

Mid Year Review - C

Directorate Place

Service Area Operational Business Support

1. Description of Service

The Directorate has a central business support team and support located in services – these staff provide business services and coordinate key activities including the Service Business Plans, Risk Register, Performance Management Reporting, Freedom of Information requests and the Decision Report process. Other activities provided by the service based business support services include income and debt management. These services were excluded from the current Integrated Support Services (ISS) review but will now be reviewed separately in the Directorate.

Proposed Change

To review and rationalise business processes including developing greater digitalisation and use of on line IT systems.

Level of impact expected for proposed, this will need to be confirmed after review.

	1	2	3	4	5
Costs					
Leasehold property					
New assets					
Leasehold property owned within L.P					
New assets needed					

2. How will the change be funded/covered?

By rationalising and improving business processes and possibly combining teams together to ensure a more efficient use of employee resources. Any costs of these changes (e.g. investment in technology, redundancy) need to be determined by the review and reflected in the net savings.

5. **Ed Con. Expenditure on C** An initial estimate of 25 FTE posts (for a full year) has been made for this proposed saving (there are no implications in 2016/17 as this will be delivered by greater controls on temporary staff expenditure and continuing to maintain the vacant posts).

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Directorate Director	Convenor Directorate Date
Directorate Director	Convenor Directorate Date

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