

**CIPFASOUTH EAST REGIONAL COUNCIL – DEVELOPMENT PLAN**

**CSE Council 1 February 2017  
Paper SE0807(1)**

**For review by CSE Council 1 February 2017**

**This was the inter regnum plan format used for 2016. Council is asked to review and/or approve the RAG status for each of these activities during 2016. These outcomes contribute to the Regional President’s Annual Report for 2016 which will be presented to the AGM on 23 March 2017.**

**The Development Plan** is an internal document used by the CIPFA South East Regional Council to describe its intended activities and how they link with the overall purpose of the regions and the core aims of the Institute. It includes (where appropriate) performance indicators and targets to measure the success of the Council in meeting those objectives through its activities.

Purpose	Activity	Performance indicator and targets	2016 budget	RAG status for 2016 <small>All Green - unless shown alternate</small>
<b>1. Supporting the strategic goals of CIPFA</b>	Act as ambassadors of the Institute supporting initiatives such as the UN Mentoring Pilot Scheme	Indicator: Number of Council members involved in ambassador activities  Target: 3	-	

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<b>2. Supporting the Institute's marketing function and raising its profile</b>	Work with the Employer Relations team in the Learning and Membership Directorate to support targeted programmes of local marketing activities (such as participating in Careers Fairs)			
	Support Mansell Street Staff in engaging employers in the region.			
	Promote the region to new CIPFA students	Target: to brief all new students, either face-to-face or via email		
<b>3. Facilitating networking and participation</b>	Encouraging member and student participation in Institute activities through local events and activities at low or no cost	Indicator: % of members and students attending local events  Target: 30% of members and students attend at least one event per year		To consider/agree measurement

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	Hold annual dinner	Target: to maximise attendance levels within budget allocation		
	Hold retired members events	Target: to hold two events		
	Hold quiz evening	Target: to maintain attendance level		
<b>4. Encouraging consultation and communication</b>	Development and management of the Institute’s activities between members in the Regions, and the Institute Council, and building long term relationships with other regions and branches			
	Actively participate in the Regional Forum	Target: a representative to attend all Board for the Regions meetings and events		
	Hold graduation ceremonies for	Target: to hold two	3,000	

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	newly qualified members	ceremonies		
	Explore new ways of engaging with members	Target : Exploring new ways of communicating with members		
	Produce CSE newsletter	Target: to produce five editions		
	Maintain and develop CSE website	Target: to be in top 3 of Regional Web Sites		
	Contribute to Spreadsheet	Target: Ensure a report of each major event is submitted to spreadsheet		Amber
	Engage with divisional groups within the Region	Target: Provide support within available resources to regional groups		
<b>5. Promoting the qualification and other</b>	Supporting Mansell Street Team as required	Target: To endeavour to meet requests for help/support		

Purpose	Activity	Performance indicator and targets	2016 budget	RAG status for 2016 <small>All Green - unless shown alternate</small>
<b>CIPFA services</b>				
			-	
<b>6. Supporting the work of other regions</b>				
			-	-
<b>7. Supporting continuing professional development for members and students</b>	Organising annual activity programme of events	Number of CPD event hours		
	Hold AGM & Spring conference	Target: Maximise attendance within agreed budget (Subsidy for AGM element)	1,500	
	Hold Autumn Conference	Target :maintain attendance levels		

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	Run programme of low cost events	Target: to hold a minimum of 4 events		
	Actively participate in the CIPFA conference and the Conference for the Regions	Indicator: to sponsor representatives to attend each conference Target: 5 delegates	1,000	
	Provide financial support to the Student Society (running costs)			
	Hold events for students in the Region	Target: to hold 4 events		
	Support the attendance of students at the CSN and other relevant conferences	Target: minimum of 8 students to attend		
	Roll out of mentoring scheme for students	Target: To continue to develop and roll out scheme		
	Support London Division events	Target: 3 events per year on a self-funding basis		

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<b>8. Co-operating and liaising with other local professional groups</b>	Promote links with other accountancy and relevant bodies in the Region (current examples include local AAT, CCAB Institute and HFMA branches).	Indicator: Number of joint events Target: 6 per annum	?	
	Maintain membership of the London Pan Accountancy Board and invite leading members of other institutes to annual dinner	-	?	
	Support Pan Accountancy Lunch	Indicator: South East Region is represented at this function (limit of £50 per head) Target: 3 representatives	150	
<b>9. Maintaining appropriate governance and administrative arrangements for</b>	Hold annual general meeting	Target: To maintain numbers from previous year		

Purpose	Activity	Performance indicator and targets	2016 budget	RAG status for 2016 <small>All Green - unless shown alternate</small>
<b>delivering the plan</b>				
	Produce budget and accounts	In a timely manner and meet all deadlines		
	Produce annual report	In time for the AGM		
	Maintain attendance at Regional Council meetings	Target: all members to attend at least two-thirds of Council meetings	1,000	
	Implement and monitor delivery of development plan	Target: Ensure a report (verbal or written) on achievement against plan is reported to Council at each meeting		
	Administrative support for Regional Governance	Target: Ensure administrative activities are carried out effectively, including Council and related papers, and reports, plans and budgets	4,100	
	Extended Regional Support	Target: To deliver a programme of low cost events across the region and continue	9,250	



Purpose	Activity	Performance indicator and targets	2016 budget	RAG status for 2016 <small>All Green - unless shown alternate</small>
		to improve regional co-ordination, within agreed budgets.		
	<b>Sub Total</b>	<b>These values to be updated when 2015 accounts are audited</b>	<b>21,800</b>	
	<b>Contingency</b>		<b>3,000</b>	
	<b>Total</b>		<b>24,800</b>	
	<b>Less Subvention</b>		<b>17,988</b>	
	<b>Deficit to be met from reserves</b>		<b>6,812</b>	