

**Hampshire & IOW Efficiency Group  
Action Plan 2005/06**

<b>PROCUREMENT</b>	<b>ACTION</b>	<b>TARGET COMPLETION DATE</b>	<b>OUTCOME</b>	<b>Progress as at 18<sup>th</sup> October 2005</b>
1. Spend Analysis	Undertake a spend analysis for all Hampshire Local Authorities.  LA Lead – Hants CC Support Group – LA Supplies Group	Sept 2005	Preferred suppliers catalogue, cost reductions arising from improved negotiated contracts. All LAs in programme. Development of Hampshire Market Place.	Awaiting final report from Sean Le Piq (HCC).  EHDC has signed up to the Manpower agreement. Winchester and New Forest are looking into it.
2. Procurement Strategy	All LAs to share procurement strategies. Identify and share good practice. Initially report back on current practice  LA Lead – Test Valley	July 2005	Common principles in procurement practice.	Model Procurement Strategy based on Kent CC document - awaiting further details from R Carr (Test Valley).
3.Contracts	All LAs to provide details of current contracts in place with renewal dates. Seek opportunity for renegotiated improved deals for LAs.  LA Lead – Hants CC Support Group – LA Supplies Group	June 2005	Increase in shared arrangements. Reduced contract prices.	Awaiting final report from Sean Le Piq (HCC).
4. Procurement Specialist Support	Identify LA need for specialist support. Determine how best need can be met through shared	August 2005	Consistency in procurement standards. Sharing of good practice.	Nigel Green, Procurement Officer for Eastleigh and Winchester, invited to next meeting of Efficiency Group in

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	arrangements. LA Lead – Eastleigh BC			December.
<b>CORPORATE/ TRANSACTION BASED SERVICES</b>	<b>ACTION</b>	<b>TARGET COMPLETION DATE</b>	<b>OUTCOME</b>	
1. Potential Shared Services	Write to all LAs to determine level of interest in shared services  LA Lead – East Hants DC  Support Group – HIOW Efficiency Group	June 2005	Programme of shared service projects identified and planned.	Workshops and dates now agreed. Will Godfrey stated that replies had been received from all CXs apart from Portsmouth. Winchester CC to attend 2 <sup>nd</sup> Workshop at Rushmoor. New Forest to attend 3 <sup>rd</sup> workshop at Eastleigh.
2. Joint provision of training	Identify training practice in common areas eg Health & Safety, Procurement, transaction based functions. Implement shared training arrangements.  LA Lead – New Forest DC  Support – HR Group	Sept 2005	Reduction in training costs. Increased training opportunities for staff.	HR Group have agreed areas where training and Development can be shared. Basingstoke and Deane can provide access to a Benefit Training Officer for sharing with all interested Councils.
3. Recruitment and general advertising	Develop a centralised process enabling the sharing of advertising space. Seek opportunity for renegotiated improved deals for LAs.  LA Lead – Basingstoke	Sept 2005	Increase in shared arrangements. Reduced contract prices.	Specific Issues :  HCC will be working with West Sussex CC in a joint contract. Other Councils can participate if they wish.  EHDC have begun signposting adverts on a 3 month trial to

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	& Deane DC Support – HR Group			measure potential for savings without undermining quality of candidates. There have been successes at Southampton & Test Valley.
4. Use of Temporary Specialist Staff	Identify LA use of benefits temporary staff, including current costs. Develop a centralised support function for District Councils.  LA Lead – East Hampshire DC	December 2005	Increased availability of specialist staff. Reduced hourly rates.	Will Godfrey has discussed this issue with Andrew Lerner of Regional Centre of Excellence. Seeking funding to support cross boundary working. Discussions also held with Surrey CC.
<b>CORPORATE/TRANS ACTION BASED SERVICES</b>	<b>ACTION</b>	<b>TARGET COMPLETION DATE</b>	<b>OUTCOME</b>	
5.Environmental Health	Identify current provision and cost of stand-by arrangements in each LA. Report back proposals for a shared arrangements.  LA Lead – Gosport DC	Aug 2005	Increase in shared arrangements. Reduced stand by costs.	A report written in 2000 covers similar issues being addressed currently. Peter Wilson has circulated details. Further actions will be considered at next Efficiency Group meeting.
<b>OTHER</b>				
Information Links	Develop communication and information sharing across the Efficiency Group.  LA Lead – Rushmoor BC	July 2005	Improved access to information. Ability to share good practice	Documents now being put on website for region-wide access. Details on how to access or provide info for website – please contact Karen Edwards (Rushmoor)

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Research	Develop communication with Regional Centre of Excellence. Identify current initiatives, UK wide that may be of interest to the Group. Identify external funding opportunities.  LA Lead – East Hants DC	June 2005	Programme development.	Bill Price to continue efforts to identify what initiatives/examples of collaborative working are in place across the Country.
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