Table 1 - Potential Efficiency Benefits

No.	Benefit Title	Description	Efficiency (p.a.)
1	Improved reporting	• Efficiencies in producing reports in Finance as they will be available as a suite. • Improved ability to create bespoke reports will also improve financial understanding and increase efficiency of services	£200k
2	Improved employee self-service including time administration	• Employees will have greater control over own information. • Employees enter their own time administration such as overtime and work schedule for line managers automated approval. • Enhanced automated self-service inclusive of personal details including equalities & diversity information, leave management, claiming expenses. • Release professional users to focus on higher value add activities.	£1.7m
3	Improved supplier self-service	• Reduced transactional work for supplier registration, checks and updates in Business Operations as suppliers have responsibility for maintaining their own information using the Proactis portal.	£54k
4	Supplier support efficiencies	• Reduced helpdesk support for suppliers as a result of suppliers using the Proactis portal to self-serve and contacting the Proactis helpdesk to resolve issues if required.	£29k
Total			**£2m**

Table 2 – Potential Overspend Cost Avoidance Benefit

1	Overspend avoidance through improved contract management	• The £4.5m figure is based on delivering a cost avoidance benefit equating to 1% of the council's total commercial contract spend of £450m, which relates only to those contracts managed through the Proactis system. This is a conservative estimate in comparison with studies undertaken by the World Contracting & Commerce organisation, which estimates that up to 9.2% of a contract's value can be lost "leakage" due to poor contract management practices. • The solution will replace the current manual and off-system approaches to contract management across the organisation, enabling the council to drive greater value and avoid value leakage on contracts by: o Providing a consistent approach to managing contract spend through greater visibility of spend in one place and ensuring correct controls exist to ensure that actions are undertaken when spend limits on contracts are met. The new system will ensure new purchase requisitions are checked against the contract, both its value and what can be purchased	£4.5m

		against the contract. This will provide better control, helping to avoid cost overruns on contracts and ensuring compliance with public sector procurement regulations. o Supporting contract managers in managing their contracts driving value through notifications of required contract management tasks (e.g. renewals, delivery milestones, delivery compliance reviews, invoice compliance reviews). • The Proactis system will also allow the supplier to have access to its contracts and associated payments. This will help to ensure:- o The contractual documentation is correct. o A clear contractual scope has been agreed. o Contract change management is maintained. o Disputes over pricing are resolved quickly. o Contract ownership is established & maintained.	