

# Council of the Future (COTF)

## **make it happen**



## **council of the future**

**Transformational Enablers Workstream Board**  
**June 2019**

# Welcome & Introductions

---

**Julie McKenna**  
Chair

# Agenda

---

- **Deliverables of Workstream:**

- Definition
- Savings
- Benefits Realisation
- Funding
- Reporting Requirements

- **Measures of Success**

- **Communication**

- **AOB**

- **Date of Next Meeting**

# Deliverables of Workstream

---

**Karen Algie**

SRO

(Senior Responsible Owner)

# Workstream Definition

## The projects in this workstream will:

- Aim to make our employees feel proud to work for Falkirk Council. Our employees will be trained and supported to be flexible, adaptable and ready to respond to our customers' needs using the right tools and technology.
- Result in us having fewer, but well maintained buildings. Spaces in our buildings will be shared and flexible for wider leisure and community use.
- Revitalise Falkirk's town centres and work to attract investment, enable development and enhance footfall.
- Make our services more joined-up, efficient and effective for our customers. We will work in a way that avoids unnecessary cost and activity to provide the right service at the right cost.
- Create a more sustainable approach to travel.

# Transformational Enablers

Our change programme has enabling projects which give us a set of systems, processes, behaviours and activities identified as important enablers of the change and transformation.

Some of these enablers were established in Wave 1 of Council of the Future and will continue.

Project Title	Project Narrative	Savings 2019/20	Savings 2020/21	Savings 2021/22	Savings 2022/23	Savings 2023/24	Savings Total	FTE Total
<b>Strategic Property Review</b>	The SPR will rationalise and re-invest in Council assets enabling services to be delivered from a smaller number of buildings, better suited to service and customer needs. A programme of efficiencies, disposals and re-investment will enable the property portfolio to be better utilised, more sustainable and compliant with good asset management principles. It will enable a consistent, more integrated approach across all Falkirk Council , Falkirk Community Trust (and where possible partner) assets. The project will work with communities to identify community asset needs and explore options for transfer of properties as required by the community. The SPR will establish a new Property Strategy for the Council and will progress a number of enabling workstreams.	226	214	9		92	541	2.1
<b>Fit for the Future</b>	This project focuses on changing the culture of the Council and ensuring staff have the skills, technology and space to work in modern, flexible, smart and efficient ways. It will provide modern office space, policies, communication tools and equipment that motivates and empowers our staff to perform to their full potential.							
<b>Information Working for You</b>	This project seeks to ensure that information works for us to make us innovative, responsive, trusted and ambitious organisation. We need to realise that information is valuable (to us and the citizen) and that there is real benefit in taking proper care of it – whether that is keeping it up to date, amalgamating it, getting rid of it when we no longer need it, opening it up or sharing it with our partners when appropriate							
<b>Smart Working Smart Travel</b>	The introduction of pool cars to enable staff to use these vehicles for attending meetings or carrying out Council business instead of the Council paying mileage allowance.	50	200				250	

# Transformational Enablers

Project Title	Project Narrative	Savings 2019/20	Savings 2020/21	Savings 2021/22	Savings 2022/23	Savings 2023/24	Savings Total	FTE Total
<b>Review of Terms and Conditions</b>	Review of terms and conditions to support a Council of the Future and the culture we're trying to achieve.			100			100	
<b>Council HQ and Arts Centre</b>	A transformative project to create a modern and sustainable building/set of buildings best suited to the Council's future office, civic and cultural requirements. Working closely with partners and the wider community, it is envisaged that this project will contribute significantly to the revitalisation of the Town Centre.							
<b>Green Travel Plan</b>	Implementation of local transport strategy and a review of transport services in partnership with other Council Services. This project will also look at opportunities for involving the community for certain areas of service delivery e.g school crossing patrol as well as reflecting on sponsorship opportunities.							
<b>Business Correspondence Review</b>	Review of correspondence dealt with in Falkirk Council relating to customer enquiries, complaints and FOI's. This project will streamline processes where possible, improving customer access to information and the customer experience while creating efficiencies for staff to focus on other areas of service delivery.							
<b>Review of Decision Making</b>	Review of decision making processes within Falkirk Council.							
<b>Corporate approach to Fleet Hire</b>	Review of short term vehicle/plant hires		50				50	
<b>Revitalising Town Centres</b>	Progress action plans to revitalise Falkirk's town centres and work to attract investment, enable development and enhance footfall. This ambitious and radical programme will introduce new activities to town centres and work to boost their economic performance							
<b>TRANSFORMATIONAL ENABLER Total</b>		<b>276</b>	<b>464</b>	<b>109</b>	<b>0</b>	<b>92</b>	<b>941</b>	<b>2.1</b>

# Other Benefits

- Aim to make our employees feel proud to work for Falkirk Council. Our employees will be trained and supported to be flexible, adaptable and ready to respond to our customers' needs using the right tools and technology.

- Result in us having fewer, but well maintained buildings. Spaces in our buildings will be shared and flexible for wider leisure and community use.

- Revitalise Falkirk's town centres and work to attract investment, enable development and enhance footfall.

- Make our services more joined-up, efficient and effective for our customers. We will work in a way that avoids unnecessary cost and activity to provide the right service at the right cost.

- Create a more sustainable approach to travel.

- Our projects should have non-financial benefits focused on meeting community-led outcomes.

- Are these in our PIDs?

# Funding

- All funding to be recorded in PIDs & project reporting
- Transparency on investment in projects & workstreams:
  - Capital
  - Change Fund
  - Other
- Challenge if investment is not bringing a rate of return
- Bid cycle:
  - Capital**
    - 28 June 2019
  - Change Fund**
    - £1m 2019/20
    - Link to priority projects (based on value of savings and impact on communities)
    - < £75k: considered by Change Fund Panel
    - >£75k: considered by COTF Board
    - All bids reported to COTF Board

# Reporting Requirements

- **PIDs:** 01 July 2019 **\*\*PROJECT PLAN IS MANDATORY\*\***
- **Project Reports:** 05 July 2019  
First Friday of every month

COTF PROJECT	PID	MONTHLY REPORT – SUB PROJECTS	MONTHLY REPORT - SUMMARY
Fit for the Future	Y	Y	Y
Information Working For You	Y	N	Y
Smart Working Smart Travel	Y	N	Y
Strategic Property Review	Y	Y	Y
Council HQ & Arts Centre	Required	N	Y
Corporate Approach to Fleet Hire	Required	N	Y

# Reporting Requirements

<b>COTF PROJECT</b>	<b>PID</b>	<b>MONTHLY REPORT – SUB PROJECTS</b>	<b>MONTHLY REPORT - SUMMARY</b>
Review of Terms and Conditions	Required	N	Y
Green Travel Plan	Required	N	Y
Business Correspondence Review	Required	N	Y
Review of Decision Making	Required	N	Y
Relationships First	Required	N	Y

# Workstream Measures of Success

- Aim to make our employees feel proud to work for Falkirk Council. Our employees will be trained and supported to be flexible, adaptable and ready to respond to our customers' needs using the right tools and technology.
- Result in us having fewer, but well maintained buildings. Spaces in our buildings will be shared and flexible for wider leisure and community use.
- Revitalise Falkirk's town centres and work to attract investment, enable development and enhance footfall.
- Make our services more joined-up, efficient and effective for our customers. We will work in a way that avoids unnecessary cost and activity to provide the right service at the right cost.
- Create a more sustainable approach to travel.

**Group to agree**

# Communication

---

## **Key Messages -**

What this Workstream means...



# **AOB / Date of Next Meeting**

