

# Minutes

**Meeting:** CIPFA Cymru-Wales Branch Executive  
**Date/time:** Thursday 12 November 2015 14.00 – 16.30  
**Venue:** Wales Audit Office  
 Cathedral Road, Cardiff

With VC to Wrexham CBC

## Present:

### Executive:

Iolo Llewelyn (IL) – President  
 Rhian Evans (RE) – Vice President – by VC  
 John Dwight (JD) – Secretary  
 Rebecca Nelson (RN) – Treasurer  
 Steve O’Donoghue (SO)  
 Tony Hagland (TH)  
 Tony Era (TE)  
 Gerard Moore (GM) – by VC  
 Lisa Young (LY)  
 Sheila Crossley (SC)

### CIPFA:

Chris Tidswell (CT) – by VC

## Agenda items

	<b>Welcome</b>
<b>1</b>	<b>Welcome</b> IL welcomed members to the meeting.
<b>2</b>	<b>Apologies for absence</b>  <b>Executive:</b> Gill Lewis (GL) – Past President Kavita Gnanaolivu Lynne Flux (LF) Ken Finch (KF) Tom Bowring (TB) Lisa Young (LY)
<b>3</b>	<b>Declarations of interest</b> None
<b>4</b>	<b>Minutes from previous meeting</b>
	<b>Minutes from meeting 17 September 2015</b>  Minutes approved.

	<p>Matters arising (not covered elsewhere on the agenda):</p> <p>Accommodation for planning day to be confirmed when GL returns from leave.</p> <p>IL had purchased a permanent 'volunteer of the year' commemorative award, and presented this to Arthur Thomas at the retired members annual dinner.</p> <p>Attendance record 2015 – updated.</p>
<b>5</b>	<p><b>Business plan and events programme</b></p> <p>Business plan considered in detail. Updated for position as at November 2015, with a number of areas identified for further consideration at the December away day.</p> <p>See business plan for update and actions.</p> <p>2015 events programme discussed and to be updated by RE. Key points were:  Breakfast with Bank of England – North Wales (linked to AGM)  2016 AGM in North Wales – also could include session on 'CMI – management direct'. Potential venues (when BOE date agreed) – Conwy Council Business Centre, NW Police in Colwyn Bay, WG Offices Llandudno Junction)  Charities event North Wales – 18 February?  Future Generations Bill – April?  Repeat Charities event in South Wales – May  CMI Management Direct and Bank of England again in South Wales – June?</p> <p>Date set for conference 2016 – to be announced at 2015 conference – 24 November 2016.</p>
<b>6</b>	<p><b>November conference update</b></p> <p>Feedback from the conference planning group – actions now on—going as part of that group.</p>
	<p><b>CIPFA 'central' matters</b></p>
<b>7 - 9</b>	<p>CT – CIPFA end of financial year – looks like CIPFA commercial side is not going to meet its targets</p> <p>In Wales, CIPFA contributions to:</p> <ul style="list-style-type: none"> <li>• NHS finance academy – event for all students held at SWALEC stadium</li> <li>• Independent Commission on LG finance</li> <li>• WG working groups on cost efficiencies in administrative work</li> <li>• CIPFA's leadership academy (for aspiring S151 officers)</li> <li>• Proposal being prepared to provide secretariat work for sponsored bodies chairs group.</li> </ul> <p>Latest horizon scanning report considered – some useful information, which could be of interest to members – can we consider how we use social media and/or the web-site to communicate (for discussion at December away day)</p>
	<p><b>CIPFA Cymru-Wales Branch matters</b></p>
<b>10</b>	<p><b>Treasurer's report</b></p> <p>Circulated by RE.  Still some delay in changing bank mandate and transferring role to RN.</p>
<b>11</b>	<p><b>Items of correspondence</b></p> <p>None</p>
<b>12</b>	<p><b>Next meeting</b></p> <p>3 &amp; 4 December – planning days Abergavenny. JD to prepare agenda</p>

**Any other business**

Spreadsheet December 2015 - IL to ask Arthur for contribution re retired members group annual dinner.

International mentoring – response has been hit & miss, but contacts are being made and support offered.

E-mail – electronic signatures. Branch members to be encouraged to use a CIPFA based signature when issuing e-mails on CIPFA business. SO to forward an example of his.

## Action points

Agenda item	Actions
4 & 12	Accommodation for planning day to be confirmed when GL returns from leave and JD to prepare agenda.
AOB	Spreadsheet December 2015 - IL to ask Arthur for contribution re retired members group annual dinner.
5	See business plan update:  For discussion at December away day: <ul style="list-style-type: none"><li>• Role of champions and ambassadors, including members on standing panels</li><li>• Business case for additional CIPFA support in Wales</li><li>• Communication with members – making better use of web-site and social media</li></ul>