Appendix 1   **Area Review Implementation – Overview Document**

Summary of Recommendations	Comments
Complete March – May 2013	
Staffing Changes	
Realise efficiency savings of £97,800 through implementing the structural changes (see new staffing structure Appendix 2): • 0.5 FTE Area Development Managers • Refocus Community Development and Regeneration Officer posts in each Area • 1.5 FTE Neighbourhood Development Officer (NDO) posts • 0.5 FTE Economic Development (EDO) posts • Recruitment of Community Officer Support Manager (COSM) & Deputy posts	Agree recruitment process and guidance for staff with HR/Unison, implement recruitment plan
Making Grants	
Revisit the role of the Corporate Grants Committee. Consider corporate grants at District Executive in March	Recommendation included in CGC March 2013
Complete June – September 2013	
Managing and Maintaining Area Committees	
Discontinue the Area East Community Regeneration Sub-Committee	Use task and finish groups as required.
Improve the Area Committee cycle and create simplified service report templates (and financial template) to be used consistently across all Areas, to ensure Elected Members have the most relevant information	Revised service template discussed with Area Chairs February 2013 Further programme of refinements to be planned and implemented as part of Going Local
Adopt a single approach to project management based on that used in Area South	Review materials available
Making Grants	
Introduce a single application form, covering both delegated and non-delegated grants. The revised application form should be used Authority wide	Corporate Issue – project brief required
Amend website to provide a single location for grants information	
Raise delegation limit to £1,000 to reduce the number of grant applications going to Committee. This will reduce Officer workload and speed up the application process	Discuss process required with Donna Parham
All SSDC funding for communities should be recorded on a central system (TEN). Managers able to access this system to check the progress of any grant application/project.	Investigate timetable

Regular investment reports to be produced, to provide a transparent up to date picture to Members, Officers and local communities	Linked to financial report
Financial reporting on all grants is to be revised in consultation with the Members to ensure that the information provided in the initial report from finance contains all the information required	
Issues Across All Areas	
Combine and streamline the 4 electronic Area filing systems into a single structure to which all Area staff have access and introduce central template storage (utilisation of Insite as a central access point for appropriate templates)	
Photographs are to be added to the Photo Library where appropriate and cleared from the network	
Web access to Area Development needs to be enhanced with one Officer responsible for making all changes	This will be done through negotiation and self-selection
Budget Monitoring & Reporting	
The financial reporting system for the Areas fully reviewed and where appropriate reports amended. Reports to be focused to their audience and the level of detail appropriate	Discuss with Financial Services
On-going & Longer Term Changes	
Property Related	
Progress property savings, target £100,000 (agreed as indicative fig February 2012)	Draw up delivery plans Areas West and East Continue to explore multi-agency hubs North and South subject to on-going review
Rationalise office cleaning	Feasibility with Engineering & Property Services
Back Office Support and Front Desk Reception (inc. opening hours)	
• Implement and monitor Area front desks opening times • Monitor Community Support Assistants to ensure cover is provided where needed across the Areas	Detailed monitoring underway
Income	
• Hardcopy of invoices need to be retained for 2 years • Payment by cash and cheque continue to be offered. Online payments expanded and promoted to reduce cash and cheque payments to a minimum	Discuss with Financial Services
Purchasing	
Reduce petty cash and utilise purchasing cards in their place	The distribution of GP cards will be reviewed to ensure that those Officers requiring access to GP cards have access to them