

CIPFA SOUTH EAST: DEVELOPMENT PLAN 2010
USING CORE ACTIVITY CATEGORIES SET OUT IN CIPFA'S REGIONAL ACTIVITIES
MODEL

Process	Performance indicator	Budget (£)
1. Raising the profile of the Institute	% of members and students attending local events	
▪ Engage employers in the region	Target: to hold [six] meetings	1,000
▪ Promote the region to new CIPFA students	Target: to brief all new students, either face-to-face or via email	-
▪ Promote links with other accountancy and relevant bodies in the Region	Maintain membership of the London Society Business Board and invite leading members of other Institutes to annual dinner	100
▪ Support Pan Accountancy Lunch	Target: South East Region is represented at this function	1,000
2. Networking		
	Customer satisfaction with events	
▪ Hold annual dinner	Target: to [maintain] attendance levels	3,500
▪ Hold retired members events	Target: to hold [two] events	100
▪ Hold quiz evening	To be a joint event with London Division	Self funding
3. Governance		
	Compliance returns for the Board for the Regions	
▪ Hold annual general meeting	Target: Maintain numbers from previous year	Part of Spring Conference-
▪ Produce budget and accounts	In a timely manner and meet all deadlines	-
▪ Produce annual report	In time for the AGM	-

Process	Performance indicator	Budget (£)
<ul style="list-style-type: none"> ▪ Maintain attendance at Regional Council meetings 	Target: all members to attend at least two-thirds of Council meetings	-
<ul style="list-style-type: none"> ▪ Implement and monitor delivery of development plan 	Target: Ensure a report on achievement against plan is reported to Core Operating Group and Council at each meeting	-
<ul style="list-style-type: none"> ▪ Administrative support 	Target: Ensure administrative activities are carried out effectively. Reports, plans and budgets to BfR in required timescale	12,000
4. Promoting best practice	Number of best practice activities	
<ul style="list-style-type: none"> ▪ Actively participate in the Board for the Regions 	Target: a representative to attend all Board for the Regions meetings and events	
<ul style="list-style-type: none"> ▪ Hold graduation ceremonies for newly qualified members 	Target: to hold [three] ceremonies	2,000
<ul style="list-style-type: none"> ▪ Introduce prize scheme to recognise and reward the best performing students in the Region 	This to be split between CETC and ARU	600
<ul style="list-style-type: none"> ▪ Explore new ways of engaging with members 	Target : possible use of face book type facilities	100
<ul style="list-style-type: none"> ▪ Explore the feasibility and viability of running update courses for member from 2011 	Target: Two update courses in first year.	100
5. Supporting students	Number of events for students	
<ul style="list-style-type: none"> ▪ Hold events for students in the Region 	Target: to hold [4] events	2,000
<ul style="list-style-type: none"> ▪ Support the attendance of students at the NSF and other relevant conferences 	Target: minimum of 8 students to attend	1,500

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<ul style="list-style-type: none"> ▪ Re-launch the mentoring scheme for students 	Target: Revised scheme to be up and running by no later than October.	-
6. Promoting the qualification		
Number of students		
<ul style="list-style-type: none"> ▪ Establish links with local Treasurers' groups and other relevant bodies ▪ Engage employers in the region 	Target: Roll out slides to two other groups. Target: follow up from above and show what we can do to help them	-
7. Communications with members		
Satisfaction measured by annual survey		
<ul style="list-style-type: none"> ▪ Produce CSE newsletter 	Target: to produce [two] editions	500
<ul style="list-style-type: none"> ▪ Maintain and develop CSE website ▪ Develop Video of Topical Interest 	Target: to be in top 3 of Regional Web Sites Target: Produce Video by end of January 2010	150 8,500
<ul style="list-style-type: none"> ▪ Contribute to Spreadsheet 	Target: Ensure a report of each major event is submitted to spreadsheet	-
<ul style="list-style-type: none"> ▪ Engage with divisional groups within the Region ▪ Support London Division 	Target: Provide more support for Anglia and try to re-establish one more group Target: Provide financial support (if needed) for them to provide 3 events per year	600 2,000
8. Supporting continuing professional development		
Number of CPD event hours		
<ul style="list-style-type: none"> ▪ Hold spring conference 	Target : Maintain attendance at last years level	3,000
<ul style="list-style-type: none"> ▪ Hold summer conference 	Target :maintain attendance levels	Self funding
<ul style="list-style-type: none"> ▪ Run programme of low cost events 	Target: to hold [4] events	1,000
<ul style="list-style-type: none"> ▪ 		

Process	Performance indicator	Budget (£)
▪ Actively participate in the CIPFA conference and the conference for the Regions	Target: to sponsor six representatives to attend each conference	5,500
▪ Hold events across the Region where there is demand	Target: Respond to requests for events	-
▪ Explore the establishment of a Network of local coordinators	Target: to try to set up local coordinators to publish events	100
• Support CIPFA 125 anniversary events	Target: support CIPFA when requested	1,500
Total		46,850
Proposed Budget	2009	2010
Total Expenditure	44,250	46,850
Less CIPFA Subvention	34,000	34,000
Investment Income	2,000	1,000
Deficit to be met from reserves	8,250	11,850
Anticipated reserves 1 January	74,727	66,477
Anticipated reserves 31 December	66,477	54,6270