CIP requirement for year confirmed and Directorate targets identified

- TARGET -

Finance Team work with Executive Director to identifying Cost Improvement Schemes within their directorate

Finance creates a “long list” of high level schemes for Annual Plan

Finance Managers work with Service Managers to identified detailed scheme

Service Manager writes up scheme onto CIPID, finance support with costings and financial/budget advice

Finance Manager checks financial viability and budget assumptions and signs off CIPID

CIPID presented to SMT for approval by Team. Executive Director signs to confirm approval. (ED can take chairs action if required)

CIPID passed to Service Improvement Team to allocate a QIA Reference and to support the Service Manager in undertaking Quality Impact Assessment

CIP Scheme recorded as fully developed on CIP Monitoring Spreadsheet

- FULLY DEVELOPED -

Approved QIA passed back to Finance Team, approval noted on CIPID

Finance Liaise with budget holder / service manager to confirm start date of scheme

Virement prepared, authorised by budget holder/service manager and input into the ledger

CIP Scheme recorded as QIA Approved on CIP Monitoring Spreadsheet

- APPROVED -

Monthly monitoring of CIP achievement in financial terms

- DELIVERED -

Monitoring of KPIs and other risk mitigation

- QUALITY -

Detailed Scheme allocated a CIP Reference number by RM and process of developing scheme commences

- PIPELINE -

Finance managers work with Service Managers to identified detailed scheme

Service Manager writes up scheme onto CIPID, finance support with costings and financial/budget advice

Finance Manager checks financial viability and budget assumptions and signs off CIPID

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- DELIVERED -

Monitoring of KPIs and other risk mitigation

- QUALITY -