|  |  |  |
| --- | --- | --- |
| 1. | University/College name |  |
| 2. | Institution’s Responsible Officer | *e.g. Head of Institution* |
| 3. | Total cash efficiency achieved |  |
| 4. | Efficiency achieved as % of SFC total grant |  |
| 5.  | Summary of efficiency activity e.g. * The main initiatives the institution has taken over the year to ensure a strategic approach to increased efficiency and productivity and the improvements achieved in these areas.
* The main information the institution uses to assess productivity, service, quality and performance and how the scope, usefulness or reliability has been improved during the year.
* Specific steps the institution has taken during the year to improve collaboration and joint working to deliver efficient and user-focused services and the improvements achieved.
 |  |
| 6. | How have savings been applied? | *e.g. to maintain outputs/outcomes to mitigate impact of budget cuts or increased cost pressures.* |
| 7. | Breakdown of efficiency savings by procurement and shared services (Only where relevant – not all efficiencies will fall into these categories, so the figures here may not match the overall total). | Procurement= |
| Shared services= |
| 8. | Evidence: what performance measures and/or quality indicators are used to ensure that efficiencies were achieved without any detriment to services? | *e.g. …….customer/stakeholder surveys……………………monitoring of agreed quality indicators……….established performance assessment measures/KPIs etc.* |

I confirm that the efficiencies delivered during the year 2018-19 are detailed in the above table and I am satisfied that the efficiencies identified fall within the definition given in the SFC Call for Information.

Signed: …………………………………………………………………………………… (Head of Institution)

Date: …………………………………………….