



MINUTES

Committee Northern Ireland Branch

Date 8th December 2008

Venue Lesley Exchange 2

Present

Michael Carson (Chair)	Michele Woods
Mark McBride	Peter Harvey
Patricia Blair	Steve Mungavin
	Michael Tattersall
Joanne Devlin	Kate McKay

In attendance

Diane Colley	Derek Anderson
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Apologies

Heather Cousins	Jonathan Adams
Catherine O'Hagan	Una McGuinness
Kathryn Thomson	David Nicholl

Action

1. Welcome

MC welcomed everyone to the meeting and noted apologies from those unable to attend.

2. Minutes

The minutes of the Committee meeting held on 8th September 2008 were agreed.

3. Matters Arising

3a Current involvement of members on panels - existing

MC welcomed Derek Anderson to the meeting and explained that Derek would provide the Committee with an insight into the work of a CIPFA panel. A general discussion took place regarding the relationship between Northern Ireland members on CIPFA panels and the CIPFA NI Branch. It was agreed that such panel members should, if requested, provide feedback to the Branch Committee.

KMcK

3b Update from panel members

KMcK informed the Committee that 7 CIPFA members in Northern Ireland had responded on an e-mail inviting members to express an interest in joining national panels. KMCK said that she has contacted the Chairs of the relevant panels and informed them of this interest. KMCK to ask each of the 7 individuals to prepare a

paragraph in support of their proposal.

3c Provisions of Bye Laws 5&6

MC outlined that he and the CIPFA Office will suggest nominations to Robert Street. This process will commence imminently. SM said that this is likely to be an ongoing process. MC added it was important that any such nominations are treated in the strictest confidence.

**MC/CIPFA
Office**

3d Development Fund – dealt with at Agenda Point 9

3e Future Branch Committee meetings – Dates for 2009 were noted as 16/2/09, AGM 4/3/09, 11/5/09, 7/9/09 and 7/12/09

4. Correspondence

➤ No matters noted

5. Board of the Regions (Oct 08) – update on action

➤ MC presented the outcome of the Action Points from the last Board meeting. Re Action Point 4, PB has confirmed that there will be 4 delegates from NI attending next year's Conference for the Regions in Leeds. MC said that as this Conference was to be staged over one day and therefore only one night's accommodation would be required, there would be assistance available to other Committee members who wished to attend.

6. Council Member Presentation

➤ MC welcomed Diane Colley to the meeting. DC explained that in her role as Chair of the Nominations Committee, she is visiting all regional committee meetings to ask members to consider individuals to be nominated for Council. DC commented that Council members come from a range of sectors and backgrounds and referred to a recent 'Spreadsheet' article that profiled 3 Council members. DC asked Committee members to consider individuals in the region who have the right mix of skills and experience. She added that nominations must be made by individuals and not by the Branch. She advised members that nomination papers would be issued with the next Spreadsheet magazine. She clarified that individuals put forward for nomination do not need to be contacted first. DC also encouraged the Branch to consider talent spotting and succession planning to ensure that there is a continual flow of new members.

**All Cttee
members**

➤ SM asked DC to clarify the options for membership of Council. She explained that the routes available for membership were:

- (i) as a regional representative;
- (ii) via the nomination process (noted above)
- (iii) co-option (to ensure sectoral and regional balance)

➤ On behalf of the Branch, MC thanked Diane for her presentation.

7. Panel Member presentation – Derek Anderson

➤ MC welcomed Derek Anderson to the meeting. Derek thanked the Committee for the

opportunity to talk about his role on the Audit Panel.

- DA explained that the Panel meets 4 times a year in Robert Street. He sees his role as a Northern Ireland representative on the Panel and explained that Panel has a strong mix of sectoral and regional representation. Indeed, the Panel has recently designed a matrix to ensure that there is appropriate representation and this has highlighted the need for representation from accountancy firms. DA said that since he joined the Panel, there has been considerable debate on the role and terms of reference of the Panel – until now only a generic Terms of Reference was in place to guide its activities. DA outlined the recent activities of the Panel which includes a Local Government Internal Audit Manual as well as other considerations and updates. DA informed the group that the Audit Panel acted as assessors for the Cliff Nicholson award for creativity and innovation in Internal Audit. DA concluded that if there were any issues that need a Northern Ireland perspective, he would seek issues from the Branch Committee. MC thanked Derek for his informative presentation and in particular for giving Committee members a useful insight into how these panels work and the scope for their effectiveness to be developed.

8. Update of 2008 Development Plan

- MC noted that all targets have been achieved with the exception of the Annual Debate. MC and CIPFA Office to complete and return the Plan to Robert Street.

**MC/CIPFA
Office**

9. Development Plan 2009 – final draft

- MC told the Committee that he had changed the Plan to reflect best practice in the other regions. A general discussion ensued on the PIs and MC asked members to consider the draft PIs and return any comments to him by email by Friday 19th December 2009. The reserves section of the Plan was discussed specifically at item 11 below.

**Cttee
members**

10. Treasurer's Report

- The paper prepared by CO'H was circulated. The issue of Reserves was raised and dealt with at Item 11.

11. Reserves

- MC passed a draft of the Branch's Reserve Policy to members. Two key points were highlighted: (i) the use of a restricted fund to support the PQ (£18k balance – amount provided by original donors, CIPFA NI Office and CIPFA NI Branch); (ii) the need to maintain a balance to support training, this is particularly important with the potential loss of sponsorship. MC to finalise draft and circulate to members for final comment. MC added that CIPFA were currently reviewing the effectiveness of the use of reserves across the Regions and that the current subvention methodology was likely to be reviewed. Regions would be playing a proper part in this review and the outcome of this work will be considered by the Board of the Regions.
- It was agreed that CO'H would prepare a short report on the main areas of spend for

**All
members**

CO'H

the last year.

12. Events Sub-group -2009 Programme

- KMcK reported that following the last Events Sub-group, suggestions were put forward for 7 lunchtime events in 2009. The first event will take place on 6th February 2009 and the speaker will be Caroline Mawhood who will talk on 'Data Security – lessons to be learnt from HMRC'.
- The Annual Lunch will take place on 4th March 2009 in Belfast Castle. The AGM will take place prior to this.

13. Student Society

- PB told the Committee that following the recent Conference for the Regions in Plymouth, at which the importance of regional Students' Societies was heavily emphasised, MC, CO'H and PB had contacted the existing Student Society Committee and had met with a number of them. The efforts of the Committee were noted but it was agreed that a re-launch of the Society was needed. SM suggested that it would be an opportune occasion to invite all current students to the 6th February lunchtime event and to get the President to address the students after her session. KMcK to contact all students to invite them to the event. SM to check with the President to make sure that she is happy to do this. PB suggested that the Chair of the NSF should also be invited to address the students at this event.
- The Committee agreed that an annual award would be made to the top student at the AGM/Annual Lunch. UMcG to take forward.

**KMcK,
SM, PB**

UMcG

14. Website Co-ordinator

- MT presented his report and highlighted the increase in monthly visits over the last few months. He asked KMcK to pass details of forthcoming events.

KMcK

15. AOB

- No matters noted

16. Date of next meeting

- The next meeting will take place on Monday 16th February 2009 at 12.30p.m. (Lunch from 12.15) in Lesley Exchange.

Patricia Blair

12th December 2008