

**Actions from CIPS West Wales Branch
Annual General Meeting
Held at the Welcome Inn, Swansea
20th November 2019**

Present:	Paul Cattroll	Branch Chair
	Pam Milford	Branch Vice Chair
	Tracy Richards	Secretary
	Bryan Webber	Treasurer
	Delyth Gwilym	Education Officer
	Phil Allen	Social Media Officer
	Chris Peach	Student Representative
	Lauren Vaughan	Student Representative
	Dave Walsh	Committee Member
	Nigel Doyle	Committee Member
	Nicola Thomas	Committee Member

Apologies: Amy Williams, Mark Lewis and Sam Hughes

	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 Amy, Mark and Sam.</p>		
2.	<p>Previous Minutes/Actions</p> <p>Previous minutes were agreed.</p> <p>It was agreed that outstanding actions would be carried forward.</p>		
3.	<p>CIPS Conference Update</p> <p>Paul gave an update on the successful and informative CIPS Conference held on 31st October and 1st November. The subjects covered at the conference included:</p> <ul style="list-style-type: none"> • Brexit • World Trade Deals • CPO • Social Value • Obtaining career experience outside of procurement • 'Happy' POs • Robotic process automation <p>In response to the update on Social Value, Pam mentioned the Welsh Government 'Future Generations' initiative, which is at a slightly different level to the Central Government initiative being</p>		

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	run in conjunction with CIPS. Local Authorities in Wales are subject to the Well-Being of Future Generations (Wales) Act 2015, which has similar principles and themes to the Public Services (Social Value) Act 2012.		
4.	<p>Current Branch Position</p> <p>In 2018/19, the branch ran three, very successful and well received, events and attended a two day Careers Fair organised by Skills Cymru at Parc Y Scarlets.</p> <p>Paul thanked Pam for arranging the ‘Empowering Health and Wellbeing in the Workplace’ event and reported that as a result, a number of colleagues had followed up the event by contacting one of the speakers, Joanne Juliff, and had benefitted from personal consultations.</p> <p>Paul thanked the volunteers who had given up their time to man the CIPS stand at the Careers Fair from 8.30am to 7.00pm on both days.</p>		
5.	<p>Election or re-election of Branch Officers</p> <p>Branch Vice Chair – Pam Milford elected, unopposed Committee Members – Lauren Vaughan (Student Representative) re-elected, Mark Lewis re-elected and Dave Walsh elected, all unopposed.</p> <p>Resignations were received and accepted from Lila Newton-Francis and Ola Ogunfiditimi.</p> <p>The tenures of Andrea James and Rob Thomas ended in November 2019. Neither wished to put themselves up for re-election.</p> <p>Paul, and the Committee, thanked everyone for their contributions to the West Wales Committee and looked forward to seeing them at future events.</p> <p>Mary Davies had also informed the Committee that she wished to stand down from her role as Branch Vice Chair. Paul thanked Mary for all the hard work she had put into the role and the significant contribution she had made to the Branch. The Committee also wished to record their appreciation and looked forward to seeing her at future events.</p> <p>Tracy will send an updated Committee list to CIPS for publication of the website.</p>	TR	30/11/19

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6.	<p>Budget Position/ Financial Report</p> <p>Bryan presented the Income and Expenditure account for the branch for 2018/19.</p> <p>The accounts showed that of the initial budget allocation of £1,000, the branch had an overspend of £156.25. However, CIPS had agreed to an in-year increase of £500, leaving the final position of £343.75 underspent. Bryan commented that the use of the Grand Hotel for events was proving to be very successful, as the convenient location, good quality venue and food along with the excellent feedback from attendees demonstrated that it was very good value for money.</p>		
7.	<p>Future Plans, Activities and Events</p> <p>Paul will continue to keep in contact with Dave Houghton at Commerce Decisions to identify possible future events.</p> <p>Paul also mentioned a very inspirational speaker at the recent International Men's Day event in DVLA. The speaker was a Royal Marine, who had conquered adversity to successfully climb Everest. Paul will contact him to discuss a potential event in 2020.</p> <p>Mary had agreed to continue liaising with YPO regarding a talk on sustainability.</p> <p>Nicola mentioned a talk she had attended at TATA Steel on Audit, and agreed to forward the contact details of the speaker.</p> <p>Pam informed the meeting of a colleague in Swansea City Council, who had won a CIPS award for his work on Social Value (specifically co-production with service users). Pam agreed to contact him to establish the possibility of speaking at a future event.</p> <p>Pam also suggested two-way docusign as a potential future event topic.</p> <p>Paul was keen to include another joint social event with the South Wales Branch and will contact Jayne Lynch, South Wales Branch Chair, to discuss.</p> <p>Nigel asked that any event on Social Value included Modern Slavery. The Committee agreed.</p> <p>Delyth advised the meeting that the 2020 Skills Cymru event in</p>	<p>PC</p> <p>PC</p> <p>MD</p> <p>NT</p> <p>PM</p> <p>PC</p> <p>DG</p>	<p>Ongoing</p> <p>31/01/20</p> <p>Ongoing</p> <p>31/12/19</p> <p>31/01/20</p> <p>29/02/20</p> <p>31/01/20</p>

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	Carmarthen will be held in February. The Committee agreed that there should be a branch presence. Delyth will send out invitations in due course. Delyth will also liaise with DVLA with regards to information on commercial apprenticeships, etc		
8.	AOB No other business was discussed.		
9.	Date of next meeting The next committee meeting will be held in January. Tracy to confirm date nearer to the event.	TR	TBC
10.	Close There being no other business, Paul called the meeting to a close.		