

2009 Development Plan Performance Report – Progress Report at 9 February 2009

<i>Performance Indicator</i>	<i>Responsibility</i>	<i>Target</i>	<i>Actual at 9 February 2009</i>	<i>Comments</i>
<i>Performance Area 1 - Educating, Training and Continuously Developing Outstanding Members:</i>				
<ul style="list-style-type: none"> • H1 Accessible and Responsive • H2 Strong Sustainable Growth 				
<i>% members and % students attending at least 1 event</i>	CIPFA NI Office	Baseline % is 2009		
Hold at least 5 Lunchtime Events during 2009	Events Sub- Group	5 pa		First event held on 5/2/09 – co-hosted with NIAO. Over 100 attendees.
Events to cover at least 2 sectors	Events Sub- Group	2 sectors pa		
Higher gross attendance levels in 2009	Events Sub- Group	> 290		
<i>Provide at least 12 CPD event hours in 2009 (CPD certificate's to be provided)</i>	Events Sub- Group	12 hours		5/2/09 – 1 hour;
Maintain the increase in numbers of attendees at the 2009 AGM (to be held with annual lunch)	Each Committee Member	> 15		AGM to be held 4/3/09 @ 11.15 – in advance of annual lunch
Operate a members helpline, which will respond to members queries within 24 hours	CIPFA NI Office	Respond within 24 hours		
Organise a bi-annual debate on a public sector topic – one to be held in 2009 (subject to financial position)	Events Sub- Group/CIPFA NI Office	One debate		Debate subjects may include housing, immigration or economy

Publish 'The Account' 3 times per year	Event Sub-Group	3 pa		First issue published Feb 2009
Support CIPFA Education & Training Division by undertaking exam invigilation 2 times per year	Committee members	2 pa		
Contribute to 'Spreadsheet'	Events Sub-Group	Contribution to 3 issues pa		
Review existing panel representation and nominations to panels on an annual basis.	Branch Committee	Annual review	ongoing	CIPFA NI will encourage suitable members to be involved in all key Committees.
Arrange appropriate feedback from panel members	Chair and CIPFA Office	Feedback from one member		Agenda item for June 2009 meeting. Panel members to be invited to make ad-hoc presentations to the Committee.
Make best use of Branch website to promote events. Increased number of visits to site. Site updated every quarter	Web-site co-ordinator	Increase in visits to site		In 2008 there were 10,835 visits and 6.02% increase on 2007. Visits per member/student increased by 34.07 in 2007 to 34.40 in 2008. Agenda item 4 times pa
Make an annual presentation to AAT students	U McGuinness	1 pa		
Make an annual presentation to public sector employers	U McGuinness	1 pa		
Make an annual presentation to NI University students	U McGuinness	1 pa		
Consider innovative ways to support students and the newly constituted Student Society. Organise at least 2 events (CPD or social) for the Society.	Students Society/CIPFA Office	2 events		Student Society reconstituted 4/2/09

Maintain a minimum of at least 1 student on the National Student Forum	Students Society	1 student		Nicola Woods in place for 2009
Support attendance of local CIPFA course tutors at CIPFA E&T Directorate & CETC training co-ordinator events	Una McGuinness	At least one meeting pa		
Fund expert/examiner visits to support NI students	Committee members/CIPFA Office	At least one visit pa		
Promote the award of prizes to students	Una McGuinness	Annual prize		Best student to be awarded prize at prize giving event. Annual awards ceremony to be held on 16/3/09 at Parliament Buildings – hosted by Minister of Finance.

Performance Area 2 - Meeting Customer Needs and Expectations:

- **H5 High Profile in the Public Services**
- **H6 Delivering Real Improvements on the Ground**

Submit nominations, if appropriate, for CIPFA awards and Bye Laws 5 & 6 membership	Committee members/ CIPFA Office	Annual review		Will be kept under review annually.
Issue CPD certificates to 5 CIPFA NI members for activities constituting personal development	Secretary/ CIPFA Office	5 members pa		Will be issued for 2009 before, or at, AGM.
Raise the profile and impact of local members by providing information as to how they can apply for non executive roles in public bodies – publication of an article in the 'Account'.	Chair/ CIPFA Office	Once pa		
Contribute to planning for the CIPFA NI Annual Conference	Events Sub-Group	Annual conference in place		Ongoing
Organise Annual Chairperson's Luncheon	Events Sub-Group	Annual luncheon in place		
Organise the Bi-Annual Debate (subject to resources)	Events Sub-Group	Annual debate in place		Debate subjects may include housing, immigration or economy
<i>A standard overall satisfaction question to be included in all post regional event surveys.</i>	CIPFA NI Office	Satisfaction results reported		Survey in place

Performance Area 3 - Setting High Standards and Delivering Best Practice in the Public Interest:

- **H3 Upholding Highest Standards**
- **H4 Influential in the Profession**

Contribute to 2 Codes of Practice per year	CIPFA NI Office	2 pa		
<p>Involvement in CIPFA Investigations Committee and other CIPFA panels. Provide opportunities for volunteer involvement.</p> <ul style="list-style-type: none"> ➤ Review existing panel representation and nominations to panels on an annual basis. ➤ Arrange appropriate feedback from panel members. 	CIPFA NI Office/ Branch Committee	<p>Annual Review.</p> <p>Feedback by one member once pa</p>		Agenda item for June 2009 meeting. Panel members to be invited to make ad-hoc presentations to the Committee.
<p>Identify suitable candidates for CIPFA awards:</p> <ul style="list-style-type: none"> • Dr Hedley Marshall (Regional); • Sir Harry Page (Technical); • Tom Sowerby (Education); and • Cliff Nicholson (Audit). 	CIPFA NI Office/ Branch Committee	One candidate for nomination to one of these awards.		
Chairperson/others to attend other bodies' events	Chair	4 events attended		

Performance Area 4 - Developing Our People and Making Best Use of our Resources:

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To deliver objectives within approved resource allocation	Branch Committee	Balance sheet remains strong		Finances remain sound, although sponsorship may not materialise – reserves will be used in 2009 to deliver agreed objectives. Reserves are strong and provide solid basis for delivering future development
To provide financial activity analysis to each Branch Committee meeting	Treasurer	To Branch Meetings		
To provide Finance Report to AGM	Treasurer	AGM		
VAT returns by due date	Treasurer	Quarterly		
Accounts completed and audited by due date	Treasurer	By AGM		
Reserves reviewed annually	Treasurer	December meeting		
To obtain sponsorship for key Branch events, including The Account, Lunchtime Events, Annual Conference and Chairperson's Luncheon	Treasurer and CIPFA NI Office	Sponsorship to be obtained		To date this has not been possible given financial situation. Efforts are continuing.
Promote all Branch events	Committee Members & CIPFA NI Office	Web updated, bookmarks sent out, promotion in the Account		Web, Bookmark, Account
Provide opportunities for volunteer involvement	Committee Members	Article in Account and annual review and promotion	Ongoing	<i>Circularisation to members of non executive positions advertised in local press occurs. A further article may be published in the Account explaining how members can register their interest for such public sector posts.</i>

Ensure that CIPFA NI Website is kept up to date	Web Author	Regular updates	Ongoing	2009 Development Plan and Web Strategy on site. Most improved web-site 2007. Web site co-ordinator to attend 2009 Board of Regions web-site conference session.
Branch Development Plan sent to all members	CIPFA NI Office	By February 2009		CIPFA NI Office is preparing to distribute 2009 Plan to members
Annual Report is returned to CIPFA Robert Street and put on Branch website	Chairperson/ Web Author	By 31 March		Being drafted by Chair