

Process Improvement Team Report

EXECUTIVE MEMBER: Cllr Mike Ashbrook

LEAD OFFICER: Hilary Mitchell

REPORT AUTHOR: Hannah Kozich

Summary: This report seeks approval from the Executive to fund the Process Improvement Team (PIT) for the period from November 2006 to end of March 2007.

Recommendations:	Continuation of funding of the PIT team to 31 st March 2007 - £19,800 from policy unit reserve; £5000 from regeneration reserve and £6200 from Planning Delivery Grant.
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Impact on delivering corporate objectives

The PIT works within a number of service areas of the Council to support improvements to achieve Corporate Plan targets.

Impact on other statutory objectives (e.g. Crime and Disorder and LA21)

None

Financial and human resource implications

Resources to be utilised are from previously set aside reserves, £19,800 from Policy unit, £5000 from Regeneration reserve; and £6,200 from Planning Delivery Grant

Specialist skills retained to support greater efficiency.

Project and Risk Management

None

Key Decision Status

Financial

n/a

Ward

n/a

Other ward implications?

none

1. INTRODUCTION

1.1 The PIT was originally funded for 12 months from November 2005, with the view that it would become self financing by generating efficiencies through the identification and implementation of improvements within service areas.

- 1.2 The team has worked on a range of projects over the last nine months, some of which have delivered immediate non cashable savings; and some, more complex projects which have identified potential, longer term improvement opportunities. A major strand of their work has been within Planning and Building Control to support the implementation of MVM. A report summarising their work is given in Appendix 1.
- 1.3 A budget bid is being submitted for the next financial year, but there is a gap in funding for the period from November 2006 to the end of March 2007. It is therefore proposed that this be funded mainly from carry forwards previously approved by Executive in May 2006 as part of the final accounts process 2005/06. Approval was given to carry forward £21,811 for policy unit to resource the performance management system of which £19,800 is requested to part fund the PIT team. The remainder of £11,200 is to be funded from two areas - £5000 from the under spend on regeneration salaries carried forward from 2005/06 (the approval in total for the regeneration under spend was £95,586 of which £16,979 has already been committed leaving £70,950 remaining); and £6,200 from Planning Delivery Grant.

2. ARGUMENT

- 2.1 The Process Improvement Team has supported, and will continue to support service areas across the Council to make improvements within their processes. Many of the improvements identified are non cashable and therefore cannot be used to directly fund the PIT. Their activities going forward will continue to support the drive to improve performance in key areas of the Council, including Planning, Building Control, Customer Services and Waste.

3. OPTIONS TO BE CONSIDERED

- 3.1 Fund the team as described.
- 3.2 Cease to fund and therefore disband the team at the end of October.

4. CONCLUSIONS

- 4.1 The PIT should be funded as described above.

List of Appendices

Appendix A – PIT Progress Report

List of background documents

None

List of consultees

Finance

Mike Tichford