



**IPSM E-BULLETIN**  
**NO.9 (E-TOPICS) –**  
**AUTUMN 2006**

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**2006 ANNUAL GENERAL MEETING &**  
**DEVELOPMENT EVENT EDITION**

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## **INTRODUCTION**

Welcome to the latest edition of E-Topics, the 4<sup>th</sup> and final quarterly journal of the IPSM to be published in 2006. This edition concentrates almost exclusively on the 2006 Annual General Meeting & Development Event taking place on Monday 27<sup>th</sup> November at the NCVO's Headquarters, in London. Come along and find out why – after all, admission to the Development Event is absolutely free – provided you book by or before Monday 20<sup>th</sup> November! (After that date, a £20 administration charge will be levied.)

The day's proceedings will start at **Noon** with tea, coffee and an informal welcome from Council members, plus registration. A full NCVO buffet has been laid-on for all members at **12.30 pm**. Formal events commence at **1.00 pm** with our A.G.M., which normally requires no more than 15 minutes to take care of all the legal and procedural formalities. As you will see from our Annual Accounts, the IPSM is in an increasingly healthy financial state, all of which allows us as members to seriously consider whether additional services might usefully be provided for the benefit of the Institute's membership.

The Development Event will commence at **1.15 pm** or thereabouts, once AGM business has been disposed of. The IPSM's Council stresses that it is important for members to meet and work together, to identify the best ways for building the Institute into a more professional organisation that will meet your needs, now and in the future. This year we are especially keen for those of you who have joined in recent years to attend and let us know how you see the future. Attendance is free and a buffet lunch will be provided.

As the event combines with the AGM, you can take the opportunity of meeting and talking with the current Council, to ask questions on the annual report and accounts and other issues of interest. However, the most important part of the day will be dedicated to exploring the following four topics, by breaking into facilitated discussion groups, provisionally covering the following:

- Services wanted by members – existing and possible future services; **(1.15 pm)**
- Hot topics for the Institute, including representing the views of professionals to Government Departments etc. as and when necessary; **(1.45 pm)**
- Promoting the Institute/Recruiting new members – formulating a strategy; **(2.15 pm)**
- Communications – with members, between members, and externally. **(3.00 pm)**

In these discussions we are particularly keen to hear your views. We want an Institute whose membership you value and that can grow in the future. This (2006-07) year the Institute has been in existence for 25 years. All that time ago new members led the Institute. The enthusiasm that they brought to the organisation in the 1980's made it an exciting time that saw the institute grow, both in numbers and reputation.

It is now time for newer members to again be at the helm of the Institute. I would therefore urge you to attend our AGM & Development Event on 27<sup>th</sup> November, where most of our time together can be spent discussing the future of the Institute. The event will also give you to opportunity to meet with other recent joiners and create networks upon which your and the Institutes' future can be built. At **2.45 pm**, afternoon refreshments will be served. Following the Discussion Groups deliberations at **3.30 pm**, we will all have an opportunity to outline our findings, specific proposals being referred to IPSM Council for action. The overall event should wind-up at or just before **4.00 pm**.

Derek Wolfe,  
Acting President.



## 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-second Annual General Meeting of the Institute of Public Sector Management will be held at the Headquarters of the National Council for Voluntary Organisations, Regents Wharf, 8 All Saints Street, London, N1 9RL on **Monday 27<sup>th</sup> November 2006 at 1.00 p.m.** for the transaction of the following business:

#### **Ordinary Business**

- a) To receive the Report of the Council (to follow) and the Annual Accounts (attached) for the 12 months ended 31 March 2006.
- b) To authorise Council to appoint the Auditor and determine the remuneration.
- c) To confirm Derek Wolfe as the President of the Institute in accordance with Article 47 of the Articles of Association.
- d) To seek a nomination from those present at the AGM to serve as the Vice-President of the Institute in accordance with Article 48(A) of the Articles of Association.
- e) To confirm Rodger Lawrence as Treasurer of the Institute in accordance with Article 48(B) of the Articles of Association.
- f) To confirm Derek Wolfe as Honorary Secretary of the Institute in accordance with Article 48(C) of the Articles of Association.
- g) To confirm Stephen Guile as the Immediate Past President of the Institute in accordance with the Articles of Association.
- h) To re-elect Martin Harvey, Peter Nourse and Julie Price as members of the Council.
- i) To elect Adrian Waite, Gillian Shepherd-Coates and Maurice Condie as members of the Council.

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

2<sup>nd</sup> November 2006

**Please Note:**

- 1 Full and Student members, as well a representative of each corporate member, plus Honorary Fellows and Fellows of the Institute, may attend and vote at General Meetings.
- 2 A member entitled to attend and vote at a meeting, is entitled to appoint another member or the duly appointed Chairman of the meeting as a proxy to attend and vote instead of him/her, according to the relevant Articles of Association (Nos. 42-46), the necessary instrument to arrive at the above mentioned office not later than Monday 20<sup>th</sup> November 2006. A form of proxy is attached.

(NB: Under the Institute’s Articles of Association, a proxy has the right to speak and vote on a poll, but cannot vote on a show of hands. A proxy can, however, request or join in the request for a poll).

- 3 Members, Students and Fellows have a right to attend the Annual General Meeting and, as such, do not need to give prior notification of their intention to attend the AGM, unless intending to attend the Development Event that will accompany the AGM this year – in which case IPSM HQ must be notified by Monday 20<sup>th</sup> November, failing which members wishing to participate in the Development Event will be required to pay £20 to cover additional and unplanned administrative costs. That includes those wishing to “sign-up” on the day.

✂.....

**2006 AGM & DEVELOPMENT EVENT – BOOKING FORM**

I will be attending the 2006 AGM & Development Event on Monday, 27<sup>th</sup> November at the Headquarters of the National Council for Voluntary Organisations, Regents Wharf, 8 All Saints Street, London, N1 9RL.

I understand that provided my reply is received by the IPSM at its HQ on or before Monday 20<sup>th</sup> November, I may attend this year’s unique AGM & Development Event absolutely completely FREE. (Late replies received on or after 21<sup>st</sup> November will incur a £20 charge per member to cover extra administrative and related costs, as will be the case with members who book “on the day”.)

Signed: ..... Print Name: .....

Membership No (if known): .....

Address: .....

.....

**Please return this form (with a payment of £20, if sending your reply on or after 20<sup>th</sup> November) to: -**  
Mr Derek Wolfe, Honorary Secretary, IPSM H.Q.  
45, Cherry Tree Road, Axminster, Devon EX13 5HGG

**INSTITUTE OF PUBLIC SECTOR MANAGEMENT**

PROXY AUTHORITY

Annual General Meeting Monday 27<sup>th</sup> November 2006

I (name).....

of (address) .....

.....

being a paid-up Fellow, Full or Student Member (in respect of my subscription for 2006) of the Institute of Public Sector Management, hereby appoint

.....

(a paid-up member of the Institute) or failing him / her the duly appointed Chair of the meeting, as my proxy to vote for me on my behalf at the AGM of the Institute to be held on 27<sup>th</sup> November 2006 and at any reconvened meeting of the 2006 AGM, following an adjournment for whatever reason.

I instruct my proxy to vote in accordance with my wishes, which I have indicated below. On procedural resolutions or where I have given no such indication, the proxy may vote at his / her own discretion.

Dated .....

Signed .....

Name in Full (Please print) .....

## Ordinary Resolutions

		For	Against
a	Receive Report and Annual Accounts for 2005-06 Financial Year	<input type="checkbox"/>	<input type="checkbox"/>
b	Authorise Council to Appoint Auditors & determine remuneration of same	<input type="checkbox"/>	<input type="checkbox"/>
c	Confirm appointment of <u>Derek Wolfe</u> as President for 2006-07	<input type="checkbox"/>	<input type="checkbox"/>
d	Seek nomination(s) from those present at the AGM for the office of Vice- President	<input type="checkbox"/>	<input type="checkbox"/>
e	Confirm appointment of <u>Rodger Lawrence</u> as Hon. Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
f	Confirm appointment of <u>Derek Wolfe</u> as Hon. Secretary	<input type="checkbox"/>	<input type="checkbox"/>
g	Confirm appointment of <u>Stephen Guile</u> as Immediate Past President	<input type="checkbox"/>	<input type="checkbox"/>
h	To re-elect Julie Price, Martin Harvey and Peter Nourse as members of the IPSM's Council	<input type="checkbox"/>	<input type="checkbox"/>
l	To elect Adrian Waite, Gillian Shepherd-Coates and Maurice Condie as new Council members	<input type="checkbox"/>	<input type="checkbox"/>

This form of Proxy must be sent to IPSM HQ, to arrive no later than Monday 20<sup>th</sup> November 2006

Derek Wolfe  
 Honorary Secretary  
 IPSM H.Q.  
 45, Cherry Tree Road  
 Axminster  
 Devon, EX13 5GG

**INSTITUTE OF PUBLIC SECTOR MANAGEMENT**

**REPORT & FINANCIAL STATEMENTS  
FOR THE YEAR TO 31<sup>st</sup> MARCH 2006**

**DIRECTORS**

(Who are also Council Members)

MR. DAVID PUNSHON (*President*)

MR. STEPHEN RICHARD GUILÉ (*Past President*)

MR. DEREK WOLFE (*Honorary Secretary & Vice President (appointed 17/11/2005)*)

MR. RODGER JOHN LAWRENCE (*Honorary Treasurer*)

MS. JULIE PRICE

MR. MARTIN JAMES BEECH HARVEY (*IPSM Webmaster*)

**SECRETARY**

MR. MARTIN JAMES BEECH HARVEY

**ACCOUNTANTS**

MARK HASLAM SONS & CO  
CHARTERED ACCOUNTANTS  
17 WOOD STREET  
BOLTON  
BL1 1EB

**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

**INSTITUTE OF PUBLIC SECTOR MANAGEMENT**

**REPORT & FINANCIAL STATEMENTS  
FOR THE YEAR TO 31<sup>st</sup> MARCH 2006**

**STATUTORY FINANCIAL STATEMENTS**

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<p><b>INSTITUTE OF PUBLIC SECTOR MANAGEMENT</b></p> <p><b>UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR TO 31<sup>st</sup> MARCH 2006</b></p> <p><b>CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS</b></p>
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In accordance with the engagement letter dated 20/04/2006, and in order to assist you to fulfil your duties under the Companies Act 1985, we 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 you have given to us.

This report is made to the company's board of directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the company's board of directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's board of directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31/03/2006 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 1985. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

DATED: 1<sup>st</sup> NOVEMBER 2006

CHARTERED ACCOUNTANTS

<p><b>MARK HASLAM SONS &amp; CO</b>  <b>17 WOOD STREET,</b>  <b>BOLTON ~ BL1 1EB</b></p>
--

**INSTITUTE OF PUBLIC SECTOR MANAGEMENT  
COUNCIL'S REPORT FOR THE YEAR TO 31<sup>ST</sup> MARCH 2006**

**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 directors submit their report and financial statements for the year ended 31/03/2006.

**OPERATING RESULTS**

The operating result for the year after taxation was £4574 surplus (2005 £1497 surplus).

**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.

**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.

**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. David Punshon (*President*)

Mr. Stephen Richard Guile (*Past President*)

Mr. Derek Wolfe (*Honorary Secretary & Vice President appointed on 17/11/2005*)

Mr. Rodger John Lawrence (*Honorary Treasurer*)

Ms. Julie Price

Mr. Martin James Beech Harvey (*Company Secretary*)

**INSTITUTE OF PUBLIC SECTOR MANAGEMENT  
COUNCIL'S REPORT FOR THE YEAR TO 31<sup>ST</sup> MARCH 2006**

**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

Messrs. Mark Haslam Sons & Co., have expressed their willingness to remain in office as Accountants and a resolution to reappoint them will be put to the members at the Annual General Meeting.

*By Order of the Board:*

*Mr. M. J. B. Harvey.....  
(Secretary)*

### INSTITUTE OF PUBLIC SECTOR MANAGEMENT

#### INCOME & EXPENDITURE ACCOUNT FOR THE YEAR TO 31<sup>ST</sup> MARCH 2006

	<i>Notes</i>	<b><u>2006</u></b> £	<b><u>2005</u></b> £
<b><u>TURNOVER &amp; INCOME</u></b>	2	12952	22072
Administrative Expenses		(8415)	(20587)
		_____	_____
<b><u>OPERATING SURPLUS</u></b>	3	4537	1485
Income from Investments/Bank Interest Received <sup>4</sup>		37	12
		_____	_____
<b><u>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</u></b>		4574	1497
Tax on Investment Income	5	-	-
		_____	_____
<b><u>SURPLUS FOR THE FINANCIAL YEAR AFTER TAXATION</u></b>		4574	1497
Retained (Deficit) Brought Forward		(2469)	(3966)

**RETAINED SURPLUS**  
**CARRIED FORWARD**

2105

(2469)

*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 31<sup>st</sup> MARCH 2006**

	<u>2006</u> £	<u>2005</u> £
Surplus for the Financial Year	4574	1497
Opening Members' Funds	(2469)	(3966)
Closing Members' Funds	2105	(2469)

**INSTITUTE OF PUBLIC SECTOR  
MANAGEMENT**

	<i>Notes</i>	<u>2006</u> £	<u>2005</u> £
<b><u>FIXED ASSETS</u></b>			
Tangible Assets	6	-	-
<b><u>CURRENT ASSETS</u></b>			
Cash at Bank		8896	6665
<b><u>CREDITORS</u></b>			
Amounts falling due within one year	7	(600)	(1258)
<b><u>NET CURRENT ASSETS</u></b>			
		8296	5407
<b><u>TOTAL ASSETS LESS CURRENT LIABILITIES</u></b>			
		8296	5407
<b><u>DEFERRED INCOME</u></b>			
	8	(6191)	(7876)
<b><u>NET ASSET</u></b>			
		2105	(2469)
<b><u>CAPITAL &amp; RESERVES</u></b>			
Called up Share Capital	9	-	-
Income & Expenditure Account		2105	(2469)
<b><u>MEMBERS' FUNDS</u></b>			
		2105	(2469)

**STATEMENT BY THE DIRECTORS IN COMPLIANCE WITH SECTION 249A (1)**

***OF THE COMPANIES ACT 1985 (AUDIT EXEMPTION) REGULATIONS 1994***

- (a) For the year ended 31/03/2006, 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)

**INSTITUTE OF PUBLIC SECTOR MANAGEMENT**  
**NOTES TO THE FINANCIAL STATEMENTS AS AT 31<sup>ST</sup> MARCH 2006**

**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
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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.

	<b><u>2006</u></b>	<b><u>2005</u></b>
	<b>£</b>	<b>£</b>
<b>2) <u>TURNOVER</u></b>		
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	12952	22072
	=====	=====

## **SEGMENTAL ANALYSIS**

Members Subscriptions & Entrance Fees	12472	13288
Other Events	480	8784
	-----	-----
	12952	22072
	=====	=====

- [6] -

<b>INSTITUTE OF PUBLIC SECTOR MANAGEMENT</b> <b>NOTES TO THE FINANCIAL STATEMENTS AS AT 31<sup>st</sup> MARCH 2006</b>
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	<b><u>2006</u></b>	<b><u>2005</u></b>
	<b>£</b>	<b>£</b>
<b>3) <u>OPERATING SURPLUS</u></b>		
This is stated after charging or crediting:		
Auditors' Remuneration ( <i>including Accounting Services</i> )	-	800
	-----	-----
<b>4) <u>INCOME FROM INVESTMENTS</u></b>		
Bank Interest Received Gross without Deduction of Tax	37	12
	=====	=====
<b>5) <u>TAXATION</u></b>		
<b><u>TAX ON PROFIT ON ORDINARY ACTIVITIES</u></b>		
The tax charge is based on the investment income for the year and comprises:		
Corporation Tax at Nil% ( <i>2005 Nil%</i> )	-	-
	=====	=====

(7)

<b>INSTITUTE OF PUBLIC SECTOR MANAGEMENT</b> <b>NOTES TO THE FINANCIAL STATEMENTS AS AT 31<sup>ST</sup> MARCH 2006</b>
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	<u>2006</u>	<u>2005</u>
	£	£
<b>6) <u>TANGIBLE FIXED ASSETS - OFFICE EQUIPMENT</u></b>		
<b><u>COST</u></b>		
Balance B/fwd	970	970
	_____	_____
Balance C/fwd	970	970
	=====	=====
<b><u>DEPRECIATION</u></b>		
Balance B/fwd	970	970
Provided During the Year	-	-
	_____	_____
Balance C/fwd	970	970
	=====	=====
Net Book Amounts	Nil	Nil
	=====	=====
<b>7) <u>CREDITORS</u></b>		
Amounts falling due within one year:		
Trade Creditors	-	318
Accruals	600	940
	_____	_____
	600	1258
	=====	=====

- [8] -

<b>INSTITUTE OF PUBLIC SECTOR MANAGEMENT</b> <b>NOTES TO THE FINANCIAL STATEMENTS AS AT 31<sup>st</sup> MARCH 2006</b>
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	<u>2006</u>	<u>2005</u>
	£	£
<b>8) <u>DEFERRED INCOME</u></b>		
Represents the time apportioned element of members' subscriptions received which fall into the next accounting period	6191	7876
	=====	=====
<b>9) <u>SHARE CAPITAL</u></b>		
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.	-	-
	=====	=====
<b>10) <u>CAPITAL COMMITMENTS</u></b>		
No capital commitments were contracted or authorised at 31/03/2006	Nil	Nil
	=====	=====
<b>11) <u>CONTINGENT LIABILITIES</u></b>		
There were no known contingent liabilities at 31/03/2006	Nil	Nil
	=====	=====
<b>12) <u>RELATED PARTY TRANSACTIONS</u></b>		
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.		

(9)

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## WELCOME TO NEW MEMBERS

I am delighted to welcome the following 12 new full members into the Institute of Public Sector Management. All 12 have joined us since 1<sup>st</sup> August this year, namely:-

Jude Tadeo Mawanda	Neville Birkett
Adrian Powici	Michael Peter Whittaker
Simone Carol Johnson	David Cash
Alistair L. J. Bray	Catherine Fay Blake
Robert John Robins	John Kingsley Wood
Jeremy Edward Morgan	Julie Steel

I am equally delighted to welcome Miss Lynsey Caroline McKitterick into the Institute as a student member.

## **OPEN LETTER TO ALL IPSM MEMBERS FROM JULIE PRICE, IPSM COUNCIL MEMBER**

Most of you are likely to have seen appeals from us on the Council to members seeking new blood to join Council and contribute to the running of the Institute. Those of you like me who are members of other organisations may be familiar with the limited number of people willing and able to take active roles in running voluntary organisations – a sign of the busy times we all live in. I have decided to write a personal letter to explain why this need is very real for IPSM and that we on the current Council have even started to debate the prospect of winding up the Institute, if we cannot encourage more members to take an active interest in our continuing.

The current Council consists of just 7 members. 5 of us (Dave Punshon, Stephen Guile, Rodger Lawrence, Martin Harvey and I) have been members of the IPSM Council for more than 15 years, indeed several of my colleagues transferred from the previous APSAS which some members will recall as our predecessor back in the 1980's. All of us have served terms in the various roles the Institute requires to conduct it's business; President, Vice President, Treasurer, Honorary Secretary etc. as well as contributing to other important roles performed by the Council, such as business planning, recruitment strategies, developing services to members, communicating with members, liaison with other bodies etc. We all have other `day jobs' and do this in our spare time. We all believe in succession planning, replacing us experienced long serving Council members with new members, with fresh ideas and new vigour to take the Institute forward. However although a few new members of Council have joined us over the last few years, all, other than Derek Wolfe (the forthcoming President) have left for different reasons. The situation is now becoming serious because several of us would really like to step aside, ideally to be replaced by new Council members. We are also struggling to identify who will take the Institute's key roles next year as we have all served our time and frankly want a rest!

Being one of the Council really is rewarding, and even fun. If it weren't we `veterans' would not have stuck it out so long! We are a friendly, pleasant, easygoing lot and we are REALLY keen for some of you to join us and indeed replace us! Being on Council means being one of a team and gaining satisfaction from knowing you are doing things to help your colleagues out there battling with day to day challenges in the voluntary, public and not-for-profit sector. Over the years we have achieved things we are all proud of, including successful conferences, good quality business plans and effective lobbying for our members' interests.

The time commitment is not great; we have quarterly meetings around the country at various locations based on where we can most readily all get together. Expenses are paid. We currently meet during the day to avoid the need (and expense) for overnight stays. (Some of our employers consider that those employees who serve on the IPSM Council as valuable continuous professional development, and give time-off and pay expenses). Between meetings Council members take on as many or as few tasks as they feel able to undertake – all Council members communicate regularly by email in between meetings. We would be delighted to mentor anyone until they feel sufficiently experienced, if that is required. We employ a small paid part-time secretariat for day to day administration and support to the Council and to Council members.

We all believe in the Institute, which is why we have continued to serve as Council members for so long. We know some members probably think we are an elite clique;

nothing could be further from reality. We believe there is a need for a multi disciplinary public sector orientated organisation and that the IPSM is well placed to serve the diverse needs of most managers working across the public and voluntary sectors. If you share this belief and have any interest in ensuring that the IPSM continues to exist, please consider joining the Council - even for just one meeting as a 'taster' (we will pay your travel expenses and buy lunch!).

If you are interested in what I have said, the IPSM's Council would love to hear from you and / or welcome you to a Council meeting, where you can get to know us and a little more about the Council.

Julie Price,  
Former President.

(This letter first appeared in the Summer 2006 edition of E-Topics and Topics. It provides useful background information to demonstrate that not only does the Institute need to review the range of services provided to members, but also to identify new volunteers prepared to serve on the IPSM's Council, and ultimately to help take the organisation forward, especially in terms of the services it provides.)

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## **IPSM COUNCIL 2006**

### IPSM HEADQUARTERS: -

45, Cherry Tree Road, Axminster, Devon, EX13 5GG (Administrator: Lynette Wolfe)  
Tel: 01297 35423 / 01446 401212  
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### ACTING PRESIDENT AND HONORARY SECRETARY: -

- **Derek Wolfe (Chief Executive Officer in the Public Sector) (Barry Town Council)**

Tel: 01297 35423 (weekends) / 01446 401212 (weekdays) / 07951 514583 (mobile)  
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### HONORARY TREASURER: -

- **Rodger Lawrence (Interim Manager in the Public Sector) (Civil Service)**  
E-Mail: [info@ipsm.org.uk](mailto:info@ipsm.org.uk)

### PAST PRESIDENT: -

- **Stephen Guile: - (Company Secretary in the Not-for-Profit Sector) (Knightstone Housing Association)**

Tel: 01934 625655 (home) / 0771 8155359 (mobile)  
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### WEB-MASTER:-

- **Martin Harvey: - (ICT Consultant in the Public Sector) (Burlington House Consultancy)**

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E-Mail: [burlington@btinternet.com](mailto:burlington@btinternet.com)

### COUNCIL MEMBERS WITHOUT PORTFOLIO:-

- **Julie Price: - (Manager in the Public Sector) (Ipswich Borough Council)**  
Tel: 01206 298341 (home) / 07710 534738 (mobile)  
E-Mail: [jprice@bergholt99@freeserve.co.uk](mailto:jprice@bergholt99@freeserve.co.uk)
- **Peter Nourse:- (Interim Manager in the Public Sector) (Local Government)**  
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## MEMBERSHIP SURVEY RESULTS

1. Please either quote your membership number, or give your name .....11
2. Who is your current employer? .....  
**7 Local Government, 2 Housing Associations, 1 Consultancy, 1 unemployed.**
3. What is your job title? .....**Unemployed, Housing Manager, Company Secretary, Chief Executive Officer, Support Officer, Markets Manager (X2), Chief Executive, Administration Manager, Policy Officer, Managing Director.**
4. Are you a corporate/fellow/full/retired or/student member? .....  
.....**7 Full; 3 Fellows; 1 Honorary Fellow.**
5. When did you first join? (The organisation was first established in Jan.1982)...  
.....**1982; 1983; 1986; 1988; 1991; 1994; 1994; 1998; 2000; 2003; 2004.**
6. Why did you join? .....**(1) Improve career opportunities (Two responses); (2) Relevant professional body (Two responses); (3) Networking /shared knowledge & experience (Four responses); (4) Helpful information (Two responses); (5) Strengthen CV; (6) Management and other training (Two response); (7) Recognition of existing skills, experience & qualifications; (8) Learn from a professional organisation; (9) Previous professional institute ceased to exist; (10) Professional "qualification" via MIPSM / FIPSM designatory letters; (11) Access good practice; (12) Invited to join.**
7. When did you last attend an IPSM event? (AGM, Essentials training course, conference, seminar).....**2005 AGM (Four responses); Never Have (Six responses); 2003 AGM and Conference.**
8. Have you joined the IPSM's Discussion Forum at [www.smartgroups.com](http://www.smartgroups.com) ?.....  
.....**YES (9); NO (2).**
9. A membership organisation only regenerates itself by membership effort. Please therefore consider what services, facilities and amenities you want the IPSM to provide you with, as a benefit of membership, (for example, provision for CPD, regular training seminars, regional conferences and similar events, advice and support, the Discussion Forum, occasional fact sheets relating to specific areas of public sector service provision, publications, networking opportunities?).....  
.....**Joint events with other organisations; Regional events and conferences; All of the above; CPD (Three responses); Networking (Three responses); Topical Training (Two responses); Fact Sheets; Advice (Four responses); Support (Three responses); Discussion Forum (Four responses); Career Development; Access to Job Banks; TOPICS magazine (Two responses).**
10. Continuing the theme of membership effort, what skills, expertise and experience can you offer to the IPSM, for the benefit of the organisation as a whole, for example, writing articles for Topics, helping to market the IPSM and its services, serving on the IPSM's

Council? .....  
**Serve on Council (Four responses, two new, two existing); Articles for Topics (Three responses); Mentoring; All of the above; 20 to 40 years local govt. experience – mentoring newer members (Two responses); Marketing the IPSM;**

11. Would you like future AGM's to be combined with training seminars, as in 2005?  
..... **YES (X9); NO; don't know.**
12. If so, what topics would you like Spirals Ltd to cover at the 2006 AGM / Seminar?  
..... **Development of generic management skills, applicable to most members; Risk management (Two responses); Latest employment legislation; DDA 2005; Health & safety (Two responses); Good management practices; Gershon agenda; Proposed local government reorganisation; Facilities management; Governance; LSP's; LAA's; PSA's; Career development; Service improvement; Change management; Problem solving.**
13. Would you prefer the IPSM to return to the format used at AGM's in 2004 and most previous years, i.e. a day-long event incorporating speakers in the morning and afternoon, but with the AGM scheduled immediately following lunch? .....  
**NO (X5); No response (X2); Don't know; YES (X2); Conditional YES (X3) "Only if numbers increase." "Used to be able to market to non-members as well as members, to boost attendance." "Prefer this format to training format."**
14. If you prefer to return to this type of event, can you suggest two or three speakers who might be approached to address the IPSM's AGM / Conference, and likely topics?  
..... **Speakers – None) (Topics – Governance; LSP's; LAA's; PSA's.)**
15. Spirals prides itself on providing quality training to help people with today's challenges. Please circle the top three areas of training that would be of benefit to yourself and/or your team members. .... **Process Mapping (2) / Recruitment & Selection (1) / Creative Problem Solving (2) / Team Building (3) / Project Management (3) / Customer Care (1) / Programme Management (1) / Developing Team Leaders & Supervisors (2) / Balancing Performance (1) / Improving Services and Change Management (2) / Workload Management (1) / Delegation and Empowerment (1) / High Performing Teams & Motivating Others (2)**

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## **SO WHAT DO YOU DO IN THE PUBLIC SECTOR?**

Following on from the IPSM's most wide-ranging (in terms of the questions asked) survey, I thought it might be interesting to analyse the IPSM's Membership Register, to find out what our members do for those whose needs are served and met by the Public Sector in its broadest sense, the term including those who work in the voluntary, public and not-for-profit sectors.

My main analysis revealed some interesting results, showing that 13.6% of our members are employed as managers in the Support Services field, this term including administration, corporate, customer, general and operational services. The second largest grouping of IPSM members (9.6%) are employed in providing Financial Services, although again this term covers a range of roles, including accountancy, auditing, benefits, business management, payroll and revenues. Coincidentally, the same percentage of members (9.6) have retired, showing how those dedicated to the public service and optimising the delivery of front-line (and other) services, retain an interest in their chosen vocation long after they have left it.

The diversity of the Institute's membership is enormous, with 6% employed by their respective organisations as Chief Executives / Chief Officers / Principals or similar – i.e. first tier officers. 5.6% are employed in the Policy & Strategy field, incorporating redevelopment, regeneration, policy and strategic advice; a further 4.8% work as consultants, lecturers and researchers; 4.4% work in the housing field, 4.0% are Personnel / HR managers, 3.6% work in committee administration / democratic services, another 3.6% are project / performance managers (I have included “best value” in this category) a further 3.6% simply describe themselves as managers (many working in the voluntary / charitable sector), and yet a further 3.6% are Town Clerks or Executive Officers, (i.e. Head of Paid Service) with Town Councils.

Unfortunately, I was unable to discern from the Institute's records the precise nature of the managerial responsibilities of 6.4% of our membership. I have also excluded our honorary fellows (2.8%), student members (2.0%) and corporate members (0.8%) from this analysis. All of which still leaves no less than 11 separate categories of functions / services carried out by IPSM members, these being Legal Services ((3.2%), Property, Equipment and Purchasing Services (3.2%), Planning (1.6%), Car Parks Management (1.2%), Social Services (1.2%), Community Safety / Services (1.2%) and Training (1.2%). Less than 1% of our members are employed as managers in each of the following categories: Education Services, Libraries Sport & Leisure, Electoral Administration, and finally Births, Deaths & Marriages.

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## ...AND WHERE DO YOU LIVE AND WORK?

Further to the above analysis, I thought it would also be interesting to undertake another analysis of our membership, this time in relation to their geographical location. I have combined some areas, where there might otherwise have been a certain amount of overlapping, for example, Lancashire/ Liverpool/ Manchester/ Merseyside. The results (in percentage terms) are as follows:-

London 12%;	Yorkshire 6.4%
Surrey 6.0%;	Wales 5.2%
Essex 4.8%;	Birmingham/ West Midlands 4.4%;
Scotland 4.0%;	Kent 4.0%;
East & West Sussex 4.0%;	Bath/Bristol/Somerset 3.6%;
Durham/ Newcastle/ Northumberland/ Teesside 3.2%;	
Lancs./Liverpool/ Manch./Merseyside 3.2%;	
Hampshire 2.8%;	Suffolk 2.8%;
Derbyshire 2.4%;	Nottinghamshire 2.4%;

Lincolnshire 2.0%; Worcestershire 2.0; Devon 2.0%; Middlesex 2.0%; Staffordshire 2.0%; Dorset 1.6%; Hertfordshire 1.6%; Cheshire 1.6%; Shropshire 1.6%; Leicestershire 1.2%; Oxfordshire 1.2%; Warwickshire 1.2%; Wiltshire 1.2%; Northern Ireland 1.2% Overseas 1.2%; Bedfordshire 0.8%; Gloucestershire 0.8%; Buckinghamshire 0.8%; Berkshire 0.8%; Cleveland 0.4%; Norfolk 0.4%; Northamptonshire 0.4%; Westmoreland 0.4% and Not Known 0.4%. Although only 12% of the IPSM's membership lives in London, a further 19.6% live in those counties bordering London, such as Essex, Kent and Surrey.

Derek Wolfe, Acting President.