

business support services

Pat Delbridge rounds up the latest news of services that could help you run your business more effectively.

Directors' Briefing

Directors' Briefing, produced by Business Hotline Publications, is a series of four-page briefings aimed at established and growing businesses. Each briefing provides clear, practical advice on core business issues. These briefings are written with leading experts to provide unbiased guidance about what directors need to do and how to do it.

ACCA has made *Directors' Briefing* available to its members free of charge. There are over 160 titles available under the categories listed below, and practitioners can print off as many copies as required to distribute to clients:

- corporate finance
- finance
- human resources management
- information technology
- insurance
- law
- marketing
- premises
- purchasing
- selling
- strategy
- tax.

Directors' Briefing is situated in the relevant sections of ACCA's e-Resource Centre which can be found at the following website address - http://uk.accaglobal.com/uk/members/support/public_practice/resource_centre/

ACCA Audit Programmes

ACCA Audit Programmes has been developed to assist practices of all sizes to improve the standard of their audit files without breaking the budget. This implies complying with

International Standards on Auditing (UK and Ireland), whilst retaining the flexibility to audit in a focused and cost effective manner.

This product provides:

- documentation for the current audit file in three sections: planning, work schedules and completion
- documentation for the permanent audit file
- appropriate schedules and guidance notes for the audits of companies under International Standards on Auditing
- optional schedules and standard letters.

All documents may be completed on screen using Word documents, or printed and completed manually using PDF files. When reviewing the schedules on screen, the user can navigate through the pages by clicking on the hyperlinks. Optional schedules and standard letters may also be accessed in this way.

The cost of the product is £175 plus VAT where applicable. To order a copy of ACCA Audit Programmes, call 0141 582 2000 or e-mail: publications@accaglobal.com.

safeguard your health

Nobody likes to dwell on the prospect of ill health but illness and injury can often affect us at the most unexpected times. As a member of the ACCA Private Medical Scheme – developed for ACCA members by Alexander Forbes – you can cope with whatever occurs by arranging prompt private treatment to fit around all of your family and business commitments.

No medical examination is needed to obtain cover and the scheme is underwritten by BUPA, one of the UK's leading healthcare specialists. Members have access to a choice of specialists, for both in-patient and out-patient

treatment, and a range of hospitals offering private rooms with first-class facilities. Bills are settled directly by BUPA and a helpline is available to answer any queries.

The specially negotiated terms of this scheme enable ACCA members to choose from three different levels of cover for a premium that will remain up to 34% less than BUPA's usual rates for those under the age of 65. Whether you are looking for individual insurance, a family policy or group cover for your partners and employees, the ACCA Private Medical Team will find you all of the protection you need.

As a BUPA member you would also be entitled to a number of specially arranged discounts and offers. Current offers include:

- gym memberships – Fitness Connections is a network of over 1300 BUPA approved health and fitness clubs across the UK. As a BUPA member you could be entitled to a free members day, 25% or more off the joining fee, and a reduced monthly fee at one of these clubs
- up to 25% off selected Center Parcs short breaks and Virgin Experience Days
- 25% off RAC breakdown cover.

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