

4. How will these savings/budget reductions be made?

Opportunities for service improvement are constantly being identified and this process will continue. To complement this process a systematic data audit will be undertaken to identify further opportunity for efficiency.

An initial scoping study will be undertaken to identify any immediate savings and scope a broader review. This is likely to take up to four weeks. As part of stage two of the project work will be undertaken to better align the Care First computer system with the Council's financial and income collection computer systems

Savings will be delivered by applying existing council policy and procedures more effectively.

5. Head Count/FTE implications

There will be no headcount reductions as a result of these proposals

6. Implications of the proposal on Service Users

This is an administrative review and there will be very limited direct impact on service users. Where changes to the cost of service packages take place then the consequences of these on service users will be applied in accordance with the Council's existing policies and procedures for income and charging.

7. Implications of the proposal on Outcomes

These proposals should have no direct effect on social care or personal outcomes.

8. EIA No & date of assessment

An equality impact assessment will be completed as part of the initial scoping exercise.

9. Implementation Plan

September 2016: Initial scoping study and business case

Oct-Dec 16: Implementation of high impact recommendations

January 17: Phase 1 Review

February – Sep 17: Phase 2 – Alignment of Care First records with Council Financial and Income systems

10. Sign Off

Service Director	Comments Signature Date
Directorate Finance	Comments Signature Date