

Service Packages | Making the Most of Expenditure Analysis

A one day training programme developed and run by SPS. Delivered to over 300 people with top ratings in the last three years...

Business Challenge

Many organisations have been accessing expenditure analysis information for the last few years and recognise that gaining easy access to this information is essential for several sound business reasons.

However, the investment in expenditure analysis tools is often wasted as people do not have the skills and knowledge required to interpret the information and deal with the problems of data accuracy likely to be encountered.

This one-day training programme is suitable for any public sector organisation that wishes to gain the knowledge and skill sets to make the most of their third party expenditure analysis and comes with a comprehensive manual for future reference. It is suitable users of all tools including the London Councils Online Expenditure Analysis (OEA) or third party licenses such as the Spike Cavell Observatory or Exor.

Programme Outline

This is a management programme based around analysing the third party expenditure of a fictional local authority. It requires no technical knowledge and is highly interactive to maximise the transfer of knowledge to those people attending. The programme covers practical advice on how to ensure accuracy of a spend analysis, building your reports and how the information derived can be used to improve procurement performance across any public sector organisation. The agenda includes:

- ◆ Understanding the importance of third party expenditure to the planning and efficiency process
- ◆ Extracting and summarising expenditure data, including getting round classification and coding issues (there is a specific section on ProClass)
- ◆ Preparing your own reports and knowing what trends to spot
- ◆ Extracting and summarising expenditure data
- ◆ Interpreting the information to improve services, reduce cost, build business cases and measure performance

"The analysis of supplier spend is fundamental to identifying quick wins and major savings."

ATOS Consulting

Report to Chief Executives Task Force - November 2004

Who Should Attend?

This programme is specifically designed for:

- ◆ Chief officers and service managers responsible for performance management and the delivery of efficiency improvements and cash savings
- ◆ Internal auditors who need to monitor adherence to policy, contract and value for money
- ◆ Finance and budget managers wishing to understand how they can achieve more for less
- ◆ Procurement specialists who want to know how to get at spend data and how to interpret it
- ◆ Finance system specialists who need to provide data and understand from a procurement point of view its importance to delivering savings and better quality services
- ◆ Financial and procurement systems implementers who need to understand how to set up IT systems to generate the information requirements needed to support the efficiency agenda and collaborative working

"As an auditor I am interested in ensuring the highest standards of financial probity while optimising the use of public funds. There is a lot of very useful material here to assist colleagues in advancing this agenda"

Mary Crean

Audit Manager - London Borough of Hammersmith & Fulham

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Benefits to Individuals Attending

The programme will help representatives to:

- ◆ Undertake their own third party expenditure analysis, quickly and very effectively, without the need for external consultancy support
- ◆ Provide the basis for identifying potential areas for delivering cashable and efficiency savings for CSR2007 as well as local requirements
- ◆ Identify where collaboration on a regional or sub-regional basis is likely to improve the quality of services and/or reduce costs immediately and in the longer term
- ◆ Brief Members and Chief Officers on how overall performance and services can be improved using existing resources

"A very good training programme, which will help procurement, finance, audit and service delivery colleagues understand how they can work together to further advance the delivery of better services at less cost"

Richard Parsons

Strategic Procurement Manager - London Borough of Tower Hamlets

Benefits to Employing Organisations

The programme will enable public sector organisations to:

- ◆ Have a full understanding of their supply base and the range of categories of products and services that are being acquired by service departments
- ◆ Develop appropriate strategies for managing and improving all third party expenditure
- ◆ Support an evidence based approach to improving CPA ratings, delivering savings and efficiency improvements and implementing the National Procurement Strategy
- ◆ Identify cultural and other business issues that will be faced in carrying out this work
- ◆ Provide a baseline from which effective and straightforward key performance indicators (KPIs) can be set to measure the impact of any changes
- ◆ Improve the implementation of financial and procurement systems (including e-Procurement)

"To be effective, collaboration and joint procurement needs full and reliable information on who is buying what, from whom, and through what means"

HM Treasury / Cabinet Office

Efficiency in Civil Government - Procurement 1998

(ISBN 0947819592)

Booking a Place!

You can enrol on this programme in two ways.

- ◆ **Either** register for one of our public events - just go to www.sps-consultancy.co.uk for available dates and e-mail us at info@sps-consultancy.co.uk.
- ◆ **Or** arrange for a private event for your own organisation or group of organisations at a time and place to suit you (minimum of eight, maximum of twelve delegates).

Call **Alison McCreath** on **020 7152 4087** for more information, or e-mail her at info@sps-consultancy.co.uk.

"The experience of the Procurement Agency for Essex and its member authorities shows what public sector organisations can achieve by turning their current data into valuable management information to guide their pursuit of efficiency gains; especially through smarter and collaborative procurement"

Peter Quinn

Director - Procurement Agency for Essex 2006 - 2008

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