



# RUNNYMEDE BOROUGH COUNCIL

## CORPORATE MANAGEMENT COMMITTEE

31 MARCH 2005

### APPENDICES

<u>APPENDIX</u>	<u>REPORT</u>	<u>PAGE.</u> <u>NO.</u>
A	MINUTES OF 3 MARCH 2005 MEETING	To follow
B	ANNUAL EFFICIENCY STATEMENT 2005/06	1
C	REVISED POLICY MAKING FRAMEWORK – STRATEGIC PLAN 2005-10	Circulated separately
D	INFORMATION STRATEGY MEMBER WORKING GROUP MINUTES – 6 JANUARY 2005	4

## Annual Efficiency Statement - Forward Look

Local authority Runnymede Borough Council

### Strategy for securing efficiency gains

#### 1) Policy Guidance for Revenue Reduction Exercise approved by Council

- Joint working with partners to achieve service resilience or reduction in unit costs will be vigorously pursued.
- The key targets and priorities identified in the current series of Service Plans will, wherever possible, have priority call on resources.
- Changes in demographic and associated social needs/demands will, for the most part, be a key issue in future service reviews and service planning.
- Our very considerable IT investment to yield greater savings.
- Review back office arrangements and ensure that what we expect as Members is reduced.
- Maximise our return on assets, save for those occupied by voluntary and charitable groups.
- Discretionary fees and charges (including car parking charges) need to at least reflect the cost of provision and/or comparative tariffs elsewhere.
- Reinvigorate the concept of "create/save" and provide an enterprise fund to pump prime explicitly identified savings or opportunities for additional income.

#### 2) Set out in the Council's Procurement Strategy

- To reduce the cost of the procurement activity for both the Council and its suppliers.
- To deliver value for money contracts by establishing sound commercial partnerships as well as entering traditional contractual relationships.
- To implement transparent procurement processes.
- To ensure that procurement is undertaken in accordance with Council policy.
- To make it easy for others to do business with us.
- To achieve the Government's targets set out in the National Procurement Strategy.

### Key actions to be taken during the year

HOW THE COUNCIL'S PROCUREMENT OBJECTIVES WILL BE ACHIEVED  
(extract from the Procurement Strategy)

#### 1) To reduce the cost of the procurement activity for both the Council and its suppliers

- Implement the purchase ordering module of TASK Financials in order to integrate the purchasing and paying functions effectively.
- Participate with the Surrey Procurement Network and the SE Regional Centre for Excellence in order to develop best practice and pursue marketplace solutions.
- Evaluate options for e-procurement and implement a suitable solution.

#### 2) To deliver value for money contracts by establishing sound commercial partnerships as well as entering traditional contractual relationships

- Strategic procurement of whole services will be subject to the project management disciplines established by the Council.
- Routine purchases will only be made in accordance with corporate policies, thereby minimising rogue purchases in order to promote the best use of staff time.

#### 3) To implement transparent procurement processes

- Publicise details of the Council's procurement practices.
- Provide guidance and training to staff in procurement matters.

#### 4) To ensure that procurement is undertaken in accordance with Council policy

- Procurement training will be provided where a need is identified in annual staff

performance appraisals.

- Training sessions will be undertaken each year to update staff on developments in procurement and to ensure that procurement objectives and procedures are understood throughout the organisation.
- The guide to Standing Orders will be reissued.
- Procurement guidance will be published on the intranet.
- Compliance will be reviewed through regular audits.

**5) To make it easy for others to do business with us**

- Produce a prospectus for suppliers on the Council's web-site showing the significant items that the Council expects to buy, with the anticipated procurement dates.
- Publish a Business Guide on the web-site explaining how the Council procures its goods and services.

**6) To achieve the Government's targets set out in the National Procurement Strategy**

- Review procurement practices and evaluate the business case for e?procurement solutions.
- Collaborate with the Surrey Procurement Network.
- Develop joint Member-led structures with other Surrey Councils.

**7) Performance will be reported annually to Corporate Management Committee.**

	Expected annual efficiency gains (£)	...of which related to capital spend (£)	...of which related to other spend (£)	...of which cashable (£)
<b>Adult social services</b>	15,000			15,000
	<b>Strategy: Maximising use of assets</b>			
	<b>Key actions: Income for franchising evening use of day centres</b>			
<b>Children's services</b>				
	<b>Strategy:</b>			
	<b>Key actions:</b>			
<b>Culture and sport</b>				
	<b>Strategy:</b>			
	<b>Key actions:</b>			
<b>Environmental services</b>	42,000			42,000
	<b>Strategy:</b>			
	<b>Key actions: Retendering of grounds maintenance contract. Renegotiated contract for disposing of abandoned vehicles.</b>			
<b>Local transport</b>				
	<b>Strategy:</b>			
	<b>Key actions:</b>			
<b>LA social housing</b>	125,000	98,000	27,000	27,000
	<b>Strategy:</b>			
	<b>Key actions: Partnership - increased management of Swanbridge stock. Partnering contract for external decorations. Increasing affordable housing with RSL reduces unit cost of dwellings.</b>			

	Expected annual efficiency gains (£)	...of which related to capital spend (£)	...of which related to other spend (£)	...of which cashable (£)
<b>Non-school educational services</b>	Strategy:			
	Key actions:			
<b>Supporting people</b>	Strategy:			
	Key actions:			
<b>Homelessness</b>	18,600			
	Strategy: House the homeless through alternatives to temporary accommodation.			
	Key actions: Increased use of rent deposits.			
<b>Other cross-cutting efficiencies not covered above</b>				
<b>Corporate services</b>	130,000			130,000
	Strategy: Greater use of electronic communications. Extended life cycle of IT equipment			
	Key actions: Reduced printing requirements Greater electronic distribution of agendas E-recruitment Telephone canvas			
<b>Procurement</b>	21,000			21,000
	Strategy:			
	Key actions: Market testing Community Meals service. Renegotiating telephone tariffs. Purchasing cathode ray tubes rather than flat screens.			
<b>Productive time</b>	54,000			
	Strategy: Absorbing increased benefits caseload. Managing increased care and repair caseload.			
	Key actions: Implement document management and workflow.			
<b>Transactions</b>				
	Strategy:			
	Key actions:			
<b>Miscellaneous efficiencies</b>	79,000			79,000
	Strategy: Review of asset portfolio.			
	Key actions: Disposal of underutilised assets.			
<b>Total</b>	<b>484,600</b>	<b>98,000</b>	<b>27,000</b>	<b>314,000</b>

**Runnymede Borough Council  
Information Strategy Member Working Group**

**Agreed Action Notes of meeting held on Thursday 6<sup>th</sup> January 2005**

	Action By:
<p><b>Present:</b> Cllrs Niall Thewlis, Linda Gillham, Roger Habgood, Adrian Tollett, John Dean. Tim Williams, Nigel Watson, Basia Dobrzalska, Siobhan Treacy, Nigel Boyd, David Thomas, Stuart Cawthorne</p> <p><b>Apologies:</b> Cllrs Robert Ray, Hugh Meares</p>	
<p><b>1. The case for Housing Benefits back-scanning</b></p> <ul style="list-style-type: none"> <li>• The case for back-scanning Housing Benefits documentation was presented by Nigel Boyd and a discussion followed.</li> <li>• It was agreed that a proposal be put forward to Corporate Management Committee</li> </ul>	
<p><b>2. Job evaluation software</b></p> <ul style="list-style-type: none"> <li>• David Thomas presented a description of the job evaluation software that he proposed to purchase..</li> <li>• This was approved</li> </ul>	
<p><b>3. Roadmap for Document Management 2005</b></p> <ul style="list-style-type: none"> <li>• The roadmap for Document Management for 2005 was presented by Basia Dobrzalska</li> </ul>	
<p><b>4. IEG 4</b></p> <ul style="list-style-type: none"> <li>• Nigel Watson presented the IEG4 statement.</li> </ul>	
<p><b>5. Telephone Upgrade</b></p> <ul style="list-style-type: none"> <li>• The voicemail system needed upgrading following implementation of the new phone system. It was agreed to support this purchase at Corporate Management Committee</li> </ul>	
<p><b>6. Network Security</b></p> <ul style="list-style-type: none"> <li>• Nigel Watson requested funding for increased network security software. This would be put forward to Corporate Management Committee for spending approval</li> </ul>	
<p><b>5. Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Nigel Watson reported that the Content Management project will commence on 12<sup>th</sup> January.</li> </ul>	
<p><b>6. Date of Next Meeting</b> The date of the next meeting was planned for before the February Corporate Management.</p>	All to note