

Financial Immediate Measures Dashboard

No	Initiative	Proposed Executive Lead	Project Lead	Annual APR Spend £K	Annual FOT Spend £K	Actual YTD Spend £K	Last Quarter Spend £K	Target Saving £K	Purpose of Initiative	Progress To Date
1a	Overtime Preapproval -operational	Joe Garcia	Sue Skelton	5,091	8,333	6,302	1,516	400	This measure aims to create tighter controls on overtime payments through monitoring and focus on pre-authorisation of all spend	Communication from Operations Director sent out advising that overtime authorisation will be at Regional Operations Manager (ROM) level only. Planned hours have been removed from rotas w.e.f 16 Jan and a weekly Tracker has been put in place to monitor progress.
1b	Overtime Preapproval - non operational	Steve Graham	Carol Lenz	788	130	94	35	15	This measure aims to create tighter controls on overtime payments through monitoring and focus on pre-authorisation of all spend.	Communication sent by HR Director regarding tighter approval process to stop non-operational overtime. Overtime authorisation process to be reviewed and use of overtime to be restricted to critical issues only .
1c	Overtime Preapproval -Paramedics	Richard Webber	Kirsty Booth		614	447	167	58	This measure aims to create tighter controls on overtime payments through monitoring and focus on pre-authorisation of all spend.	CCPs and other Clinical staff have been required to return to front line duties to reduce requirements for overtime and use of Private Ambulance Providers.
2	Meal Break Payments	Joe Garcia	James Pavey	724	1,580	1,211	277	400	This measure aims to reduce the quantum of meal break disturbances through more rigid implementation of the rules around the need to invoke disturbance options.	Communication sent from Operations Director to restrict meal breaks disturbances to Red 1 calls. Daily meal break disturbance log in place and being reported and reviewed by ROMs. Meal break report/dashboard is currently available on Info.com
3	Shift overruns	Joe Garcia	Lyande Kaikai / Chris Stamp		2,750	2,080	500	100	This measure aims to reduce the quantum of shift overruns through more rigid implementation of the rules around the need to require shifts to run over allotted times.	Directive issued and Union agreement has been given. Tracking report has been established. New operational instructions have been implemented from 1 February 2017.
4	PO Controls	David Hammond	Paul Ranson	1,579	1,666	983	530	250	This measure aims to establish a firmer grip on spending commitments by requiring all proposed spend to be routed through the PO process - unlikely to deliver original target.	Forensic PO & Non PO review undertaken and communication sent out to required end users. Agency disciplines being enforced through questioning at FSSG meetings
5	PO and SFI levels	David Hammond	Paul Ranson	353	403	303	81	250	This measure aims to ensure that there are adequate governance & management controls in place to approve expenditure.	Financial Compliance declaration form distributed and signed by band 8Cs and above
6	Meeting expense/Room Hire	David Hammond	Ed Grimshaw	296	321	228	69	50	This measure aims to avoid non essential room hire and all associated costs e.g. meetings in hotels.	Directive issued and spend being monitored.
7	Agency costs and controls	Steve Graham	Clare Irving	4,025	5,756	4,498	944	500	This measure aims to reduce agency spend and to address breaches on NHSI agency caps. Several temporary roles have been converted to substantive and tighter controls on recruitment have been implemented.	New procedures established and communicated; HR working collaboratively with Budget leads to establish savings.
8a	Training Costs & Course Fees - clinical	Steve Graham	Sally James	1,211	1,870	1,085	614	155	This measure aims to create tighter controls on training related spend e.g. travel and hotels.	Courses moved in-house where appropriate and driver training to be delivered locally using local vehicles. Actively sourcing cost effective hotel and venue hire for training. Reviewing daily travel tickets to move to weekly and monthly train tickets to avoid waste
8b	Training Costs & Course Fees - general	Steve Graham	Steve Singer	263	247	137	83	45	This measure aims to create tighter controls on training related spend e.g. travel and hotels.	All non essential training stopped and authorisation of training moved to Head of Learning and Organisation Development. Validation process in progress
9	Fleet Maintenance and Fuel	Joe Garcia	John Griffins	9,080	9,370	6,284	2,255	400	This measure aims to tighten controls around use of fuel and review of maintenance cycle time.	Review mileage and use of bunkered fuel and send communication re forecourt fuel. Review maintenance service cycle/inspection.
10	IT Costs	David Hammond	Mark Chivers	3,211	3,140	2,133	792	150	This measure aims to consider a more efficient utilisation of resources to minimise waste. Non essential spend to be eliminated.	Reviewed and restricted to critical spend
11a	CQUIN payments assurance	Jon Amos	Andy Collen	3,725	3,725	2,594	848	1,000	This measure aims to reassure full delivery od CQUINs - no reduction assumed in original forecast	Circa 90% achievement of Q1 &2 agreed
11b	Other income generation - recharges & recovery	David Hammond	Priscilla Ashun-Sarpy						This measure aims to improve the recovery of income/recharges and overpayments	Agreed repayment plans re overpayments. Confirmed recharges for established work done by Paramedics for KSSAAT.
12	Stock and issue Uniforms	David Hammond	Paul Ranson	649	636	427	157	100	This measure aims to tighter controls on replacement of uniforms and consider changes in policy, e.g. non provision of uniforms to new staff under training.	Liaise with Operations leads to review policy
13	Tea & Coffee	Jon Amos	Paul Ranson	83	75	48	21	15	This measure aims to reduce spend on tea/coffee/milk.	Office supplies from petty cash stopped. Procurement providing supplies for all offices and monitoring stock levels
14	Legal costs	Peter Lee	Lyande Kaikai	499	640	442	149	50	This measure aims to ensure value for money on legal spend by clearly defining what can be performed in house and outsourcing.	All legal now requires approval through the Company Secretary - communicated to all staff in 'Finance Matters'.
15a	Medicine Management - drugs	Fiona Wray	Ed Grimshaw / Paul Cloves	434	727	584	113	160	This measure aims to ensure efficient utilisation of resources to avoid drugs wastage including over ordering.	Reviewed/established current drugs that are not required or explored more cost effective alternatives. QIA undertaken and formal approval agreed on 19th Jan.
15b	Medicine Management - Medical gases & equipment	Joe Garcia	Paul Ranson /Chris Haines	2,378	2,208	1,534	493	340	This measure aims to ensure efficient utilisation of resources to avoid medical gases & equipment wastage including over ordering.	Reviewed use of large cylinders and purchases of medical equipment
16	External Contractors	Steve Graham	Clare Irving	2,798	3,041	2,441	453	200	This measure aims to control spend to justify value for money. Risk assess non coverage	Reviewed spend to establish potential savings
17	Taxi and Vehicle Hire	Joe Garcia	Sue Skelton	327	509	330	131	50	This measure aims to reduce the spend on taxis and vehicle hire	Reviewed spend to establish potential savings
18	Furniture & Fittings	Jon Amos	Paul Ranson	495	217	103	85	30	This measure aims to reduce spend on new F&F and replacement F&F.	Communication sent to cease further procurement of furniture in Q4. Capitalisation of new MRCs/RPs furniture under review
19	Phones and calls	David Hammond	Mark Chivers	915	857	558	241	100	This measure aims to ensure VFM on telephone usage.	Restrictions agreed on the allocation of new iPhones. Batch purchases of Laptops agreed to facilitate capitalisation.
20	Corporate Recruitment	Steve Graham	Clare Irving	66	98	75	17	12	This measure aims to tighter controls on recruitment to ensure value for money.	Reviewing spend to establish potential savings
21	Public Relations Expenses	Peter Lee	Janine Crompton	165	193	138	41	20	This measure aims to avoid unnecessary spend.	Reviewed and stopped non essential printing and design work
22	Books Journals & Subscriptions	Peter Lee	Sally James / Lyande Kaikai	218	272	152	90	30	This measure aims to avoid unnecessary spend.	Subscriptions/books/licences cancelled where not required and recycling reusable materials
23a	Travel & Subsistence - operational	Joe Garcia	Sue Skelton	1,286	1,894	930	723	100	Reduce the level of travel & subsistence. Unlikely to realise savings in the short term but potential for 17/18.	Reviewing travel spend to establish potential savings
	Total			40,657	51,270	36,140	11,425	4,980		

Target
% of Target Achieved