

The Financial advice is based on 4 aspects, which are as follows:

### **1 Dispensation from Finance Regulations**

The DDM is requesting special dispensation from usual finance regulations, which require 3 quotes for procurement purposes. However due to the ongoing use of the existing contractor Evosys, for the Fit for the Future project, then a contract variation is being sought which will overcome procurement concerns.

### **2 Budget availability for cost of new software/implementation**

The cost of the decision is valued at £61,380, which is split equally between the two partners (LCC & NCC).

Whilst the overall programme is over-budget, there is a specific programme budget line for business change requests. This budget line has spent c£450k, with c£600k remaining from budget and so the total cost of £61,380 can be funded from this budget and the specific cost to NCC, is £30,690.

### **3 Robustness of the benefits realisation**

By purchasing the automation software, it has been identified that c£109k of non cashable savings/benefits could be realised through reduction of processes/duplication of data input and improved communication between internal and external users.

The areas identified to deliver these savings are sufficiently robust to be able to deliver the stated savings, such as producing reports on staffing analysis across the two organisation, which are based on consistent data sources and at demand, will be of benefit to report users and producers. The ability to reduce timesheet processing and data handling and similarly creating new suppliers and the communication process is seen as a significant outcome for both organisations, which will generate significant savings in time and improve better customer engagement.

It is acknowledged that there will be improved staff morale and productivity as well as the reduction in number of steps required to produce the activity outcome and this is a desired outcome. To deliver future cashable savings, then work needs to be undertaken to analysis the processes and resources required to deliver the expected outcomes.

### **4 Risks/Opportunities identified and adequacy of response**

#### **Risks**

There is low consequential risk identified for the automation option, as moving from current manual based process to an automated process will generate time savings, enabling other tasks to be undertaken/completed, thus increasing worker productivity and % of time in value adding activities.

Implementation is expected to be non problematic, as automation tool (bot) has been implemented previously. There will be testing during the implementation and also at quarterly points, when Oracle updates are implemented, to minimise risks.

The main cost involved relates to 3 year product licence, at £20,460 per year or £61,380 – so the project manager believes existing arrangements around hosting are sufficient for this additional license addition.

#### **Opportunities**

The automation process has already been used successfully in FTE calculation, this proposal is an extension of that activity, to use the 'bot' on other processes. The use of automation software for other applications need to identified in order to be able to deliver improvements in processing times and therefore in producing accurate information to make decisions on.

There are a number of areas which have been initially identified which could lend themselves to automation , these include New Starters, Expenses, Account Reconciliations and Project creations, but work needs to be done to confirm nature of any savings, split between cash and non cash savings.