

**Actions from CIPS West Wales Branch
Committee Meeting
Held at the Welcome Inn, Swansea
24th January 2019**

Present:	Paul Cattroll	Branch Chair
	Mary Davies	Vice Chair
	Amy Williams	Communications Officer
	Bryan Webber	Treasurer
	Delyth Gwilym	Education Officer
	Tracy Richards	Secretary
	Chris Peach	Committee Member
	Mark Lewis	Committee Member
	Nicola Thomas	Committee Member
	Pamela Milford	Committee Member
	Samantha Hughes	Committee Member

Apologies: Andrea James, Lauren Evans, Lila Newton-Francis, Nigel Doyle, Ola Ogunfiditimi, Phil Allen, Rob Thomas

	Agenda item	Action	Return Date of Actions
1.	<p>Welcome by Chair and Apologies</p> <p>Paul welcomed everyone to the meeting.</p> <p>Apologies were received from Andrea, Lauren, Lila, Nigel, Ola, Phil and Rob.</p>		
2.	<p>Previous Minutes/Actions</p> <p>Paul to speak to the Welcome Inn to see whether space could be utilised for free. Actioned</p> <p>Paul to write to committee members who failed to attend three committee meetings in a row and ask them to confirm that they wished to remain on the committee and to make a commitment to attend future meetings.</p> <p><i>(Secretary's note: data to be collected from AGM onwards.)</i></p> <p>Tracy confirmed that there had been problems uploading the Branch Action Plan into Sharefile. Tracy to forward Branch Action Plan to CIPS.</p> <p>Paul to contact Blake Morgan with a view to giving a presentation on Social Value and /or Brexit. Actioned</p>	<p>Closed</p> <p>PC</p> <p>TR</p> <p>TR</p> <p>Closed</p>	<p>Ongoing</p> <p>Ongoing</p> <p>31/1/19</p>

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	<p>Tracy to research the 'Partnership Agreement' to see what it entails and update the committee. Actioned</p> <p>CIPS had confirmed that Partnership Agreements were no longer required.</p> <p>Paul to contact the South Wales Branch Chair to investigate the feasibility of a visit to Tata Steel.</p> <p>Mary to identify potential speakers from the CIPS website. Actioned</p> <p>Mary has identified a potential speaker from YPO.</p> <p>Previous minutes were agreed.</p>	<p>Closed</p> <p>PC</p> <p>Closed</p>	<p>28/2/19</p>
<p>3.</p>	<p>Matters Arising</p> <p>Tracy to share the Branch Action Plan with committee members. Actioned</p> <p>Paul to draft open letter in attempt to reach out to West Wales members. Paul will forward the letter to CIPS for distribution.</p> <p>Pam volunteered to forward the letter to her contacts in local councils.</p> <p>Pam informed the meeting that Acuity Legal were very happy to present at CIPS events. Pam also informed the meeting of a potential SME speaker. Pam to investigate the feasibility of a joint event on Health and Wellbeing in Business presented by Acuity Legal and the health and wellbeing SME.</p>	<p>Closed</p> <p>PC</p> <p>PM</p> <p>PM</p>	<p>28/2/19</p> <p>31/3/19</p> <p>28/2/19</p>
<p>4.</p>	<p>Updates from CIPS</p> <p>Paul gave an update on the CIPS Congress. This year, only Branch Chairs were invited. The talks highlighted that there is a new emphasis on VFM.</p> <p>Paul also referenced the new CEO Malcolm Harrison and the fact that he had given an inspirational speech at Congress.</p> <p>Paul informed the meeting that CIPS are now issuing long service recognition awards.</p>		

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5.	<p>Student Engagement</p> <p>Delyth updated the meeting on all the information she had gathered on student engagement. There is now a stronger emphasis on school engagement with CIPS encouraging branches to 'adopt a school'. The committee were very interested in this aspect. Delyth also gave a quick demonstration on what information was available on the CIPS website.</p> <p>Delyth had set up a meeting with the local Careers Wales representative to see how the branch could increase its profile in local schools, and particularly with Careers Officers. Delyth to feed back the outcome to the committee.</p> <p>The branch will also again be taking part in the various Careers Fairs held in the area. Volunteers will be required to man the stands.</p>	<p>DG</p> <p>All</p>	<p>28/2/19</p> <p>Ongoing</p>
6.	<p>Next Event</p> <p>The next event will potentially be 14th March. Mary to write to Jane Lynch to confirm date and subject. Paul informed the meeting that Jane Lynch was now the South Wales Branch Chair.</p> <p><i>(Secretary's note: Jane Lynch confirmed to speak at the event scheduled for 14th March)</i></p> <p>Amy to obtain costs from the Village and Grand Hotels for comparison.</p> <p>Potential Health and Wellbeing in Business event to be held in June. Pam to confirm dates.</p> <p>Possible joint event with South Wales Branch in July. Paul to contact South Wales Branch Chair to arrange.</p> <p>The event for September was also discussed. MD had identified YPO as potential speakers and would contact them to establish availability.</p>	<p>MD</p> <p>AW</p> <p>PM</p> <p>PC</p> <p>MD</p>	<p>31/1/19</p> <p>31/1/19</p> <p>30/4/19</p> <p>30/4/19</p> <p>31/3/19</p>
7.	<p>Budget Update</p> <p>Paul confirmed that the allocated budget for 2018/19 was £1,000</p>		
8.	<p>Date of Next Meeting</p> <p>The next committee meeting will be held in April in the Welcome Inn. Date and time to be confirmed.</p>	<p>TR</p>	<p>31/3/19</p>

