

Corporate Services VfM Indicators 2009/10

To receive full service, please return this file by 31st August 2010

ORGANISATION DETAILS (for invoicing)

Organisation _____

Address _____

Postcode _____

Purchase Order No. _____

Please provide a purchase order number

Total Employees _____
(include schools)

If the number of employees is not given, we will assume the maximum for pricing (see below).

CONTACT DETAILS (for invoicing)

Title (Mr/Mrs/Ms)

First name

Last name

Position _____

Department _____

Phone _____

Email _____

You must have a working email address and access to Excel 2000(or later) to participate.
All correspondence will be sent by email.

STREAMS

<p>Please select the streams you wish to join:</p>	<p>CONFIDENTIALITY: We will assume you wish your data to remain confidential unless you tell us otherwise. If you wish to be included in the named comparator report exercise, please tick below:</p>																					
<table> <tr><td><input type="checkbox"/></td><td>Communications</td></tr> <tr><td><input type="checkbox"/></td><td>Estates Management</td></tr> <tr><td><input type="checkbox"/></td><td>Finance</td></tr> <tr><td><input type="checkbox"/></td><td>Human Resources</td></tr> <tr><td><input type="checkbox"/></td><td>ICT</td></tr> <tr><td><input type="checkbox"/></td><td>Legal</td></tr> <tr><td><input type="checkbox"/></td><td>Procurement</td></tr> </table>	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Estates Management	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	ICT	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Procurement	<table> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Please complete the Contacts screen, designating a lead officer for each stream chosen - see Terms & Conditions note 5.

Please read the Terms and Conditions (in particular 2, 3 & 4).

PRICING: Prices are based on the number of employees in your organisation

Employees	Per Stream £	5+ Streams £
Up to 1000	750	3375
1001 - 10000	1250	5625
Over 10000	1800	8100

VAT at standard rate will be added to the fees shown.

Please do not send a cheque: CIPFA will invoice you.

Return Details:

Completed forms should be returned to CIPFA Benchmarking.

Fax: 020-8681-6741

Post: CIPFA, No 1 Croydon, 12-16 Addiscombe Road
Croydon CR0 0XT

Email: vfmindicators@cipfa.org.uk

Membership queries:

contact Amanda Griffin on 020-8667-1144.

Corporate Services VfM Indicators 2009/10: Contacts

For each stream we need a designated contact to represent your organisation. Contacts named below will receive all communications about their streams, including the questionnaire, reports and all emails concerning reminders, deadlines, or amendments. They will also serve as our point of contact for queries about your data.

Indicator Stream	Contact Details - You must have a working email address to participate -		
Communications	Title (Mr/Mrs/Ms) _____	First name _____	Last name _____
	Position _____	_____	
	Department _____	_____	
	Phone _____	_____	
	Email _____	_____	
Estates Management	Title (Mr/Mrs/Ms) _____	First name _____	Last name _____
	Position _____	_____	
	Department _____	_____	
	Phone _____	_____	
	Email _____	_____	
Finance	Title (Mr/Mrs/Ms) _____	First name _____	Last name _____
	Position _____	_____	
	Department _____	_____	
	Phone _____	_____	
	Email _____	_____	

Indicator Stream	Contact Details - You must have a working email address to participate -		
Human Resources	Title (Mr/Mrs/Ms) _____	First name _____	Last name _____
	Position _____	_____	
	Department _____	_____	
	Phone _____	_____	
	Email _____	_____	
ICT	Title (Mr/Mrs/Ms) _____	First name _____	Last name _____
	Position _____	_____	
	Department _____	_____	
	Phone _____	_____	
	Email _____	_____	
Legal	Title (Mr/Mrs/Ms) _____	First name _____	Last name _____
	Position _____	_____	
	Department _____	_____	
	Phone _____	_____	
	Email _____	_____	
Procurement	Title (Mr/Mrs/Ms) _____	First name _____	Last name _____
	Position _____	_____	
	Department _____	_____	
	Phone _____	_____	
	Email _____	_____	

Corporate Services VfM Indicators 2009/10

Terms and Conditions

1. COMMENCEMENT AND TERM

The VfM Indicator Streams will operate from August 2010. No service will be available after 31st December 2010.

2. FEES AND MEMBERSHIP

All fees become due on returning this membership form. Fees are normally not refundable and in no circumstances once the questionnaire has been distributed.

All fees and charges as stated are exclusive of VAT. VAT at standard rate will be added to the stated fee.

3. LATE DATA

Data returned after the Indicator Stream deadline will be processed at CIPFA's discretion. However, where data is so late that other members of the Stream have not been able to benefit from it, the only report issued will be the comparison against all members (or by tier/sector where relevant). The identities of the other members will not be revealed.

Partial supply of data may also result in a reduced service.

4. CONFIDENTIALITY

Where members elect not to share data their data will remain confidential.

However, members will be offered the opportunity of taking part in a named comparator report. This report compares performance with up to 18 other members of

Members should not divulge data about other members to anyone but immediate colleagues. Under no circumstances should data be passed on to third parties.

CIPFA reserves the right to use data from this exercise to inform other work. However, an individual organisation's data will not be made publicly available, or made available to third parties without prior permission.

5. NOMINATED LEAD OFFICER

Each subscriber should nominate a designated lead officer for each Indicator Stream. Reports and other material produced for the stream will only be sent to this officer.

Where the area being benchmarked is outsourced, or is part of a partnership arrangement, the lead officer must be an employee of the organisation. Under no circumstances should data that names, or can be used to identify, other members be made available to employees of the contractor or partnership.