

CIPFA Northern Ireland Branch

2009 Development Plan Performance Report – Progress Report at 31 March 2009

<i>Performance Indicator</i>	<i>Responsibility</i>	<i>Target</i>	<i>Actual at 31 March 2009</i>	<i>Comments</i>
Performance Area 1 - Educating, Training and Continuously Developing Outstanding Members:				
<ul style="list-style-type: none"> • H1 Accessible and Responsive • H2 Strong Sustainable Growth 				
% members and % students attending at least 1 event	CIPFA NI Office	Baseline % is 2009	10 members 8 students	Data will be collected as year progresses
Hold at least 5 Lunchtime Events during 2009	Events Sub- Group	5 pa	One held already	First event held on 5/2/09 – co-hosted with NIAO. Over 100 attendees. Five events plus annual debate in place.
Events to cover at least 2 sectors	Events Sub- Group	2 sectors pa	Achieved	Events programme for 2009 now in place – 2 distinct sectors covered (central govt and charities – other events are public sector wide)
Higher gross attendance levels in 2009	Events Sub- Group	> 290	Over 100 to date	See above re co-hosted event with NIAO
Provide at least 12 CPD event hours in 2009 (CPD certificate's to be provided)	Events Sub- Group	12 hours	3 hours	5/2/09 (NIAO event) – 2 hours; 4/3/09 (AGM) – 1 hour. Data will be collected as year progresses.
Maintain the increase in numbers of attendees at the 2009 AGM (to be held with annual lunch)	Each Committee Member	> 15	20 attended	AGM 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	In place	In place
Organise a bi-annual debate on a public sector topic – one to be	Events Sub- Group/CIPFA NI	One debate	In place	Debate in place 'The Economic Climate – Cause vs Solution' - 23/10/09

held in 2009 (<u>subject to financial position</u>)	Office			
Publish 'The Account' 3 times per year	Event Sub-Group	3 pa	1 to date	First issue published Feb 2009
Support CIPFA Education & Training Division by undertaking exam invigilation 2 times per year	Committee members	2 pa	In place	Support in place
Contribute to 'Spreadsheet'	Events Sub-Group	Contribution to 3 issues pa		Ongoing
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 – formal review at June 2009 meeting.
Arrange appropriate feedback from panel members	Chair and CIPFA Office	Feedback from one member	In place	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	ongoing	Agenda item 4 times pa
Make an annual presentation to AAT students	U McGuinness	1 pa	In place	Organised for 30 April 2009
Make an annual presentation to public sector employers	<i>U McGuinness</i>	1 pa	Achieved	23 February 2009
Make an annual presentation to NI University students	U McGuinness	1 pa	Three held	UUJ 2 March 2009; QUB 12 March 2009; Strathern Grammar School 26 February 2009
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	None to date	Student Society reconstituted 4/2/09. IPDS event organised for 5 October 2009
Maintain a minimum of at least 1 student on the National Student	Students Society	1 student	Achieved	Nicola Woods in place for 2009

Forum				
Support attendance of local CIPFA course tutors at CIPFA E&T Directorate & CETC training co-ordinator events	Una McGuinness	At least one meeting pa		Usually takes place in June/July
Fund expert/examiner visits to support NI students	Committee members/CIPFA Office	At least one visit pa	In place	See above - IPDS event organised for 5 October 2009
Promote the award of prizes to students	Una McGuinness	Annual prize	Achieved	Best student awarded prize at Branch Annual Luncheon (4/3/09). Annual awards ceremony 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	Ongoing	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	Issued 31/3/09	Issued to all Committee Officers and Members attending more than two meetings.
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	Draft programme in place	Ongoing
Organise Annual Chairperson's Luncheon	Events Sub-Group	Annual luncheon in place	Held 4/3/09	Achieved.
Organise the Bi-Annual Debate (subject to resources)	Events Sub-Group	Annual debate in place	In place	Debate in place 'The Economic Climate – Cause vs. Solution' - 23/10/09
<i>A standard overall satisfaction question to be included in all post regional event surveys.</i>	CIPFA NI Office	Satisfaction results reported	Very satisfied – 25% Quite – 58% Neither satisfied nor dissatisfied – 17%	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.		Nomination e-mails circulated to Branch Committee and to wider local membership. To date no candidates have been identified.
Chairperson/others to attend other bodies' events	Chair	4 events attended	At least 3 to date	Chair has attended various events: Irish Chartered – Northern Ireland Branch (19/3), Institute of Taxation (20/3), ACCA (27/3)

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

• H7 Best Use of Resources

To deliver objectives within approved resource allocation	Branch Committee	Balance sheet remains strong	On going	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	Ongoing	
To provide Finance Report to AGM	Treasurer	AGM	Achieved	Presented to AGM (4/3/09)
VAT returns by due date	Treasurer	Quarterly	Achieved to date	
Accounts completed and audited by due date	Treasurer	By AGM	Achieved	Presented to AGM (4/3/09)
Reserves reviewed annually	Treasurer	December meeting		See also above
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	Not achieved to date	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	Ongoing	Web, Bookmark, Account
Provide opportunities for volunteer involvement	Committee Members	Article in Account and annual review and promotion	Ongoing	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.
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. 2008 Annual Report on site.
Branch Development Plan sent to all members	CIPFA NI Office	By February 2009	Issued March 2009	CIPFA NI Office is preparing (late March 2009) to distribute hard copy 2009 Plan to members. Already on website (Feb 2009)
Annual Report is returned to CIPFA Robert Street and put on	Chairperson/ Web Author	By 31 March	4/3/09	Achieved

Branch website				
----------------	--	--	--	--