

Joint Costing and Pricing Steering Group

JCPSG publications and guidance materials

The following is a complete list of the JCPSG's publications and guidance notes.

Publications

'Costing and Pricing for Decision Makers in Higher Education, User Guide' **1999**

'Transparent Approach to Costing (TRAC), Volumes I and II' **July 2000**

'Transparent Approach to Costing (TRAC), CD-ROM Volumes I and II' **July 2000**

'Pricing Toolkit for the Higher Education Sector' **October 2000**

'JCPSG Standard Definitions for Costing and Pricing' **October 2001**

'Developing a pricing strategy in higher education institutions' **July 2002**

JCPSG Quarterly Newsletters,
June 1999 – July 2002

Guidance Notes

'Transparency Review Requirements – Checklist' **December 2000**

'Update on Medical and Dental School Guidance' **March 2001**

'The Use of Indirect Cost Rates in Costing Government Contracts: Technical Guidance' **October 2001**

'Internal Audit – Further Guidance' **October 2001**

'Costing Nursing, Midwifery and Other Health Professional Teaching Provision: Guidance for the HE Sector' **November 2001**

'Good Practice in Allocating Estates Costs for Transparency Review' **June 2002**

'Good Practice in Allocating Library Costs for Transparency Review' **June 2002**

JCPSG publications are available on the web at www.jcpsg.ac.uk under 'Publications & Newsletters'.

EDITOR: Lisa Blackshaw

This Newsletter is the official quarterly bulletin of the JCPSG. Its purpose is to provide information on the following: current work being undertaken by the JCPSG; information on training materials and events; feedback on progress being made within the sector and any other items of interest.

JCPSG lives on!

The JCPSG has been a great success, and will continue for three more years.

The Joint Costing and Pricing Steering Group (JCPSG) completes its programme of work at the end of July. In anticipation of that, the higher education funding councils, Universities UK (UUK) and the Standing Conference of Principals (SCOP) commissioned a review to see whether the JCPSG has met its objectives and delivered what it set out to achieve. They also consulted the sector on what should happen after July 2002.

The review is now complete, and clearly shows that the JCPSG has been a great success. The group has significantly raised the profile of costing and pricing across the sector with the Government and other key stakeholders. Higher education institutions (HEIs) have particularly valued the focus on dedicated support for institutions, through national co-ordinators, self-help groups and consultancy advice.

A major factor in the success of the JCPSG has been the way in which teams of colleagues in HEIs have worked together and with the group. This has been particularly important in meeting the requirements of the Transparency Review, coming as it did on a short timescale.

The review of the JCPSG concluded that there is overwhelming support for the group to continue for a further three years, but with a revised set of objectives and outcomes. These should focus on:

- embedding costing information within the decision-making processes in HEIs
- bringing the development of pricing up to the same level as costing
- providing training for staff to make full use of the management information generated.

A further request was for more real-life case studies to help other institutions. These areas for further activity echo responses to an earlier consultation with the sector on what should happen after July 2002.

In June, the three funding councils considered the outcomes of the review and the consultation. They agreed that the JCPSG should continue to July 2005 and retain the JCPSG brand name. It should build on what the JCPSG has started, but focus on implementing and embedding existing guidance, and only develop new guidance where there is a clear need. This will require a revised strategy and activities.

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NEWSLETTER

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Suggested Distribution:

Vice-Chancellors and Principals, Directors, Pro Vice-Chancellors (Resources and Research), Deans, Heads of Research, Finance Directors and Costing and Pricing Accountants.

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Letter from
David Westbury

Joint Costing and Pricing Steering Group

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The activities should include:

- continued development of the Transparent Approach to Costing (TRAC) methodology and its application for costing of teaching, research and other activities
- technical support to UUK and SCOP as they fulfil the advocacy role
- maintaining and updating existing guidance on costing and pricing
- identifying and disseminating good practice in costing and pricing (including marketing)
- continuation of dedicated support staff (on secondment from the sector)
- continuation of the JCPSG web-site.

The new JCPSG is now being formed. Professor David Westbury has kindly agreed to continue as chair. Membership will include:

- representatives from the three higher education funding councils
- representatives from UUK/SCOP
- senior academics (pro-vice-chancellor level)
- finance directors
- national co-ordinator.

The funding councils will provide the secretariat.

The new JCPSG will be charged with developing a business plan to cover the three years to July 2005. The plan will set out, for agreement by the sponsoring bodies, the JCPSG's strategy, supporting

activities, implementation plan, resource requirements, timetable and key performance targets.

The JCPSG is not expected to continue after July 2005. By that time, HEIs should be able to take on the development of costing and pricing processes without further sector-wide support. Hence the JCPSG will work towards an exit strategy for 2005.

The current JCPSG web-site (www.jcpsg.ac.uk) will remain available. It will be further developed to become the principal channel for information on costing and pricing, as the newsletter has achieved its purpose of raising awareness and will probably be discontinued. Thanks to Lisa Blackshaw for her work as editor.

Thanks to Lisa



Lisa Blackshaw finishes her contract as National Co-ordinator of the JCPSG on 31 July 2002.

Lisa is returning to Manchester Metropolitan University to take up a new post as Head of Financial Management Information.

The JCPSG and the sector owe Lisa a huge vote of thanks. Since November 2001, she has single-handedly supported institutions in developing their responses to the requirements of the Transparency Review. She has worked hard with universities and colleges to help them gain Stage 1 and Stage 2 funding.

Lisa was the architect of regional self-help groups, which continue to flourish across the sector.

She worked tirelessly to develop and support the JCPSG web-site and was instrumental in promoting pricing as an emerging issue for the sector to grapple with in the years to come.

As Chair of the JCPSG Management Sub-Group, I will personally miss Lisa's determination, thoroughness, reflectiveness and cheerfulness. On behalf of all JCPSG members, I thank Lisa for her hard work and wish her well for the future.

Dr David Halton

Chair, JCPSG Management Sub-group

New JCPSG guide: 'Developing a pricing strategy in higher education institutions'



Our latest publication for the sector will soon be distributed to all HEIs.

The JCPSG has identified pricing as an important issue for all universities and colleges. This new publication forms a key part of our support for institutions in addressing what will be a major challenge in the coming years.

The guide has been designed to assist HEIs to think strategically about the development of pricing strategies and policies. It covers the strategic issues that need to be addressed as well as the operational and technical problems that will

emerge as strategies develop and are implemented. It builds on the JCPSG's publication in October 2000 'Pricing Toolkit for the Higher Education Sector'.

Our new publication aims to build on the good work already taking place in many parts of the sector and to provide practical, pragmatic guidance to institutions at all stages of developing and implementing pricing strategies and procedures. Each section provides in-depth coverage of issues raised in the Pricing Toolkit. Throughout, there are relevant examples of good practice drawn from institutions that have generously agreed to make their material and experiences available to colleagues. The guide also contains cross-references to material easily available elsewhere.

The material in this publication will be of use to all groups of staff, both academic and administrative, who are involved in setting pricing policy or in negotiating prices.

If you would like further copies of this publication or 'Pricing Toolkit for the Higher Education Sector', contact the HEFCE. Alternatively, both publications are available electronically on the JCPSG web-site.

Latest JCPSG annual report

The JCPSG's fourth annual report will shortly be available.

This latest annual report covers not only the 13 months from July 2001 to July 2002, but looks back on the four years over which the JCPSG has operated. The report provides information on the progress of both the JCPSG and the sector in implementing the strategy for costing and pricing in higher education. It will be available on the JCPSG web-site in August. You can download it by following the links from the 'About us' page.

Transparency Review

Good practice guidance in allocating estates and library costs

For the Transparency Review, J M Consulting has produced reviews of good practice and guidance in allocating costs for estates and libraries. These papers have been distributed to institutions as supplementary guidance. This guidance will assist them in introducing robust costing methods that should be used no later than 2003-04 (for reporting in January 2005).

Copies of the good practice papers can be downloaded from the JCPSG web-site at www.jcpsg.ac.uk/transpar/manual/changes.htm

Stage 2 funding

Most eligible HEIs have been successful in claiming Stage 2 funding. We are pleased to report that 95 per cent of institutions eligible for Stage 2 funding have been successful in their claims to the funding councils to support the development and implementation of costing and pricing strategies. It is clear from the Stage 2 documents that institutions have made good progress and have started to use the information generated from the new systems in their decision-making processes.