



HOUSING SERIES 05/2008

Open Book Accounting & Social Housing – A Masterclass Plus 2-Day Event

PROGRAMME – DAY ONE

09.00 – 09.30 *Arrivals, Registration and refreshments*

Session 1 **Welcome, Opening Remarks and Introduction to the *Masterclass*** **Dr Louise Dunne, Lead CIPFA Housing Advisor**

Following brief introductions, Louise will give an overview of the course content and main learning objectives.

Session 2 **The Procurement Process**

- Developing and agreeing objectives
 - Establishing a procurement strategy
 - Selecting the form of target contract
 - Developing a definition for actual cost
 - Defining the pain / gain share arrangements
 - Developing a target setting process
 - Establishing financial partner selection criteria
 - Overheads and profit
 - Cost Models and Cost Plans
 - Open book procedures
 - Henry Brothers (Magherafelt) Limited And Others – V - Department Of Education For Northern Ireland
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Session 3 **Initiating an Open Book Accounting Process**

- Agreeing contact terms
 - Finalising a definition for actual cost
 - Site cost
 - Site preliminaries
 - Disallowed cost
 - Off site overheads and profit
 - Finalising the target setting process
 - Agreeing the target price
 - Developing a risk pot
 - Establishing design development allowances
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Session 4 **End of Day 1 Plenary and Review:**

- What Have We Learned So Far?
- Which Practices Can We Now Improve Upon?
- Which Questions Remain?

DAY TWO

09.15 – 09.30 **Refreshments & Sign-In**

Session 5 **Implementing an Open Book Accounting Process**

- Agreeing the cost management and reporting processes
 - Format of information
 - Cost codes
 - Phases and batches
 - Reporting requirements
 - Models and spreadsheets
- Agreeing the process for compiling with definition of actual cost
 - Discounts
 - Plant hire
 - Accruals
- Managing variations
 - Price variation
 - Adjusting the target price

Session 6 **Techniques for reducing cost**

- Value management
- Value engineering
- Process re-engineering
- Supply chain management
- Standardising of complements and design
- Effective use of frameworks
 - Strategic planning and purchasing



Session 7 Corporate Governance and Auditing

- Agreeing an audit strategy
- Implementing efficient audit process
- Reviews
- Sign off and approvals

Session 8 Performance Improvement

- Review process
- Troubleshooting/Contingency and Correction
- Key performance indicators
- Feedback

Session 9 Workshop Review and Questions

A final chance for delegates to look back over the 2 days' learning and share their ideas for improvement activities in the future.

16.00 – 16.30 Closing Remarks & Presentation of Certificates

The facilitators across the series of briefings will be Dr Louise Dunne, Senior Advisor to the Housing Advisory Network; and Mr Nigel Barr, Managing Director, Stradia Limited.

Please note: There are no timings attached to this Programme. As a 2-day intensive Course which includes case studies and practical workshops, we do not wish to restrict delegates learning opportunities by allocating a strict time schedule. Rather it is anticipated that the amount of time given to each Session will be negotiated throughout the Course – and where necessary, evening sessions can be used to 'pick up' on any outstanding questions, issues or concerns.

IPF reserve the right to alter the timing or content of sessions where circumstances require.

CIPFA operates a no smoking policy.