**ACTIVITY/EXPENDITURE APPROVAL FORM B**

**IPEM TASK AND FINISH GROUP PROPOSAL FORM**

**PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING THE TASK AND FINISH GROUP PROPOSAL FORM**

**To ensure that your proposal can be processed quickly, and has the maximum chance of success, please apply the guidance below when completing each section of the form.**

**Title:** give your Task and Finish Group a fully descriptive title so that it is clear what you will be working on e.g. NOT ‘Apprenticeships’, but ‘Level 7 Apprenticeships standard development group’.

**Membership of Group:** complete in full, don’t leave as ‘to be confirmed’. Say enough about each individual’s job or other role to explain why their expertise is relevant to the Group.

**Task and Finish Group justification and remit:** provide a clear reason for, and describe the scope of, the work to be undertaken. Why is it important work? How does this help to achieve IPEM’s objectives?

**Deliverables of Group:** please define clearly, and in the most tangible terms possible, the output of the Task and Finish Group’s work e.g. NOT ‘Accreditation guidelines’, but ‘Undergraduate Level Course Accreditation Framework for IPEM assessors’.

**Conflicts of interest:** ensure that everyone named on the Group list is consulted about and provides information on their relevant interests, so that any conflicts with the proposed work of the group can be identified on the form.

**Start date:** proposals may be signed off by Council Directors using the Task & Finish Group Discretionary budget at any time during the year, so the start date for a proposal needs only to allow a few weeks for the Director to consider the completed proposal. However, once those budgets are used up, all additional proposals need to be considered by the Finance and Business Planning (F&BP) committee, which meets in March, June, September and December, so the start date needs to take account of this.

**End date:** as the purpose of Task and Finish Groups is to deliver a clearly-defined output, they should normally not last longer than 12 months (maximum - some may be much shorter-life Groups). If longer is required then the justification for this should be clearly explained in section 11.

**Breakdown of expected cost:** when estimating the costs of the Group, bear in mind that it is not necessary for the group to meet face-to-face on every occasion to work on the project. There are tele- and video-conferencing and web-meeting options, which can be used to reduce costs.

IPEM has also produced some useful reference costs which can be used to estimate the cost of meeting rooms, travel and refreshments in different parts of the country, to help you put together your costing for the Group. These are shown in appendix A. Make sure your costings are clear about what they cover i.e. what is for travel, accommodation, refreshments etc (put the detail on a separate page and the totals in the boxes on the form below) as the Director will need this information to sign off the form. If you need any help or advice in completing this form, you can contact: [finance@ipem.ac.uk](mailto:finance@ipem.ac.uk)

| **ACTIVITY/EXPENDITURE APPROVAL FORM B**  **IPEM TASK AND FINISH GROUP PROPOSAL FORM**  i.e. short-term working group for specific purpose | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Group Title: | | | | | | | |  | | | | | | | | | | | | | | |
|  | Sponsoring Council: | | | | | | | |  | | | | | | | | | | | | | | |
|  | Chair: | | | | | | | |  | | | | | | | | | | | | | | |
|  | Secretary: | | | | | | | |  | | | | | | | | | | | | | | |
|  | Membership of Group (IPEM Members) please state full name, job or other relevant role and place of work: | | | | | | | | Name | | | | | | Job/other role | | | | | Place of work | | | |
|  | Membership of Group (Other Represented Bodies, if any): | | | | | | | | Name | | | | | | Job Role | | | | | Organisation | | | |
|  | Name and email address of Main Contact: | | | | | | | |  | | | | | | | | | | | | | | |
|  | Group Justification & Remit: | | | | | | | |  | | | | | | | | | | | | | | |
|  | Deliverables of Group: | | | | | | | |  | | | | | | | | | | | | | | |
|  | Please state any conflicts of interest of Group members re the deliverables: | | | | | | | |  | | | | | | | | | | | | | | |
|  | Planned Start Date: | | | | | | | |  | | | | | | | | | | | | | | |
|  | Planned End Date: | | | | | | | |  | | | | | | | | | | | | | | |
|  | Funding Requested (£s) | | | | | | | | | | | | | | | | | | | | | | |
| Description | | | | | Amount | | | Notes: (give as much detail as possible | | | | | | | | | | | | | | |
| Meeting Room Hire | | | | |  | | |  | | | | | | | | | | | | | | |
| Travel | | | | |  | | |  | | | | | | | | | | | | | | |
| Accommodation | | | | |  | | |  | | | | | | | | | | | | | | |
| Catering | | | | |  | | |  | | | | | | | | | | | | | | |
| Subsistence | | | | |  | | |  | | | | | | | | | | | | | | |
| Other (please specify) | | | | |  | | |  | | | | | | | | | | | | | | |
| Total **(Including VAT)** | | | | | | | |  | | | | | | | | | | | | | | |
|  | Estimate of when spending will be required | | | | | | | | | | | | | | | | | | | | | | |
| Year | | Jan | Feb | | | Mar | Apr | | May | | Jun | Jul | Aug | | | Sep | Oct | Nov | | Dec | | Total |
|  | | £ | £ | | | £ | £ | | £ | | £ | £ | £ | | | £ | £ | £ | | £ | | £ |
| 2019 | |  |  | | |  |  | |  | |  |  |  | | |  |  |  | |  | |  |
| 2020 | |  |  | | |  |  | |  | |  |  |  | | |  |  |  | |  | |  |
| 2021 | |  |  | | |  |  | |  | |  |  |  | | |  |  |  | |  | |  |
| Total | |  |  | | |  |  | |  | |  |  |  | | |  |  |  | |  | |  |
|  | Signed: | | | | | | | | |  | | | | | | | | | | | | | |
|  | Date: | | | | | | | | |  | | | | | | | | | | | | | |
| **Note to the Proposer -** Please send the completed proposal to Kathryn Surtees ([Kathryn@ipem.ac.uk](mailto:Kathryn@ipem.ac.uk))  , Head of Operations and Finance, IPEM, Fairmount House, 230 Tadcaster Road, York YO24 1ES | | | | | | | | | | | | | | | | | | | | | | | |
| **Approvals** | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Approved  Yes/No | | | Name | | | | | | Signature | | | | | Position | | | | | | Date | | |
|  | Approval in Principal |  | | |  | | | | | |  | | | | |  | | | | | |  | | |
|  | Financial Approval |  | | |  | | | | | |  | | | | |  | | | | | |  | | |

**Appendix A**

**Meeting Reference Costs**

Locations have been chosen to represent a variety of cities that members may travel from or to for a meeting or conference. Prices are at January 2020 and include VAT where applicable. Please note these are indicative costs and may change depending on numbers, times, day of week and availability.

**Venue Hire Fees:**

Prices are taken from venues we frequently use and are full day rates – half day rates may be available.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Venue** | **City** | **Approximate Room Capacity** | | | | **Catering fee per person** | | AV Equipment | | |
|  |  | **5** | **15** | **30** | **Lunch** | | **Tea/Coffee** | **Laptop** | **Projector** |
| Fairmount House | York | £0 | £0 | N/A | £9.70 | | Inc | Inc | Inc |
| SCI | London | £360 | £552 | £912 | £21 | | Inc | Inc | Inc |
| NCVO (Member rate) | London | £150 | £263  (12) | £405 | £11.34 | | £2.80 | £75.00 | £75.00 |
| The Wesley | London | Inc in DDR |  |  | £55 ddr | | N/A | £150 | N/A |
| CIHT | London | £264 | £318 | £642 | £13.20 | |  | Inc | Inc |
| Manchester Conference Centre | Manchester |  |  |  | £7.75 | | £3.00 | £85.00 | £100.00 |
| Priory Rooms | Birmingham | £215 | £300 | £530 | 12 | | £9.60 (unlimited) | £150 | Inc |

**Rail Fares:**

Prices based on booking two weeks in advance, arriving in time for a meeting that starts at 11.00 and finishes at 15:30. The tickets are anytime returns, so booking off-peak or set tickets may be considerably cheaper. Some journeys (e.g. Bristol to York) it may not be practical or possible to do in one day so accommodation fees or the cost of air fare should be considered for members travelling long distances. Prices are rounded to the nearest pound.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | From/To | | | | | | |
| To/From |  | **London** | **York** | **Manchester** | **Birmingham** | **Southampton** | **Bristol** | **Glasgow** |
| **London** |  | £273 | £360 | £120 | £89 | £224 | £383 |
| **York** | £273 |  | £42 | £148 | £321 | £279 | £130 |
| **Manchester** | £360 | £42 |  | £93 | £264 | £197 | £146 |
| **Birmingham** | £184 | £148 | £93 |  | £195 | £125 | £237 |
| **Southampton** | £49 | £291 | £264 | £194 |  | £42 | £305 |
| **Bristol** | £112 | £279 | £197 | £125 | £42 |  | £322 |
| **Glasgow** | £383 | £130 | £146 | £237 | £460 | £322 |  |

**Accommodation:**

Prices based on 1 nights’ accommodation, mid-week with breakfast in a central Premier Inn, booked using a cancellable rate.

|  |  |
| --- | --- |
| **City** | **Price** |
| London | £198 |
| York | £76.50 |
| Manchester | £84.50 |
| Birmingham | £85.50 |
| Southampton | £48.50 |
| Bristol | £78.50 |
| Glasgow | £82.50 |