

Portfolio Central Services	HOS Chris Stephenson	Budget IT Project Fund
Budget Code	DA001 - 1908	
Description of service or information required	In-Phase IT Saving In-phase Performance Plus is the Council corporate performance management reporting system	
Accountable cost	£10,700	
Savings 13/14	£10k	
Implications		
Contextual background:		
<p>The Council entered into a 10 year contract with In-phase Software Ltd on 22 January 2004 to provide a computer based performance management system – called Performance Plus. The current licence (and corresponding maintenance agreement) runs out on 19 January 2014. Performance Plus costs approximately £10,700 per year.</p> <p>Performance Plus is currently used by the Council as a corporate performance reporting tool and scorecard – predominantly for the monitoring and reporting of the corporate scorecard and corporate risk/opportunity register.</p> <p>The Council has a site licence for the system which means once set up every member of staff is able to use the system. In practice this is used mainly by service performance leads and some of the service managers / heads. It is also used by some of the services, e.g. Housing, as a service based solution to monitor, manage and report their service KPIs.</p> <p>The system has the functionality and capacity to be used much more widely and holistically for management practices including performance, service planning, projects, risks/opportunities, budgets etc.</p> <p>The PWC analytics (Summer 2011) showed a lack of joined up usage of computer applications across the Council to generate data and reports. As part of the Gate 2 Business Case for centralising Performance Management, (considered by DB in October 2011) an audit and rationalisation of all such systems was proposed. This business case was not agreed.</p> <p>Barking and Dagenham does not use a performance management system – reports are generated using different line of business systems and then edited in Excel to generate a quarterly report.</p>		

The current In-phase agreement ceases on 19 January 2014. The Council therefore has 4 options:

- Option 1. extend the contract with In-phase beyond 2014
- Option 2. procure an alternative PM system
- Option 3. terminate the In-phase contract and have no single corporate system for performance reporting
- Option 4. create a bespoke home grown system, from a rationalised set of business applications, (possibly involving line of business systems or Excel) to enable performance reporting to continue to be made to decision makers

If the Council decides to use the £10,000 currently earmarked for Inphase as a saving – the options are limited to Option 3 and 4 only. Option 4 could potentially be a jointly developed solution with Barking and Dagenham, but could cost more than £10,000 in development costs.

The benefits that accrue from a single reporting system include:

- data/commentary held in one place – one version of the truth
- data quality is easier to monitor as more transparent
- reports are easy to extract and automatically updated each month
- COUNT – Collect Once Use Numerous Times – data can be used for more than one report, without additional effort
- whole Council accessibility
- past data – trend analysis
- additional fields can be cross referenced – e.g. benchmarks, targets, cumulative positions etc
- in-built graphical and reporting templates requiring minimal manual manipulation to create monthly reports
- Built in audit trails
- “Live” reporting functionality
- no document control issues

Implications of making this reduction

The high level implications of removing this budget stream is a saving of £10,000 off base; but

1. the Council no longer being able to use its pan council single performance / risk management and reporting system
2. a loss of the collaborative functionality in the production of performance / risk reports – thereby reverting to more labour intensive inefficient work practices
3. the loss of a single repository for performance data for the corporate and service scorecards
4. the loss of a single data repository for the corporate risk and opportunity register and service risk and opportunity registers
5. the current licence ends on 19 January 2014 (and is paid in the 2012-13 financial year) which means we will not have a single performance reporting tool to complete the 2013-14 reporting year - the last report that will be able to be made is the Month 8 (November) 2013-14) report

Draft Business case template for savings

Directorate Finance & Corporate Governance	HOS Nigel Byatt	Budget E-Government Reserve Revenue Expenditure
Budget Code	DB002	
Description of service or information required	<p><u>Spending plans for the next three years are required</u> The E-Governemnt budget is used to fund ICT pilot initiatives and short term revenue costs that do not fall easily elsewhere. – The current ICT transformation pilots are funded from this budget, along with minor corporate ICT development initiatives. – Reduction of this budget is unlikely to result in real savings to the Council as future costs will continue, but be allocated elsewhere in the Council.</p> <hr/> Initiatives (indicative) plan for next few years include: <ul style="list-style-type: none"> • Pilot for VDI (Citrix) • Pilot for Google Apps • Pilot for BYOD • Pilot for Flexible Mobile Working • Pilot for Document sharing and Management • Pilot for Workflow • “Work arounds” and minor fixes required as the technology transforms. • A number of undefined pilots to support the ICT Transformation agenda. 	
Accountable cost	£393,600	
Savings 13/14	£100k (Already included in the MTFS)	
Implications	<p>The current level of agreed saving is sustainable, however at times of substantial ICT change and initiative (such as the next 3 years) may necessitate an increase in funding to ensure that innovation is not stifled.</p> <p>If pilot initiatives move into a “full implementation” project, pilot costs may be capitalised in retrospect.</p>	

Portfolio Finance & Corporate Governance	HOS Ian Rydings	Budget Asset Management
Budget Code	DA160	
Description of service or information required	Carbon Reduction Commitment	
Accountable cost		
Growth 13/14	200k	
Implications	<p>This growth has been included for reasons of prudence as the carbon reduction commitment remains a dynamic “tax” on the Council’s use of energy. However if current circumstances prevail, including one significant change which is anticipated (the addition of energy used for street lighting to that counted for CRC purposes) then growth enabled in previous years will be sufficient to meet the commitment.</p> <p>This would allow this growth item for 2013/14 to be deleted. It is of course possible that growth will need to be sought in future years if circumstances change again.</p> <p>It is recommended that the existing CRC budget provision is permitted to be used flexibly to also include investment in other energy and asset savings initiatives. By reducing its asset footprint and energy use the Council will be mitigating against potentially higher CRC charges to be raised in future</p>	

Draft Business case template for savings

Portfolio Strategic Finance	HOS Ian Rydings	Budget Asset Management
Budget Code	DA160	
Description of service or information required	Additional Income from Assets Transferred in April	
Accountable cost		
Savings 13/14	250k	
Implications	<p>Current income/expenditure budgets from former DC assets anticipates income of £750k annually with expenditure of £650k – i.e. a surplus of £100k.</p> <p>To date (half year) there has been income of c£290k and expenditure of c£75k. Extrapolating that to an annual basis (whether any profiling issues impact on that is being investigated) would give a surplus of £430k.</p> <p>On that basis it would seem prudent and realistic to budget for an additional surplus of £250k in 2013/14 – i.e. a total surplus next year of £350k.</p> <p>Income from DC assets will diminish in time (particularly from those in Purfleet) as they are transferred into the regeneration development.</p>	

Draft Business case template for savings

Portfolio Strategic Finance	HOS Ian Rydings	Budget Asset Management
Budget Code	DA160	
Description of service or information required	Rent Review of Commercial Property	
Accountable cost		
Savings 13/14	£100k	
Implications	<p>This is an income generation proposal. A current backlog in rent review and lease renewal means there may be potential to improve rental income as this is addressed.</p> <p>The risk is that given prevailing economic conditions reviews/renewals can conceivably result in lower rents and/or terminations.</p> <p>More significantly, there is already an assumption in the MTFs that commercial property rent can bring an additional £250k income in the next year (template IR2 relates to this).</p> <p>A small number of likely significant increases in the pipeline (currently at an informal arbitration stage) will contribute to the original income growth expectation. However it is not considered prudent to seek further additional income from this source for next year.</p>	