

**REPORT TO: IMPROVEMENT AND EFFICIENCY SUB-COMMITTEE -
17 DECEMBER 2009**

REPORT ON 'CASH IN YOUR IDEAS' EMPLOYEE SUGGESTION SCHEME

REPORT BY: ASSISTANT CHIEF EXECUTIVE AND HEAD OF PUBLIC RELATIONS

REPORT NO: 589-2009

1. PURPOSE OF REPORT

To report on the outcome of the 'Cash In Your Ideas' suggestion scheme and to recommend cash awards to employees whose ideas will be implemented or investigated in detail.

2. RECOMMENDATIONS

It is recommended that the Improvement and Efficiency Sub-Committee:

- i) note the excellent response from staff to the 'Cash In Your Ideas' employee suggestion scheme
- ii) agree that 18 awards of £100 (some shared) should be made to employees whose money saving ideas will be implemented or investigated in detail, subject to the agreement of the Board of Dundee Leisure on matters which affect them
- iii) agree that the top award of £500 should be made to Steven Ball and Douglas Fairfield from Waste Management for ideas about the disposal of waste mattresses which will generate income from scrap metal and reduce landfill costs resulting in estimated initial savings of around £40,000 per annum. These savings will potentially be significantly higher once the impact on the maintenance of expensive shredding machines is fully investigated over the next few months
- iv) agree that a personal letter of thanks should be sent by the Chief Executive to all those who submitted ideas
- v) remit the Assistant Chief Executive and Head of Public Relations to bring forward proposals for a similar exercise in future

3. FINANCIAL IMPLICATIONS

The cost of the cash awards recommended in this report would be £2,300. In addition, the design and printing of suggestion forms cost around £300. However, this expenditure will be greatly outweighed by the savings which will be generated through implementation of the ideas received. Over £95,000 of savings are estimated from just a small number of the suggestions where detailed estimates have been made, and the final total is likely to be significantly higher than this once all the ideas have been fully investigated and implemented.

4. MAIN TEXT

- 4.1 In June 2009, the Council launched a short-term pilot Efficiency Savings Suggestion Scheme, called 'Cash In Your Ideas', which offered cash awards to employees for original suggestions which would save money. £100 was to be awarded for all

proposals taken forward, with £500 for the proposal which delivered the biggest cash saving. Ideas were also invited from employees of Dundee Leisure and agreement will be sought from the Board of Dundee Leisure on those ideas which affect their interests.

4.2 A total of 180 employees made suggestions, many submitting multiple ideas. These have been assessed by a panel of officers from Corporate Planning, Finance and Public Relations, and the recommendations are as follows:

- the top award of £500 should be shared by Steven Ball and Douglas Fairfield from Waste Management for ideas about the disposal of waste mattresses which will generate income from scrap metal, reduce landfill costs and reduce wear and tear on expensive shredding machines. Annual savings are estimated initially at £40,000 based on the income from scrap and saving in landfill costs, but Waste Management anticipate that there are potentially huge savings on maintenance of machinery which will be investigated in detail over the next few months
- a further 18 awards of £100 should be made to employees who also submitted original money-saving ideas which can either be implemented immediately or will be the subject of detailed investigation. These are outlined in Appendix 1. In some cases the £100 will be shared between two or three members of staff who either submitted the idea jointly or made very similar suggestions independently.
- all other employees who submitted ideas should receive a letter of thanks from the Chief Executive, commending their initiative and commitment

4.3 Many of the suggestions which are not being recommended for cash awards did contain ideas which might save money. However, these broadly fell into the following categories:

- existing Council policy (eg double-sided photocopying; switching off lights and equipment which are not in use; use of email and internet to save postage) although previous messages to staff about good practice in these areas may need to be reinforced
- initiatives which were already in the pipeline before the suggestion scheme started (eg online pay slips; investigation of pool cars; use of 'open source' IT where appropriate; use of technology to circulate duty and work sheets; measures to improve energy efficiency; community use of facilities; changes to school buildings)
- ideas which appear sound but have been investigated and found not to generate significant savings or to be difficult to implement or conflict with existing policies or good practice

4.4 The report to Policy and Resources Committee which recommended launching the short-term pilot scheme also recommended that this should be evaluated with a view to repeating this exercise in future if successful. The number and quality of the ideas submitted, and the level of interest and commitment demonstrated by employees, suggests that this would be an initiative worth repeating, and it is proposed that the Assistant Chief Executive and Head of Public Relations be remitted to bring forward proposals for a similar exercise in future, perhaps with a different focus for the suggestions.

5. **POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

6. **CONSULTATIONS**

The Chief Executive, Depute Chief Executive (Support Services) and Director of Finance have been consulted. In addition, all chief officers were given the opportunity to comment on the ideas submitted by officers from their departments, and on all the shortlisted suggestions across all departments, and these comments were taken into account during the assessment process.

7. **BACKGROUND PAPERS**

Report to Policy and Resources Committee - 8 June 2009
Efficiency Savings Suggestion Scheme (46-2009)

Chris Ward
Assistant Chief Executive

Les Roy
Head of Public Relations

11/12/2009

**'CASH IN YOUR IDEAS'
SUGGESTIONS RECOMMENDED FOR £100 AWARDS**

- Pool resources with neighbouring Councils to run cost-effective in-house training rather than send staff to external courses
Michael Stewart - City Development
- Use separate bin for cardboard packaging and save on skip removal costs
Fraser Crichton - Contract Services
- *Invest daily bank balances from Dundee Leisure to generate additional interest
Stuart Norrie - Finance
- *Train spare leisure attendants to cover ticket office duties on Saturday/Sunday so no need to bring in staff on overtime
Lesley Martin - Dundee Leisure
- Appraise option of top-slicing capital budgets to cover architects fees rather than administer this for each contract
Douglas Barr and Carolyn Tasker - Leisure and Communities
- Use franking machine for Council logo instead of printing on envelopes
Diane Telfer - Personnel
- Use Cleanmail Advance to prepare mail so it can be read by sorting machines and qualifies for discount from Royal Mail
Andy Butterworth and Joe McKenzie - Support Services
- Sale of additional ground adjacent to Council houses - charge fee for preparing plans and rationalise visits by inspectors/surveyors
Sarina Granzow - City Development
- Don't overfill paper towel dispensers - fill in a way that reduces wastage
Linda McCabe - City Development
Shirley Fegen - Education
Gail Brady - Social Work
- Don't write to all unsuccessful job applicants - advert should say 'If you haven't heard by' you can assume unsuccessful
Susan Lumsden - Dundee Leisure
- Adjust font size on Housing Benefit print-put so it fits on 1 page instead of 2
Carole Lynch - Housing
- Pay teachers on the last day of the month rather than the last Thursday of the month
Pat Page - Social Work
- Consider using supermarket online ordering and delivery service for Social Work clients who receive shopping service
Jim Duffy - Personnel
Audrey McHugh and Alison Casey - Social Work

- Get Monthly Saver Tickets for staff who use buses frequently rather than daily tickets/cash
Donna McIntosh and Karen Leslie - Finance
Phyllis Brown - Housing
 - New Education staff should be able to access IT systems using National Insurance number rather than wait for payroll number to be generated
Gill Simpson - Education
 - All Council vehicles to obtain discounted fuel from Clepington Road depot rather than go to petrol stations
Mark Henderson- Leisure and Communities
 - Use only white vehicles with Council logo (no extra painting or departmental logos)
Diane Shepherd - Personnel
 - Investigate ways of reducing cost of train tickets e.g. 'ticket splitting'; considering asking staff to pay for own travel up front, then reclaim, as incentive to find cheapest option
Ray Wilson- Social Work
Sarah Watts - Housing
- * note - these items are subject to approval by the Board of Dundee Leisure