



**NORTHERN IRELAND BRANCH**

**2006  
Annual Report**

# **CIPFA NORTHERN IRELAND BRANCH ANNUAL REPORT 2006**

## **PART 1**

### **INTRODUCTION FROM BRANCH CHAIR**

This report summarises what has been another successful year for the activities of the CIPFA Northern Ireland Branch. For another year, our series of lunchtime events attracted interest from and was attended by a broad spectrum of public sector employees. Our two key annual events, Conference and Chair's Luncheon were 'sold out'! CIPFA NI Branch has continued, once again, to keep CIPFA's profile high in the NI public sector market and beyond.

#### **Lunchtime Events**

The CIPFA Northern Ireland Office and the 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 2006 conference attracted 231 delegates over the two days, 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 2007, building on the excellent work done in 2006.

*Mark McBride*

**Chair**

**PART 2 ANNUAL REPORT**

Ref	Key Objective	Key Task	Performance Indicators	2006 Actual
<b>Quartile 1</b> <b>Educating, training and continuously developing outstanding members</b>				
	Promote a number of training and development events	Hold a series of lunchtime events	5 events per year	Exceeded – 8 events held in 2006:  Future of post-primary education 9 Feb (55 attendees)  Strategic Investment Board 9 Mar (52 attendees)  Review of Public Administration 4 May (82 attendees)  Effective Financial Management 9 June (55 attendees)  Managing Large Projects 8 Sept (24 Attendees)  Address by Mayor of Washington 19 September (60 attendees)  Making Shared Services Happen 12 Oct (95 Attendees)  Role of the Voluntary Sector 10 Nov (24 Attendees)

	Improve communications with members	<p>Operate a members helpline, which will respond to all queries within 24hrs</p> <p>Publish 'The Account'</p> <p>Support CIPFA education and training division in respect of invigilating exams</p> <p>Contribute to 'Spreadsheet'</p> <p>Negotiate an attractive offer to members, e.g. discount at hotel</p> <p>Provide on-line booking facilities for attendees at Branch events</p> <p>Maximise NI representation on CIPFA panels</p>	<p>90% queries answered within target</p> <p>3 times per year</p> <p>2 times per year</p> <p>2 times per year</p> <p>One offer</p> <p>100% availability for all events</p> <p>1 nomination where appropriate</p>	<p>Exceeded – 100% queries answered within 2hrs</p> <p>Achieved.</p> <p>Achieved.</p> <p>Exceeded – contributions to all 2006 editions</p> <p>Special offer to subscribe to Agenda NI agreed.</p> <p>Achieved.</p> <p>Achieved.</p>
	To promote the CIPFA qualification to potential students	<p>Presence at CIPFA NI conference</p> <p>Make presentation to AAT students and employers</p>	<p>28/29 Sept</p> <p>Once per year</p>	<p>Achieved.</p> <p>Achieved.</p>
	To provide support to students undertaking the professional qualification.	<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>Validation for accuracy and completeness twice a year</p> <p>Report to Branch June and December on quality</p>	<p>Achieved.</p> <p>Achieved.</p>

<b>Quartile 2</b>				
<b>Meeting customer needs and expectations</b>				
<b>Quartile 3</b>				
<b>Setting High Standards and delivering best practice</b>				
	Promote CPD	Increase take up Promote CPD at NI conference	From 34% to 40% By 30 Sept 2006	Exceeded – 77% take up Achieved.
	Recognise involvement of volunteers	Consider nominations for CIPFA awards and Bye Laws 5 & 6 membership	Submit nominations, if appropriate, by relevant deadlines	No nominations identified.
		To assist in the development of best practice guides and codes of best practice.	To contribute to two codes per annum.	Achieved
	Support prestigious events	Organise CIPFA NI Annual Conference Organise CIPFA Chairs Annual Lunch	180 attendees. 140 attendees	Exceeded - 231 attendees Not achieved – 136 attendees
<b>Quartile 4</b>				
<b>Developing our people and making best use of our resources</b>				
	To inform and educate a broad range of managers of financial staff and other stakeholders in the public sector	To publish a programme of events for 2006 which contains topical and relevant subjects. To assist CIPFA NI Office in the delivery of high profile publications, training, etc.	5 events per annum  To contribute to 2 publications per year  To assist in development of 6 courses / seminars	Exceeded – 8 events held  Achieved  Achieved

	<p>To ensure high standards for 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> <ul style="list-style-type: none"> <li>- The Account</li> <li>- Annual programme of events</li> <li>- Chair's Lunch</li> </ul> <p>Update CIPFA NI regional website monthly.</p>	<p>Achieved</p> <p>Reported to AGM on 4 May 2006</p> <p>Exceeded - £8K of sponsorship raised</p> <p>Not achieved, website coordinator appointed at the end of 2006</p>
	<p>To ensure high accountability and transparency of Branch resources to members.</p>	<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.</p>

### **PART 3**

#### ACTIVITY INDICATORS

NB Regions should include events organised by area or sectoral committees and append the list of events on which the indicators are based to the annual report.

#### **(a) Activity Levels – (aggregate)**

7 Lunchtime events	387
Lunch for Mayor of Washington	60
Chairs Luncheon	136
Conference	231
AGM	14
Branch meetings	39
Events S/C Meetings	17
Student/employer events	20
CPD event	10
Aggregate attendance	914
Aggregate numbers of Members and students (1/1/07)	300
Activity Indicator	3.01