Yearly project monitoring

**Introductions**

This monitoring form asks for details of the financial impact of the project that the Productivity Expert assisted you with. We understand that these projects are often innovative and operate within a shifting context, therefore we are asking for your **best estimate**.

The guidance below is designed to ensure we are clear about what we are asking from you. Please read it carefully before providing any figures.

**Guidance**

We monitor the financial impact over the course of four financial years. If your project is not expected to bring any savings or income immediately or, conversely, is only expected to have a financial impact in the first year, please enter ‘£0’ where necessary.

The form asks about three types of financial impact. The definitions for these are below. If there was just one type of impact, please enter ‘£0’ for the other rows.

* **Cost savings:** Action that lowers spending or budget, and brings a concrete financial benefit for the council. This may include the revenue savings from reducing council liabilities such as debt levels. For example, a contract that was meant to cost £100,000 next year is now going to cost £80,000 due to renegotiation.
* **Cost avoidance:** Action taken to reduce or eliminate potential future costs. For example, demand management which means that you don’t need to hire an additional person in two years’ time when demand was predicted to increase. Cost avoidance actions are generally not reflected in the financial statements or the budget.
* **Income:** Money that comes in to the council, generally via fees, charges or taxation. For example, a review of fees and charges leading to a decision to increase these to be in line with similar councils. This may also include capital receipts.

Please provide **net** rather than gross figures (i.e. take any costs in to account). A simplified example is if staff have been made redundant as a result of a service redesign, the net saving in the first year is the salary minusthe redundancy pay-out.

An example for income is if an extra person is hired to run a service that brings in income, the net income is the value of incomegenerated minus the cost of that person’s salary and any other costs of the income generating service.

**Questions**

1. Please estimate the savings and/or income:
   1. achieved in 2019/20 as a result of the project
   2. expected as a result of the project over the next three financial years.

If you don’t know the figure for a particular year, please enter ‘DK’ (Don’t know).

Please note:

* Please write the numbers in full, so if the answer is thirty thousand pounds please write £30,000 rather than £30k.
* The savings and income estimates should be the totals for that annual year, rather than be cumulative.
* Beware not to double count the savings and income if they relate to each other.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Achieved** | **Expected** | **Expected** | **Expected** |  |
| Financial year | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
| Net cost savings (£) |  |  |  |  |
| Net cost avoidance (£) |  |  |  |  |
| Net income (£) |  |  |  |  |
| **Annual total (£)** |  |  |  |  |
| **Grand total (£)** | | | | |  |

1. Thinking about the level of achieved and expected savings and/or income, do you think this would have been at the same level without the input of the Productivity Expert?

It would **not have been achieved at all**

It would have been at a **much lower level**

It would have been at a **slightly lower level**

It would have been at the **same level**

Don’t know

To everyone apart from those who answered “it would not have been achieved at all”:

1. Thinking about the achieved and expected savings and/or income, do you think this would have been achieved to the same timescale without the input of the Productivity Expert?

No, it would have been achieved **more than two years later**

No, it would have been achieved **one to two years later**

No, it would have been achieved **up to one year later**

Yes, it would have been achieved **to the same timescale**

Don’t know

To all

1. If you have already seen or anticipate any additional savings or income generation occurring in the next three years in other parts of the council as a result of this project (for example another department adopting the same approach), please briefly describe this in the box below.