



IPSM E-BULLETIN
NO.20 (E-TOPICS)
AUTUMN 2008

Edited by Derek Wolfe, President &
Hon. Secretary
Typed by Lynette Wolfe, Administrator
Web site: www.ipsm.org.uk
E-Mail Address: info@ipsm.org.uk



**LIVERPOOL 2008: THE
INSTITUTE'S FIRST-EVER
DINNER – NETWORKING
AND CULTURE!**

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The photograph on the front cover shows some of the Institute's members and their partners enjoying the Institute's Celebratory Dinner, which took place during the evening of Friday 10th October in the Taylor Room at the Suites Hotel, Knowsley. The diners on table 3 are (from left to right) Gregory Alake, Stephen Guile (Immediate Past President) Maurice Condie (Hon. Treasurer) Terry Rollings, Wendy Rollings, Andy Egan and Rosie Leigh. A full report and further photographs will appear in the next edition of E-Topics.

INTRODUCTION

Welcome to the 20th edition of E-Topics. I am planning to publish the Winter edition before the end of the current calendar year, so if you have any interesting articles you would like published, please get them to me as soon as possible, and certainly prior to Friday 19th December! If you would like to send a letter to the editor (i.e. ME!) then that will be equally acceptable, and of course your letter will be published in the next E-Topics, the Winter 2008-09 edition.

Since the summer edition, there has been just one further IPSM Council meeting, which was held at The Priory Rooms, Birmingham, on Thursday 18th September. Reports on recent Council meetings will appear in the next edition of E-Topics, as will a full report on the Institute's historic and very successful celebratory dinner held at the Suites Hotel, Knowsley, during the evening of Friday 10th October. Many of the IPSM's diners and their partners stayed overnight in the Suites Hotel, and on Saturday 11th October, eight of them participated in a conducted minibus tour of Liverpool, the European Union's City of Culture in 2008, visiting both Liverpool cathedrals and all four former homes of the UK's greatest ever pop group, The Beatles.

Please can I yet again make a heartfelt plea to those members (in excess of 40 in total as at 17th November) who have STILL not paid their 2008 subscriptions to do so with all speed. Whilst I can accept that many subscriptions are not paid until an employer's new financial year in April, even though they fall due for payment in January, we are now well into the second half of the Institute's year. Lynette, our Administrative Officer, has already sent out two requests for payment, the first to all members on 19th January and the second more recently to those who have yet to pay.

If any members have been made redundant and are experiencing financial hardship, I am quite happy to negotiate a reduction for 2008. If on the other hand, you are unhappy about some aspect of the IPSM's services (or lack of) please let me know, so that Council can fix the problem. In accordance with the Institute's Regulations, any members defaulting on their 2008 subscriptions will **automatically** be excluded from membership from Wednesday 31st December 2008. Reapplying for membership in the future may not only entail the payment of all outstanding amounts, but could also entail the payment of a second initial registration fee, the fee all new members pay upon first being enrolled as a member of the IPSM.

Whilst writing, you might like to know that the Institute's Webmaster, Martin Harvey, has recently completed a complete overhaul on and redesign of the IPSM's website. The new site has been up-and-running since September – hopefully, you'll like the changes!

Finally, please do make the effort to attend the Institute's Annual General Meeting this year on Friday 21st November in Euston, London, commencing at Noon. A free finger buffet has been ordered for 12.30pm (timed to coincide with the end of the AGM) and a full meeting of the IPSM's newly elected Council will take place immediately after the AGM. All paid-up members are welcome to attend the AGM and to vote on the various items of business, as well as attending the Council meeting that follows as observers. Further details on the 2008 AGM plus the Institute's Accounts for 2007-08 are set out within this edition of E-Topics.

Derek Wolfe, FIPSM,
President and Hon. Secretary

WELCOME TO NEW MEMBERS

I am delighted to welcome the IPSM's newest members to the Institute. They are:-
Shelley Fell-Bowers ((Partnership Manager, Learning & Skills Council)
Keith Watkins (Head of Operational Research, Deputy Chief Executive's Department, Department for Work & Pensions)
Kay Canning (Clerk & Responsible Financial Officer, Chigwell Parish Council)
Keith Gray, JP (Clerk & Responsible Financial Officer, Coldharbour Parish Council)
Jeffrey Radford (Clerk & Responsible Financial Officer, Blackwell Parish Council).

IPSM COUNCIL 2008

The IPSM's governing body, its Council, currently comprises 10 IPSM members, there being two unfilled vacancies at the current time in the 12 person structure established some years ago. In addition, the Council reserves the right to co-opt a limited number of additional representatives, to assist and advise other Council members in their deliberations on specific issues. Such appointments are normally time-limited, expiring on the date of the IPSM's next Annual General Meeting. Nine of the ten Council members were elected to serve the Institute for 2008 at the last AGM held on 9th November 2007 in London.

The Council's current representatives are **Derek Wolfe** (President & Hon. Secretary) (Devon – Local Government); **Adrian Waite** (Vice-President) (Cumbria – Public & Third Sector Consultant); **Maurice Condie** (Hon. Treasurer) (Tyne & Wear – Housing Association); **Stephen Guile** (Immediate Past President) (London – National Health Service); **Julie Price** (Suffolk – Local Government); **Martin Harvey** (Webmaster) (Powys - Retired); **Peter Nourse** (Somerset – Public Sector Interim Manager); **Pravin Shah** (London - Local Government); **Robin Raily** (South Yorkshire – Local Government) and **Rodger Lawrence** (Birmingham – Public Sector Interim Manager).

A schedule giving more detailed information on the composition of the Institute's Council for 2008 is set out on the following page.

Name	Address	Phone Number	E-Mail Address
IPSM HQ	45 Cherry Tree Road Axminster DEVON EX13 5GG	01297 35423 (Main HQ) 07944-361518 (Mob) 01446 401212 (Wales – weekday evenings only)	info@ipsm.org.uk
Maurice Condie	St Silas Church, Clifford Street, Byker, NEWCASTLE UPON TYNE, NE6 1PG	0191 265 8621 (work)	Maurice.condie@bykerbridge.org.uk
Stephen Guile	LONDON	(Via HQ)	(Via HQ)
Martin Harvey	POWYS, WALES	(Via HQ)	Martin.harvey@ipsm.org.uk
Rodger Lawrence	BIRMINGHAM	(Via HQ)	(Via HQ)
Peter Nourse	SOMERSET	(Via HQ)	peter.nourse@ipsm.org.uk
Julie Price	SUFFOLK	(Via HQ)	jprice@bergholt99@freeserve.co.uk (home)
Robin Raily	SOUTH YORKS.	(Via HQ)	rraily@tiscali.co.uk (home)
Pravin Shah	LONDON	(Via HQ)	Pravinshah1@yahoo.co.uk (home)
Adrian Waite	AWICS Appleby Business Centre Bridge Street Appleby-in- Westmorland CUMBRIA, CA16 6QH	01768 352347 (work switchboard) 01768 352165 (work direct) 07971 321863 (mobile)	Adrian.waite@awics.co.uk (work) awaite@ukonline.co.uk (home)
Derek Wolfe	45 Cherry Tree Road Axminster DEVON EX13 5GG	01297 35423 (home weekend) 01446 401212 (home weekdays) 01446 704920 (work) 07944 361518 (mobile)	acdf47@btopenworld.com (home weekend) Derek.wolfe1@ntlworld.com (home weekdays) executiveofficer@ntlbusiness.com (work)



The Institute of Public Sector Management

Serving managers in the public, not-for-profit and voluntary sectors

45 Cherry Tree Road, Axminster, Devon, EX13 5GG Tel: 01297-35423 - E-Mail: info@ipsm.org.uk

NOTICE OF AGM

Notice is hereby given that the twenty-fourth Annual General Meeting of the Institute of Public Sector Management will be held at the Methodist International Hotel & Conference Centre, 81 - 103 Euston Street, Euston, London, NW1 2EZ on **Friday 21st November 2008** starting at **Noon** for the transaction of the following business:

Ordinary Business

- a) To receive any apologies for absence submitted either before or at the AGM.
- b) To note any proxy appointments submitted in advance of the meeting by or before the published deadline.
- c) To receive and approve the Minutes of the IPSM's 2007 AGM, which took place on 9th November 2007.
- d) To receive the Notes of the IPSM's inquorate EGM, which took place on 24th January 2008, and to receive and approve the Minutes of the IPSM's deferred EGM held on 1st February 2008.
- e) To receive the Report of the Council (to follow) and the Annual Accounts for the 12 months ended 31 March 2008.
- f) To authorise Council to appoint an Auditor and determine the remuneration, if considered necessary.
- g) To confirm Adrian Waite as the President of the Institute in accordance with Article 47 of the Articles of Association.
- h) To confirm Maurice Condie as the Vice-President of the Institute in accordance with Article 48(A) of the Articles of Association.
- i) To confirm Pravin Shah as Honorary Treasurer of the Institute in accordance with Article 48(B) of the Articles of Association.
- j) To confirm Derek Wolfe as Honorary Secretary of the Institute in accordance with Article 48(C) of the Articles of Association.
- k) To confirm Derek Wolfe as the Immediate Past President of the Institute in accordance with the Articles of Association.
- l) To re-elect Julie Price, Martin Harvey, Robin Reilly, Rodger Lawrence and Stephen Guile as members of the Council.

- m) To elect three members of the Institute to fill the outstanding vacancies on the Institute's Council.
- n) To give consideration to changes to the Articles and to the Regulations of the Institute of Public Sector Management, as recommended by the Institute's Council at its meeting on 9th May 2008

Derek Wolfe
Honorary Secretary
45, Cherry Tree Road
Axminster, Devon,
EX13 5GG

31st October 2008

INSTITUTE OF PUBLIC SECTOR MANAGEMENT
REPORT & FINANCIAL STATEMENTS
FOR THE YEAR TO 31st MARCH 2008

Legal and Administrative Details

The Institute of Public Sector Management is a company limited by guarantee.

Members of the Council who are also DIRECTORS

MR. DEREK WOLFE (*President*)
MR. STEPHEN RICHARD GUILLE (*Immediate Past President*)
MR. ADRIAN WAITE (*Vice-President*)
MR. DEREK WOLFE (*Honorary Secretary*)
MR. PETER NOURSE
MRS. JULIE PRICE
MR. MAURICE CONDIE (*Honorary Treasurer*)
MR. MARTIN JAMES BEECH HARVEY (*IPSM Webmaster*)
MR. RODGER JOHN LAWRENCE
MR ROBIN RAILLY (*Appointed 9th November 2007*)

SECRETARY

MR. MARTIN JAMES BEECH HARVEY

ACCOUNTANTS

NONE

BANKERS

COOPERATIVE BANK
OLYMPIC HOUSE
6 OLYMPIC COURT
MONTFORD STREET
SALFORD
M5 2QP

REGISTERED OFFICE

45 CHERRY TREE ROAD
AXMINSTER
DEVON
EX13 5GG

COMPANY REG. No.

1606315

Introduction by the President, Derek Wolfe, FIPSM.

During the past year, the Council has continued to pursue various objectives.

The IPSM's stated primary objective has been to attempt to recruit new members and build a solid membership base. Advertisements have been placed in numerous journals, including Opportunities, Local Councils Review, Clerks & Councils Direct and Scottish Local Authority News, but the results have been disappointing with only 22 new members recruited during 2007-08.

The web-site has again been overhauled and relaunched by our webmaster, Martin Harvey, displaying further improvements in terms of content and the currency of information available. Once again, training courses have been hosted by our strategic learning & development partners Spirals Ltd., who have made available to IPSM members two new qualifications, namely the Diploma in Public Services and the Advanced Diploma in Public Services, NVQ level 4 and 5 qualifications respectively. We continue to work together with a view to launching some CPD initiatives and opportunities soon.

I would like to thank the Institute's Council members for all the support I have received from them during this busy year.

Report of the Honorary Secretary

In order to assist the Directors to fulfil their duties under the Companies Act 1985, I have compiled the financial statements of the company which comprise the income & expenditure account, the balance sheet and the related notes from the accounting records and information and explanations given.

This report is made to the company's board of directors. Work has been undertaken so that the financial statements compiled can be reported to the company's board of directors, noting those matters that it has been agreed to include in this report, but for no other purpose. To the fullest extent permitted by law, nobody assumes or accepts responsibility to anyone other than the company and the company's board of directors, as a body, for the work carried out in preparing the accounts or this report.

The Directors have acknowledged on the balance sheet as at 31/03/2008 their duty to ensure that the company has kept proper accounting records and prepared financial statements that give a true and fair view under the Companies Act 1985. The Directors consider that the company is exempt from the statutory requirement for an audit for the year.

Derek Wolfe
Honorary Secretary

Report of the Council and Directors of the Institute of Public Sector Management

The Council and Directors submit their report and financial statements for the year ended 31 March 2008.

REVIEW OF THE BUSINESS

The company's principal activity during the year was that of a non profit making institution established to provide a qualification known as "Member of the Institute of Public Sector Management", for staff employed on managerial and administrative duties in the public service. No significant changes are anticipated in the year ahead.

OPERATING RESULTS

The operating result for the year after taxation was £1939 loss (2007 £1068 loss).

FIXED ASSETS

Information relating to changes in tangible fixed assets is given in Note 6 to the financial statements. No additions or disposals have taken place during the year.

POLITICAL OR CHARITABLE DONATIONS

No political or significant charitable contributions have been made during the year.

COUNCIL MEMBERS

The members of the Council are the directors of the company for the purposes of the Companies Act 1948 to 1985 and amendments thereafter. The Institute has an established process to recruit new members to the Council which involves a wide canvassing of vacancies and inviting nominations from the membership. In addition the Council has a right of co-optation of up to 3 members.

DIRECTORS & THEIR INTERESTS

The following directors held office throughout the year and their interests are restricted to a guarantee in the sum of £1 per director in the event of a winding up of the company.

Mr. Derek Wolfe (*President and Honorary Secretary*)

Mr Adrian Waite (*Vice-President*)

Mr. Stephen Guile (*Past President*)

Mr. Maurice Condie (*Honorary Treasurer*)

Mr. Martin Harvey (*Company Secretary*)

Mr Rodger Lawrence

Mr Peter Nourse

Ms. Julie Price

GOING CONCERN

The Council confirms that, after making appropriate enquiries, it has a reasonable expectation that the Institute has adequate resources to continue in operational existence for the foreseeable future and has assets to fulfil all obligations. For this reason, it continues to adopt the going concern basis in preparing these financial statements.

DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (UK GAAP).

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ACCOUNTANTS

The appointment of Accountants, if any, is to be determined by the Annual General Meeting.

By Order of the Board:

Mr. M. J. B. Harvey
Company Secretary

INSTITUTE OF PUBLIC SECTOR MANAGEMENT

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR TO 31st MARCH 2008

	<u>2008</u> £	<u>2007</u> £
TURNOVER & INCOME	12971	11463
Administrative Expenses	(14983)	(12586)
	-----	-----
<u>OPERATING SURPLUS</u>	(2012)	(1123)
Income from Investments/ Bank Interest Received	73 37	55
	-----	-----
<u>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</u>	(1939)	(1068)
Tax on Investment Income	-	-
	-----	-----
<u>SURPLUS FOR THE FINANCIAL YEAR AFTER TAXATION</u>	(1939)	(1068)
Retained (Deficit) Brought Forward	1037	2105
	-----	-----
<u>RETAINED SURPLUS CARRIED FORWARD</u>	(902)	1037
	=====	=====

Note: The Company has no recognised gains or losses other than the results for the years as stated above. There have been no acquisitions or discontinued operations during the current or preceding year.

INSTITUTE OF PUBLIC SECTOR MANAGEMENT

RECONCILIATION OF MOVEMENTS IN MEMBERS' FUNDS

FOR THE YEAR TO 31st MARCH 2008

	<u>2008</u> £	<u>2007</u> £
Surplus for the Financial Year	(1939)	(1068)
Opening Members' Funds	1037	2105
	-----	-----
Closing Members' Funds	(902)	1037
	=====	=====

INSTITUTE OF PUBLIC SECTOR MANAGEMENT

BALANCE SHEET AS AT 31st MARCH 2008

	<u>2008</u> £	<u>2007</u> £
<u>FIXED ASSETS</u>		
Tangible Assets	-	-
<u>CURRENT ASSETS</u>		
Cash at Bank	5947	7828
<u>CREDITORS</u>		
Amounts falling due within one year	0	0
<u>NET CURRENT ASSETS</u>	<u>5947</u>	<u>7828</u>
 <u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>	 5947	 7828
<u>DEFERRED INCOME</u>	(6849)	(6791)
<u>NET ASSET</u>	<u>(902)</u>	<u>1037</u>
<u>CAPITAL & RESERVES</u>		
Called up Share Capital	-	-
Income & Expenditure Account	(902)	1037
<u>MEMBERS' FUNDS</u>	<u>(902)</u>	<u>1037</u>

**STATEMENT BY THE DIRECTORS IN COMPLIANCE WITH SECTION 249A (1) OF
THE COMPANIES ACT 1985 (AUDIT EXEMPTION) REGULATIONS 1994**

- (a) For the year ended 31/03/2008, the company was entitled to the exemption under Section 249A (1) of the Companies Act 1985.
- (b) Members have not required the company to obtain an audit in accordance with Section 249B (2) of the Companies Act 1985.
- (c) The directors acknowledge their responsibility for:
 - (i) ensuring that the company keeps accounting records which comply with Section 221; and
 - (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its surplus for the year, in accordance with the requirements of Section 226, and which otherwise comply with the requirements of the Companies Act relating to financial statements, so far as applicable to the company.

Approved by the Board of Directors:

..... } **Directors**

.....

..... **Dated**

INSTITUTE OF PUBLIC SECTOR MANAGEMENT
NOTES TO THE FINANCIAL STATEMENTS AS AT 31st MARCH 2008

1) ACCOUNTING POLICIES

ACCOUNTING CONVENTION

The financial statements are prepared under the historical cost convention.

DEPRECIATION

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value of each asset over its expected useful life as follows:

Straight Line (Years)

Fixtures & Equipment 5 years

Profits or losses on the disposal of plant & equipment etc. are included in the calculation of operating profit or loss.

CASH FLOW STATEMENT

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from producing a cash flow statement on the grounds that it is a small company.

2) TURNOVER

Turnover represents the amount of member subscriptions received, conference fees, training fees and other project income received which relate to the year of account. Turnover is stated exclusive of VAT where applicable

<u>2008</u>	<u>2007</u>
£	£
12971	11463
<u>12971</u>	<u>11463</u>

SEGMENTAL ANALYSIS

Members Subscriptions & Entrance Fees	12971	11463
Other Events	0	0
	<u>12971</u>	<u>11463</u>

3) OPERATING SURPLUS

This is stated after charging or crediting:
 Auditors' Remuneration (*including Accounting Services*)

-	-
<u>-</u>	<u>-</u>

<u>2008</u>	<u>2007</u>
£	£

4) INCOME FROM INVESTMENTS

Bank Interest Received Gross without Deduction of Tax	73	55
	<u>73</u>	<u>55</u>

5) **TAXATION**

TAX ON PROFIT ON ORDINARY ACTIVITIES

The tax charge is based on the investment income for the year and comprises:

Corporation Tax at Nil% (2007 Nil %)

- -
== ==

6) **TANGIBLE FIXED ASSETS - OFFICE EQUIPMENT COST**

Balance B/fwd

Nil 970

Balance C/fwd

Nil 970
=====

DEPRECIATION

Balance B/fwd

Nil 970

Provided During the Year

- -

Balance C/fwd

Nil Nil
=====

Net Book Amounts

Nil Nil
=====

7) **CREDITORS**

Amounts falling due within one year:

Trade Creditors

- -

Accruals

- -

- -
=====

2008
£

2007
£

8) **DEFERRED INCOME**

Represents the time apportioned element of members' subscriptions received which fall into the next accounting period

6849 6791
=====

9) **SHARE CAPITAL**

The company does not have a share capital. The Memorandum of Association provides, inter alia, that every member of the Institute, guarantees the sum of £1 in the event of a winding up of the company.

- -
=====

10) CAPITAL COMMITMENTS

No capital commitments were contracted or authorised at 31/03/2008	Nil	Nil
	====	====

11) CONTINGENT LIABILITIES

There were no known contingent liabilities at 31/03/2008	Nil	Nil
	====	====

12) RELATED PARTY TRANSACTIONS

No member of the Council has received any payment in respect of services to the company, other than by way of reimbursement or payment of expenses in providing such services

PUBLIC SERVICES NEWS

I am writing to let you know that we have now published our October 2008 edition of 'Public Services News'.

This edition features articles on:

- Budgets and Financial Management are like fresh air, exercise and a healthy diet
- Government considers Regionalisation of Council Housing
- Scottish Housing Regulator appoints Adrian Waite as an Associate Inspector
- Welsh Housing Associations build Homes and Communities
- Welsh Local Government gains additional funding
- Campaign to Protect Rural England appoints Adrian Waite as an Expert Advisor
- Institute of Public Sector Management negotiates a good deal on Training
- Independent Tenants' Advisors should be Accountants say CIPFA
- European Parliament and Homelessness

The newsletter can be freely downloaded from www.awics.co.uk/publicservicesnews.asp

('AWICS' is an ethical management consultancy, providing support principally to those who provide public services. It offers 'Independence, Integrity and Value'. For more information about 'AWICS' please visit their websites at www.awics.co.uk and www.awics.eu or contact them at AWICS Limited, Appleby Business Centre, Bridge Street, Appleby in Westmorland, Cumbria. CA16 6QH. Tel: 017683-52347 or 52165. Fax: 017683-54005. E-mail: Adrian.waite@awics.co.uk)

SPIRALS' FORTHCOMING TRAINING COURSES

Spirals, the Institute's strategic learning & development partners, have drastically revamped its open programme to make it a lot more comprehensive. The following are the courses being run during the remainder of the summer, together with details of Spirals recently announced NVQ levels 4 & 5 Executive Diploma and Advanced Executive Diploma in Management qualifications.



Open Programme

All of the courses will be held in the Cambridge area and IPSM members are obviously entitled to the same discount as before (20%). The current programme of Spirals Open Courses is as follows:-

Tuesday 10th / Wednesday 11th November
Tuesday 17th November

Confident Recruitment (2 days)
Getting Organised – Making the
Best Use of Your Time

All delegates receive 30 days free support from the course tutor after attending the training. One day courses are charged at £165 / delegate, two day courses are charged at £325 / delegate. For more information or to book your place call Spirals on: 01953 602505 or email general@spiralsplus.com

About Spirals

Spirals is an exciting company with a growing reputation and proven track record for delivering bespoke services, based on tried and tested methodologies. At the heart of the organisation is the belief that excellent performance comes from well managed and innovative people, processes and projects.

Spirals specialise in working with public and third sector organisations. Our understanding of the culture and drivers of these sectors ensures we produce work that is sensitive yet challenges in the ways laid out by the modernisation agenda.

As well as working with organisations to improve their people, we also work with them to help them develop as organisations. This work includes Investors in People consultancy and support and helping the achievement of BVPIs.

Spirals are an approved supplier to the IDeA, the strategic training partner for the Institute of Public Sector Management (IPSM) and regularly speak at events on the modernisation agenda, efficiency in the public sector and developing people.

Our reputation is for high levels of customer feedback, and for bespoke services developed specifically for each client group. Clients and delegates say they like our plain English and common sense approach. We take pride in designing our assignments to embed the learning and development within the organisation.

For more information about Spirals' Management Consultancy, Training and Development and Project Management Services, call 01953 602505 or view our website, www.spiralsplus.com

Executive Diploma in Management

The Executive Diploma in Management Programme is a certificated programme, accredited by the Chartered Management Institute through Change Consultancy and Training.

The emphasis of the Programme is on issues facing the higher levels of management, including the deployment of resources to achieve given targets.

On successful completion of this Programme, the candidate will know and understand:

- Aspects of innovation, continuous improvement, re-invention and strategic quality management
- How to manage the quality of work in the context of a healthy, safe and productive working environment
- How to manage physical and financial resources to meet organisational plans
- How to enhance one's own performance and build up relationships
- How to manage the recruitment process and re-deployment
- How teams and individuals can be structured to meet organisational objectives
- How to deal with situations where individuals' or teams' performance is unsatisfactory
- How to chair meetings and establish communication systems that facilitate decision-making

In brief, the Programme consists of eight modules, which cover the following topics:

C51 – Developing in Your Management and Leadership Role
C52 – Managing Performance
C53 – Financial and Resource Management
C54 – Managing Business Challenges
C55 – Managing Operations
O52 – Managing Information Systems
O53 – Developing and Implementing Human Resource Plans
O54 – Developing Project Specifications and Objectives
O55 – Developing and Implementing Marketing Plans

The programme runs for approximately 18 months, with an event being held each month.

To achieve the award of the Executive Diploma in Management, participants are required to:

- Complete 8 assignments of 3,500 words
- Produce an integrated project (of 7,000 words) and present this at the conclusion of the Programme in the form of a 20 minute presentation to a group of invited guests

C51 – Development in your
Management and
Leadership Role

C55 – Managing Operations

C52 – Managing Performance

O52 – Managing Information Systems

C53 – Financial & Resource
Management

O53 – Developing & Implementing Human
Resource Plans

C54 – Managing Business
Challenges

O54 – Developing Project Specifications and
Objectives

O55 – Developing & Implementing Marketing
Plans

Note: Half day Support Meetings will take place in the morning 09:30 – 12:30

All Workshops will run 09:30 – 16:30

The cost for the Executive Diploma in Management is £2,450.

IPSM members interested in any of the above courses should contact us for further details and information. In a fortnight's time we will have a brochure describing all of the courses, available as a PDF document for displaying on the IPSM website, if that would be helpful.

David Elverson, MSc MCIM, Commercial Director, Spirals Ltd.
Jackie Walters, Office Manager, Spirals Ltd.

Tel: 01953 602505 Fax: 01953 605800

Email: david@spiralsplus.com Website: www.spiralsplus.co.uk