CPA FORWARD PROGRAMME OF ACTIVITY AND FINANCE – REGULAR UPDATE

1. The purpose of this paper is to:

   • Provide an update in relation to the draft forward programme of activity for the period 2012-13 to 2013-14.

   • Provide an update on the Branch finances (Annex A).

   • Invite Members to note the current estimated end of year financial position as at 31 March 2012.

   • Invite Members to note revised estimates for the current financial year 2012-13.

   • To note the cost to the Scotland Branch relating to travel within the UK for the Falkland Islands outward visit in June 2012.

   • To seek approval from Members to circulate the draft Programme of Activities to all Branch Members for agreement at the Annual General Meeting.

Background

2. The Programme of Activity set out at Annex A has been updated following decisions made at the last meeting, and events which have taken place since the last meeting. Where there are financial implications, explanations are set out in paragraphs 4-6 below.

Branch finances

3. At the first meeting of the BEC, held in June 2011, it was agreed to consider, at each subsequent meeting, details of the Branch finances. This regular financial update aims to assist Members when considering the resource planning of future activities.

4. As previously notified, the budget of £52,500 for the financial year 2012-13 is already set.

5. The following information reflects current matters in relation to activities incurring Branch expenditure and invites discussion on these matters:
• As previously reported, the Falklands Islands Legislative Assembly has invited the CPA Scotland Branch, as a partner in the British Islands and Mediterranean Region (BIMR), to send one Member (and their partner/spouse) to attend commemorative events relating to the 30th Anniversary of the conclusion of the Falklands War. The Falklands Island Government will meet the cost of all transport, food and accommodation costs outwith the UK. The delegate will incur travel expenses from home to Brize Norton and there is likely to be some incidental expenses en route. These costs are estimated to be in the region of £450. Members may wish to note that the CPA Scotland Branch will only cover costs relating to Murdo Fraser MSP’s travel within the UK and not those directly incurred by his partner/spouse.

• As already agreed, CPA Scotland Branch will send one delegate and one observer to attend the CPA Annual Conference in Sri Lanka from 10-17 September 2012. A notice, inviting applications, has been sent to all Members. The closing date for applications has been set for 15 June 2012. As previously agreed, one flight for the Secretary has been booked. The remaining flights will be booked once the delegate, and observer, have been selected.

• As previously notified, a separate, one-off project budget of £60,000 has been negotiated by UKIRO to host the BIMR Conference in 2012. Funds to cover the costs of the CPA Scotland Branch delegation will be met from the project budget and not the CPA Scotland Branch budget as previously notified.

• Projected budget reductions for the 2012/13 and 2013/14 financial years have been made to the table shown in Annex A.

6. The Branch Secretary is reconciling Branch financial records with information provided through the Parliament’s financial reports. The projected underspend for the 2011/12 financial year is £926. This sum is significantly lower than previously reported. Enquiries will be made to ascertain if it might be possible to transfer any underspend from the project budget to the CPA Scotland Branch budget in the 2012/13 financial year.

7. At the moment indications are that funds for the 2012-13 financial year will be spent. The BEC has already agreed to attend the Commonwealth Plenary Conference in Sri Lanka in September 2012 and the BIMR Regional Conference in the Falkland Islands in February 2013.

8. Remaining funds will be allocated to activities as the year develops. For example, it is expected that Wales Branch hope to organise a Conference on Human Trafficking early in 2013.

Margaret Neal
Secretary, CPA Scotland branch
The Scottish Parliament
Email: margaret.neal@scottish.parliament.uk