

Notes of Proceedings

February 07/08

Board	MEMBERS AND STUDENTS DEVELOPMENT (MSDB)
Date	21 February 2008
Venue	Robert Street

Action

- 1 DECLARATIONS OF INTEREST

Mal Singh, Scott Haldane and Jane Cuthbertson declared interests under item 10.
- 2 WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Anne Britton, Diane Colley and Sarah Wood.
- 3 MINUTES OF MEETING 17 OCTOBER 2007

The minutes of the last meeting were approved.
- 4 MATTERS ARISING FROM THOSE MINUTES
 - 4.1 Guidance was requested as to how mutual representation at the respective CIPFA and ICAEW Councils should be managed, especially in relation to business imperative items.
 - 4.2 MSDB was reminded that the general matter of openness and transparency regarding Council and MSDB meetings had been discussed 2 years ago by Management Committee and Notes of Proceedings were now available to the public on the website.
- 5 DRAFT NOTES FROM PANEL/FORUM CHAIRS MEETING 4 DECEMBER 2007

A review of the whole of Final Test of Professional Competence is underway, as is a process that will bring the administration of the case study examination into line with the other examinations of both CIPFA.
- 6 MAINTAINING AND GROWING THE CIPFA MEMBERSHIP
 - 6.1 The first report from the Maintaining and Growing the CIPFA Membership Steering Group (MGM) was presented. The CIPFA Development Strategy has been updated to acknowledge the completion of development projects, projects that have been superseded, and any new projects arising from the MGM recommendations.

6.2 MSDB were informed that the 2009 CIPFA annual conference will be held two weeks later than usual, and that this will facilitate the integration of the NSF conference into this event. It was suggested that ways of funding the event are found that will encourage a strong student representation.

7 PRESENTATIONS BY PANEL CHAIRS

7.1 Derek Yule gave an update on the work of the Qualifications Development Panel (QDP). Achievements of 2007 include the qualifications framework and the CIPFA taxonomy, but, most significantly, the review, update and repurposing for online use of the learning material and the national launch of the Certificate in Charity Finance and Accountancy. He thanked Patrick Casey for his hard work in project managing these developments.

7.2 MSDB agreed to ensure the effective sharing of information with its panels and thanked QDP and the Product Development team for their work.

GOVERNANCE

8 AAT

The report from the AAT representatives was noted and they were congratulated on their work. MSDB were impressed with the recent successes of the AAT.

9 INTERNAL AUDIT

Papers MSDB36 07/08 and MSDB37 07/08 were received. Concern was voiced regarding the long-term absence in 2007 of a Student Recruitment Manager. It was explained that this was due the lack of firm information from the courts services, which had led to CIPFA not appointing a temporary member of staff to the post.

CIPFA MEMBERS: PROFESSIONAL DEVELOPMENT AND ETHICAL GUIDANCE

10 MEMBERSHIP MATTERS

Byelaw 4 Applications

10.1 Applications for admission to membership under Byelaw 4 were approved.

Readmissions to membership

10.2 Two re-admissions were approved. The third application will be re-submitted to MSDB once BM has confirmed that all reminders had been sent to the applicant.

Byelaw 5 & 6 applications

10.3 There was concern that CIPFA's process of admission under byelaw 5 & 6 was not subject to reciprocal arrangements by other Institutes and that it could be seen as undermining the professional qualification.

10.4 The applications were approved.

Report on lapsed members

10.5 MSDB received paper MSDB40 07/08, on the way CIPFA deals with lapsed members, noting that the current policy regarding the latter is in line with the approach of the other CCABs. It was clarified that CIPFA's Disciplinary Scheme applies to current *and former* members and students.

10.6 It was agreed to add to Appendix A and B guidance from Appendix C as to how lapsed members could describe themselves in relation to their qualification, but that made it clear they were not members of Institute and were therefore not abiding by CPD requirements or subject to the disciplinary scheme.

Annual analysis of membership numbers and trends

10.7 Paper MSDB41 07/08 was noted,

11 MEMBERS DUTY TO COOPERATE AND INFORM

The draft guidance on Members' duty to cooperate and inform was submitted to MSDB for discussion and approval.

12 ANNUAL SUBSCRIPTIONS 2009

MSDB agreed a fee of £275 to be recommended to The Board.

13 CONTINUING PROFESSIONAL DEVELOPMENT

Paper MSDB45 07/08 was noted and the following recommendations agreed:

To continue to select 25% of assessments as high priority assessments

To include those members registered in the scheme under the new Council policy at 1 January 2008 in the high priority selection
MSDB monitor progress on CPD through the Members Development Panel with CPD papers going to MSDB only as specific items arise.

14 PRACTICE ASSURANCE SCHEME

Paper MSDB46 07/09 was noted. The draft amendments to the Practice Regulations and other governance documents were approved for submission to Council. The deadline for signing up to the scheme is the end of March. A fuller operational report will be presented at the April MSDB.

RELATIONSHIP WITH STAKEHOLDERS AND OTHER ACCOUNTANCY BODIES

15 NATIONAL STUDENT FORUM

The 2008 NSF Conference is to be held on Thursday 3 July at Manchester Town Hall.

16 TOM SOWERBY AWARD 2008

Paper MSDB48 07/08 was noted. CG requested that the award ceremony this year mark in some way the recent death of Mr Tom Sowerby.

QUALITY ASSURANCE AND BUSINESS MANAGEMENT

17 CIPFA DEVELOPMENT STRATEGY 2006-2010

Paper MSDB49 07/08 was noted.

18 2007 BUSINESS PLAN ACHIEVEMENTS

18.1 The achievements against target of the Education and Training Directorate for 2007 were reported.

18.2 The achievements against target of the Policy and Technical Directorate for 2007 were reported.

19 ANY OTHER BUSINESS

AP reported that the Student Learning Centre had gone live on the scheduled date of 1 February. He encouraged members of MSDB to pass any feedback they may have to him as and when it arises.

20 DATE OF NEXT MEETING

24 April 2008.