



NORTHERN IRELAND BRANCH

**Annual Report
2003**

Part 1 - Message from the Chair

I am pleased to present CIPFA's Northern Ireland Branch annual report for 2003. We have had another very successful year with one of the main achievements being the hosting of the Conference for the Regions in Belfast. Judging by the positive feedback the Conference that was attended by 120 delegates was one of the best ever. The occasion was marked by the presence of Dr Sean Farran MLA, who was appropriately the former Minister for Finance and Personnel (DFP), and who hosted a reception for us in the magnificent Parliament Buildings. The formal conference dinner was hosted by The Lord Mayor of Belfast in Belfast City Hall.

In 2002, we introduced the series of lunch-time events and I am delighted to say that these have continued to be a success this year, with the numbers attending rising constantly. These events covered a variety of topical issues effecting public services in Northern Ireland, for example the Review of Public Administration; Review of Public Audit; and Star Ratings and performance indicators.

The annual conference run by the Branch at the Slieve Donard Hotel, Co Down was attended by 200 delegates from a wide spectrum of professions. The theme this year was "Reinvigorating the Public Services - Global Perspectives: Local Issues", and as usual we had a range of very informative and entertaining presentations by a high quality team of local and international speakers, for example Ben Walden, a Shakespearean actor, who gave a powerful presentation on leadership; Derek Higgs, who provided an appraisal of his report on the role and effectiveness of non-executive directors; and Frank McKenna, former premier of New Brunswick, Canada, who told how he turned around both the local economy and the attitude of New Brunswickers by addressing the "digital divide". Feedback from delegates was very positive and many commented that it is the "best conference they had been to in years". It is hoped that this year's event will be equally interesting, informative and enjoyable.

The following report contains full details of the Branch's performance against its 2003 Development Plan objectives.

On a personal note, I would like to thank all the members of the Branch for the hard work and commitment they have shown through out the year. I would also like to pay special tribute to David Nicholl and his staff from the CIPFA NI Office, who continues to provide such an excellent support service to the Branch. The year has been extremely demanding but with many rewards.

Una McGuinness
Chair, Northern Ireland Branch.

Part 2 - TARGETS FOR 2003 and Outcomes

Institute Hallmark	Key Objective	Key task	Performance Indicators	Outcome	Responsibility
1 Accessible and Responsive <i>An Institute, which is open and accessible, and responsive to the needs of its members and students, including those who wish to contribute to its work as volunteers.</i>	Promote a number of training and development events.	Hold a series of Lunchtime Events.	5 events per year.	Achieved. Programme of events 2003 published 10/1/03. Events held: Review of Public Administration on 28 March – 74 delegates Financing Public Services on 28 April – 44 delegates Launch of ‘On Board’ Guide, 10 June – 80 delegates “Supporting People” event held on 19 June – 30 delegates “Review of Public Audit” event held on 26 Sept. – 55 delegates “Star Rating” event held on 11 th Dec – 41 delegates.	Events Sub- Group
		Host Conference of the Regions 2003.	By 30 September 2003.	Successfully achieved.	Una McGuinness Cathy McKillop Jonathan Adams Fionnuala Loughran
	Improve Communications with members.	Operate a member’s help-line, which will respond to all queries within 24hrs.	90% of queries answered within target	Achieved. 100% answered within target.	Fionnuala Loughran

Institute Hallmark	Key Objective	Key task	Performance Indicators	Outcome	Responsibility
		Publish 'The Account'.	3 times per year.	Achieved. Three issues published.	Events Sub- Group
		Support CIPFA education and training division in respect of invigilating exams.	2 times per year.	Achieved for June and December exams.	Committee members
		Contribute to 'Spreadsheet'.	2 times per year.	Achieved. 4 issues to date during 2003 have featured an NI feature. The NI conference was featured in the September edition.	Events Sub-Group
		Negotiate an 'attractive' offer to members e.g. discount at hotel.	One offer.	Achieved. Hastings Hotel offer renewed.	Steve Mungavin
		Provide on-line booking facilities for attendees at branch events.	100% availability for all events.	Achieved – 100% of members contacted electronically (eight members' e-mail addresses were checked and amended upon receipt of "undeliverable" response).	Fionnuala Loughran
		Maximise NI representation on all CIPFA panels.	1 nomination per panel where appropriate.	Achieved. Peter Harvey nominated for Social Services panel. Joy Hadden nominated for National Students' Forum. Colin Langford nominated	Una McGuinness

Institute Hallmark	Key Objective	Key task	Performance Indicators	Outcome	Responsibility
				to Qualifications Development Panel.	
<p>2 Strong Sustainable Growth</p> <p><i>An Institute which is making significant strides to grow its membership and to broaden its reputation across the full breadth of the public services in the UK and the Republic of Ireland, and which is also gaining ground internationally</i></p>	<p>To promote the CIPFA qualification to potential students and employers.</p>	<p>Branch stand at CIPFA NI conference.</p> <p>Make presentation to AAT students.</p> <p>Link NI website to Education and training website in Robert St.</p>	<p>By 31 October 2003.</p> <p>Once per year.</p> <p>By 31 December 2003.</p>	<p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p>	<p>Events Sub- Group</p> <p>Steve Mungavin</p> <p>CIPFA NI office.</p>
	<p>To provide support to students undertaking the professional qualification.</p>	<p>Provide support if requested for all P3 projects.</p> <p>Develop a mentor service for each foundation level student.</p>	<p>Respond to all requests.</p> <p>All students to have access to a mentor.</p>	<p>Achieved. Support provided to Lesley Kyle who passed in June 2003. Support given to Craig Morrow to identify a project.</p> <p>First tranche of mentors appointed to 6 students –</p>	<p>Committee</p> <p>Committee</p>

Institute Hallmark	Key Objective	Key task	Performance Indicators	Outcome	Responsibility
		<p>Provide an induction seminar to new students.</p> <p>To update database of students in NI.</p> <p>To work with CIPFA's Education and Training Division to monitor the quality of student support.</p>	<p>By 31 March 2003.</p> <p>Validation for accuracy and completeness twice a year.</p> <p>Report to Branch in June and December on quality.</p>	<p>Cathy Daly, Cathy McKillop, Paddy Cassidy, Heather Cousins, Colin Langford. 5 mentors identified – still to be linked.</p> <p>Achieved. Event held on 28 March 2003 addressed by Ken Gill, Kim Ferguson and Una McGuinness.</p> <p>Achieved.</p> <p>Achieved. Course Management and Employers meeting held on 22 June 2003. Report presented at August Branch Meeting. Update report given at December Meeting.</p>	<p>Committee</p> <p>Steve Mungavin</p> <p>Steve Mungavin</p>
<p>3 Upholding Highest Standards</p> <p><i>An Institute , which exudes and</i></p>	<p>Promote CPD.</p>	<p>Increase take up.</p> <p>CPD stand at Northern Ireland conference.</p>	<p>From 32% to 35%.</p> <p>By 31 October 2003.</p>	<p>Currently 34%.</p> <p>Achieved.</p>	<p>Mark McBride Ivor Johnston</p> <p>CPD advisors</p>

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<i>promotes the very highest standards of probity, conduct, professionalism and equality of opportunity.</i>	To develop existing members.	Issue CIPFA Accountants' reference and information tool CD Rom.	To all members by 31 October 2003.	National CD-ROM issued in March 2003. Branch decided not to re issue local CD Rom.	CIPFA NI Office
	Recognise involvement of volunteers.	Consider nominations for CIPFA Awards and By laws 5 & 6 membership.	Submit nominations if appropriate by relevant deadlines.	Nominations considered at August and October meetings but no nominations made.	Committee
4 Influential in the Profession <i>An Institute which is acknowledged to be a significant influence within the Consultative Committee of Accountancy Bodies in the UK and the Republic of Ireland, and internationally.</i>		To assist in the development of best practice guides and codes of practice.	To contribute to two Codes of Practice per annum.	Achieved. Four guides produced. "On Board" – A Guide for Board Members of Public Bodies in Scotland launched in March. "On Board" – A Guide for Board Members of Public Bodies in Northern Ireland launched in Northern Ireland in June.	CIPFA NI office

Institute Hallmark	Key Objective	Key task	Performance Indicators	Outcome	Responsibility
				<p>“Guide to Local Government Finance in Northern Ireland” published in July.</p> <p>Best Value for Accounting Code Of Practice and Code of Practice for Local Authority Accounting in UK 2004.</p>	
<p>5 High Profile in the Public Services. <i>An institute, which is well known influential and highly regarded within its core public service markets and more widely.</i></p>	Support prestigious events.	<p>Organise the CIPFA Northern Ireland Annual Conference.</p> <p>Organise CIPFA Chairman’s Luncheon.</p>	<p>130 Attendees.</p> <p>140 Attendees.</p>	<p>Achieved. 176 Attendees</p> <p>134 Attendees.</p>	<p>Events Sub-Group</p> <p>Events Sub-Group</p>
<p>6 Delivering Real Improvements on the Ground <i>An Institute which is widely recognised to be playing a significant role in</i></p>	To inform and educate a broad range of managers of financial staff and other stakeholders in the public sector.	<p>To publish a programme of events for 2003 which contains topical and relevant subjects.</p> <p>To assist CIPFA/IPF NI office in the delivery of high profile publications, training etc.</p>	<p>5 events per annum.</p> <p>To contribute to 2 publications per year.</p> <p>To assist in delivery of 6 courses / seminars.</p>	<p>Achieved. Published in January 2003.</p> <p>Achieved.</p> <p>Achieved. Heather Cousins delivered three On Board</p>	<p>Sub events group</p> <p>Committee & CIPFA NI office</p>

Institute Hallmark	Key Objective	Key task	Performance Indicators	Outcome	Responsibility
<i>the development and implementation of real improvements in the public services provided to and for citizens.</i>				seminars, Una McGuinness delivered accruals accounting, investment appraisal and AAT training, Steven Dolan delivered three Finance for non Finance Managers courses; Jackie Kerr addressed CIPFA NI Conference, James O’Kane spoke at Effective Audit Committees seminar.	
<p>7 Best Use of Resources</p> <p><i>An Institute which conducts its business efficiently and makes best use of the resources at its disposal.</i></p>	To ensure high standards for the use of resources.	<p>To achieve Branch targets/ objectives within existing resource allocation.</p> <p>Report to AGM on Branch finances.</p> <p>To obtain sponsorship.</p> <p>Ensure that information on the website is kept up to date.</p>	<p>Meet approved financial targets and report to each Branch meeting.</p> <p>Annually by 30 April.</p> <p>A minimum of £5k for:-</p> <ol style="list-style-type: none"> 1. The Account 2. Annual programme of events 3. Chairman’s luncheon <p>Update CIPFA NI regional website monthly.</p>	<p>Achieved.</p> <p>Achieved.</p> <p>All achieved.</p> <p>Not achieved monthly - information reviewed November 2003.</p>	<p>Treasurer / Committee</p> <p>Treasurer</p> <p>CIPFA NI Office</p> <p>Sub-group: Heather Cousins Jonathan Adams Kate Sloan</p>

Institute Hallmark	Key Objective	Key task	Performance Indicators	Outcome	Responsibility
	To ensure high accountability and transparency of Branch resources to members.	<p>Use electronic resources effectively.</p> <p>Promote the conference and Branch events.</p> <p>Provide opportunities for volunteer involvement.</p>	<p>100% availability online booking arrangements.</p> <p>All activities promoted by flyers and electronic mail.</p> <p>Appoint a student representative to the Branch committee.</p>	<p>Achieved.</p> <p>Achieved.</p> <p>Achieved – Joy Hadden represents students on Branch Committee and also National Students’ Forum.</p>	<p>CIPFA NI Office</p> <p>CIPFA NI Office Committee</p> <p>Committee</p>

Part 3 - ACTIVITY LEVELS FOR THE BRANCH 2003

Overall Activities

The CIPFA Northern Ireland Branch monitored its performance on a bi-monthly basis against the targets set out in the 2003 Plan. The main activity indicators used to report on performance relate to the numbers of persons attending Branch events, Committee meetings etc. These indicators and targets for 2003 together with information on past activity levels are shown below.

Activity Level	2001	2002	2003 Targets	2003 Outcome
Conference	175	195	175	176
CPD Events	0	80	80	20
AGM	40	37	40	15
Annual Luncheon	0	142	140	134
Branch Events	0	235	260	324
Bi-monthly branch meetings	60	51	60	55
Sub-committee meetings	20	30	30	21
Conference of Regions in Northern Ireland				114
TOTAL	295	770	785	839
Members 162 Students 62	216	216	216	224
ACTIVITY INDICATOR	1.4	3.5	3.6	3.7

As shown in the Table above, the aim of the Branch in 2003 was to achieve an activity indicator of 3.6, more than double the performance figure of 1.4 achieved during 2001 and slightly higher than the exceptional outturn of 2002. It is also worth pointing out that the Northern Ireland Branch provides a range of services to Members and other finance/audit professionals in the Northern Ireland public service such as 'the Account' Newsletter (2,500 circulation) that are not reflected in a purely activity based indicator.

Students

The Branch encourages students to attend its activities such as lunchtime events, the annual luncheon and the conference. To encourage attendance at events, the Branch charges a reduced fee (and in the case of the conference no fee) for students and many avail of this opportunity. Student attendance at Branch events is included in the table above.

In 2003, the Branch held one event specifically for students. This was an introduction to CIPFA coupled with a presentation on the Review of Public Administration in Northern Ireland. This event was attended by 74 people and results in an activity level of 1.2 for students.