

AGENDA MANAGEMENT SHEET

Name of Committee Resources, Performance & Development Overview And Scrutiny Committee

Date of Committee 13th November 2007

Report Title 2007/08 Efficiency Savings – Performance & Development Directorate Progress Report

Summary This report outlines the progress the Performance & Development Directorate has made to date in delivering the required efficiency savings in 2007/08 required as part of the 2007/08 budget.

For further information please contact: Nicola Cumberledge
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Would the recommended decision be contrary to the Budget and Policy Framework? No.

Background papers 2007/08 Budget Resolution

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s)
- Other Elected Members *Cllr Booth, Cllr Atkinson, Cllr Haynes*
- Cabinet Member *Cllr Fowler*
- Chief Executive
- Legal *David Carter (reporting officer)*
- Finance *David Clarke*
- Other Chief Officers
- District Councils
- Health Authority
- Police

Other Bodies/Individuals

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

Further consideration by this Committee

To Council

To Cabinet

To an O & S Committee

To an Area Committee

Further Consultation

Resources, Performance and Development Overview and Scrutiny Committee – 13 November 2007

2007/08 Efficiency Savings – Performance and Development Directorate Progress Report

Executive Summary

- This report details the progress made to date by the Performance and Development Directorate in delivering the efficiency savings required as part of the 2007/08 budget.
- The 2007/08 cashable savings target for the Performance & Development Directorate is £232,000, plus £88,000 savings through reducing environmental impact.
- Performance & Development are also responsible for co-ordinating corporate efficiency gains of £1,124,000 non-cashable included in the 2007/08 Forward Looking Annual Efficiency Statement. The areas in which corporate efficiency gains are being generated are absence management and transactions on the website.
- All targets are expected to be achieved by the end of the year.

Resources, Performance and Development Overview And Scrutiny Committee – 13th November 2007

2007/08 Efficiency Savings – Performance & Development Directorate Progress Report

Report of the Strategic Director of Performance & Development

Recommendation

The Committee is asked to note the progress made by the Performance & Development Directorate in delivering the 2007/08 efficiency savings target.

1 Introduction

- 1.1 As part of the 2007/08 Budget Resolution all Directorates (excluding schools) were required to identify 2.5% savings, wherever feasible from improvements in efficiency, with the exception of Adult, Health & Community Services and Community Protection. Adult, Health & Community Services were expected to deliver savings of £287,000 (2.5% in respect of Libraries, Heritage and Trading Standards), whilst Community Protection were not asked to deliver any savings. Directorates were required to return all of these savings to the centre. This report provides this information for the Performance & Development Directorate showing progress against the target.
- 1.2 In addition all Directorates were set a combined target of achieving £700,000 savings to reduce the Council's impact on the environment, including the reduction of the use of paper, publications etc.

2 Directorate Savings Target

- 2.1 The 2007/08 cashable savings target for the Performance & Development Directorate is £232,000. In addition the Directorate is expected to achieve £88,000 savings through reducing their environmental impact.
- 2.2 As part of the Council's 2007/08 Forward Looking Annual Efficiency Statement submitted to the Government the Performance & Development Directorate forecast they could achieve £232,000 cashable efficiency gains without any loss of service quality currently provided.

- 2.3 Performance and Development are also responsible for co-ordinating corporate efficiency gains £1,124,000 non-cashable included in the 2007/08 Forward Looking Annual Efficiency Statement. The areas in which corporate efficiency gains are being generated are Human Resources (absence management) and Communications (e-enabled transactions).

3 Progress To Date

- 3.1 To date the Directorate has identified £320,000 cashable savings that it is forecast will be achieved by the end of the financial year. A summary of the savings identified is shown in Table 1 with further detail in Appendix A.

Table 1: Savings Identified to Date	Cash Savings £000	Non-Cash Savings £000	Total £000
General efficiency savings realised though individual teams absorbing inflation	232	0	232
Environmental savings realised through reduction in printing and travel budgets	88	tbc	88
Total	320		320

- 3.2 In addition to the savings identified above, the business units within the directorate (Legal Services, Design2Print, and Business Consultancy) have held their prices at 2007/08 levels. This represents savings of almost £100,000 to customers across the authority.
- 3.3 The calculation of the efficiency savings target for the directorate includes the budget for grants to core voluntary sector organisations. This year it has been possible, once again, to absorb the targets for these budgets within the rest of the directorate to avoid making a cut in the grants. However, if the calculation of the directorate's efficiency savings target continues to include these budgets in future years it will be difficult to avoid making cuts in grants.
- 3.4 Environmental savings have been achieved through a number of measures, including implementing member decisions on increasing the use of electronic media for distributing committee agendas and reports, and rationalising printers to ensure that all are capable of duplex printing and to discourage printers for individual members of staff. Video conferencing technology is being installed across the directorate, and it is hoped that this will generate cashable savings in relation to travel claims, and non-cashable savings in relation to the amount of time that staff spend travelling to and from meetings.
- 3.3 Of the savings identified to date, £320,000 relate to efficiency gains that have resulted in no loss of service and can be included in the Council's Annual Efficiency Statement.
- 3.5 The Performance & Development Directorate currently expect to achieve £1,697,000 non cashable efficiency gains from co-ordinating corporate efficiency projects (website and absence management). This is £573,000

more non-cashable efficiency gains than forecast in the 2007/08 Forward Looking Annual Efficiency Statement. The Directorate will ensure the efficiency gains are identified and continue to monitor progress via reports generated from HRMS and statistics from the website. The Directorate is also intending to invest £52,000 of reserves into projects to improve the navigability and usability of the website and to fund a marketing campaign to promote the use of the website, to ensure that gains continue and increase in future years.

DAVID CARTER
Strategic Director of
Performance and
Development

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11th October 2007