

## Transport Policy

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Mr Barry Colford  
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Your ref:

Our ref: C2326085

Date:  
6<sup>th</sup> May 2011

Dear Barry,

### **Efficiency Savings 2011/12 – Forth Estuary Transport Authority (FETA)**

I am writing to update you about the approach of the Scottish Government and Transport Scotland to efficiency savings in 2011/12, and to request information about how your organisation will report on the efficiency savings that it aims to achieve. This reporting is a continuation of that previously carried out by FETA, and was referred to in the recent grant award letters issued to FETA for 2011/12.

The Scottish Government expects all public bodies and other public organisations, such as FETA, to deliver efficiency savings of 3% in 2011/12 against their 2010/11 funding.

You are asked to use the attached template to describe how you envisage this amount of efficiencies could be delivered by FETA. This is a one year target which does not impact on the budgets set in this Financial Year. Responsibility for monitoring and reporting progress rests with your organisation.

As well as a reporting template, I attach a guidance note on this subject prepared by the Scottish Government which includes information on:

A Definition of Efficiency – *“Where a body manages to deliver services or functions that can be shown to result in a broadly similar (or improved) level of outcome or output for a lower unit input than previously, an efficiency saving has been made. The amount saved is the difference between the previous unit cost and what is now spent to deliver the outcome.”*

Reporting Requirements – An end year report for 2011/12 is due in September 2012 supplemented by interim quarterly returns during 2011/12 to Transport Scotland;

Checklist for Good Practice (Report Supplement)

[http://www.audit-scotland.gov.uk/utilities/search\\_report.php?id=1341](http://www.audit-scotland.gov.uk/utilities/search_report.php?id=1341); and

The Public Services Reform (Scotland) Act 2010 – While FETA is not a public body referred to in this Act, Scottish Ministers are required to report upon efficiency savings delivered by

organisations to which Government funding has been allocated, and we are seeking your assistance accordingly.

Additional information on this topic is available at:

<http://www.scotland.gov.uk/Topics/Government/Finance/18127>

I would be grateful if you could provide the initial return by Thursday 19<sup>th</sup> May 2011.

I am copying this note to Toby MacDonald at Edinburgh City Council for information.

Yours faithfully,

Raymond Convill