

Report from CPD25 2003-4

Event Programme 2003/4

A full list of the events programme for the current year is contained at the end of this report. A more extensive programme was held this year and comparative figures are shown in the table below.

	2002/3		2003/4	
	No. of events	No. of participants	No. of events	No. of participants*
Chartership	9	184	9	245
Visits	18	190	18	164
Seminars, workshops,	25	642	40	888
Totals	52	1016	67	1297

- Figures included projected bookings for June and exclude July events

Successful innovations in the programme include a breakfast briefing aimed at heads of service or equivalent and a new four-day pick and mix programme for aspiring senior managers. Planning is well under way for the 2004/5 programme and we hope to introduce more new ideas. A planning day to allow all task group members to come together was held in April this year.

Web

The new design web pages launched this year have helped CPD25 to promote events and provides us with a web presence that matches the quality of our programme.

Task Groups & Administration

CPD25 has increased the membership of individual task groups over the year in order to help manage the extended programme. There is no doubt that this involvement by so many staff from Consortium member institutions contributes to the input of ideas and event success. Happily, Caroline Holebrook has agreed to continue her secondment as Administrator, and particular thanks are due to Caroline for the contribution she makes to CPD25.

LMN

The collaboration with LMN has continued and agreement has been reached to continue LMN funding of administrative support for computing/technical events. LMN has been delighted with the administrative support that has enabled them to concentrate on planning programmes and speakers.

Training and Development Survey: CPD25, NoWAL, SALCTG & Oxford

There was a very satisfactory response to the survey, with an overall response rate of 74% (69 institutions). Data from the survey has been analysed using SPSS. A first draft report comparing data from NoWAL, SALCTG and CPD25 is currently in production and it is expected that a report will be ready in June. The next stage will involve analysing and benchmarking the data with our Australian partner.

Finance

- **Audit**

CPD25 accounts for 2002/3 have been audited and signed off by Roy Williams. Some improvements to procedures have been suggested following the audit and these are being implemented. The administrative workload associated with the accounts is quite considerable and has increased this year with an enlarged events programme.

- The CPD25 Business Plan for 2004/5 – 2006/7, approved at the January Consortium meeting, included the continuation of the mixture of subscriptions to fund the paid Administrator and “pay as you go” cost recovery event charges. Proposed subscription charges for 2004/5 will be included under the Treasurer’s report (item 7.5).

- **Income and expenditure 2003/4**

Events using commercial trainers and/or commercial venues would be prohibitively expensive for participants without subsidy. For example, topics around legal compliance are frequently costly to run. These events are subsidised from surplus from events, which incur low costs. This cross subsidisation enables CPD25 events to provide top class trainers at relatively low charges for participants. A contingency is maintained to cover failure of events or unexpected expenditure. The figures for 2003/4 given below are based on projected activity as some events have yet to be held.

	Total expenditure to date	Projected income	Projected events surplus
Chartership	1,356	2715	1358
Seminars	36,388	42,957	4413
CPD25 Outgoings	4,657	-	-
LMN administration	-	5,000	-
Contingency fund	2,500	-	-
Totals	44,901	50,672	5,771

Jean Yeoh
25 May 2004

Month	CILIP Chartership workshops	Seminars, short courses, briefings	Visits
October	-Chartership: what is it about?	-Library & Info courses: applying to study LIS	-Bookaid
November	- Collection Development	-Enriching your graduate trainee year - Dyslexia Day	-Bank of England Information Service
December	-Copyright law	-User education -EU Copyright directive -Technical project management(LMN) -Writing a disaster plan -Coping at the counter (2 events)	-The new Guardian archive
January	-Selling yourself	-New managers skills programme (3 day event) -Overhauling efficiency & effectiveness -Financial Planning & Budgeting for managers -Technical disaster recovery(LMN)	-Bow Ideas Store
February	-Supervisory skills	-Senior managers skills series 4 day "pick and mix" -The invisible team: Promoting & marketing library services -Career pathways -Special collections -Breakfast briefing on flexible working -Legal research skills workshop	-Courtauld Institute of Art Library

Month	CILIP Chartership workshops	Seminars, short courses, briefings	Visits
March	-Presentation & Teaching skills	-Staff development projects & evaluation of training -Race relations awareness day -Flexible working -Scholarly communication -Absence management -Dealing with damaged stock	-Shoreditch Community College
April	-Financial Planning & Budgets	-Staff development officer's seminar -CPD25/LMN Disability & Technology event -Conducting a disaster scenario -Emotional intelligence	-Greater London Assembly Library
May	-Customer Care	-Project management -Virtual Learning Environments -Networkshop 2004 LMN	-National Archive
June	-Current issues	-Managing change -Dyslexia day -E-resources update -Halls of residence LMN -Space planning	-City Business Library - BBC Information service
July		-Enquiry Services -Deploying staff	-Open University Library