

# HOW TO BOOK

Please complete the enclosed booking form and return together with your booking fee to the address below. Bookings should be received no later than **Friday 16<sup>th</sup> October**. The booking form is also available to download from our website [www.tandwcvcs.org.uk](http://www.tandwcvcs.org.uk) under **Training**.

**Please note** that there is a limit of 2 people per organisation, and a £10 booking fee for CVS members refundable on attendance of the event. The charge for non-CVS affiliates is £45 per person. Please make cheques payable to **Telford and Wrekin CVS**. Places will be allocated on a first come first served basis.

Refunds will be given to cancellations received by **Tuesday 3<sup>rd</sup> November**. Cancellations made after this date will still be charged.

## TELFORD AND WREKIN COUNCIL FOR VOLUNTARY SERVICE

Meeting Point House,  
Southwater Square,  
Town Centre,  
Telford,  
Shropshire. TF3 4HS

Tel: 01952 291350  
Fax: 01952 290384  
[www.tandwcvcs.org.uk](http://www.tandwcvcs.org.uk)

### HOURS OF OPENING

9.00 am – 1.00 pm  
2.00 pm – 5.00 pm  
Monday to Thursday

9.00 am – 1.00 pm  
2.00 pm – 4.00 pm  
Friday

### TELFORD AND WREKIN CVS

Registered Charity Number: 702589. A Company Limited by Guarantee Number: 2436644

## TELFORD AND WREKIN CVS INVITE YOU TO EXPAND AND CONTRACT

An event to explore **Expanding** your income by  
**Contracting** out your services



Friday 6<sup>th</sup> November 2009  
at

Meeting Point House, Telford  
9.30 a.m. 1.30 p.m.  
Plus a Buffet Lunch  
FREE\* to members of CVS

\*CVS Members - £10 per person booking fee refundable on attendance of event  
Non-members - £45 per person

[www.tandwcvcs.org.uk](http://www.tandwcvcs.org.uk)

# EXPAND AND CONTRACT

## SPEAKERS

An event to explore **Expanding** your income by **Contracting** out your services

### PROGRAMME AGENDA

09.30	Arrival, Registration and coffee
10.00	Welcome and Opening of event <i>Mick Lloyd</i>
10.15	What Services does the Local Authority Buy? <i>Adrian Griffith</i>
11.00	Coffee break
11.15	What Services does the PCT buy? <i>Alison Evans</i>
12.00	My Experience of selling to the Public Sector <i>Lyn Brayne, CAB</i>
12.30	Lunch Questions and Answers/ Meet the Buyer
13.15	Close

#### **What Services does the Local Authority Buy?**

##### **Adrian Griffith**

Adrian is a member of the Chartered Institute of Purchasing & Supply, has over 20 years of Procurement and Supply Chain Management experience in both the Public and Private Sectors and has worked for Telford & Wrekin Council for 5 years.

#### **What Services does the PCT Buy?**

##### **Alison Evans**

Alison is a member of the Chartered Institute of Purchasing & Supply, has 8 years experience of Private Sector procurement within the Steel and Automotive Industry and has worked with the PCT for 1 year.

#### **My Experience of selling to the Public Sector**

##### **Lyn Brayne, CAB**

Lyn has worked in the not-for-profit sector for over 20 years, firstly with the British Red Cross until 2001 when she moved to Telford and Wrekin Citizens Advice Bureau. Prior to her work in the 3<sup>rd</sup> sector, Lyn was a physiotherapist for the NHS.



Improving support  
for a stronger third sector