

Ref	What will we do?	Council Plan - What we want to achieve (if relevant)	Project Stage (if req'd) select from drop down	Key Milestones	Target Date	Project Progress select from drop down	Cabinet Member	Lead Officer	Resources	TC25	GF	LB	PIP	CoL	Comments
FIN001	All support services: Support implementation of the council's carbon neutrality programme including undertaking financial appraisals; including zero-carbon targets into contracts where appropriate; and identifying possible funding sources to support carbon neutrality projects.	The Winchester district to be carbon neutral by 2030		Council carbon neutrality and district carbon neutrality	2024 & 2030		Cllr Cutler	Neil Aitken Amy Tranah Stuart Marks			✓				
FIN002	TC25 - Assisting and advising the business in achieving the TC25 deficit reduction targets.	An open, transparent, inclusive and enabling council		Ongoing savings/increased income of circa £3m	Apr-26	Started	Cllr Cutler	Liz Keys		✓					First savings/additional identified and included in MTFS February 2024 - £600k
FIN003	TC25 - Development of a corporate Digital Strategy.	Improved satisfaction for our services			30.09.24	Started	Cllr Cutler	Amy Tranah		✓	✓				
Finance															
FIN004	Finance – support the council's ongoing projects helping to achieve all council outcomes as well as helping to identify potential funding sources	Improved satisfaction for our services			Ongoing		Cllr Cutler	Neil Aitken		✓	✓	✓	✓	✓	
FIN005	Finance - Financial system review to support greater transparency/usability for users and to support managers to more effectively prioritise resources.	An open, transparent, inclusive and enabling council	Initiation		2026		Cllr Cutler	Neil Aitken		✓	✓	✓	✓	✓	Procurement in collaboration with TVBC. Workshops commenced in March 2024 at both WCC and TVBC to understand user needs, with the next steps being visits to other LAs to discuss the pros and cons of alternative systems prior to the formal procurement exercise.
FIN006	Finance - support investigation of nutrient credits both in appraisal of capital works required and understanding trading considerations	The Winchester district to be carbon neutral by 2030		June/July - Cabinet/Council report to confirm capital works reqd, funding sources and trading of excess credits	2024		Cllr Cutler	Neil Aitken			✓				
FIN007	Finance - Review of Exchequer Services – Self Service (TC031)	Improved satisfaction for our services	Proposal		26/27+		Cllr Cutler	Liz Keys	Procurement	✓					
FIN008	Finance - Review of Financial Process (TC032)	A balanced budget and stable council finances	Proposal	Review to commence Apr 24	25/26		Cllr Cutler	Liz Keys	Finance, Legal / Procurement, HR	✓					
Revenues and Benefits															
FIN009	Implementation of a new Business Rates exemption and relief to support green technologies.	The Winchester district to be carbon neutral by 2030			31.03.24	Complete	Cllr Cutler	Terri Horner			✓				Implemented Heat Network & Improvement reliefs - both introduced with effect from 1 April 2024.
FIN010	Supporting business with the impact of energy price increase by administering the government's EBSS Additional Funding and Additional Fuel Payment grants.	Existing businesses are supported and new and relocating businesses attracted			31.03.23	Complete	Cllr Cutler	Terri Horner						✓	
FIN011	Supporting business rates payers by rapidly assessing applications for rate reliefs (primarily Retail, Hospitality & Leisure Relief and Supporting Small Business Relief).	Existing businesses are supported and new and relocating businesses attracted			Ongoing	On Track	Cllr Cutler	Terri Horner						✓	Now established as business as usual for the Revenues team.
FIN012	Supporting businesses to pay their Business Rates while maximising collection rates in support of the council's cash flow.	Existing businesses are supported and new and relocating businesses attracted			Ongoing	On Track	Cllr Cutler	Terri Horner						✓	Now established as business as usual for the Revenues team.
FIN013	Further promotion of self serve and digital services including the increased take-up of electronic billing (rollout of "Digital by Default") and notifications for Council Tax, Business Rates and Housing Benefits services, and the further roll out of SMS for the issue of electronic payment alerts and reminders. (TC023)	High accessibility and usage of our services			Ongoing	Started	Cllr Cutler	Terri Horner		✓	✓				e-billing take-up campaign undertaken in March 2024 to attempt to improve proportion of customers access services via digital. Increased up to 19.5%. Housing Benefit notifications available digitally as of May 2024.
FIN014	Supporting residents to pay their Council Tax while maximising collection rates in support of the council's cash flow.	Support for those most affected by the cost of living			Ongoing	On Track	Cllr Cutler	Terri Horner						✓	Now established as business as usual for the Revenues team.
FIN015	Roll out of the 2024/25 local discretionary Council Tax Support Fund to further assist Council Tax payers in the cost of living crisis, with a discount off bills of up to £30 per household for those on Council Tax Reduction.	Support for those most affected by the cost of living			31.03.25	On Track	Cllr Cutler	Terri Horner						✓	Vast majority awarded at annual billing. Utilising remainder to new claims as they are lodged.
FIN016	Supporting council taxpayers with the impact of energy price increase by administering the government's EBSS Additional Funding and Additional Fuel Payment grants.	Support for those most affected by the cost of living			31.05.23	Complete	Cllr Cutler	Terri Horner						✓	
FIN017	Supporting new and existing Benefit claimants who have been adversely impacted by the current inflationary pressures on household costs. Continuously assessing the income banded Council Tax Reduction Working Age scheme to ensure fairness and equality for those requiring assistance with the payment of Council Tax. Awarding Discretionary Housing Payments to assist with their housing costs.	Support to help people stay in their homes			Ongoing	Complete	Cllr Cutler	Terri Horner						✓	Reviewed and approved by Council as part of February budget setting. Income bands adjusted in line with UC income inflation.

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FIN018	Further distribution of the Household Support Fund (details yet to be confirmed by HCC for 2024/25 payments)	Support for those most affected by the cost of living			31.03.25	Not Started	Cllr Cutler	Terri Horner						✓	Waiting for detail of funding from HCC.
IT															
FIN019	Support the TC25 transformation agenda by driving digital innovation in co-operation with services across the organisation and other digital initiatives across the Council. (TC021)	Improved satisfaction for our services			2025		Cllr Cutler	Stuart Marks		✓	✓				
FIN020	To simplify and develop IT architecture to support and enable the council to deliver transformation projects.	Improved satisfaction for our services			Ongoing		Cllr Cutler	Stuart Marks		✓	✓	✓	✓	✓	
FIN021	Development of Cyber Security and Resilience Strategy to increase cyber resilience and awareness across the council.	Improved satisfaction for our services			31.03.24		Cllr Cutler	Stuart Marks				✓			
FIN022	Review of corporate telephony systems, webchat and on-line self-serve solutions to modernise the customers journey and enable 24/7 access. (TC021)	Improved satisfaction for our services			2025		Cllr Cutler	Stuart Marks, Amy Tranah, Steve Lincoln	Comms	✓	✓	✓			
FIN023	Telephony review (corporate and mobile) (TC026)	Improved satisfaction for our services	Proposal	Stage 1 mobile phones Jan 24. Initial review completed Feb 24.			Cllr Cutler	Liz Keys	IT, Procurement, HR	✓					
FIN024	Equipment Review (Employees and Members) (TC030)	Good value compared to other similar authorities	Proposal	Review to commence Apr 24	25/26		Cllr Cutler	Liz Keys	IT, HR, Procurement, Legal	✓					
Procurement and Contract Management															
FIN025	Prepare, plan and implement the New Procurement Act'23 (due to commence October 2024) to ensure the council are contracting compliantly in accordance with the new regulations.	Improved satisfaction for our services		Commence Mar 24. There will be a six month preparation period once secondary legislation has been finalised and laid before Parliament which is set for March 2024	27.10.24	Started	Cllr Cutler	Amy Tranah			✓				Procurement Team have commenced Government Commercial College (GCC) e-learning modules with 3 day deep-dives to be booked in. Contract Procedure Rules, guidance and template docs to be updated.
FIN026	To update the Contract Procedure Rules to reflect the New Procurement Act	Improved satisfaction for our services		Commence Apr 24	30.09.24		Cllr Cutler	Amy Tranah							
FIN027	Support procurement activity to provide best value and support the cross cutting activity (TC25) across the organisation. Outcomes aligned to council priorities.	A balanced budget and stable council finances			Ongoing		Cllr Cutler	Amy Tranah		✓	✓	✓	✓	✓	
FIN028	Support colleagues to improve contract management; striving for best value from our contracts.	A balanced budget and stable council finances			Ongoing		Cllr Cutler	Amy Tranah		✓	✓	✓			
FIN029	Continue to embed sustainable procurement across our contracts and supply chain to support the carbon neutrality programme.	The Winchester district to be carbon neutral by 2030			Ongoing		Cllr Cutler	Amy Tranah			✓		✓		
FIN030	Single quote contract negotiations (TC028)	Good value compared to other similar authorities	Proposal	Implementation of transformation Apr 24	26/27		Cllr Cutler	Liz Keys	Procurement, Finance, HR, TC25	✓					Launched April'24
FIN031	To update the Procurement and Contract Management Strategy so its fully aligned with council priorities and new legislation (current strategy is 2020 - 2025)	Good value compared to other similar authorities		Commence Sept 24	Mar-25		Cllr Cutler	Amy Tranah							
FIN032	Corporate Insurance Review (TC029)	Good value compared to other similar authorities	Proposal	Review to commence Feb 24	25/26	Not Started	Cllr Cutler	Liz Keys	Procurement, Legal, Finance	✓					
Customer Services															
FIN033	Corporate Print and Postage Review (TC021)	Winchester City Council to be carbon neutral by 2024	Proposal	Review to commence Apr 24	25/26		Cllr Cutler	Liz Keys	Procurement, Legal, Finance, HR	✓	✓				
FIN034	Digitalisation of services (TC021)	Improved satisfaction for our services	Proposal	Review to commence May 24	26/27+		Cllr Cutler	Liz Keys	IT, Procurement, HR	✓	✓				
FIN035	Rationalisation of telephone contact centres - exploration of creating a single hub / contact centre (TC022)	Improved satisfaction for our services	Proposal	Review to commence Apr 24			Cllr Cutler	Liz Keys	IT, Procurement, HR	✓					
FIN036	Reception Operating Model (TC033)	Improved satisfaction for our services	Proposal	Review to commence Apr 24	Dec-24		Cllr Cutler	Liz Keys	HR, facilities, IT	✓					
FIN037	Green Waste renewal programme (TC045)	The Winchester district to be carbon neutral by 2030	Not started	Commences Nov 24	Mar-25		Cllr Cutler	Steve Lincoln		✓					Funding from Environmental Services for additional 1FTE