

Appendix Two: Potential Efficiency Programme Work Streams

Assets and Land

This strand is proposed to be about:

- Reviewing office accommodation, buildings and corporate land bank
- Reducing maintenance costs
- Securing better value for money in the purchase of vehicles, plant and machinery
- Building, managing and sharing buildings with other organisations
- Applying stringent business case and prioritisation processes when deciding on building or buying new assets.

Procurement

The council spends almost half of its money on buying goods and services which are required to run the business. It is therefore essential that better procurement is included as a key strand of the efficiency programme.

Many of the savings which the council has already delivered have come from procurement. Over the next few years, improvements are proposed to continue to be made by:

- Using e-auctions more often to let contracts
- Buying goods and services with other public bodies so that bigger discounts can be obtained.
- Putting in place more central contracts
- Monitoring spend to ensure that departments are using the agreed suppliers.
- Developing collaborative arrangements with other councils and public sector organisations.

Challenge to Budgets

Further budgetary efficiency savings may be achieved through:

- Testing the reasonableness of budgets compared to prior years' expenditure trends;
- Reviewing areas of discretionary spend such as printing, publications and marketing.
- Carrying out cost reviews in major spend areas such as overtime, agency and use of consultants.

ICT

Many local authorities have used ICT to deliver efficiency savings. The council as part of its efficiency programme will need to consider:

- How it can enhance value for money of its ICT provision
- How it can make better use of ICT as an enabler of efficiency, for example, better interaction with customers or increased mobile working.

Service Reviews

A major challenge for the organisation is to find ways to deliver better value for money services. Members have already made it clear that priority should be given to streamlining back office functions such as finance, HR, payroll, business support, facilities management etc. Work is also ongoing to consider front line service provision, such as the review of leisure services.

Income Generation

The council receives 75% of its income from the district rate and therefore it is important to ensure that the amount of collectable rate income is maximised. A separate report on today's agenda details the work which is being done by the council in conjunction with Land and Property Services to increase collectable rate income.