlands is expected to be our flagship event.</p>	
6.	<p>Regional AGM – Thursday 28 March 2024</p> <p>Planning continues for the wider event around the formal AGM, with high profile speakers invited/to be invited. Midlands regional awards are being considered. Past-President badges are being sourced by HQ and will be presented if available.</p> <p>The case for a meal/drink on the preceding evening will be reviewed depending upon speakers' travel plans; some Council members resident around Birmingham offered to be available.</p> <p>Agreed that LY-H will ensure the appropriate badges for the presidential team are sourced.</p>	LY-H
7.	<p>Autumn Regional Forum 2024, to be hosted by the Midlands</p> <p>This is expected to take place in September. TC is leading the initial discussions with HQ, also drawing on experience of regions which have recently hosted. HQ will provide £5,000 to support the arrangements.</p> <p>Our plans are to provide some sessions open to regional members and students generally, around the more formal regional forum sessions.</p>	TC
8.	<p>Student participation</p> <p>MO reported that HQ has an outreach worker to support regions without active students. He has raised this with the Student Network.</p> <p>TC noted the need to get together to provide more support to MO, to include TC, AOw and CS. To be arranged for March. Others to let CS know if they would like to be involved.</p> <p>AOI referenced work with the LGA, will share details with MO.</p>	<p>CS</p> <p>AOI</p>

9.	<p>CIPFA / ICAEW integration / CIPFA HQ update</p> <p>HQ is understood to be progressing the mapping of ICAEW contacts. We should generally be reaching out to ICAEW colleagues.</p> <p>A discussion ensued around CIPFA support for FDs and members more widely; CIPFA's public positioning regards councils in financial difficulty/issuing s114 notices/subject to intervention; CIPFA's national influence more generally; and HQ's engagement with CIPFA members and students about strategy development and supporting actions.</p>	
10.	<p>Dates of future meetings and 2024 AGM</p> <p>The need for a formal meeting ahead of the AGM will be kept under review. CS to arrange meeting dates for 2024/25.</p>	CS
11.	<p>AOB</p> <p>The CIPFA annual conference, Public Finance Live, will be held on 10-11 July 2024 at Manchester Central. TC suggested she should attend along with AOw. MO would be interested in a student place. Any other expressions of interest for a regional place are welcome from Council members not able to benefit from a place through their employer.</p>	All

Meeting CIM Council Meeting
Date Wednesday 13 March 2024
Time 10.00-11.30
Venue Microsoft Teams

Notes of the Meeting

Time	Item	Actions
1.	<p>Introductions and apologies:</p> <ul style="list-style-type: none"> <u>Present</u>: Theresa Channell (Chair), Alston Owens, Bev Bull, Colin Sharpe, Holly Hancocks, Kelly Watson, Sean Prosser. <u>Apologies</u>: Amy Oliver, Andy Cardoza, Emma Cranidge, Lee Yale-Helms, Modestus Okafor, Sean Pearce. 	
2.	<p>Minutes:</p> <ul style="list-style-type: none"> The minutes of the 17 January 2024 Council meeting were approved. The action tracker was updated throughout the meeting. 	
3.	<p>Preparing for the AGM and Resilience event on 28 March:</p> <ul style="list-style-type: none"> The programme, speakers and sponsors were discussed and will be reflected on the CIPFA website and in a formal programme/agenda. The generosity of the sponsors was gratefully acknowledged. Bookings to also be available via the CIM email, given the issues with the CIPFA booking system. All to promote via colleagues and networks. The 2023 accounts were noted. Spending had been lower than budgeted, hence closing reserves were higher. The accounts will be presented to the AGM. The first draft of the 2024 budget was discussed, which will be further reviewed and updated ahead of the AGM. TC/CS will speak with HQ regards the subvention. TC and AOw will discuss nominations for Junior Vice-President. 	<p>BB</p> <p>TC / CS</p> <p>TC / AOw</p>

4.	<p>Preparing for the Autumn Regional Forum to be hosted by the Midlands:</p> <ul style="list-style-type: none"> • Agreed this will be held over two days in late September/early October. • TC is making good progress with evaluating potential venues in Nottingham, the choice of venue will also inform the date. • A good opportunity to showcase the region, for example sixth form management games and mentoring. • Will require a lot of input from a number of people; focus after the Regional AGM on 28 March. • CIPFA HQ will provide £5,000; added to this will be sponsorship and any support from the Midlands regional reserve. 	
5.	<p>Sixth Form Management Games:</p> <ul style="list-style-type: none"> • HH provided an update on planned dates in June and venues, which are well on the way to being finalised. Council suggested some potential new venues, if needed. • Noted that CIPFA are running events in universities; and HH had written a new game for them. 	
6.	<p>Dates of Council meetings 2024/25:</p> <p>TC and CS will agree a schedule of meetings for 2024/25, so that Council members have good notice.</p>	TC / CS

Meeting CIM Council Meeting
Date Wednesday 8 May 2024
Time 10.00-12.00
Venue Microsoft Teams

Notes of the Meeting

	Item	Actions
1	<p>Introductions, welcome to new members and apologies:</p> <ul style="list-style-type: none"> <u>Present</u>: Theresa Channell (Chair), Alston Owens, Bev Bull, Colin Sharpe, Emma Cranidge (from 11.00), Kelly Watson, Modestus Okafor. <u>In attendance</u>: Victoria Davitt (CIPFA Midlands Liaison Officer) <u>Apologies</u>: Amy Oliver, Andy Cardoza, Holly Hancocks, Katy Harding, Martin Jones, Sean Prosser, Lee Yale-Helms. <p>TC welcomed Victoria as the first holder for the Midlands of the new role of regional liaison officer within CIPFA HQ. She has been at CIPFA for 15 years, mostly focussed on students; and latterly working on employer engagement and apprenticeships. The role is paid from central funds, with a time allocation. We will need to work through the focus of the role for best effect in the Midlands. Victoria will arrange to meet with TC/AOW/CS.</p> <p>TC also welcomed new Council members. She expressed thanks to Sean Pearce for his long service before stepping down at the AGM and will write to him on behalf of Council.</p>	<p>VD</p> <p>TC</p>
2	<p>Minutes:</p> <ul style="list-style-type: none"> The minutes of the Council meeting held on 13 March 2024 were approved. The draft minutes of the AGM held on 28 March 2024 were noted. 	
3	<p>Updates:</p> <ul style="list-style-type: none"> <u>CIM Development Plan and Business Plan</u> – Noted the 2024 subvention remains to be confirmed, TC is pursuing with HQ (post-meeting note, this should be imminent). <u>Sixth Form Management Games</u> – In HH's absence, KW reported that whilst progress has been slower than hoped, four games have 	

	<p>now been confirmed at Leicester, Keele and Birmingham (two). Comms to potential volunteers will be issued soon (post meeting note – issued). Will consider Nottingham Trent University as a future venue. CIPFA is hoping to use a condensed version with older students. An aspiration is to roll out more widely nationally and to bring regional winners together for a national grand final.</p> <ul style="list-style-type: none"> • <u>Mentoring</u> – The number of people seeking to mentor and be mentored is encouraging. However, progress is constrained by pressures on the organising team and further promotion is paused. KW asked for colleagues to become involved on the team, BB offered, with other colleagues are asked to contact KW. Thanks were expressed to Tony Crawford, who has recently stepped back. TC is separately picking up about mentoring opportunities specifically for s151 officers. KW is progressing the Women in Finance network. • <u>Student participation</u> – TC suggested that this be taken off-line. VD agreed to arrange a meeting of her, MO, TC and AOw, with CS optional. • <u>Regional Membership Dashboard</u> – MO asked about access, he has tried to no avail through the National Student Network. CS has access and was asked to provide pertinent updates for each Council meeting (post-meeting note, presently only one person per region can have access). • <u>Finances</u> – BB reported that little had changed since the AGM; as noted earlier, the 2024 subvention is awaited. The Autumn Regional Forum is a significant uncertainty. • <u>CIPFA HQ</u> - TC had attended the CIPFA Spring Lunch for National Council members. TC/AOw/CS variously attend regional forum meetings and ‘drop in’ sessions. The Regional Review report is doing the rounds through the HQ structure, ahead of being shared and discussed more widely. • <u>Administrative support</u> – TC proposed this be included in the planned discussion with VD about her new role. • <u>Comms / social media strategy</u> – Agreed that CS would close the Facebook groups. The focus will be on LinkedIn and Twitter, led by AOw. CIPFA nationally has accounts on Instagram and TikTok. VD confirmed following the meeting that there are essentially no specific social media rules for regions, provided brand guidelines are followed. The drawbacks of the CIPFA events booking system were 	<p>All</p> <p>VD</p> <p>CS</p> <p>CS</p>
--	--	--

	noted, we will consider alternatives for future events that provide better functionality, timeliness and ease of local control.	
4	<p>Autumn Regional Forum 2024, to be hosted by the Midlands:</p> <p>TC led a significant and helpful discussion on the emerging plans:</p> <ul style="list-style-type: none"> • TC has visited various potential venues for the Forum, accommodation and a formal dinner (which would have a wider catchment than the Forum itself). • Dates are still to be finalised, depending on the availability of key people, avoiding clashes with other events and venue availability. • Agreed that planning and running the Forum will take a tremendous amount of time and effort. Members of Council and beyond will need to be actively involved. • A theme and key speakers are to be identified. 	
5	<p>Events planning / Events Group:</p> <p>AOW reported that the Events Group is meeting and ideas for regional events are in hand.</p>	
6	<p>AOB:</p> <p>The meeting discussed the ordering of Past-President badges from HQ, attendance at PF Live and identifying and sourcing contemporary 'merchandise' for events including the Sixth Form Management Games (all to make any suggestions).</p>	All
7	<p>Dates of 2024/25 meetings:</p> <ul style="list-style-type: none"> • Council: 17 July, 18 September, 22 January. • Council TBC: December (in person?), pre-AGM • AGM: 20 March 2025 (provisional) 	

Meeting CIM Council Meeting
Date Wednesday 17 July 2024
Time 10.00-12.00
Venue Microsoft Teams

Notes of the Meeting

	Item	Actions
1	<p>Introductions and apologies:</p> <ul style="list-style-type: none"> <u>Present</u>: Theresa Channell (Chair), Emma Cranidge, Holly Hancocks, Modestus Okafor, Amy Oliver, Alston Owens, Sean Prosser, Colin Sharpe, Kelly Watson. <u>In attendance</u>: Victoria Davitt (CIPFA Midlands Liaison Officer) <u>Apologies</u>: Bev Bull, Andy Cardoza, Katy Harding, Martin Jones, Lee Yale-Helms. 	
2	<p>Minutes:</p> <ul style="list-style-type: none"> The minutes of the Council meeting held on 8 May 2024 were approved, noting that Lee Y-H had tendered apologies. Actions arising from the minutes, not elsewhere on the agenda: <ul style="list-style-type: none"> ➤ VD had met with regional colleagues. ➤ A 'thank you' letter is yet to be sent to Sean Pearce. ➤ A meeting regards student participation is scheduled. ➤ Facebook groups are yet to be closed. ➤ Suggestions had been received for merchandise. 	<p>TC</p> <p>CS</p>
3	<p>Updates:</p> <ul style="list-style-type: none"> <u>CIM Development Plan and Business Plan</u> - £8,000 development plan funding has been confirmed. TC/AOW/CS to meet to discuss the 2025 submission. <u>Sixth Form Management Games</u> – HH reported that four games were held at three venues, with very good feedback. Council congratulated and thanked HH for her organisation and enthusiasm. Noted that more volunteers are needed in the planning and delivery, potentially including a local lead for each venue; that our own students should be encouraged to become more actively involved; and that support from FDs and senior managers for their staff to engage is really important. 	<p>CS</p>

	<p>The Birmingham AAT branch has requested a version of the games for their students in the Autumn.</p> <ul style="list-style-type: none"> • <u>Mentoring</u> – KW and SP reported this is progressing well, with another 12 matches more or less up and running. The core team is working effectively together, with the programme well regarded at national conference. • <u>Student participation</u> – MO explained that engaging students is a struggle. Being able to send targeted emails would help. TC had spoken with CIPFA HQ about a core student offer, with a plan for the regions. This could be discussed at the Autumn Regional Forum, with the Student Network to be invited. TC also noted that ICAEW has a nominated team to look after students. A meeting to discuss student participation in the Midlands is scheduled. • <u>Finances</u> – BB had asked that it be noted in her absence that the £5k funding from HQ for the Autumn Regional Forum is in addition to the development plan funding. Further expenses from the Sixth Form Games are expected. More detailed costings for the Autumn Forum need to be developed. • <u>CIPFA HQ</u> – The new CEO is meeting widely and establishing priorities, including national profile and engagement. Both he and the National President are very keen to attend the Autumn Forum. TC reported that VD's role is already proving valuable. • <u>Local links with ICAEW</u> – TC and VD have met with the ICAEW regional manager. ICAEW have a focussed core offer to members, with a more structured regional approach, core themes and centrally run events across the regions, and paid regional staff. We may be interested in attending ICAEW networking events. Also noted that national links continue to develop, e.g. the relocation of some CIPFA staff. • <u>Administrative support</u> – this has not yet progressed. • <u>Comms / social media strategy / regional dashboard</u> <ul style="list-style-type: none"> ➤ The membership dashboard has been demonstrated to the regions and hopefully a regional template already developed can be shared. It is good for regions accessing membership data, however not directly for generating emails. CS and VD will report back to a future meeting in more detail. 	CS & VD
--	--	---------

	<ul style="list-style-type: none"> ➤ TC has requested a discussion on social media at the Autumn Forum. ➤ The regional LinkedIn account was used to publicise the Sixth Form Management Games as they happened. ➤ Local admin access to the regional web pages has been removed, with updates now to be requested via HQ. This will make them even less useful as a dynamic source of information. 	
4	<p>Autumn Regional Forum 2024, to be hosted by the Midlands (confirmed for 9 & 10 October, lunch to lunch, Nottingham):</p> <p>TC reported that the venue and accommodation have been booked and some discussions have been held with CIPFA HQ. However, a lot still remains to be discussed, decided and arranged. AOI said she may be able to call on some admin resource. KW suggested widening into a networking event, with sponsors.</p> <p>TC to arrange a meeting to progress asap.</p>	TC
	<i>TC left the meeting and AOw took the Chair.</i>	
5	<p>Events planning / Events group:</p> <p>AOw reported that no events are planned between now and the Autumn Forum. Work should start soon on the 2025 programme, including generally dovetailing with other key events such as Public Finance Live; and setting a firm date for the AGM with key speakers booked.</p>	AOw
6	<p>AOB:</p> <p>None</p>	
7	<p>Dates of 2024/25 meetings:</p> <ul style="list-style-type: none"> • Council: 18 September, 22 January. • Council TBC: December, pre-AGM • AGM: 20 March 2025 (provisional) 	CS