

FR Efficiency and Delivery Review

Action points from first meeting on Monday 14th July 2008 via V.Conf.

Present: Peter Freer-Smith, Ken Charles, Jim Dewar (JAD),
Andy Moffat, Chris Quine, Sandra Smith,
Claire Holmes (*secretary*)

Apologies: Janet Dutch (JD)

1. The Group agreed to amend the Review Group's Terms of Reference to read 'Finance and **IT Services**'.
2. It was agreed that the emphasis of the Review should be on the 09/10 predicted financial deficit therefore needing to find genuine savings but also making recommendations for what the future holds. FR needs to demonstrate value for money and in some cases the emphasis should be efficiency rather than cost saving.
3. Ken/Sandra provided information setting out staff levels by location/pay band. Science Divisions and TSU had given information showing a list of staff with number of days allocated. Numbers of available days are calculated at 210 allowing for training and management. A short paragraph with an explanation at the top, columns showing location and chargeable days – with allowance made for grade and part-time working (this should be a range rather than a single figure). Revised table to be circulated to Group via e-mail with a view to discussing with Unit managers on an individual basis. **Action: SS**
4. Individual meetings to be held in July and August to discuss the above data (3) and future staffing needs with Science HoDs, Peter Freer-Smith and Chris Quine. Claire to organise meetings.

Action: PFS, CQ, CH

In addition to the revised data above, additional information required at these meetings to include – Predicted CFS spend, PAG proposals, Divisional contract schedule and a note of overtime figures. Ken to circulate overtime figures. **Action: KC**

At these meetings, PFS/CQ to discuss the Divisions' use of consultants/contractors with HoDs. Jim Dewar to produce a list of external commissioned consultancies by CFS which assist FR's delivery.

Action: JAD

5. TSU - At the next Efficiency Group meeting Andy Moffat should be in a position to come up with 2 or 3 options for the TSU having worked through staffing allocation of days data and discussed future management structures within TSU. It was noted that using 'annualised hours' should be considered. Andy to discuss with Roddie Burgess the process carried out to move Plant Health inspectors from full time working onto contract work. **Action: AM**

6. Efficiency savings – VME – Risk Audit Committee have already asked Sandra to look at whether our costs are higher than other similar organisations on percentage or pro-rata basis – is this justified, if not, how do we reduce costs. **Action: SS**
7. T&S – Sandra to provide lists of staff with information of T&S values **Action: SS**
8. Workshops – Andy to address this within TSU Review. **Action: AM**
9. Nurseries - Andy to check with Janet Dutch how things have moved on since the nurseries were last reviewed by Bill Mason's group. Janet Dutch asked to come to the next Efficiency meeting with a clear description of what the nurseries are costing and any specific proposals for savings. Janet to discuss the possibility of FR using FE nurseries with John Morgan. **Action: JD**
10. Ken Charles to provide 2-3 recommendations on saving money by changes to overtime practices and move to annualised hours across the Agency. **Action: KC**
11. Library – The report of the review group (Marcus Sangster, Elaine Dick, Xanthe Christophers and the Librarians) looking at potential changes and opportunities for the Library would be circulated to the Efficiency Group by Jim Dewar in due course. **Action: JAD**
12. Finance – Sandra is exploring the use of FC Central Systems (EEMS, GPC card process) and reducing the administration of the current systems in place. Further update will be given at the next meeting. **Action: SS**
13. PFS to contact relevant staff at CEH, Macaulay and CSL to acquire comparable figures on manpower/costs of admin/finance/commercialisation/communications within the different departments. **Action: PFS**
14. Peter Freer-Smith and Andy Moffat to review CEO's Office which includes Business Development and QA. Discussions with Alison Field as a customer could be worthwhile. **Action : PFS/AM**
15. Jim Dewar to look at FC's commitment to Quality Assurance. Initial thoughts within Group were that the level of commitment is appropriate. **Action: JAD**
16. Communications – feedback from the countries regarding RLOs would be valuable. AJM and PFS to review Comms. **Action: PFS/AM**
17. Date of next meeting – **Tuesday 9th September 13.30 via video conference.**