

## Appendix 1

### VALUE FOR MONEY STRATEGY – ACTION PLAN 2007/08-2008/09

Objective	Action	Owner	Timescale	Completed
<b>To identify customer needs</b>	Undertake a customer survey to include services across the Council to determine needs of service users and requirements for future service provision	ACE	Nov – March 2008	
<b>To make the best use of resources to deliver quality service to the customer</b>	Undertake a high level analysis of comparative costs and performance using Audit Commission profiles to identify high cost v low performance /quality service for focus of further analysis for improvement	HOFS & ACE	Oct – Nov 2007	
<b>To ensure new projects proposed have considered the Value for Money in delivery and outcome</b>	<p>To include a specific section within the current funding request forms in relation to the demonstration of VFM in the project implementation and outcome</p> <p>To include a section within committee reports to identify the Value for Money implications of the proposed project/scheme.</p>	HOFS	Nov 2007	

<p><b>To undertake reviews of projects completed to identify savings and evidence of VFM outcomes</b></p>	<p>Undertake appraisals of projects completed to identify savings realised and to evidence VFM achievement to include:</p> <ul style="list-style-type: none"> <li>• New Printers and copiers</li> <li>• Implementation of POP project</li> <li>• Implementation of GPC cards</li> <li>• Implementation of modern Gov project</li> <li>• Trading with other LAs ( legal &amp; procurement)</li> <li>• Market testing of stationery contract</li> <li>• Market testing of printing contract</li> </ul>	<p>Procurement Manager + Respective Head of Service / Manager</p>	<p>Feb – June 2008</p>	
<p><b>To carry out targeted value for money projects</b></p>	<p>Identify and undertake specific appraisals of projects to release efficiencies and to demonstrate VFM . To include:</p> <ul style="list-style-type: none"> <li>• Document management System</li> <li>• Spatial integration of systems</li> <li>• Data cleansing ( Spatial)</li> <li>• SLA with BDHT</li> </ul>	<p>Head of ICT &amp; EGOV + Respective Head of Service / Manager</p>	<p>During 2008/09</p>	

	<p>Programme of process re-engineering projects identified. To include:</p> <ul style="list-style-type: none"> <li>• Planning Applications</li> <li>• Licensing</li> <li>• Land Charges</li> </ul>	<p>Head of ICT &amp; EGOV + HOP&amp;E</p>		
	<p>Specific Service delivery reviews to be undertaken to ensure services deliver value for money. Services to include:</p> <ul style="list-style-type: none"> <li>• Facilities Management – to ensure there is a corporate approach to managing the Councils asset base</li> <li>• Customer Service Centre – to review the link between front and back office to identify options for further release of efficiencies</li> <li>• Street Scene &amp; Waste Management ( identify specific area)</li> </ul>	<p>Procurement manager + HOLEDs  HOFS &amp; HOEG&amp;ICT</p>	<p>Jan- March 2008</p>	
	<p>Undertake a review of the Leisure trust transfer to identify outcomes that can be measured to evidence VFM</p>	<p>HOC&amp;C</p>	<p>Jan – March 08</p>	

<p><b>To ensure we have a clear corporate approach to procurement</b></p>	<ul style="list-style-type: none"> <li>• To establish a procurement working group to ensure there is a corporate approach to the achievement of Value for Money</li> <li>• Reduce number of suppliers using “yellow pages” and by developing framework agreements where appropriate.</li> <li>• Consolidate facilities management spend across the council for all departments</li> <li>• Further introduce use of GPC cards to reduce number of invoices paid</li> <li>• Develop training plan for middle managers for procurement</li> </ul>	<p>Procurement Manager + HOS</p>	<p>During 2008/09</p>	
<p><b>Embed the Value for Money ethos within the Council</b></p>	<p>Provide awareness training to all staff via the training programme</p> <ul style="list-style-type: none"> <li>• CMT and Members</li> <li>• Heads of Service &amp; Middle managers</li> </ul>	<p>HOHR&amp;OD</p>	<p>During 2008/09</p>	
	<p>Communicate the importance, benefits and outcomes of value for money to staff through intranet &amp; connect</p>	<p>ACE</p>	<p>During 2008/09</p>	