

UNITARY AUTHORITY SAVINGS : CROSS-CUTTING AREAS

PROCUREMENT

General Procurement Efficiencies

- Implementation of the Council's Procurement Strategy, as agreed for 2005/6 – Blackburn
- Savings from corporate procurement of cleaning, energy and ICT contracts – Brighton
- Reduction in off-contract purchases – Leicester
- Review of plant & vehicle hire procurement – Leicester
- Negotiate improved energy contract (including streetlights) and continue agency staff procurement initiative – Luton
- Procurement training to relevant staff – Middlesbrough
- Development of a Benefits Realisation Model to secure efficiencies from smarter procurement – NE Lincs
- Extensive review of procurement with assistance from external advisors – Peterborough
- Central procurement unit, freeing up time for service department staff by negotiating contracts on their behalf –Peterborough
- Rationalise internal procurement processes – Plymouth
- The Council will secure procurement savings by focusing on efficiencies in transaction costs through the introduction of an integrated ordering system and IDeA Marketplace technology which is designed to automate the entire 'procure to pay' cycle – Stoke
- Promoting the ethos that effective procurement is fundamental to service improvement – Stoke
- Achievement of various procurement savings incorporated in 2005/06 budget – Swindon
- Rationalising procurement and making better use of our new Financial System – Portsmouth
- Implementing Procurement card process for use in low-value high-volume transaction activity - Wokingham

IT Specific & e-Procurement

- Continued engagement with regional partners on a joined up basis to explore the benefits of a joined up approach to e-procurement – Medway
- Greater use of existing e-market place (Central Buying Consortia/KCSMarket place) – Medway
- Pilot use of e-auction – Bristol
- Re-negotiation of leasing arrangements regarding financing of ICT equipment – Middlesbrough
- Increased deployment of e-procurement processes – Stockton
- E-Procurement System – Bournemouth
- Investigating & developing e-marketplace solutions on behalf of Thames Valley Procurement Forum – Wokingham
- Implementation of e-procurement solution – Swindon

- Maximise the benefits of Agresso by driving out further efficiencies through implementation of e-Purchasing, e-Invoicing and use of p-Cards where appropriate, together with other e-Technologies – West Berkshire

Contract Specific

- Collection & review of all Council contracts identifying key areas for focus – Wokingham
- Creation of Corporate Contracts register – Middlesbrough
- Tender a range of commodity contracts – Nottingham
- Secure improved contracts, re-negotiate existing contracts, secure retrospective discounts – Plymouth
- Maximising leverage by expanding the use of corporate contracts – Stoke
- Re-tender contracts for waste disposal and recycling – Bournemouth

Research Driven Efficiencies

- Sub-regional spend analysis to indicate areas of common interest – Medway
- Conducting quarterly review of spend data from General Ledger to identify opportunities for consolidation – Wokingham

Printing

- Print on demand with sharply reduced stock holding of documents – Portsmouth

Partnership Work / Collaborative Purchasing

- Effective construction procurement through partnering – Brighton
- Continued engagement with regional partners on a joined up basis to explore the benefits of a joined up approach to e-procurement – Medway
- Benefits of a strategic partnership with private sector provider. Annual contract of £20m+ per annum – Middlesbrough
- Advantageous contract negotiation and leveraging of local and regional buying power to secure procurement economies – Milton Keynes
- Investigating & developing e-marketplace solutions on behalf of Thames Valley Procurement Forum - Wokingham
- Promote collaboration with Nottinghamshire County Council and local Districts to maximise combined leverage to drive down costs – Nottingham
- Collaborating and engaging with other Local Authorities, and the private sector in particular with SMEs in order to develop strategic partnerships where all involved will derive benefits from linkages thereby encouraging a diverse and competitive supply market – Stoke
- Cost saving through better use of collaborative purchasing opportunities – Portsmouth
- Greater enforcement of Corporate Contract preferred suppliers procured on a regional basis – Stockton
- Successful re-negotiation of joint arrangement with purchasing consortium; renegotiation of mobile phone contract, Treasury Advisor Contract and bank contract – Telford

Miscellaneous

- Application of best practice to construction projects, including greater team working and collaboration between parties involved (e.g consultants, contractors, suppliers, and sub-contractors – Middlesbrough
- Application of prior information notices (PIN) – Middlesbrough
- Self Funding the Procurement Consultancy (£0.087m).£0.250m of procurement savings to be delivered through smarter sourcing, retendering of contracts, e-auctions etc– NE Lincs
- Further improve procurement processes, including contracts register and further training programme – Nottingham
- Reviewing procurement processes & developing strategic procurement toolkit - Wokingham
- Investigating opportunities to streamline processes & reduce cycle times – Wokingham
- Implementing purchasing cards – Portsmouth
- New arrangements are being put in place for agency staff, printing and telecoms – Peterborough
- Business process re-engineering – Wokingham
- Identifying and delivering savings target in joint effort with internal customers - Wokingham

CORPORATE SERVICES

I.T.

- Rationalise server infrastructure and desktop computing – Bristol
- Continue implementation of ICT Services restructure – Herefordshire
- Improving IT network storage capability – Luton
- To continue to encourage and promote the use of E-Learning – Medway
- Review of IT provision – Nottingham
- Implementation of Thin Client architecture will result in less support time required from IT and reduced costs of PC replacements – Slough
- Implementation of SWIFT IT system (Social Services) resulting in reduced need for admin support – Swindon (£451k: all cashable)
- Provide electronic customer outreach service – Telford
- Efficiencies achieved through e-government measures – Leicester
- Expansion of use of e-forms – Medway

Debt Collection

- Collection of debt will be improved by action to speed up the existing collection process. Implement action to collect a higher portion of debt at point of sale. Prepare and improve processes in anticipation of a new debt management system – Stoke (£1,966k of which £1,600 is cashable).
- Active debt recovery programme to reduce outstanding debt and improve cash flow – Telford
- Cashflow savings from improved debt collection - Nottingham

Customer Interface

- Development of corporate contact centre and redirection of resources to support Customer Access Programme – Bath and NE Somerset
- Rationalise Customer Access Points and Reception Points – NE Lincs

Partnership Working / Joined up service Delivery

- Joint working with neighbouring authority (Compact with Poole) – Bournemouth
- Sharing of ICT services with partners to generate income within existing staffing resources – Brighton
- Work in collaboration and partnership with other local authorities to share good practice – Blackburn

Recruitment Issues

A - Recruitment Advertising

- Use of web based technology for recruitment (Jobspublic) – Medway
- Recruitment adverts have been limited in size and the proportion of web based adverts will increase – Herefordshire
- New processes for advertising posts, limiting the number of publications at an one point in time, and maximising the number of words in the advert – Nottingham.
- Advertising of staff vacancies on the Internet in place of the local media is reducing the cost of filling vacancies – Windsor

B – Use of Agency Staff & Consultants

- Review approach to employment of agency staff with medium term goal of creating the Council's own pool of agency staff – Herefordshire
- Continuation of the Council's initiative to reduce the use of consultancy staff – Windsor & Brighton

C – Enhancing Recruitment

- Centralised staff (& agency staff) recruitment – Blackpool
- Creation of a corporate recruitment team will reduce duplication and reduce the average length of time from advertisement to offer from 75 to 40 days – Herefordshire
- Restructuring of the Recruitment Service – Bristol

Budgetary Limits / Accountancy

- No inflation on voluntary sector grants – Brighton
- Medium Term Financial Plan principle of 1% restriction in recharge generation – Stockton
- Changing financial treatment of IT system configuration costs – Luton
- Medium Term Financial Plan principle of restricted resource allocation of 1% annually – Stockton

Back Office Functions

- Continuous improvement of back office functions – Blackburn (£471k, of which £211k is cashable)
- Examination of back office service provision (Internal Post & Courier Service) – Bournemouth

Accommodation Strategy and Asset management

- More efficient use of office accommodation – Bath and NE Somerset
- Rationalisation of office accommodation (Registry Office) – Bournemouth
- Implement Accommodation Project and rationalise property portfolio – Herefordshire
- Negotiate Council building rating valuations – Luton
- Improve office space utilisation – Luton
- Increase energy efficiency of buildings – Southend
- Active strategic management of the council's Property Investment Portfolio – Telford
- Office accommodation is being rationalised to use space more effectively and dispose of rented premises. Staff will be encouraged to work to an increasing extent from home, reducing the requirement for desk space – Windsor
- Implement and achieve savings mainly in rationalising office accommodation – Luton
- Refocus economic development activity and release office space – Windsor
- Sale of surplus assets to support capital spend otherwise funded by borrowing – Leicester
- More efficient management systems for property service charges and land registration; strategy for Open Space provision and review of landscape team resourcing – Bath

Structural Reorganisation

- Management restructuring generating economies and efficiencies whilst maintaining service levels for support services – Bournemouth
- Service Reviews - centralisation of administration; Unification of Benefits & Welfare – Blackpool
- Introduction of new structure in Revenues and Benefits to reflect the changing work levels and split of work between front and back office – Herefordshire
- By careful review of sections structures, processes and practices successful revision of staffing levels have occurred – Windsor
- Restructuring Directorate support services – Nottingham
- Centralise HR administration – Bristol
- General efficiencies in corporate Human Resources – Nottingham.
- Restructure HR function to provide a more efficient service to departments – Slough
- Large scale reorganisation of Council – Medway
- Development Business Support Unit restructured to focus staff resources on priority areas – Plymouth

Income Streams

- Generation of additional income at venues without increasing fees or additional staff - Brighton

Miscellaneous

- Amalgamation of communications, into fewer, but larger, events - Slough
- Review print arrangements across the Council – Telford
- Reduction in Audit Fees due to Excellent status – Telford
- Active treasury management to re-schedule debt and gain efficiencies – Telford
- Absorbing FOI responsibilities within existing resources – Telford
- Introduced internal NVQ assessors as opposed to external provision – Medway
- Removal of posts from the establishment within Finance, ICT and Legal – NE Lincs
- More intensive marketing of commercial property to maximise income – Herefordshire
- Promotion of Internal print function, coupled with financial procedures requiring all printing to be passed to the print room for processing and then deciding on what get sent externally – Slough
- Integration of the Direct Services Department – Plymouth
- Capital scheme utilisation of NACRO volunteers – Stockton
- Challenge rating lists to reduce rateable values – Stoke
- Water/Energy consumption efficiency initiatives – Stoke
- Review income opportunities on Commercial and Industrial Estates – Windsor
- Give guidance and support to the private sector to protect and improve local employment opportunities – Blackburn