

Appendix 2 – Policy Initiatives Fund Application

Rationale for PIF application

This item was not part of the annual business planning process, having arisen mid-year from a Policy & Resources Committee request. Policy Initiatives funding is therefore sought to enable officers to procure and implement a solution quickly.

Strategic/Priority Link

The proposed solution supports the overall corporate objective of effective management of resources.

Outcomes

The proposed solution is intended to provide the following outcomes:

- Reduce administrative burden to manually identify and report on Benefits in Kind over previous 12-month period.
- Enable officers to see in real time what other grant and Benefits in Kind an external organisation is receiving from the City Corporation and its institutions, reducing instances of multiple funding of the same organisation.
- Enable more regular and more accurate reporting to Members on Benefits in Kind support being provided.

Economy

The proposed solution will add onto an existing system used for management of grants. Established ways of working with an existing provider and staff familiarity with the system mean that the proposed solution should be cost effective and deliverable.

Delivery – Once approved, the grant management system will be designed and implemented at the start of the 26/27 Financial Year. BIK data collection for 2025/26 will be carried out in the usual way for the final time. The new process for departments to record BIK into the new system will commence in June 2026, with training provided. The oversight and management of the data will continue over a 24-month period, with twice annual reporting provided to the Resource Allocation Sub-Committee. It is anticipated that the ongoing costs for the work will be covered by any savings made from a more robust and informed BIK process.

Evaluation

A user questionnaire and statistical analysis will be carried out to understand impact and provided to Members as part of benefits reporting.

Reporting

A benefits report will be submitted to Policy & Resources Committee after 12 months and 24 months of operation of the digital solution.

Repeat Expenditure – Has this item been funded in previous years?

No

Benefit Sustainment

If operated successfully, the digital solution should provide greater grip and oversight of BIK. If, following PIF funding elapsing, the solution has achieved the target outcomes and the evaluation indicates a positive response from users, then the ongoing maintenance should be folded into mainstream budgets. Officers estimate that the cost of the digital solution is equivalent to around 2% of annual BIK.