

## **CIPFA Scottish Treasury Management Forum**

### **CONSTITUTION**

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 the Constitution of the CIPFA in Scotland branch 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 in Scotland*, if not already a member of the Executive Committee in his/her own right.

*CIPFA in Scotland* (including any special interest group) shall not publish into the public domain any reports bearing the name of the Institute without the appropriate approval within the Institute's governance structure.

#### **1 NAME AND MEMBERSHIP**

The organisation will be called *CIPFA* Scottish Treasury Management Forum.

(a) The membership shall be open to all Local Authorities from Scotland and Northern England as well as other public sector organisations approved by the Executive Committee. Membership shall be dependant upon payment of the annual subscription set by the Treasury Management Forum Executive Committee.

(b) Membership of the group is per organisation and not individual. Membership is not restricted to CIPFA members only.

(c) Employees of fully paid-up member organisations are invited to attend the biennial workshop.

#### **2 OBJECTIVES**

##### **VISION**

To be the voice of Treasury Managers across the Public Sector and be a driving force for best practice in respect of local authority Treasury Management.

The objectives will be:

- (a) To secure a quality and responsive service for members of the group;

- (b) To develop the influence of the group with key decision makers and institutions in Scotland, as the key representative body for Treasury Management in local government;
- (c) To strengthen links and build long term relationships across the Treasury Management community within the public service;
- (d) To provide an effective group for the discussion of issues of common concern, sharing of good practice and commissioner of work to develop advanced practice
- (e) To consider the development and training needs of our people as a collective to ensure that the best available products are procured at the best price
- (f) To uphold the groups key values
  - Respect each other
  - Are open and honest
  - Add value in everything we do
  - Work as one professional team
  - Seek out and share best practise
  - Have professional and personal integrity
  - See continuous improvement as the norm

### **3 EXECUTIVE COMMITTEE**

The group shall elect a Chair, Vice Chair, Secretary and Treasurer from its membership as office bearers. In addition, it shall appoint up to six others alongside these office bearers to form its Executive Committee

All Executive Committee members are eligible for reappointment at the Annual General Meeting. It is expected that office bearers will serve a minimum period of two years, but this can be extended if agreed by the Group.

If a member of the Executive Committee resigns in the interim the Group shall decide whether to appoint another member in their place or request nominations at the next scheduled AGM. If the Chair resigns the Vice-Chair shall preside until the AGM unless the Group decides to hold fresh elections, in which case all members of the executive committee shall require re-election.

Nominations for the Executive Committee should be submitted in advance of the AGM to allow circulation to the Forum 14 days in advance of AGM per paragraph 4 of this constitution.

Sub-Groups and Working Groups

The CIPFA Scottish Treasury Management Forum shall be entitled to establish one or more Sub-Groups relating to specialist areas of interest as deemed appropriate.

#### **4 MEETINGS**

Regular meetings will be held on a virtual basis using MS Teams, Face to Face meetings may also be held at various venues around Scotland, hosted by members of the Treasury Management Forum.

Executive Committee meetings will be held on a quarterly basis or more frequently if required to discuss topical issues such as consultations and preparation for the biennial workshop.

#### **AGM**

The Annual General Meeting of the group 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;
- to receive and approve the Treasurers Report and Annual Financial statements;
- to elect the Office Bearers and Executive Committee members for the forthcoming year
- to consider any other relevant competent business.

Members will be given not less than 14 days notice of the AGM and 7 days for other meetings of *the group*. A Quarter of the members are required to form a quorum of any Annual General Meeting or Special General Meeting. The procedure for meetings will be at the discretion of the Chair.

#### **5 FINANCE**

The Treasury Management Forum is entitled to raise income through charging an annual membership, or by any other means deemed appropriate by the Forum's Executive Committee. It is also entitled to incur expenditure in connection with meetings, training courses and resources used to the benefit of the group.

The financial accounts of the Treasury Management Forum shall be maintained in accordance with the financial regulations as prescribed by the Institute.

A bank account in the name of Scottish Treasury Management Forum shall be maintained at a bank approved by the CIPFA in Scotland Executive Committee. The Treasurer is responsible for managing the funds and the account and is authorised to bank funds to this account and make payments from it. Any cheque drawn shall require to have the signatures of two of the office bearers to be valid.

The Treasurer shall prepare annually Financial Statements, made up to 31 December each year, in accordance with the relevant guidance issued by CIPFA. The Treasurer shall arrange to have this audited by the independent person appointed by the Group and shall submit it for approval at the Annual General Meeting.

The group shall have no power to charge the Institute with any expenditure they may incur or to pledge the credit of the Institute, without previous consent in writing from the CIPFA in Scotland Executive Committee.

In the event of the dissolution of the group, any remaining funds other than any balance of CIPFA subvention (see below) shall be distributed by the Treasurer to the member Authorities.

The group can propose a bid for an annual subvention from CIPFA which is linked clearly to the objectives and spending plan of the group for the coming financial year. The group will forward that bid to the CIPFA Scottish Branch Office Bearers Group in December of each year to allow it to be considered in the following annual spending plan for the Branch. The group will report annually in December on the use of any Branch subvention to allow this to be appropriately recorded and reflected in the annual report of the Branch. In the event of dissolution of the group (as above) any unspent subvention should be returned to the Branch.

## **6 DECISIONS**

Decisions shall be made by a simple majority of members attending a meeting of the Treasury Management Forum.

The Executive Committee shall have the authority to make decisions between meetings on behalf of the Treasury Management Forum. Significant decisions of the Executive Committee shall be reported to the next meeting of the Forum.

A motion to dissolve the Treasury Management Forum shall require the agreement of two-thirds of its membership to be carried.

## **7 INTERPRETATION AND ALTERATION OF CONSTITUTION AND RULES**

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. 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 group Chair, not later than 21 days prior to the meeting.

The Chair of the group 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 the group shall have the casting vote on any matter.

## SCHEDULE A

### Statement of Special Interest Group and CIPFA Office responsibilities

Activity	Pre-requisites	Special Interest Group	Scottish Office
<b>1) Communication with stakeholders</b>  a) Website		Group members to provide content where required to keep group web area up to date – requirements to be further specified in detail.	Maintain web-site and keep up-to-date, ideas for improvement and development.  Ensure members submit content updates where necessary.
b) Newsletter (CIPFA e-connections, branch calendar of events)		Secretary to provide content where appropriate.	
c) CIPFA members magazine Spreadsheet		Secretary to provide content where appropriate.	
<b>2) Ambassador for CIPFA with other organisations</b>		Represent CIPFA at joint events, provision of contacts, technical expertise if trying to organise a joint event, promote products and services of the CIPFA Group where possible.  Notify office of any sponsor relationship's planning to enter into	Central point of contact with other CCAB bodies both centrally and in the regions.  Help regions to identify potential sponsors whilst liaising with the centre.
<b>3) Development plans</b>		Group plans, where appropriate in line with CIPFA's overall objectives and take into consideration member feedback and local circumstances.	Support the objectives of the group  Communication of CIPFA's objectives.  Gather, collate and analyse data and other information on services

			<p>provided and their impact on CIPFA's objectives.</p> <p>Conduct market research to inform decision making process.</p>
<b>4)Annual report</b>		<p>Develop your own annual report for distribution to our own stakeholder community</p> <p>provide appropriate data for inclusion in the executive committee's year end development planner</p>	
<b>5) Encourage volunteering both for TMF and CIPFA</b>		<p>Help identify gaps in support and approach potential candidates. Speak to volunteers to explain benefits of volunteering.</p> <p>Develop a succession plan in terms of office bearers and members of the committee</p>	<p>Anticipate and address problems arising in the volunteer base.</p> <p>Provide guidelines and training etc to assist volunteers.</p>
<b>6)Other</b> a) Secretarial Support			<p>Allow group use of the CIPFA Scotland facilities</p> <p>Support administration for open meetings / courses</p>