



ANNUAL REPORT 2007/08

CIPFA in Scotland Annual Report 2007/08

PART 1

Introduction by Marc Mazzucco, Chair

My Stated Goals For The Year

I finished my "Looking Forward" article in last year's annual report by stating that I was really excited to be taking over the role of the Chair of the CIPFA Scottish Branch as we entered our second century. It did not disappoint.

In that article I laid out some of our key issues that I wanted to take forward during my year as Chair. These included: cross-sectoral nominations for the 2008 Executive Committee, that the Task Groups should continue to play a pivotal role in maintaining CIPFA at the heart of the Scottish public sector, that the Internationalisation agenda is tackled in Scotland, that we maintain good management of our finances, that we ensure the annual conference remains a flagship event in the Scottish public sector calendar and the continuation of the development of the linkage to other professional bodies.

As I look back on the year just completed I believe that we have been successful in achieving most, if not all, of these aims. Let me put some detail on these efforts and achievements:

Stated Goal 1 : Better Cross-Sectoral Representation On The New Committee

The nominations received for the 2008-2011 Executive Committee are indeed cross-sectoral and we should have a Committee made up of as many NHS officers as we do local government. The education, housing, private and Central Government sectors will also be well represented. In addition, the calibre of the nominations is high with many of the Committee operating at very senior levels within their own Organisations. I am delighted by this and it ensures CIPFA remains key across the Scottish Public Sector and relevant to all individuals who work in this important Sector.

The new membership is critical. This year we have suffered from a number of resignations which has diminished our numbers and has a consequent impact on our ability to meet all objectives. We need to engage the new committee quickly in our priorities. We have an induction event planned for the new members and the intention is to quickly allocate to one of our many task teams. (see stated goal 2)

Stated Goal 2: Relevance Of The Task Teams

The Task Groups received a shake up with a continuation of some but some new Task Teams coming together. The new Task Teams included a Promotional Task Team focusing on the promotion of the professional qualification, an Employers Liaison Task Team, a Website Task Team and a Quality Assurance Task Team who will monitor the quality of Scottish students learning experience. The Members Services Task Team became the Members Support and Events Task Team to ensure that events and members requirements were more clearly linked.

A number of Short Term Task Teams have been set up to focus on a member survey and a member representation audit. In addition, we have recently asked Task Team leads to attend the Strategy Task Team meetings. This is to allow for increased transparency and a better linkage from strategy to operations. Now that we have the Governance in place it is time to move on to some real action. This will be the responsibility of the new Committee.

Stated Goal 3: Supporting Institute's Internationalisation Agenda

Internationalisation remains a core priority for the Institute. Included in our own local development plan is an activity to facilitate international exchanges to allow international finance professionals to visit Scotland. We are currently working that one up with the first ever CIPFA International Director.

Stated Goal 4: Good Management Of Our Finances

The finances of the Scottish Branch remain strong. Good financial management over a number of years has allowed us to build up a relatively high level of reserves. The Strategy Task Team has decided to utilise some of these reserves and has agreed to give the special interest groups the opportunity to bid for extra funding for specific purposes. To date we have awarded the Directors of Finance Section an additional £3,000.

Stated Goal 5: Successful Annual Conference

We made some bold choices for this year's conference: we moved from the central belt to Aviemore and decided against the normal after dinner speaker. The calibre of the speakers was outstanding and the delegate list was very impressive and included many of the most senior finance professionals in Scotland. Sally Gunnell, Olympic Gold medallist, opened the conference with a motivational and at times emotional talk and it was closed by John Swinney, Cabinet Secretary for Finance and Sustainable Growth. The conference dinner was a truly memorable event with dancing girls and casino tables. Even "Elvis" joined us. The success of the Conference is down to a number of people but I would like to say a big thanks to the Conference Committee and the staff within the CIPFA Scottish Office who put in a lot of effort to make this event the success it was.

Stated Goal 6: Linkages With Other Professional Bodies

The link between CIPFA in Scotland and the other professional bodies and Institutes continues to grow and as Chair I have been at a few lunches and dinners, hosted by other professional bodies, representing our Institute. My hosts have included CIMA, the Institute of Taxation and Institute of Chartered Accountants in Scotland. We are at the early stages of planning but we are keen to host a similar event that we can invite other Institutes to. It is important that we together put forward one voice for the accounting profession in Scotland.

So it does feel that I managed to achieve most of my stated objectives but I did not do this alone.

Recognising The Efforts Of Others

As the chair of any group knows, you are only as good as the team around you. There are a huge amount of Scottish members who work tirelessly behind the scenes trying to advance the influence of the Institute as well as trying to advance our members. You are too many to name, but a big thank you to you all. I would like to draw attention to the efforts of two particular members which have been recognised.

Martyn Buckley of Scottish Borders Council won the Tom Sowerby award. The award is presented by CIPFA each year for outstanding service to CIPFA students and Martyn was certainly a worthy recipient given his long serving support to the CIPFA project.

Each year the Branch presents the Ian Doig Award which recognises the efforts of a Scottish member in terms of their contribution to the activities of CIPFA in Scotland. The award will be presented to Paula Gilder at the Graduation Ceremony in May.

As the 2005-2008 Executive Committee draws to its conclusion I would like to say a big thanks to all who served on that Committee. Over the last three years we have done some excellent things and who will ever be able to forget the centenary celebrations. As the Committee finishes there will be some notable departures from the Executive Committee including three former Chairs: Lynn Brown, Sandra Black and Lynn Bradley.

I would like to thank these individuals for their extensive work with the CIPFA Scottish Branch and to thank them personally for their guidance over the years. To say that I was groomed was to put it mildly. I am also very grateful to Angela Scott and her team at the CIPFA Scotland Office for their assistance in making my year as Chair one to remember.

With very best wishes

Marc Mazzucco

Chair of CIPFA in Scotland

PART 2

ANNUAL REPORT

Performance Scorecard	Key Objective	Key Activity	Performance Indicator(s)	2007 Actual
Quartile 1				
Educating, training and continuously developing outstanding members				
	Raising the Institute's profile	To review the format of the annual graduation and presentation event, annual dinner, and AGM	Preferred option chosen by Executive	Achieved
		Arrange annual graduation and presentation event	Attendance by those eligible to graduate	Achieved
		Organise the regional quiz social event with proceeds going to charity.	Achieve 100 members and raise in excess of £2000.	Partly achieved 158 attendees at regional heats and final. £1,500 raised for CHAS.
		Issue annual events programme leaflet to all members and students and publish on website.	Leaflet issued and published on website.	Not achieved
		Organise at least 3 meetings for Audit Group members	Achieve 40 attendees.	Achieved
		Organise at least 4 meetings of LG Directors of Finance section	Achieve 34 attendees	Achieved
		Organise annual masterclass for Directors of Finance section	Achieve 40 attendees	Achieved – numbers were slightly lower

		Organise at least 3 meetings of the Treasury Forum	Achieve 30 attendees	Achieved
	Providing support to qualified members	Invite proposals from Special Interest Groups for one-off use of reserves linked to Development Plan.	Achievement of objectives agreed with Group	Achieved Funds provided to Directors of Finance – no bids from other groups yet.
		Organise two series of 3 free meetings per year for all members of CIPFA based in Scotland	Achieve 50 members per meeting ie. 300 members	Partly achieved. Two meetings held with 66 attendees.
		Develop web-based self help discussion groups	No of members in region accessing groups - 50	Not achieved – no longer being pursued.
	Promoting the CIPFA qualification	Attend Scottish Career Fairs to attract new student members and provide merchandise	Attend min. of 2 fairs. Maintain no. of professional advisors at current level.	Achieved
		Give presentations to undergraduate students when invited.		Achieved
	Support to students	Organise at least 3 meetings for Student Society members	Achieve 30 attendees	Achieved – numbers were low for Aberdeen meeting
		Organise student element of the annual Scottish conference	Programme delivered and positive feedback	Achieved

Quartile 2 Meeting customer needs and expectations				
	Organising key events	Organise the annual Scottish conference	Budget met. 85% rating of good/very good value for money by attendees	Achieved
	Networking	Develop a strategy for greater engagement with the Health Sector.	Strategy approved by the Executive Committee and actions implemented.	In progress
Quartile 3 Setting high standards and delivering best practice				
		Organise the annual Development Weekend for 2007	95 attendees. £2,000 sponsorship. 85% of people attending rate as good/very good value for money	Partly achieved. 56 attendees. £2,000 surplus.
		Arrange joint events with other CCAB Institutes in Scotland.	At least one of the free members events to be joint	Joint event held with ACCA in Inverness, June 07. Second event attracted a number of representatives from other Institutes.
		Provide current CPD status updates to Executive Committee and major employers	Reports to each Executive Committee and at least annual report to major employers	Achieved for updates to Executive. Statistics no longer being provided by CIPFA, situation to be clarified at annual CPD meeting.

		Identify candidates for CIPFA awards: Dr Hedley Marshall (regional); Sir Harry Page (technical); Tom Sowerby (education); Cliff Nicolson (audit); Ian Doig award (services to CIPFA in Scotland)	1 candidate per award and nominations approved by Executive.	Achieved
Quartile 4 Developing our people and making best use of resources				
	Maximising resources	Maintain effective relationship between office and branch and members, supported by effective communication and clearly defined responsibilities within an SLA.	Office representation at all branch meetings and selected task teams. 3 year SLA in place.	Achieved
		Participate in Board for the Regions	Attendance at all meetings	Achieved
		Seek out organisations prepared to accommodate meetings without charging.	Number of meetings in free venues – target 10	Achieved
	Good governance	Produce an annual development plan and monitor progress	Produce plan in accordance with Board for Regions guidance. Progress reports submitted to Executive meetings.	Achieved

		Communicate key messages from the annual development plan to all members	Publish statement on website soon after approval of plan by Board for Regions	Full plan only published on website
		Produce an Annual Report		Achieved
		Hold an AGM and issue supporting documentation	Issued 14 days in advance to all members	Achieved
		Arrange annual dinner to recognise volunteering		Achieved
		Monitor and report on budget regularly.	Reports received in time and budget targets met.	Achieved
		Submit all VAT and other financial reports required by CIPFA Group	Reports submitted on time.	Achieved
		Ensure accounts are prepared and audited	Deadlines met	Achieved
		Carry out an election for Executive Committee amongst membership.	Completed election process. Completed induction of new Members. Allocation to T.T.'s	Achieved Formal election and induction to take in April 08

PART 3

ACTIVITY INDICATORS

Activity	Delegates/Participants
Development Weekend	56
Charity Quiz	158
Annual Conference	228
Branch meetings	78
AGM and Graduation	67
Volunteer Dinner	51
<i>Total attendance</i>	<i>638</i>
<i>Total no. of members and students in Scotland</i>	<i>1,405</i>
<i>Activity indicator</i>	<i>0.45</i>

Total attendance	638
<i>Made up of:-</i>	
Members	Not known
Students	Not known
<i>Numbers in Region:</i>	
Members	1,169
Students	236
<i>Activity indicators</i>	
Total	0.45
Members	Not known
Students	Not known

Note: these statistics exclude the separate programmes run by the special interest groups. The Scottish Students Society submit their own annual report.

PART 4

SUMMARY OF KEY ISSUES

(a) Highlights of 2007/08

- Review of the purpose of the Scottish Branch
- Updated Regional Development Plan
- Reviewed the number and purpose of Task Teams
- Developed links with other institutes and accountancy bodies
- Successful Annual Conference held in Glasgow
- Attended a number of cross-sectoral events
- Attracted good representation from Health on the proposed new Executive Committee

(b) Key Issues faced in 2007/08

- Attracting members to events
- Addressing the needs of members in all areas of Scotland, particularly the Highlands & Islands
- Engaging with the Health sector and ensuring cross-sectoral representation for the new Executive Committee
- Meeting the requirements of the Office of the Scottish Charity Regulator as an English registered charity operating in Scotland