

Appendix A. Administrative savings

As part of efforts to reduce operational overheads, the Council is encouraging staff to work differently, focus on what is essential and reduce any low value spending. Specific directives include:

- reducing travel unless necessary and maximising use of technology like MS Teams/Zoom
- using available technology to record notes, meetings etc thereby reducing the use of stationery and paper
- providing uniforms and other equipment/materials only where critical
- not providing catering/refreshments unless paid for by customers
- making best use of existing furniture and only renewing where there are health and safety issues
- making use of existing materials e.g. books and delivery materials
- reduce subscriptions and professional fees

The change in working practises is expected to release savings in the following budgets. These are one off savings for now with any decision about whether savings can be continued deferred until the full impact can be assessed.

Area	Saving (£)
Reducing travel unless necessary and maximising use of technology like MS Teams/Zoom	14,900
Reducing the use of stationery and paper	4,500
Providing uniforms and other equipment / materials only where critical	12,000
Making best use of existing furniture and only renewing where there are health and safety issues	6,800
Making use of existing materials e.g. books and delivery materials	86,600
Reduce subscriptions and professional fees	61,700
Total Saving	186,500