

Action Plan Summary

	<u>Action</u>	<u>Activity</u>	<u>Timeline</u>
1	Understanding VfM/understanding our costs.	<ul style="list-style-type: none"> • Reviewing Cipfa stats position from efficiency in 07/08 and 08/09 • KPMG Review • Evaluating transformational plans and unit costs within the Service plans 	<p>June 08</p> <p>May/June 08</p> <p>May/June 08</p>
2	Asset Management	<ul style="list-style-type: none"> • Review by Service Heads and head of property of all buildings' use and future need. • Identification of surplus assets – long term achievement of earning £100k interest from investing proceeds. • Successful negotiation of St. Aldate's deal – aim to reduce impact of both dilapidation liability and rent review • Continuing review of returns on assets by the new head of service - property • Pursue the option of a joint office with County Council 	<p>June 08</p> <p>Ongoing</p> <p>Dec 08</p> <p>Ongoing</p> <p>Ongoing</p>
3.	Procurement (note: all large contracts have been subject to review already)	<ul style="list-style-type: none"> • Introduction of e-procurement on FMIS • Further roll-out of purchase cards • Review of small to medium size suppliers by Corporate Procurement team • Review agency spend • Leisure – market testing • Implement lessons learned from soft market testing of car parks 	<p>March 09</p> <p>May/June 08</p> <p>Sept 08</p> <p>July 08</p> <p>Sept 08</p>

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4.	Business Process and Improvement	<ul style="list-style-type: none"> • CRM pilot in Oxford City Homes • Extension of CRM across the Council • Complete Service management restructure – appointment of transformational manager and corporate procurement manager • Complete restructure of service areas including de-tiering • Service transformation plans • Review of lean thinking exercise • Flexible working/home working/hot desking review 	<p style="text-align: right;">Dec 2008</p> <p style="text-align: right;">Dec 2010</p> <p style="text-align: right;">ongoing</p> <p style="text-align: right;">Dec 08</p> <p style="text-align: right;">April 08</p> <p style="text-align: right;">May 08</p> <p style="text-align: right;">March 09</p>