

REPORT TO: POLICY COMMITTEE – 5 MARCH 2008

SUBJECT: EFFICIENCY SAVINGS MONITORING – CHIEF EXECUTIVE

BY: CHIEF EXECUTIVE

1. REASON FOR REPORT

- 1.1 The Policy Committee is asked to note a monitoring report on the Efficiency Savings for the Chief Executive's Office covering the period April – December 2007.
- 1.2 This report is submitted to Committee in terms of Section A (2) of the Council's Administrative Scheme relating to managing the finances of the Council.

2. RECOMMENDATION

- 2.1 **It is recommended that the Policy Committee note a monitoring report on the Efficiency Savings approved by the Council for the Chief Executive's Office.**

3. BACKGROUND

- 3.1 As part of the 2006 to 2009 Financial Plan, the Council approved a range of efficiency savings at the meeting on 9 February 2006. Subsequently, a monitoring framework was approved for reporting progress on the delivery of efficiency savings.
- 3.2 The Chief Executive's Office delivered savings of £19,015 against the set target of £15,000 across the three areas of procurement, job advertising and vacancy management.
- 3.3 The procurement savings of £5,210 have been achieved through signing up to an internet cutting service that provides daily reports to all members of staff with email access. The reports, taken from the websites of thousands of newspapers and periodicals, can be tailored to specific areas of interest, such as planning, housing, etc. and targeted geographically, i.e. Moray. This is instead of newspapers being delivered to the Council, apart from member's support, public relations and legal departments and also retaining all weekly local papers.
- 3.4 In addition this package has a statistics element that allows the Council to assess the penetration of press releases and categorise the reports as

positive, negative or neutral. These changes have not only saved the Council £5,210 a year but provide a wider service.

- 3.5 The vacancy management savings have been made due to a number of staff changes throughout the year and the savings have been accrued through the posts remaining vacant between staff leaving and recruitment of new staff. The vacancies mainly arose from staff promotions both internally and externally.

4. **SUMMARY OF IMPLICATIONS**

(a) **Corporate Development Plan/Community Plan/Service Improvement Plan**

This report is in line with the Council's commitment to the sound management of resources.

(b) **Policy and Legal**

There are no Policy or Legal implications arising from this report at present.

(c) **Resources (Financial, Risks, Staffing and Property)**

Chief Executive's Office is required to implement cash savings of £15,000, the majority against vacancy management, to operate within the budget allocation for the current year.

(d) **Consultations**

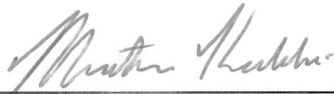
Accountancy was consulted in the preparation of this report and the information they provided has been incorporated in the report.

5. **CONCLUSION**

- 5.1 **The Policy Committee is asked to note a monitoring report on the Efficiency Savings for Chief Executive's Office**

Author of Report: Bridget Mustard, Corporate Policy Unit Manager
Background Papers: Shona Leese, Performance Management & QA Officer
Ref:

Signature: _____



Designation: Chief Executive

Name: Alastair Keddie