

APPENDIX ONE: BIP PROGRAMME PROJECTS

Priority for March – September 2009

Project Name	Aims/summary	Scrutiny information (or potential for Member watching brief)
Culture Trust	Conduct a feasibility study to explore the potential impacts and benefits of setting up a Trust to run existing cultural facilities.	
Golf	Progress tendering of golf course with a view to identifying potential additional income for the Council.	Former Members' working party
South Warwickshire Tourism	Following scrutiny work.	Task and finish group in place.
Benefits Processing	To respond to current economic challenges to support benefits processing for 18 months and thereafter reduce staff to realise savings.	
Retain CSC	To retain the Customer Service Centre and develop a One Stop Shop at Riverside House to both save costs and improve service quality.	
Maximise HPDG Planning	Planning HDPG & charging for pre app advice.	
Subscriptions	Review the money spent of subscriptions to reduce costs and provide value for money.	
Stand by staff and phones	To review existing arrangements for and location of out of hours stand-by staff to assess whether cost savings can be made.	
Agile working	Set up processes and support to enable more home working, mobile working and flexible use of office space with a view to reducing office costs and increasing staff satisfaction – including the potential for improvements and cost savings provided by technology developments	
Income generation – scoping	Take a prioritised approach to critically review the provision of services to identify where their level of service can be reduced and where income/usage can be increased.	
Payroll	Understanding and bringing forward appropriate proposals in light of County's offer.	

Legal Services –shared services	To achieve savings and economies of scale by sharing services.	
Procurement	To review the highest cost areas of procurement with a view to reducing costs by introducing more efficient procurement practice and contracts. To ensure efficient procurement to allow us to improve the way we manage contracts, suppliers, benchmark their performance and get a better deal.	
Energy – scoping	To identify the potential for energy and cost savings and to develop plans for the delivery of these	
Housing Repairs – systems thinking	Undertake customer focussed review to reduce unwanted demand, improve the process flow, improve the customer experience and reduce costs.	
Private Sector Housing – systems thinking	Undertake customer focussed review to reduce unwanted demand, improve the process flow, improve the customer experience and reduce costs.	
Rent arrears	To undertake improvement work that reduces levels of rent arrears (in line with direction of travel report recommendations)	
Building on Excellence - Town Hall	To maximise the community benefits of the Town Hall at the same time as reducing our net costs	
Building on Excellence - Riverside House changes - part 2	To reduce the floorspace required by WDC in Riverside House to enable additional income to be generated through rental	

Priority for September 2009 to March 2010

Project Name/Owner	Aims/summary	Scrutiny information
Benefit fraud	Benefit Fraud investigations integrated into Benefits function leading to deletion of current separate post, a more joined up service and greater integration and synergy.	
CCTV	Review costs, following scrutiny review proposals. Possible consideration for shared services, contribution from Police, trading as a stand alone company.	Task and finish group in place.
Discretionary terms and	Review of costs versus benefits.	

conditions including mileage costs and essential car user allowance.		
Review of directorate and central admin	Review staffing levels.	
Planning – systems thinking	Undertake customer focussed review to reduce unwanted demand, improve the process flow, improve the customer experience and reduce costs.	
Print Room trading status	Review current operating arrangements to ascertain improvements.	
Audit – scoping	Review scope of work and outsourced work and monitor progress on shared services investigation.	
Waste contract	Consider changes to recycling income to do all we can to maximise it as markets change and review the waste management service once the new contractual arrangement have become embedded to ensure it is effective.	
Support services – scoping	To obtain data/feedback from Support Services Users to enable service improvements and reduction in costs, including looking at how support service help or hinder the provision of customer focused frontline services.	
Energy implementation	Investigate alternative energy sources/energy efficiency for WDC assets to reduce costs and carbon emissions	
Environmental Health – systems thinking	Undertake customer focussed review to reduce unwanted demand, improve the process flow, improve the customer experience and reduce costs.	

Priority for April 2010 – March 2011		
Project Name/Owner	Aims/summary	Scrutiny information
Licensing	Conduct a value for money review.	
Committee Services	Conduct a value for money review.	
DMC review	Review in light of progress of records management.	

Charging for pre app advice	Explore potential for increasing income.	
Print room VFM review	Conduct a VFM review of the Print Room and options for service delivery.	
Assets review	Review asset management costs in light of changing economic circumstances with a view to reducing overall building running costs and increasing income from assets.	
Audit – shared services	Review scope of work and outsourced work and monitor progress on shared services investigation.	
Support Services Review	To obtain data/feedback from Support Services Users to enable service improvements and reduction in costs, including looking at how support service help or hinder the provision of customer focused frontline services.	
Housing Advice – systems thinking review	Review existing arrangements.	
Benefits	Undertake customer focussed review to reduce unwanted demand, improve the process flow, improve the customer experience and reduce costs.	

Projects requiring further information before commencement:

Project Name/Owner	Aims/summary	Scrutiny information
Income generation	Take a prioritised approach to critically review the provision of services to identify where their level of service can be reduced and where income/usage can be increased.	
Accountancy	To undertake a process review to improve efficiency of the Accountancy service and to improve the services provided.	
HR shared services	To achieve savings and economies of scale by sharing services.	
Insurance	Undertake a review of insurance costs to ensure it's providing value for money and explore whether there are any aspects of the insurance spend that could be reduced	
People strategy	To provide a clear framework for how the Council staff and members are supported and developed to ensure we have the right people, with the right skills, in the right place to deliver the Council's priorities.	

Car parking	Undertake customer focussed review to reduce unwanted demand, improve the process flow, improve the customer experience and reduce costs.	
New Web site	TBA	