

Annual General Meeting of CIPFA Scotland

Friday 11th May 2018, 12.00pm

Glasgow City Chambers
George Square
Glasgow City
G2 1DU

Agenda

No	Item	Paper
1	Apologies	
2	Minutes of the last AGM of 5 th May 2017	01.05.18
3	Chair's Annual Report 2017-2018	02.05.18
4	Treasurer's Financial Statement for the year ending 31 st December 2017	03.05.18
5	Constitution and Rules Review	04.05.18
6	Proposal for Office Bearers and Committee Members	05.05.18
7	Address by New Chair of CIPFA Scotland	06.05.18
8	AOCB	
9	Close	

CIPFA SCOTLAND AGM Friday 5 May 2017, 12:00

GLASGOW CITY CHAMBERS

Present:

Mark White, Chair, CIPFA Scotland,

Alison Cumming, Senior Vice Chair

Gordon Weir, Junior Vice Chair

Alistair Black, Treasurer

Don Peebles, Head of CIPFA Scotland

And CIPFA members

1. Apologies

Previously recorded.

2. Minutes of AGM 20th May 2016

Minutes were approved.

3. Chair of CIPFA in Scotland 2015/16 Annual Report

The Chair presented his annual report and firstly thanked all who had supported him through his year as Chair. Mark raised the issues facing the UK and Scotland following the Brexit result and the future involvement of CIPFA as a policy and standards setter.

Highlights included, the annual public finance debate and dinner, the Brexit and PFI members events and the Scottish conference in St Andrews.

Mark took the opportunity to thank Don and the CIPFA Scotland staff for all of their assistance to the branch and support to him in his year as chair.

4. Treasurers Report

The treasurer reported on expenditure and income for the year highlighting the consolidated net surplus of £11,869 for 2016/17. This is due to the Treasury Management Forum biennial workshop. Alasdair finished by thanking David Robertson, Claire Gardiner and Mark McLean for their support and assistance during his time as Treasurer.

With no questions on the detail, the financial statements were approved.

The committee and members formally thanked Alasdair for his commitment to the role of Treasurer and wished him all the best for the future.

5. Office Bearers 2017/18

The following office bearers were approved:

Chair – Alison Cumming

Senior Vice Chair – Gordon Weir

Junior Vice Chair – Neil MacLean

Past Chair – Mark White

6. Address by the Chair of CIPFA in Scotland 2017/18

Alison addressed the meeting as Chair and welcomed new members, congratulated Mark on a successful year and thanked Glasgow City Council for hosting the ceremony.

The year ahead would be a continuation of the good work by previous chairs and Alison would like her year as Chair to be characterised by creating opportunities – for students and newly qualified members to develop their careers. Alison would like to improve engagement with all members to provide the ability to engage with each other and with the Institute; and for CIPFA to continue to build its profile and influence in Scotland.

Alison thanked the members for the opportunity and look forwarded to her year as chair.

7. AOCB

There were no other matters raised.

8. Close

Members were thanked for their attendance and the meeting was closed by the Chair.

Scottish Branch Chair – Review of 2017-18

CIPFA continues to be at the heart of the debate on Scotland's public finances, and an increasingly influential commentator. In the last year, we have provided evidence to Scottish Parliament Committees on the potential impact of EU Exit on Scotland's public finances, which will undoubtedly be significant in the years to come.

Our own Don Peebles provided expert input to the joint Scottish Parliament and Scottish Government Budget Review Group, which reported in June 2017. Implementation of the Group's recommendations will bring about radical changes to the budgeting framework and associated scrutiny arrangements in the Scottish Parliament, improving transparency and responding to the challenges of Scotland's new fiscal powers. The Group's recommendation to introduce a medium-term financial strategy has been widely welcomed across the Scottish public sector and will help to strengthen our collective financial management and public service delivery in the years ahead.

We recognised the changing public sector landscape in Scotland this year by creating a new special interest group for Integrated Joint Board Chief Financial Officers, chaired by Sharon Wearing, Chief Officer Finance and Resources in Glasgow City. It is right that CIPFA networks evolve to support our members working in health and social care integration.

We hosted the CIPFA Regional Forum in November, welcoming colleagues from regional networks across the UK and Ireland to Edinburgh. The Forum is part of the Institute's renewed governance framework and allows regional volunteers and Council members to come together with CIPFA staff to share learning and shape our forward plans. I will be continuing to support wider regional activities in CIPFA through supporting the next hosts, in the Midlands, to plan and deliver the 2018 Autumn Forum.

Our branch activities took on an international flavour this year, with Gordon Weir welcoming a delegation from CIPFA Japan to our Edinburgh Office in July.

One of my priorities for my year as chair was to create more opportunities for us to support our student and early career members. I am delighted to see the Scottish CIPFA Student Network go from strength to strength this year, attracting new volunteers and hosting a series of events to support members through their exams and career development including the ever popular "pizza and pre-seen" nights.

My year culminated in another highly successful CIPFA Scotland conference in Glasgow in March, on the theme of *"public money, people and powers: Scotland's dynamic force for change"*. There was a fantastic energy across two days of challenging and insightful speakers and workshops, and perhaps most importantly of all connecting with friends and colleagues old and new. This was all made possible by the huge efforts of Mark McLean, Don Peebles and the rest of the CIPFA team. I am particularly proud that the branch was able to offer financial support to enable more early career members to join us for the conference, including the dinner.

I still can't believe how quickly this year has passed, and I am hoping to continue to drive forward support for early career members and pursue opportunities for parliamentary engagement in my year as Past Chair.

I launched the @CIPFAScotChair twitter account at last year's AGM and while my social media skills are definitely still under development, it has been great to explore new ways to engage with our members which the branch will look to build on in the future. If you're not following us already, I'd encourage you to get involved! Please get in touch, through twitter or more traditional means, if you would like to become more involved in supporting CIPFA's activities in Scotland.

And finally, a big thank you to the members of the Executive Committee and the team in the Edinburgh CIPFA Office for their ongoing support and for giving me this opportunity. I have every confidence that CIPFA in Scotland will continue to go from strength to strength under the leadership of our incoming Chair, Gordon Weir.



Alison Cumming
CIPFA Scotland Branch Chair 2017/18



The Chartered Institute of
Public Finance & Accountancy

Scottish Branch

Paper 03.05.18

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

HONORARY TREASURER'S REPORT

This report presents the CIPFA Scottish Branch accounts for the financial year ended 31 December 2017.

During the financial year the Branch generated a consolidated net surplus of £7,392 (£11,869 for 2016). The surplus is a result of the Treasury Management's Forum's surplus of £10,218 (£12,732 for 2016). In November 2017, the Treasury Management Forum held a two-day workshop in Dunblane which generated an overall surplus of £9,611. Similar to the previous two-day workshop in February 2016, the 2017 event was successful in bringing together a large number of local authority treasury practitioners and representatives from advisory firms, financial institutions, government and academia. Around 70 delegates from 27 member organisations attended the workshop, and 24 sponsoring organisations were represented.

In November 2017, the Branch hosted the second CIPFA Regional Forum, gathering together senior representatives from CIPFA's branch network to review the progress being made in their area and plans for the future.

In addition, 2017 was another successful year for the Student Society with a number of new volunteers joining who, along with existing members, organised events and provided representation for student and newly qualified members at Branch meetings. During the year, the Student Society delivered a number of successful events including an online exams demo and Q&A and an Excel masterclass, along with events to support students preparing for the final stages of their professional qualification.

The reserves position of the Branch remain healthy, with the balance of non-restricted funds comprising £106,261 at 31 December 2017. The Branch has developed plans to use these reserves to help deliver its strategic aims.



Rowena Roche
Honorary Treasurer

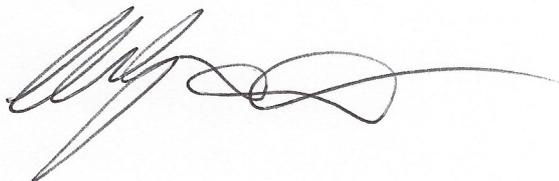
**FIVE YEAR SUMMARY
FOR THE YEAR ENDED 31 DECEMBER**

	2013	2014	2015	2016	2017
Income	28,251	58,213	17,846	52,290	57,170
Expenditure	<u>26,691</u>	<u>53,952</u>	<u>22,317</u>	<u>40,421</u>	<u>49,778</u>
Net Incoming/(Outgoing) Resources	<u>1,560</u>	<u>4,261</u>	<u>(4,471)</u>	<u>11,869</u>	<u>7,392</u>

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements of the Accounting and Reporting by Charities: Statement of Recommended Practice (FRS 102) have not been met: or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Claire Gardiner CPFA
24 April 2018

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER**

Note	Unrestricted funds £	Restricted funds £	Year to 31 Dec 2017 £	Year to 31 Dec 2016 £
Incoming Resources				
<i>Incoming resources from charitable activities:</i>				
Advancing public finance and promoting best practice	50,430	-	50,430	45,127
<i>Incoming resources from generated funds</i>				
Investment income	554	-	554	948
<i>Other incoming resources:</i>				
Subvention	6,186	-	6,186	6,215
Total Incoming Resources	57,170	-	57,170	52,290
Resources Expended				
<i>Charitable activities:</i>				
Advancing public finance and promoting best practice	47,207	-	47,207	37,425
Educating and training students	152	-	152	
Regulating and supporting members	2,269	150	2,419	2,996
<i>Governance:</i>				
Regional Council and audit			-	-
2 Total Resources Expended	49,628	150	49,778	40,421
Net Incoming/(Outgoing) Resources	7,542	(150)	7,392	11,869
<i>Gains/(losses) on investment assets:</i>				
	-	-	-	-
Net Movement in Funds	7,542	(150)	7,392	11,869
Funds Balances Brought Forward at 1 January				
	98,719	10,529	109,248	97,379
6&7 Funds Balances Carried Forward at 31 December	106,261	10,379	116,640	109,248

**BALANCE SHEET
AS AT 31 DECEMBER**

Note	2017 £	2017 £	2016 £	2016 £
Fixed Assets				
		-		-
Current Assets				
3		28,172	12,655	
4		50,711	50,194	
		62,045	52,723	
		<u>140,928</u>	<u>115,572</u>	
Current Liabilities				
5		(24,288)	(6,324)	
Net Current Assets				
		<u>116,640</u>	<u>109,248</u>	
Represented By:				
Capital Funds				
Restricted Funds:				
6		10,379	10,529	
Income Funds:				
7		106,261	98,719	
		-	-	
		<u>116,640</u>	<u>109,248</u>	

Signed on behalf of CIPFA Scottish Region on 23 April 2018



Alison Cumming
Chair



Rowena Roche
Honorary Treasurer

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER**

	2017 £	2017 £	2016 £	2016 £
Net Cash Inflow (Outflow) from Operating Activities	9,839		(12,300)	
Returns on Investment and Servicing of Finance				
Investment Income	-		-	
Interest Paid	-		-	
Capital Expenditure and Financial Investments				
Purchase of tangible assets	-		-	
Proceeds from Sale of Investments	-		-	
Purchase of Investments	-		-	
Net Cash Inflow (Outflow)		<u>9,839</u>		<u>(12,300)</u>

Notes to cash flow statement

1	2017 £	2016 £
Changes in resources before revaluations	7,392	11,869
Investment income		
Depreciation charges		
(Increase) Decrease in Debtors	(15,517)	14,044
(Increase) Decrease in Stocks		
Increase (Decrease) in Creditors	17,964	(38,213)
	<u>9,839</u>	<u>(12,300)</u>

2 Reconciliation of net cash flow to movement in net debt	2017 £	2016 £
Increase/ (Decrease) in cash in the period	9,839	(12,300)
Change in net debt		-
Net debt at 1 January	102,917	115,217
Net debt at 31 December	<u>112,756</u>	<u>102,917</u>

3 Analysis of changes in net debt	At 1 Jan 2017 £	Cashflows £	At 31 Dec 2017 £
Cash in hand	102,917	9,839	112,756
Debt falling due after 1 year	-	-	-
Total	<u>102,917</u>	<u>9,839</u>	<u>112,756</u>

NOTES TO THE FINANCIAL STATEMENTS

1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the requirements of the Accounting and Reporting by Charities: Statement of Recommended Practice (FRS 102). The particular accounting policies adopted are described below

(a) Accounting Convention

The Financial Statements are prepared under the historical cost convention.

(b) Investments

Investments held as fixed assets are stated at cost less provision for permanent diminution in value. Those held as current assets are stated at the lower of cost and net realisable value.

(c) Stocks

Stocks are stated at the lower of cost and net realisable value.

2 SUPPORT COSTS

	Directly Attrib- utable Costs £	Apport- ioned Support Costs £	Apport -ioned Staff Costs £	Total 2017 £	Total 2016 £
Advancing public finance and promoting best practice	47,207	-	-	47,207	37,425
Educating and training students	152	-	-	152	
Regulating and supporting members	2,419	-	-	2,419	2,996
Governance and audit	-	-	-	-	-
	<u>49,778</u>	<u>-</u>	<u>-</u>	<u>49,778</u>	<u>40,421</u>

NOTES TO THE FINANCIAL STATEMENTS

3 DEBTORS AND PREPAYMENTS

	2017	2016
	£	£
Trade Debtors		
Amounts owed by CIPFA excluding VAT	20,958	
VAT repayment owed by CIPFA	2,759	
Amounts owed by CIPFA Regions and Student Societies		
Owed by CIPFA Business Ltd		
Other tax and social security		
Other debtors	3,955	12,655
Prepayments and Accrued Income	500	
	<u>28,172</u>	<u>12,655</u>

4 CURRENT ASSETS: INVESTMENTS

	2017	2016
	£	£
Bank term deposit account	50,711	50,194
	<u>50,711</u>	<u>50,194</u>

5 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Trade Creditors		
Owed to CIPFA excluding VAT	22,306	
VAT owed to CIPFA		
Amounts owed to CIPFA Regions and Student Societies		
Owed to CIPFA Business Ltd		
Other Tax, Social Security		
Other Creditors	1,982	6,324
Receipts in Advance		
	<u>24,288</u>	<u>6,324</u>

NOTES TO THE FINANCIAL STATEMENTS

6 RESTRICTED FUNDS

	2017	2016
	£	£
Balance at 1 January	10,529	10,679
For the Year	<u>(150)</u>	<u>(150)</u>
Balance at 31 December	<u>10,379</u>	<u>10,529</u>

7 DESIGNATED FUNDS

The Income Funds of the Institute include the following Designated Funds that have been set aside out of unrestricted funds by the Executive Committee for Specific Purposes.

	2017	2016
	£	£
Conference Reserve	6,000	6,000
Treasury Management Forum	61,910	51,692
Policy and Technical Support Reserve	13,893	13,893
General Development Reserve	<u>24,458</u>	<u>27,134</u>
	<u>106,261</u>	<u>98,719</u>

8 TRANSACTIONS WITH TRUSTEES AND RELATED PERSONS

	2017	2016
	£	£
Travel and subsistence expenses reimbursed for costs necessarily incurred on CIPFA business	<u>234</u>	<u>236</u>

CIPFA Scotland

Constitution and Rules

CIPFA SCOTLAND: CONSTITUTION AND RULES

1 Name and Membership

- 1.1 The organisation will be called "CIPFA Scotland". The Membership of CIPFA Scotland will comprise persons employed and/or residing within Scotland who are:
- (a) Members of CIPFA (i.e. current full corporate Members, as defined in the Institute Charter and Bye-Laws);
 - (b) Affiliate Members, Associate Members and Honorary Members, as defined in the Institute Charter and Bye-Laws;
 - (c) Registered CIPFA Students, and;
 - (d) CIPFA Diploma Holders and Diploma Students.
- 1.2 The President and the Vice-President of the Institute shall be ex officio members of the Membership.
- 1.3 Other persons who are not Members of CIPFA, but who have an interest in public finance & accountancy and support the objectives of CIPFA Scotland, may be invited to participate in the activities of CIPFA Scotland, but will not be deemed to be part of the Membership and will have no voting rights.

2 Objectives

- 2.1 The objectives of CIPFA Scotland will be:
- (a) To secure a quality and responsive service from the Institute on behalf of the Membership;
 - (b) To act as a communication channel between the Membership and the Institute;
 - (c) To promote CIPFA, develop the influence of the Institute with key decision makers and institutions in Scotland and support its charitable objectives as described at Appendix 1 to this Constitution;
 - (d) To support the work of CIPFA in Scotland, where appropriate, to position CIPFA as the expert commentator on public financial management and policy within Scotland;
 - (e) To strengthen links and build effective long-term relationships across the membership of CIPFA Scotland;
 - (f) To provide an effective forum for the promotion of public finance and accountancy issues in Scotland, by arranging a variety of activities including lectures, courses and conferences, and;
 - (g) To provide, through the medium of CIPFA Student Network Scotland, facilities and activities to meet the needs of registered CIPFA students.

3 Executive Committee

- 3.1 The Membership shall elect an Executive Committee, which shall be the body responsible for determining policy, together with carrying out the necessary administration and co-ordination of the affairs of CIPFA Scotland.
- 3.2 The Executive Committee shall be comprised of:
- Ordinary Members, elected on a three-yearly basis
 - Representatives of Special Interest Groups (per paragraph 3.11)
 - Student Representatives (per paragraph 3.13)
 - Office Bearers (per paragraph 4)

Election of Ordinary Members

- 3.3 An election process for the Ordinary Members of the Executive Committee will be held every 3 years and all Ordinary Member seats will be contested at the same time. Nominations for election will be sought in December in the year before the one in which elections are due to be held. Each nomination should be supported by a CIPFA Member. Nomination forms should be returned by the end of December.
- 3.4 The number of Ordinary Members to be elected at each election shall be equal to the Ordinary Member Quota. The prevailing Ordinary Member Quota shall be advised to the Membership concurrently with the call for nominations.
- 3.5 In the event that the number of nominations received exceeds the Ordinary Member Quota an election will be held. Election to the Executive Committee will be by postal ballot. Voting papers will be issued by end of January, to be returned by end February.
- 3.6 Each voting paper shall state the name of the person appointed as scrutineer and the place to which it is to be returned. The Chair of the Executive Committee shall fix a time and place for the counting of the votes and it shall be the duty of the scrutineer to provide a written report on the result of the poll. This report will be made available to members. The new Ordinary Members of the Executive Committee will be installed on the first of April.

The Ordinary Member Quota

- 3.7 The Ordinary Member Quota may vary from time to time. At each Annual General Meeting the Chair may propose by way of a motion a change to the Ordinary Member Quota. Should such a motion fail, the Ordinary Member Quota will not be varied. The proposed Ordinary Member Quota can be no less than the number of Office Bearers plus the number of Special Interest Groups plus the number of Student Representatives plus one.
- 3.8 If at any time the number of Ordinary Members is less than the Ordinary Member Quota, the vacant Ordinary Member positions shall be filled with reference to the most recent election preceding the change in Ordinary Member Quota, then by co-option (per Para 3.10).

- 3.9 If at any time the number of Ordinary Members exceeds the Ordinary Member Quota the Chair shall invite any Ordinary Members appointed by co-option to step down until the number of Ordinary Members equals the Ordinary Member Quota. Should no Ordinary Members appointed by co-option volunteer to step down, or all extant Ordinary Members are appointed via election, a Special General Meeting shall be called to select those Ordinary Members to step down.

Co-Options

- 3.10 The Executive Committee shall have the powers to fill by co-option any vacancy existing among the Ordinary Members. The Executive Committee may co-opt Ordinary Members, provided that the total number of Ordinary Members does not exceed the Ordinary Member Quota, to ensure that the Committee as a whole represents a wide range of sectors, the age profile of members, their professional interests and, as far as possible, an equal gender balance. All co-options will require the formal approval of the Executive Committee. Periods of co-option will be until the next formal elections to the Executive Committee or until such time as the number of Ordinary Members exceeds the Ordinary Member Quota.

Special Interest Groups

- 3.11 Each Special Interest Group constituted as per paragraph 5 of this constitution shall have one representative on the Executive Committee.
- 3.12 The number of Representatives of Special Interest Groups shall vary to reflect the Number of Special Interest Groups constituted from time to time (and listed at Appendix 3 to this Constitution).

Student Representatives

- 3.13 Up to five Registered CIPFA Students from within the Membership shall be co-opted onto the Executive Committee as Student Representatives.

Role of Attendance

- 3.14 A role of attendance shall be kept for each member of the Executive Committee.

4 Office Bearers

- 4.1 The Office Bearers of CIPFA Scotland shall comprise the following roles:

Succeeding Office Bearers	<ul style="list-style-type: none">• Chair• Past Chair• Vice-Chair
Elected Office Bearers	<ul style="list-style-type: none">• Junior Vice-Chair• Honorary Treasurer• Honorary Auditor
Ex Officio Bearers	<ul style="list-style-type: none">• Institute Council Representatives for Scotland

- 4.2 The duties and responsibilities of each role can be found at Appendix 2 to this Constitution. The Office Bearers will work collectively to serve as an administrative support to the Executive Committee, agreeing agendas, planning

resources and managing the appropriate attendance on CIPFA committees. The format of Office Bearer engagement will be decided annually by the Chair and an annual workplan will be agreed with a nominated responsible Office Bearer for each activity.

Succeeding Office Bearers

- 4.3 At each Annual General Meeting the following Office Bearers for the preceding year shall automatically succeed to positions for the forthcoming year in the following order:
- The Past Chair shall resign as an Office Bearer;
 - The Chair shall become the Past Chair;
 - The Vice Chair shall become the Chair, and;
 - The Junior Vice Chair shall become the Vice Chair.

Elected Office Bearers

- 4.4 The Executive Committee, prior to each Annual General Meeting, shall select their nominations for the following Office Bearers for the forthcoming year from among the Ordinary Members, by means of a vote if necessary:
- Junior Vice-Chair
 - Honorary Treasurer
- 4.5 The Executive Committee shall also, prior to each Annual General Meeting, select a nominee for the position of Honorary Auditor for the forthcoming year, by means of a vote if necessary. The nominee for Honorary Auditor must not be a member of the Executive Committee and for the avoidance of doubt shall not, by being appointed Honorary Auditor, take up a position on the Executive Committee.
- 4.6 The proposals of the Executive Committee for the posts of Elected Office Bearers will be made public after selection and subsequently ratified by the Membership at the AGM. Any current full Member of CIPFA Scotland may propose an alternative nominee from among the Ordinary Members for the Junior Vice-Chair and Honorary Treasurer posts, and a suitably qualified alternative nominee not currently serving on the Executive Committee for the Honorary Auditor post; in that case, the nomination should be submitted in writing to the Chair and received a minimum of 21 days prior to the AGM. Any valid nomination for a post of Office Bearer shall be considered at the AGM, together with the proposals of the Executive Committee.

Ex Officio Office Bearers

- 4.7 Members elected or appointed to the Institute Council through that body's electoral processes shall be appointed ex officio members of the Executive Committee for the duration of the period of his/her service on the Institute Council or Committee.

Resignation

- 4.8 In the event that any Office Bearer offers their resignation before completion of their term of office the Chair shall have the power to fill the vacancy arising

through whatever means deemed appropriate at that time. The temporary Office Bearer so installed shall remain in post until the next AGM.

5 Special Interest Groups

- 5.1 CIPFA Scotland may from time to time form Special Interest Groups to meet the needs of particular classes or interests of members. The Special Interest Groups currently constituted are listed in Appendix 3 of this Constitution.
- 5.2 The constitution and derecognition of a Special Interest Group is at the discretion of the Executive Committee. As such, amendment of Appendix 3 is permitted through simple majority of the Executive Committee and does not require the approval of a General Meeting.
- 5.3 Each Special Interest Group is responsible for its own affairs and should adopt rules for its management and conduct. Such rules shall not be inconsistent with the Charter and Bye Laws of the Institute or with this Constitution and shall be subject to the approval of the Executive Committee. Special Interest Groups shall have the right of direct communication with the Institute. An Office Bearer of each Special Interest Group shall be co-opted onto the Executive Committee of CIPFA Scotland, if not already a member of the Executive Committee in his/her own right.
- 5.4 CIPFA Scotland may appoint members to other Committees it may have established as and when required and also to any Joint Committee established within the Institute's Regional organisation.
- 5.5 CIPFA Scotland (including any Special Interest Group) shall not publish into the public domain any reports bearing the name of the Institute without the approval of the Institute Council.

6 Meetings

Executive Committee Meetings

- 6.1 The Executive Committee will meet a minimum of four times each year.
- 6.2 The quorum for all meetings shall be eight members. Members shall be deemed to be in attendance if they are present at the meeting, whether physically or through electronic means. A record of attendance of the members of the Executive Committee shall be kept.
- 6.3 In the event of the Chair not being present at a meeting the Vice-Chair shall chair the meeting. In the event of neither the Chair nor the Vice-Chair being present at a meeting, the Junior Vice Chair shall chair the meeting.

General Meetings

- 6.4 The Annual General Meeting of CIPFA Scotland shall be held each year, not later than 31 May. The AGM shall be held to transact the following business:
 - to receive the Annual Report and forward look programme of CIPFA Scotland;
 - to receive and approve the annual financial statements;

- to receive the results of the election to the Executive Committee;
- to ratify any proposed changes to the Ordinary Member Quota;
- to appoint the Office Bearers for the forthcoming year;
- to consider any other relevant competent business.

6.5 A Special General Meeting shall be convened by the CIPFA Scotland Chair on receipt of a request signed by not less than 15 Members, and stating the objectives of the meeting.

6.6 The Membership shall be given not less than 14 days' notice of the AGM and 7 days for other General Meetings of CIPFA Scotland. Ten Members shall form a quorum of any Annual General Meeting or Special General Meeting. The procedure for meetings will be at the discretion of the Chair.

7 Finance

7.1 The financial accounts of CIPFA Scotland shall be maintained in accordance with the financial regulations as prescribed by the Institute. A bank account in the name of CIPFA Scotland shall be maintained at a bank approved by the Executive Committee. A Finance Operating Procedure shall be drafted and reviewed annually by the Honorary Treasurer and presented to the Executive Committee for approval.

7.2 The Honorary Treasurer shall prepare annually Financial Statements, made up to 31 December each year. The Executive Committee shall arrange for the Financial Statements of CIPFA Scotland to be audited by the Honorary Auditor.

7.3 The Executive Committee shall forward to the Institute an Annual Report and Financial Statements and submit a copy to the Annual General Meeting for approval.

7.4 Neither CIPFA Scotland, nor the Executive Committee (collectively or individually) shall have any power to charge the Institute with any expenditure they may incur or to pledge the credit of the Institute, without previous consent in writing of the Institute Council.

8 Interpretation and Alteration of Constitution and Rules

8.1 Any matter arising which is not provided for by the existing Constitution and Rules, and in any case of doubt as to their interpretation, shall be dealt with and determined by the Executive Committee.

8.2 Proposals for changes to the Constitution and Rules may be adopted at the Annual General Meeting or at a Special General Meeting, providing that two thirds of the corporate Members present and voting concur with the proposals. Notice of any such proposals must be given to the CIPFA Scotland Chair, not later than 21 days prior to the meeting.

8.3 Amendments to Appendix 3 – Special Interest Groups is permitted through simple majority of the Executive Committee and does not require the approval at an Annual General Meeting or Special General Meeting.

- 8.4 The Chair of CIPFA Scotland shall have the casting vote on any matter, including the interpretation of any aspects of the Constitution. Similarly, the acting chair of any meeting of CIPFA Scotland shall have the casting vote on any matter

Appendix 1 – Charitable Objectives of The Institute

The principal objects and purposes for which CIPFA (the Institute) is constituted are as follows:

- 1 to advance the science of public finance and of accountancy and cognate subjects as applied to all or any of the duties imposed upon and functions undertaken by public service bodies; and to promote public education therein
- 2 to promote and to publish the results of studies and research work therein and in related subjects
- 3 to advance and promote co-operation between accountancy bodies in any way
- 4 to advance and promote any scheme or schemes (howsoever constituted), having as one or more of their objects the review or regulation in the public interest of the establishment of standards by, and the training, regulatory and disciplinary activities and procedures of, any one or more accountancy bodies.

Appendix 2 – Roles & Responsibilities

The outline roles and responsibilities of each Office Bearer of CIPFA Scotland are listed below. In practice the Office Bearers will work collectively to serve as an administrative support to the Executive Committee, agreeing agendas, planning resources and managing the appropriate attendance on CIPFA committees. The format of Office Bearer engagement will be decided annually by the chair and an annual workplan will be agreed with a nominated responsible Office Bearer for each activity.

Role	Duties and Responsibilities
Chair	<p>The Chair fulfils a critical leadership role within CIPFA Scotland.</p> <p>The Chair shall:</p> <ul style="list-style-type: none"> • Represent and champion CIPFA Scotland to external and internal stakeholders • Champion the wellbeing of the Membership • Guide the strategic direction of the work of CIPFA Scotland, taking into account the Institute’s charitable objectives • Ensure the smooth running of CIPFA Scotland by liaising with the CIPFA Scotland office on the frequency of meetings and other critical administrative support. • Set the agenda for meetings of CIPFA Scotland, chair such meetings and ensure actions arising from such meetings are carried out. • Set the agenda for any General Meeting, chair such General Meetings and ensure actions arising from such meetings are carried out. • Ensure the good governance of CIPFA Scotland
Past Chair	<p>The Past Chair plays a critical role in ensuring that the knowledge and experience from their tenure as Chair is not lost to CIPFA Scotland.</p> <p>The Past Chair acts as mentor to the Chair as required and provides strategic support and advice.</p>
Vice-Chair	<p>The Vice-Chair plays a key role in supporting the Chair, acting as deputy and developing their experience in preparation for their elevation to Chair.</p> <p>The Vice-Chair shall:</p> <ul style="list-style-type: none"> • Chair any meetings in absence of Chair • Support the Chair in the execution of their responsibilities
Junior Vice-Chair	<p>The Junior Vice-Chair supports the Chair and the Vice-Chair in executing their responsibilities. The Junior Vice-Chair is also charged with responsibility for wellbeing of the Student Membership.</p> <p>The Junior Vice-Chair shall:</p> <ul style="list-style-type: none"> • Assume special responsibility for the Student matters, supporting CIPFA Student Network Scotland, mentoring the

	<p>Student Representatives on the board and championing the cause of the Student Membership.</p> <ul style="list-style-type: none"> • Chair meetings in absence of Chair and Vice-Chair • Support the Chair and the Vice-Chair in the execution of their responsibilities
Honorary Treasurer	<p>The Honorary Treasurer is tasked with managing and preparing the accounts of CIPFA Scotland, working closely with the CIPFA Scotland Office.</p> <p>The Honorary Treasurer shall:</p> <ul style="list-style-type: none"> • Prepare an annual budget for the activities of CIPFA Scotland • Manage the expenditure of CIPFA Scotland to the best of their ability • Report on actual and projected expenditure against budget at each meeting of the Executive Committee • Prepare annual accounts for the Membership and other stakeholders, to be ratified at the AGM • Ensure compliance with the Institute's reporting requirements
Honorary Auditor	<p>The Honorary Auditor plays a crucial role in ensuring the good governance of CIPFA Scotland and the Executive Committee.</p> <p>The Honorary Auditor shall:</p> <ul style="list-style-type: none"> • Audit the annual accounts of CIPFA Scotland and report the results of said audit to the AGM. • Ensure that the controls and processes adopted by CIPFA Scotland are sufficient to promote the good governance of the organisation. • Report to the Chair, Executive Committee or any General Meeting, as required, should a matter which compromises the good governance of CIPFA Scotland be forthcoming.
Institute Council Representatives for Scotland	<p>The Institute Council Representatives for Scotland play a crucial role in linking the work of CIPFA Scotland with that of the Institute Council.</p> <p>Each Institute Council Representative shall:</p> <ul style="list-style-type: none"> • Represent CIPFA Scotland on the Institute Council • Report to the Institute Council on the work of CIPFA Scotland • Represent the Institute Council to CIPFA Scotland • Report to CIPFA Scotland on the work of the Institute Council. • Liaise with the Chair of CIPFA Scotland to ensure that the views of the Membership of CIPFA Scotland are represented at the highest levels of the Institute.

Appendix 3 – Specialist Interest Groups and Committees

Special Interest Groups presently constituted under section 5 of the CIPFA Scotland Constitution and Rules are as follows:

- Local Government Directors of Finance Section;
- Treasury Management Forum;
- Integration Joint Board Chief Finance Officers Section;
- CIPFA Student Network Scotland, and;
- Scottish Local Authorities Chief Internal Auditors Group.

The constitution and derecognition of a Special Interest Group is at the discretion of the Executive Committee. As such, amendment of this Appendix 2 is permitted through simple majority of the Executive Committee and does not require the approval of a General Meeting.

Proposals for Office Bearers 2018

The CIPFA in Scotland Constitution and Rules require that Office Bearer positions are reviewed annually and that the Executive Committee, prior to each Annual General Meeting shall select their nominations for the Office Bearer Posts for the forthcoming year.

Taking into account the current Office Bearers the undernoted nominations for the 2018 Office Bearers have been considered and selected by the current Executive Committee as follows:

Chair	Gordon Weir
Senior Vice-Chair	Fiona Kordiak
Vice-Chair	Donella Steel
Honorary Treasurer	Rowena Roche
Honorary Auditor	Claire Gardiner
Past Chair	Alison Cumming

Members are invited to consider and approve these proposals for the Office Bearers for 2018.



Alison Cumming
Chair, CIPFA Scotland Branch

Incoming Chair's Message

I am very much looking forward to taking on the role of Chair of the CIPFA Scotland Branch. I have spoken with a number of previous chairs who have all told me that it will be eventful and challenging but that I should also try to enjoy it. I am particularly looking forward to working with my enthusiastic and very supportive colleagues in the Executive Committee and the excellent team at CIPFA Scotland and will endeavour to continue the good work and positive legacy of my predecessors over the long history of the CIPFA in Scotland.

I've got a hard act to follow – Alison Cumming has been an outstanding Chair and I would like to thank Alison on behalf of the Executive Committee for her hard work and significant contribution over the past 12 months.

This is an exciting and challenging time to be working in public finance – although I can't think of a time looking back over my career when it wasn't!

In the current climate, many finance teams must manage not only the challenges of having to provide services with reduced funding but also of meeting the opportunities of moving towards greater organisational self-sufficiency and enhanced community leadership and engagement.

Against this backdrop, trustworthy standards of financial reporting are an increasing area of concern throughout the economy, with what can at times seem to be a parade of significant financial issues or scandals in both the public and private sectors.

This brings particular challenges for those of us in the accountancy profession. These include earning and ensuring public trust in the financial information we provide and analyse as well as how we use this information to lead developments and deliver against ever rising expectations.

As public finance accountants, few decisions we face will have straightforward, simple answers. There is usually a complex context with competing factors to weigh up requiring professional judgement and so CIPFA has recognised that as an institute, it needs to have an enhanced role in supporting ethical practice for its members.

I intend to work with the CIPFA Scotland Executive Committee to enhance our branch development plan to support this agenda. This will include looking at how we can start to develop a support and mentoring network from within the CIPFA Scotland membership.

As a personal commitment to this agenda I have joined CIPFA's Ethics Working Group which is working on updating and revising the Statements of Professional Practice (SOPP) in line with the International Ethics Standards Board for Accountants (IESBA) Code of Ethics. The group's remit is to raise awareness and expectations of what members can and should do when faced with ethical dilemmas.

During my year as Chair, I would also like to meet with the wider membership and listen to their views and ideas. I intend to strengthen the Executive Committee through recruiting additional active members and to help the Executive Committee to maintain a keen focus on our agreed development plan.

With the support of the branch, Don Peebles and the great team at CIPFA Scotland delivered a hugely successful conference in Glasgow in March. I am looking forward to welcoming you to St Andrews next year, and between now and then, the Executive Committee intends to continue to develop and promote CPD opportunities for all members as well as continuing to support and work with the CIPFA Student Network in Scotland and our special interest groups.

I firmly believe we can build on our current success and would invite you all to get involved and become part of making it happen. If you would like to volunteer for CIPFA, please contact the CIPFA Scotland Office or any member of the Executive Committee. I have found it a rewarding experience and I'm sure you will too.



Gordon Weir
CIPFA Scotland Branch Chair 2018/19