

**BEST VALUE REVIEW OF POST ROOMS
IMPLEMENTATION MONITORING SHEET**

Best Value action/target	Responsible officer	By when	Progress (eg: target met, on course to be met, not met with reason + action taken with new completion date)
Discussions with APS to seek alterations to the current contract	Ros Aird	May 2000	Completed.
Discussions with Unison concerning staffing and transfer issues	Ros Aird	May 2000	Completed
Financial basis and budgetary issues cleared	Ros Aird	May 2000	Completed
Charging mechanism agreed	Ros Aird	May 2000	Completed
Consultation with staff	Ros Aird	May 2000	Completed
Design and alteration of Post Room facility	Ros Aird	August 2000	Completed. The project has required some alteration to the initial design as the result of hidden structural problems. This has led to an additional set up cost of £6.5k
Begin phased services to Departments	Ros Aird	September 2000	All post room functions now fully operational to all departments at County Hall.

Exploiting the economies of scale, improving service delivery and securing the potential savings (£38.4k on annual running costs)	Ros Aird	ongoing	<p>The post room continues to run to the budget as identified in the original report although there is a small extra cost likely to arise from the slightly larger area that the post room occupies than was predicated in the report. The budget for operating the post room has been allocated based upon the net figure after savings as detailed in the report (£32.4k) Work has begun on developing further savings through discount arrangements and operating efficiencies and the work is focusing on :</p> <ul style="list-style-type: none"> • Exploring mail discount schemes with Royal Mail • Cutting the costs of the DX arrangements • Co-ordinating courier arrangements • Developing a database of information to increase efficiencies • Producing a guide to postal services and information relating to postal services on Connex. <p>At this stage it is still too early to identify specific savings as the work thus far has necessarily centred on creating the right team and the environment against which these can be delivered. A workplan setting out targets and progress will be produced early in the New Year and will form the basis for future measurement.</p>
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