



NORTHERN IRELAND BRANCH

**2005
Annual Report**

CIPFA NORTHERN IRELAND BRANCH ANNUAL REPORT 2005

INTRODUCTION FROM CHAIR

It gives me great pleasure to present this report of the 2005 activities of the CIPFA Northern Ireland Branch. We are delighted to report that we have had another excellent year with activity levels that have exceeded 2004 levels and once again exceeded our expectations! This is in large part due to the popularity and success of our programme of lunchtime events, the Annual Conference and our Annual Chairman's Luncheon. All of which have contributed to our aim of enhancing CIPFA's profile in the NI public sector market and beyond.

Lunchtime Events

The CIPFA Northern Ireland Office and the Branch Events sub group put together a programme of topical issues, delivered by high calibre speakers that had a broad appeal and have drawn audiences from public, private and voluntary organisations. We were able maintain the high quality now expected from our lunchtime programme thanks to continuing generous support from sponsors.

Annual Conference

The 2005 conference attracted 245 delegates over the two days (the highest number on record!) and was considered to be one of the best conferences run by the Branch and the CIPFA NI Office, providing an excellent blend of informative conference plenary and workshop sessions and, of course, evening entertainment.

Volunteering

The Branch continues enjoy the support of volunteers to enable it to provide support to students and to contribute to the objective of informing and educating managers and other stakeholders in the public sector. We are grateful to all those who have given their time in this way over the year.

The Branch Committee and Sub Groups met bi monthly throughout the year and I am grateful to Committee colleagues for their support and commitment and to the CIPFA NI Office for the administrative support provided. I look forward to another successful year in 2006, building on the excellent work done in 2005.



Heather Cousins
Chair

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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.	Exceeded: 6 lunchtime events held 'Fit for Purpose' - 4 Feb; 54 attendees 'Accountability' - 11 Apr; 150 attendees 'Whistleblowing' - 11 May; 44 attendees 'Criminal Justice' - 9 June; 54 attendees Managing Sickness Absence - 12 Oct; 88 attendees Effective Financial Management - 3 Nov; 49 attendees	Events Sub-Group
	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.	CIPFA NI Office
		Publish 'The Account'.	3 times per year.	Achieved. Published in January, July, and December.	Events Sub-Group
		Support CIPFA education and training division in respect of invigilating exams.	2 times per year.	Achieved. Successfully provided for June & December 2005 exams.	Committee members

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		Contribute to 'Spreadsheet'.	2 times per year.	Achieved, contributed to every edition in 2005.	Events Sub-Group
		Negotiate an 'attractive' offer to members e.g. discount at hotel.	One offer.	Achieved. Trial NICSSC membership offered.	Steve Mungavin
		Provide on-line booking facilities for attendees at branch events.	100% availability for all events.	Achieved.	Fionnuala Loughran
		Maximise NI representation on CIPFA panels.	1 nomination per panel where appropriate.	Achieved.	Heather Cousins

Institute Hallmark	Key Objective	Key task	Performance Indicators	Outcome	Responsibility
<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>Presence 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>29&30 September 2005.</p> <p>Once per year.</p> <p>By 31 December 2004.</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>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>Respond to all requests.</p> <p>Validation for accuracy and completeness twice a year.</p> <p>Report to Branch in June and December on quality.</p>	<p>No longer applicable.</p> <p>Done in April for June exams and November for December exams.</p> <p>Report provided at Branch meeting 20 June. Meeting with employers held on 16 December 2005.</p>	<p>Committee</p> <p>Steve Mungavin</p>

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3 Upholding Highest Standards <i>An Institute , which exudes and promotes the very highest standards of probity, conduct, professionalism and equality of opportunity.</i>	Promote CPD.	Increase take up. Promote CPD at Northern Ireland conference.	From 34% to 40%. By 30 September 2005.	Achieved. Currently 62% take-up. Promoted by Conference Chair and Mark McBride.	Mark McBride Ivor Johnston
	Recognise involvement of volunteers.	Consider nominations for CIPFA Awards and By laws 5 & 6 membership.	Submit nominations if appropriate by relevant deadlines.	David Thomson nominated and awarded CIPFA membership.	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. Contributions made to Statement of Recommended Practice on local government accounting (SORP) and the BVACOP.	CIPFA NI office
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>	Support prestigious events.	Organise the CIPFA Northern Ireland Annual Conference.	180 Attendees.	Achieved. 245 delegates attended.	Events Sub-Group
		Organise CIPFA Chairman's Luncheon.	140 Attendees.	Achieved. 144 attendees.	Events Sub-Group

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<p>6 Delivering Real Improvements on the Ground</p> <p><i>An Institute which is widely recognised to be playing a significant role in the development and implementation of real improvements in the public services provided to and for citizens.</i></p>	<p>To inform and educate a broad range of managers of financial staff and other stakeholders in the public sector.</p>	<p>To publish a programme of events for 2005 which contains topical and relevant subjects.</p> <p>To assist CIPFA 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 development of 6 courses / seminars.</p>	<p>Achieved. Lunchtime event programme published in January.</p> <p>Achieved. Contributions made to On Board NI and Scotland publications.</p> <p>Achieved. Heather Cousins has assisted with 'On Board' and Stephen Dolan and Una McGuinness have developed a number of courses in England & Wales.</p>	<p>Events Sub-Group</p> <p>Committee & CIPFA NI office</p>

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<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>	<p>To ensure high standards for the use of resources.</p>	<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. Report provided at AGM on 11 April.</p> <p>Achieved. Sponsorship obtained: £3,000 from B'Water £2,500 from REED £1,800 from B'Water</p> <p>Updated in September. Website Co-ordinator appointed (P Tweedie) to take forward.</p>	<p>Treasurer / Committee</p> <p>Treasurer</p> <p>CIPFA NI Office</p> <p>Branch Committee and Philip Tweedie</p>

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	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. Online booking available.</p> <p>Achieved.</p> <p>Joy Hadden, Philip Tweedie and Gerry Campbell all elected at AGM.</p>	<p>CIPFA NI Office</p> <p>CIPFA NI Office Committee</p> <p>Committee</p>

Part 3 - ACTIVITY LEVELS FOR THE BRANCH 2004

Overall Activities

The CIPFA Northern Ireland Branch monitored its performance on a bi-monthly basis against the targets set out in the 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 2005 together with information on past activity levels are shown below.

Activity Level	2001	2002	2003	2004	2005
Conference	175	195	175	201	245
CPD Events	0	80	80	25	32
AGM	40	37	40	44	12
Annual Luncheon	0	142	140	134	144
Branch Events	0	235	260	456	439
Bi-monthly branch meetings	60	51	60	46	40
Sub-committee meetings	20	30	30	16	16
Student & Employer events	0	0	0	28	40
TOTAL	295	770	785	950	968
Members 162 Students 62	216	216	216	224	224
ACTIVITY INDICATOR	1.4	3.5	3.6	4.2	4.3

In 2005, the Branch achieved an activity indicator of 4.3, more than three times the performance figure of 1.4 achieved during 2001 and 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 (3,500 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. In 2005, an event was held specifically for students and employers. Student attendance at other events is included in the respective category in the table above.