

|                           |           |
|---------------------------|-----------|
| <b>Reference</b>          |           |
| <b>Executive Director</b> | Sam Evans |
| <b>Cabinet Member</b>     | Cllr Gold |

## Section A

|                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>Service Area</b>              | Finance                             |
| <b>Budget Option Description</b> | Finance innovation and project team |

### Budget Reduction Proposal – Detail and Objectives

There are a number of projects and pieces of work that are required to be undertaken by an innovation and project team which has been developed and resourced within the recent finance restructure. However, once the restructure is embedded, staff have been trained and a number of the larger projects have taken place the team will be disestablished, and innovation and projects should become part of business as usual of all the teams within finance. It is therefore proposed to remove the finance innovation and project team that will initially support self-serve, making tax digital, complete overall of debt recovery, automation of transactional processes, removal of internal processes which no longer add value and streamlining the finance ledger to improve reporting from Oct 2024.

|                          | 2023/24 | 2024/25 | 2025/26 |
|--------------------------|---------|---------|---------|
| Budget Reduction (£k)    |         | 157k    | 313k    |
| Staffing Reduction (FTE) |         | 9       | 9       |

## Section B

**What impact does the proposal have on. Set out any impacts (positive and negative) on performance and costs**

|  |
|--|
| <b>Property</b>  |
| n/a  |
| <b>Service Delivery</b>  |
| It is envisaged that by Oct 2024 significant inroads have been made into supporting departments to move more to a self-serve approach and the implementation of making tax digital thereby significantly improving the financial acumen and awareness of all budget holders and services by this time. |
| <b>Organisation (Including Other Directorates/Services)</b>  |
| As above   |
| <b>Workforce – Number of posts likely to be affected.</b>  |
| Currently the proposed team contains 9 posts. These post (or the backfill to them) will be recruited on a fixed term to minimise any disruption.   |
| <b>Communities and Service Users</b>   |
| n/a  |
| <b>Other Partner Organisations</b>   |
| n/a  |

## Section C

**Key Risks and Mitigations**

| Risks   | Mitigations   |
|---|---|
| There are risks that the major projects will not have been delivered by the time the team is disestablished | Establishment of a programme board and monitoring of delivery plans |
|   |   |

### Key Delivery Milestones

*Include timescales for procurement, commissioning changes etc.*

| Milestone   | Timeline       |
|---|----------------|
| Completion of work programme to be delivered by innovation and project team | Qtr. 2 2024/25 |

### Section D

|                        |  |
|------------------------|--|
| Consultation Required? | Consultation will be required with the staff in post at the time |
|------------------------|--|

|              | Start Date | End Date      |
|--------------|------------|---------------|
| Staff        | Apr 24/25  | 30 days later |
| Trade Unions | Apr 24/25  | 30 days later |
| Public       | N/A        |               |
| Service User | N/A        |               |
| Other        | N/A        |               |

## Section E

### *Financial Implications and Investment Requirements*

#### **Investment requirements – Revenue and Capital**

There may be potential redundancy costs at the end of this period, but it is envisaged that staff may be able to secure posts within the wider finance structure through staff turnover during the period and then be seconded into the innovation and project team

#### **Finance Comments – Will the proposal deliver the savings and within the agreed timescales?**

Yes