

**REPORT TO: POLICY AND RESOURCES COMMITTEE - 22 SEPTEMBER 2008**

**REPORT ON: IMPROVEMENT AND EFFICIENCY BOARD**

**REPORT BY: CHIEF EXECUTIVE**

**REPORT NO: 468-2008**

**1. PURPOSE OF REPORT**

The report expands the remit of the existing Efficiency Government Board in order to drive the change processes involved in achieving more efficient ways of working with an emphasis on re-engineering business processes to bring about improvements in the way the Council delivers services.

**2. RECOMMENDATIONS**

The Committee is asked to agree the confirmation and remit of the Improvement and Efficiency Board as laid out in Section 5.

**3. FINANCIAL IMPLICATIONS**

There are no direct financial implications.

**4. BACKGROUND**

Members will recall that the Council established an Efficient Government Board chaired by the Assistant Chief Executive (Community Planning) in a report to the Policy and Resources Committee of 17 October 2005. The remit of the Board was to monitor projects that mirrored the National Efficient Government work plan themes which were:

- i) Procurement
- ii) Managing Absence
- iii) Asset Management
- iv) Shared Services
- v) Reducing support services and overheads in the delivery of services

The group also dealt with the pro-forma to be issued for measuring efficiency savings from across the Council.

Progress has been made within the 5 identified work themes. Reports on Procurement have been submitted to the Policy and Resources Committee and the Council is now a member of Scottish Excel and the Tayside Consortium. There has also been a re-allocation of staffing in regard to Procurement within the Council. Managing absence has been an ongoing process with the situation continuing to be monitored. A review of the Asset Management Plan is currently being undertaken and this will be reported to committee in October. A number of opportunities to share services with our neighbouring authorities e.g. procurement has been undertaken with major work being undertaken at a National level by the Improvement Service. The Efficiency Diagnostic Review is the first step to reducing support services and overheads in the delivery of services..

## 5. PROPOSALS

With the advent of the concordat between Local and Central Government and the consequent single outcome agreement, there is a need for the Council to address further areas of improvement. To this end an Efficiency Diagnostic Study was agreed at the Policy and Resources Committee of 14 January 2008 and it is expected a number of areas will be identified which will require a number of projects to be undertaken using a business case approach.

In order to address these key areas where improvements and efficiencies can be made it is proposed to expand the membership of the existing Efficient Government Board. In addition the new Improvement and Efficiency Board will be chaired by the Chief Executive to allow a direct strategic overview of projects. The Board will report annually to the Best Value Performance and Efficiency Sub-Committee of Policy and Resources Committee so allowing for a more in-depth scrutiny of proposals.

The remit of the group would be to drive forward identified projects that improve the performance and efficiency of the Council while addressing the priorities contained in the Single Outcome Agreement. This will include developing a programme of 'lean service' reviews and monitoring of any Officer Best Value Reviews.

The core membership of the Board will now be the Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services), Assistant Chief Executive, Director of Planning and Transportation, Director of Economic Development, Head of Finance, Head of Information Technology, Head of Personnel with the Corporate Planning Manager and Organisational Development Team Leader as advisors.

Other members of the Management Team will be seconded as necessary.

## 6. POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Any issues are detailed on the attached sheets.

## 7. CONCLUSION

The changes proposed in this report will allow for a more directed focus on specific areas and services where performance can be improved and efficiencies made both to the benefit of the Council's operations and ultimately to the service customer.

## 8. CONSULTATIONS

The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Head of Finance.

## 7. BACKGROUND PAPERS

Chris Ward  
Assistant Chief Executive (Community Planning)..... 16/09/2008