

Pecyn Dogfennau Cyhoeddus

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Amy Dredge
(Rhif Ffôn: 01443 863100 Ebst: dredge@caerphilly.gov.uk)

Dyddiad: Dydd Mawrth, 3 Rhagfyr 2019

Annwyl Syr/Fadam,

Cyfarfod Arbennig o **Pwyllgor Craffu Addysg** yn cael ei gynnal yn **Ystafell Sirhywi, Tŷ Penallta, Tredomen, Ystrad Mynach** ar **Dydd Llun, 9fed Rhagfyr, 2019** am **5.30 pm** i ystyried materion a gynhwysir yn yr agenda canlynol. Gall cynghorwyr a'r cyhoedd sy'n dymuno siarad am unrhyw eitem wneud hynny drwy wneud cais i'r Cadeirydd. Mae croeso i chi hefyd ddefnyddio'r Gymraeg yn y cyfarfod. Mae'r ddau gais hyn yn gofyn am gyfnod rhybudd o 3 diwrnod gwaith, a bydd cyfieithu ar y pryd yn cael ei ddarparu os gofynnir amdano.

Mae pob cyfarfod Pwyllgor yn agored i'r Wasg a'r Cyhoedd. Gofynnir i arsylwyr a chyfranogwyr ymddwyn gyda pharch ac ystyriaeth at eraill. Sylwer y bydd methu â gwneud hynny yn golygu y gofynnir i chi adael y cyfarfodydd ac efallai y cewch eich hebrwng o'r safle.

Yr eiddoch yn gywir,

Christina Harrhy
PRIF WEITHREDWR DROS DRO

A G E N D A

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb
- 2 Datganiadau o Ddiddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

A greener place Man gwyrddach



I dderbyn ac ystyried yr adroddiadau Craffu canlynol:-

- | | | |
|---|--|----------|
| 3 | Cynigion y Gyllideb Ddrafft ar gyfer 2020/21. | 1 - 22 |
| 4 | Cynllun Ariannol Tymor Canolig - Cynigion Arbedion 2020/21 | 23 - 152 |

Cylchrediad:

Cynghorwyr C. Andrews (Is Gadeirydd), P.J. Bevan, A. Collis, S. Cook, W. David, A. Farina-Childs, D.T. Hardacre, D. Havard, M.P. James, B. Miles, Mrs G.D. Oliver, Mrs T. Parry (Cadeirydd), J.E. Roberts, R. Saralis, J. Simmonds a R. Whiting

Aelodau Cyfetholedig:

Cynrychiolwyr Archesgobaeth ROC Caerdydd dros Addysg (gyda hawliau pleidleisio ar faterion addysgol) Mr M. Western

Cynrychiolwyr Rhiant Lywodraethwyr (gyda hawliau pleidleisio ar faterion addysgol) Mr M Barry a Mr R Morgan

Cynrychiolwyr Cyrff Allanol (heb hawliau pleidleisio) Mrs J. Havard (NEU) a Mrs P. Ireland (NEU)

Asiantaeth Llywodraethwyr Caerffili (heb hawliau pleidleisio) Mr D Davies

A Swyddogion Priodol

SUT FYDDWN YN DEFNYDDIO EICH GWYBODAETH

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Am wybodaeth bellach ar sut rydym yn prosesu eich gwybodaeth a'ch hawliau, ewch i'r Hysbysiad Preifatrwydd Cyfarfodydd Pwyllgor Llawn ar ein gwefan <http://www.caerffili.gov.uk/Pwyllgor/Preifatrwydd> neu cysylltwch â Gwasanaethau Cyfreithiol drwy e-bostio griffd2@caerffili.gov.uk neu ffoniwch 01443 863028.



SPECIAL EDUCATION SCRUTINY COMMITTEE – 9TH DECEMBER 2019

SUBJECT: DRAFT BUDGET PROPOSALS FOR 2020/21

REPORT BY: CORPORATE DIRECTOR CORPORATE SERVICES AND EDUCATION

- 1.1 The attached report setting out details of the draft budget proposals for the 2020/21 financial year was presented to Cabinet at its meeting on the 13th November 2019.

- 1.2 As part of the consultation process on the draft budget proposals the Scrutiny Committee is asked to consider and comment upon the content of the report.

Author: E. Sullivan (Senior Committee Services Officer) Ext. 4420

Appendix 1 – Draft Budget Proposals for 202/21 – Cabinet 13th November 2019

Gadewir y dudalen hon yn wag yn fwriadol



CABINET – 13TH NOVEMBER 2019

SUBJECT: DRAFT BUDGET PROPOSALS FOR 2020/21

REPORT BY: DIRECTOR OF EDUCATION & CORPORATE SERVICES

1. PURPOSE OF REPORT

1.1 To present Cabinet with details of draft budget proposals for the 2020/21 financial year to allow for a period of consultation prior to a final decision by Council on the 20th February 2020.

2. SUMMARY

2.1 The report provides details of draft budget proposals based on a range of assumptions in the absence of details of the Welsh Government (WG) Provisional Local Government Financial Settlement for 2020/21.

2.2 The report also provides details of draft savings proposals, along with a proposed increase of 6.95% in council tax to enable the Authority to set a balanced budget for the 2020/21 financial year.

3. RECOMMENDATIONS

3.1 Cabinet is asked to: -

3.1.1 Endorse the draft 2020/21 budget proposals including the proposed savings totalling £8.485m (inclusive of the proposed use of £800k of Social Services service reserves).

3.1.2 Support the proposal to increase Council Tax by 6.95% for the 2020/21 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £1,209.83).

3.1.3 Agree that the draft budget proposals should now be subject to consultation prior to final 2020/21 budget proposals being presented to Cabinet and Council in February 2020.

4. REASONS FOR THE RECOMMENDATIONS

4.1 Council is required annually to approve proposals to set a balanced budget and agree a Council Tax rate.

4.2 Council is required to put in place a sound and prudent financial framework to support service delivery.

5. THE REPORT

5.1 Welsh Government (WG) Provisional Local Government Financial Settlement for 2020/21

- 5.1.1 The Local Government Financial Settlement received from WG on an annual basis is referred to as Aggregate External Finance (AEF). This consists of a Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates (business rates). Details of the Provisional Local Government Financial Settlement are normally announced by WG in early October each year. However, due to a combination of the continuing uncertainty around Brexit along with the delay in undertaking the UK Government spending review; the announcement of the Provisional Local Government Financial Settlement for 2020/21 is not expected until the 26th November 2019.
- 5.1.2 To ensure that sufficient time is allocated to consult on the Council's draft budget proposals for 2020/21 Cabinet will need to endorse the draft budget and associated savings proposals in advance of the announcement of the Provisional Local Government Financial Settlement.
- 5.1.3 The draft budget proposals in this report use a start point based on the Medium-Term Financial Plan (MTFP) presented to Council on the 21st February 2019. This showed a projected 2020/21 savings requirement of £15.658m based on information available at that time.
- 5.1.4 The projected position for 2020/21 has since been reviewed based on updated information and a revised set of assumptions. This results in an updated projected savings requirement of £8.485m as shown in Appendix 1, which is a reduction of £7.173m on the position reported in February 2019. Details of the changes and revised assumptions are provided in subsequent sections of this report.

5.2 2020/21 Draft Budget Proposals

- 5.2.1 The proposals contained within this report will deliver a balanced budget for 2020/21 on the basis that Council Tax is increased by 6.95%. Table 1 provides a summary: -

Table 1 – Summary

| Paragraph | Description | £m | £m |
|-----------------|---|---------------|---------------|
| 5.2.2 | Aggregate External Finance (cash flat) | - | - |
| 5.2.3 | Assumed full-year funding for Teachers Pensions | | 4.173 |
| 5.2.4 – 5.2.11 | Schools cost pressures | 5.648 | |
| 5.2.14 – 5.2.19 | General Fund Services inflationary cost pressures | 5.315 | |
| 5.2.20 – 5.2.26 | General Fund inescapable service pressures | 3.446 | |
| 5.2.27 | Reinstatement of 2019/20 temporary savings | 3.272 | |
| 5.3.1 – 5.3.2 | Draft savings proposals 2020/21 | | 8.485 |
| 5.4.1 – 5.4.2 | Council Tax uplift (6.95%) | | 5.023 |
| | TOTAL: - | 17.681 | 17.681 |

- 5.2.2 As already mentioned, details of the Provisional Local Government Financial Settlement for 2020/21 will not be announced by WG until the 26th November 2019. The MTFP presented to Council in February 2019 assumed a 0.5% reduction in the Financial Settlement for 2020/21, which would have resulted in a reduction in funding of £1.343m. This has been reviewed based on the latest information available and a cash flat position is now assumed for 2020/21.
- 5.2.3 For the 2019/20 financial year there was a significant new cost pressure for Local Government in relation to increases in employer contributions to the Teachers' Pension Scheme from September 2019. There was no funding included in the Final Local Government

Financial Settlement for 2019/20 to meet this additional cost, albeit that the part-year impact has subsequently been funded through an in-year grant from WG. It is currently assumed that the full-year impact of the increase in employer contributions to the Teachers' Pension Scheme will be fully funded by WG in 2020/21 and for subsequent financial years.

5.2.4 The Schools cost pressures totalling £5.648m are set out in Table 2 below -

Table 2 – Schools Cost Pressures

| | £m |
|---|--------------|
| Teachers Pay at 2.75% | 2.064 |
| Living Wage | 0.016 |
| Teachers Employer's Pension Contributions at 7.12% | 2.288 |
| APT&C Pay at 2% | 0.261 |
| APT&C Employer's Pension Contributions at 1% | 0.133 |
| Non-Pay Inflation at 1.7% | 0.337 |
| Schools Service Pressures | 0.505 |
| Trinity Fields Transport Costs (Demographic Growth) | 0.044 |
| TOTAL: - | 5.648 |

5.2.5 **Teachers Pay at 2.75%** - Teachers pay has increased across the majority of the scale ranges by 2.75% with effect from September 2019. It is anticipated that a one-off grant will be made available by WG to assist with the part-year additional cost of the pay award for the 2019/20 financial year. However, there is currently no confirmation in respect of funding from 2020/21 onwards. For financial planning purposes it is currently assumed that there will be a further 2% uplift in teachers pay from September 2020.

5.2.6 **Foundation Living Wage** – Caerphilly CBC is a Living Wage Foundation employer so a sum is included in the draft budget proposals in respect of relevant school staff to allow for annual increases in the Foundation Living Wage hourly rate.

5.2.7 **Teachers Employer's Pension Contributions** – As already mentioned in paragraph 5.2.3, there is a significant new cost pressure for schools in relation to increases in employer contributions to the Teachers' Pension Scheme from September 2019. There will be an additional cost pressure of £2.288m in 2020/21 to meet the full-year impact of the increase in employer contributions.

5.2.8 **APT&C Pay at 2%** - A pay award of 2% is assumed for schools based APT&C staff from April 2020. This is not confirmed and is subject to ongoing negotiation.

5.2.9 **Non-pay inflation at 1.7%** - This is based on the current Consumer Prices Index (CPI) inflation rate. This will be kept under review during the coming months prior to final 2020/21 budget proposals being presented to Cabinet and Council in February 2020.

5.2.10 **Schools Service Pressures** – This includes the following: -

- Funding formula revisions;
- Floor area and National Non-Domestic Rates (NNDR) changes;
- Demographic growth linked to Trinity Fields pupil numbers;
- Additional costs linked to Free School Meals in respect of social needs funding and secondary school costs.

5.2.11 **Trinity Fields Transport Costs** – This is directly related to an increase in pupil numbers and costs can also vary based on pupil needs.

5.2.12 Cabinet should note that the draft budget proposals include a proposed reduction of 2% in the budgets that are delegated to schools. This totals £2.112m and consists of a reduction in the

Individual Schools Budget (£2.060m), a reduction of £30k in the Former Key Stage 2 Grant and a reduction of £22k in the Secondary Additional Funding budget. This means that the net growth for schools in 2020/21 would be £3.536m i.e. £5.648m in Table 2 above, less the proposed savings of £2.112m.

- 5.2.13 The remaining savings requirement for 2020/21 of £6.373m (i.e. total savings of £8.485m less £2.112m allocated to schools) will be applied to General Fund budgets. This results in a net savings requirement of 2.7% for all other services which does provide some relative protection to schools.
- 5.2.14 The General Fund Services inflationary cost pressures totalling £5.315m are set out in Table 3 below: -

Table 3 – General Fund Services Inflationary Cost Pressures

| | £m |
|---|--------------|
| Pay at 2% (APT&C staff) | 2.467 |
| Living Wage (APT&C staff) | 0.049 |
| Employer pension contributions at 1% (APT&C staff). | 0.894 |
| Non-pay inflation at 1.7% | 2.169 |
| Non-pay inflation (Fees and Charges) at 1.7% | (0.264) |
| TOTAL: - | 5.315 |

- 5.2.15 **Pay at 2% (APT&C) staff** - A pay award of 2% is assumed for non-schools based APT&C staff from April 2020. This is not confirmed and is subject to ongoing negotiation.
- 5.2.16 **Foundation Living Wage** – Caerphilly CBC is a Living Wage Foundation employer so a sum is included in the draft budget proposals in respect of APT&C staff to allow for annual increases in the Foundation Living Wage hourly rate.
- 5.2.17 **Employer pension contributions (APT&C staff)** – The Greater Gwent (Torfaen) Pension Fund is subject to an independent triennial valuation of its assets and liabilities. The results of the latest valuation are expected to be available in January 2020 and these will stipulate whether an increase is required in employer contributions. Whilst confirmation of these results is awaited, an increase in the contribution rate of 1% is assumed for 2020/21 in line with the previous three financial years.
- 5.2.18 **Non-pay inflation at 1.7%** - This is in line with the current Consumer Prices Index (CPI) inflation rate.
- 5.2.19 **Non-pay inflation (Fees and Charges) at 1.7%** - A generic increase of 1.7% is assumed for Fees and Charges. Increases in excess of this are proposed in some areas and details of these are provided in Appendix 2.
- 5.2.20 It is incumbent upon the Council to set a realistic budget each year. Table 4 provides details of the 2020/21 General Fund inescapable service pressures that have been identified and require consideration in respect of funding: -

Table 4 – General Fund Inescapable Service Pressures

| | £m |
|--|--------------|
| Council Tax Reduction Scheme (CTRS) additional liability | 1.025 |
| Dry Recycling | 0.000 |
| Social Services cost pressures | 0.800 |
| Education & Lifelong Learning cost pressures | 0.726 |
| City Deal (Partnership revenue contribution) | 0.002 |
| City Deal (debt charges) | 0.044 |
| Private Finance Initiative (PFI) Review | 0.849 |
| TOTAL: - | 3.446 |

5.2.21 **CTRS Additional Liability** – The Authority is required to fund a Council Tax Reduction Scheme (CTRS). This replaced Council Tax Benefit a few years ago and is a means-tested benefit that assists in full or part towards a resident’s Council Tax bills. The additional liability arises from the proposal to increase Council Tax by 6.95% in 2020/21.

5.2.22 **Dry Recycling** – The approved budget for 2019/20 included growth of £400k in respect of increased costs associated with contracts to recycle dry tonnage. In addition to this further growth of £400k was anticipated for 2020/21, and this was included in the MTFP presented to Council in February 2019. Savings in the current financial year on disposal and treatment costs (due to reduced tonnages following the introduction of proof of residency checks at Household Waste Recycling Centres (HWRCs)), means that the service is now projecting a balanced budget at current market prices. As a consequence, the planned growth of £400k is no longer required for 2020/21.

5.2.23 **Social Services cost pressures** – The MTFP presented to Council in February 2019 included further anticipated Social Services growth of £1.5m for 2020/21. Based on current information the projected 2020/21 growth requirement is now £800k. For 2020/21 only it is proposed that this anticipated growth requirement will be met through a one-off contribution of £800k from Social Services reserves. This is proposed on the basis that there are a number of initiatives currently underway that will reduce costs in the medium to long-term and therefore mitigate the current cost pressures in the system. These initiatives include the following: -

- Ty Isaf is expected to be fully operational from the summer of 2020 providing four placements, which will be offered to children placed out of area in the first instance.
- Integrated Care Fund (ICF) capital has been confirmed for 2019/20 to purchase another house to convert into a residential children’s home, which will also offer four beds at some point during 2020/21.
- The Multi-disciplinary Intervention Support Team (MyST) is currently working with eight children in residential care with a view to stepping down to foster care or returning to their families.
- A Specialist Health Visitor is being employed to support teams with pre-birth assessments to reduce the numbers of babies being removed and placed in care at birth.
- Using ICF funding, the Intensive Support Team is expanding to include a full-time Child Psychologist, an Education Worker and a Community Connector with the aim of supporting children to remain within their families.
- There is an ongoing recruitment drive for in-house foster carers, which is reducing the reliance on more expensive independent fostering agency placements.

5.2.24 **Education and Lifelong Learning cost pressures** – There are a range of cost pressures within this service area. The most significant relate to further demands for our most vulnerable

learners, in particular in relation to Education Other Than At School (EOTAS) provision (£800k growth was allocated to this service area for 2019/20), and anticipated additional costs associated with preparing for and implementing Additional Learning Needs (ALN) reform. Work is underway to review the service model for EOTAS provision and the full financial implications of ALN reform still need to be finalised. With this in mind, it is proposed that the anticipated growth requirement of £726k for 2020/21 will be held centrally in the first instance and released to respective service areas once the specific funding requirement has been determined and evidenced.

5.2.25 **City Deal partnership revenue contribution and City Deal Debt Charges** – There is a small increase of £2k required for 2020/21 in respect of the revenue contribution for the City Deal Partnership. The City Deal includes a borrowing requirement of £120m for the ten partner Local Authorities and an additional £44k is required for 2020/21 to meet the current anticipated cost for Caerphilly CBC’s share of potential borrowing that may be undertaken during the year.

5.2.26 **Private Finance Initiative (PFI) review** – A review of the Council’s schools PFI contracts is currently being undertaken. These contracts relate to Fleur de Lys (Ysgol Gyfun Cwm Rhymni) and Pengam (Lewis School) Secondary Schools. To assist with this review the services of a company called Local Partnerships have been commissioned. This organisation has a proven track record in relation to supporting public sector bodies through reviews of operational PFI contracts and was recommended by WG Officers. To date the review has focussed on contract management arrangements, benchmarking and affordability and will now progress to reviewing options for the future. It is currently anticipated that an options appraisal will be presented to Cabinet in spring 2020. In the meantime, there is an estimated growth requirement of £849k that will need to be recognised in the draft budget proposals for 2020/21, pending the outcome of the review and agreement on the way forward for these contracts.

5.2.27 The Final 2019/20 Budget Proposals approved by Council on the 21st February 2019 included temporary savings totalling £3.272m. In determining the budget proposals for 2020/21 the budgets for these temporary savings were reinstated, albeit that some have now been proposed as savings for 2020/21.

5.3 2020/21 Draft Savings Proposals

5.3.1 Draft savings proposals have been identified for the 2020/21 financial year totalling £8.485m. Details of the proposed savings are provided in Appendix 2 and are summarised into “themes” in Table 5 below: -

Table 5 – Draft Savings Proposals 2020/21

| Description | 2020/21 Proposed Savings £m |
|---|-----------------------------|
| Being more efficient | 1.195 |
| Doing things differently | 1.328 |
| Services reductions/cuts | 3.703 |
| # TeamCaerphilly – Better Together Transformation Strategy: - | |
| • Increases in fees and charges | 0.366 |
| • Efficiency savings through process reviews and automation | 0.200 |
| • Review of investment strategy | 0.718 |
| Temporary reduction in debt charges budget | 0.500 |
| 2019/20 savings in advance | 0.475 |
| TOTAL: - | 8.485 |

5.3.2 The proposed savings totalling £8.485m along with the proposed Council Tax increase of 6.95% will provide a balanced budget position for 2020/21.

5.4 Council Tax Implications 2020/21

5.4.1 The draft budget proposals within this report include a proposed increase of 6.95% in Council Tax for the 2020/21 financial year. This will increase the Caerphilly CBC Band D precept from £1,131.21 to £1,209.83 i.e. an annual increase of £78.62 or weekly increase of £1.51.

5.4.2 The proposed increase of 6.95% for 2020/21 will result in the following totals for the Caerphilly CBC element of the Council Tax (the Police & Crime Commissioner and Town/Community Council precepts would be added to these totals when confirmed at a later date): -

Table 5 – 2020/21 Council Tax (CCBC Element) at 6.95% Increase

| Band | Council Tax (CCBC Element) £ | Weekly Increase £ |
|-------------|---|----------------------------------|
| A | 806.55 | 1.01 |
| B | 940.98 | 1.18 |
| C | 1,075.40 | 1.34 |
| D | 1,209.83 | 1.51 |
| E | 1,478.68 | 1.85 |
| F | 1,747.53 | 2.18 |
| G | 2,016.38 | 2.52 |
| H | 2,419.66 | 3.02 |
| I | 2,822.93 | 3.53 |

5.5 Financial Outlook for Future Years

5.5.1 Due to the ongoing programme of austerity and increasing demand for a number of services, the financial position for Local Government has been very challenging in recent years. During the period 2008/09 to 2019/20 Caerphilly CBC has already delivered savings of £103m to address reductions in funding and inescapable cost pressures. In addition to this, further savings of £8.5m are proposed in this report for the 2020/21 financial year.

5.5.2 The Medium-Term Financial Plan (MTFP) presented to Council in February 2019 showed a potential savings requirement of £44m for the four-year period 2020/21 to 2023/24. At that time there was no indicative allocation provided by WG for 2020/21 or subsequent years so a reduction of 0.5% per annum was assumed for planning purposes. As already mentioned the Provisional Local Government Financial Settlement for 2020/21 will not be announced until 26th November 2019 and based on the latest information available, a cash flat position is currently assumed for 2020/21 (albeit that additional funding is anticipated for increased costs in respect of Teachers' Pensions).

5.5.3 There is considerable uncertainty surrounding the funding position moving forward due to a combination of Brexit and the forthcoming General Election. The UK Government has undertaken a spending review for 2020/21 only at this stage, so there is no indication of likely funding levels in the medium to long-term. With this in mind the MTFP has been updated based on information that is currently available and this results in an anticipated savings requirement of £27m for the four-year period 2021/22 to 2024/25. Details of this updated position are provided in Appendix 3 and the following is a summary of the key assumptions: -

- A cash flat position year-on-year in respect of WG funding.
- An increase of 4.52% per annum for Council Tax.
- 2% per annum for pay inflation.
- 1% per annum for APT&C employer pension contributions.

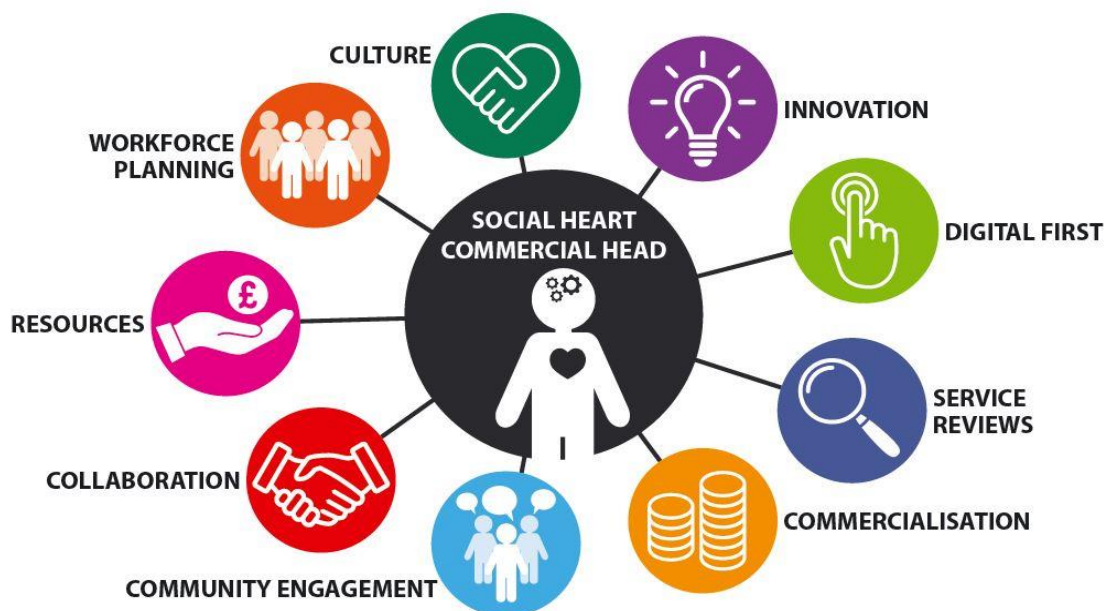
- 1.7% per annum for non-pay inflation.
- A total of £1.2m over the four-year period for schools service pressures.
- £750k per annum for anticipated increased demand for Social Services.

5.5.4 The Council has strived to limit the impact of savings on front-line services. However, due to the scale of the ongoing financial challenge this is becoming increasingly difficult and in recent years savings have been required in a number of areas that have impacted on the public.

5.5.5 In looking to develop proposals to address the significant financial challenges going forward it is widely accepted that the Council cannot continue as it is. There is a need to examine the way in which we use our resources to deliver services required by our communities across the county borough.

5.5.6 At its meeting on 12th June 2019, Cabinet approved the Future Caerphilly Transformation Strategy, which is being launched as **#TeamCaerphilly – Better Together**. This Strategy sets out details of a major transformation programme to examine how services are prioritised, how they can become more business efficient, to explore opportunities for greater customer focus and digital delivery, and to consider alternative delivery models and seek out commercial opportunities. Furthermore, to enable the Council to continue providing high quality value for money services in an environment that will require new approaches and new skills, a new relationship will need to be built with staff and communities.

5.5.7 The Strategy is multi-faceted and at the core of this programme of change is the new mantra of *Social Heart and Commercial Head*. This recognises a commitment to public service and the needs of citizens, but also demonstrates a commitment to explore commercial and investment opportunities, where appropriate, to generate income that can be reinvested in services to help them remain resilient in the current challenging financial climate. The strategic programme of “whole-authority” work is being delivered through the following key themes, which underpin the new operating model of the Council: -



5.5.8 Underpinning this new model of delivery will be an integrated programme of social, economic and environmental regeneration projects that will begin to reshape the county borough. These are: -

- The completion of a £261m physical improvement programme to our housing stock by 2020, through the delivery of the Welsh Housing Quality Standard (WHQS). Using Phase 2 of the emergent WHQS programme we will continue to invest in our existing housing

stock to provide high quality, energy efficient, affordable homes for life. This will be further enhanced with an exciting and innovative new build programme.

- Implementing the Shared Ambitions Strategy to raise standards and ensure our learners are healthy, confident, proud and ambitious and can benefit from high quality educational opportunities, settings and experiences.
- The commencement of the second phase of the 21st Century Schools programme, providing £110m of new educational facilities.
- Delivering the Council's emerging Digital Strategy by opening the 'Digital Front Door' and introducing a wide ranging digital transformation programme that transforms every aspect of service delivery.
- The provision of a new Children's Centre, which will be a "state of the art" centre of excellence providing respite care and therapeutic services for our vulnerable children and their families.
- Continuing the delivery of the Sports and Active Recreation Strategy, providing a sustainable approach to leisure and physical activity provision.
- The introduction of an integrated "one-stop shop" public service offer located within the heart of our communities, through the provision of strategically located integrated hubs, enhancing our engagement and service offer to the public.
- An exciting programme of economic, social and environmental investments to enable inclusive growth and opportunity across the county borough, that aligns and positions us firmly with the City Region's economic ambitions. This will also include maximising our green energy credentials through effective and innovative use of our assets.
- Making best use of our financial resources through a managed "risk-based" investment approach to enable delivery of the programme.

5.5.9 Through this cohesive, whole-authority programme we are aiming: -

- To have strong working relationships with our communities and partners to maximise the use of our collective resources to ensure a resilient county borough for the future.
- To embed a new operating model that will encourage innovative approaches to service delivery and ensure that we are making the best use of our resources.
- To help close the gap between poverty and prosperity through improving educational attainment and stimulating the local economy to create high quality jobs.
- To make Caerphilly County Borough a better place to live, work and visit.

5.5.10 Whilst the **#TeamCaerphilly – Better Together** strategy has been approved, much work remains in order to engage each and every member of staff and all Elected Members. As such, staff engagement sessions and a Members' Seminar have been scheduled over the forthcoming months. It is important to understand that the strategy provides the framework for a whole organisation cultural shift that resets our relationship with our citizens and staff, which in turn will re-shape our county borough. However, this can only happen if everyone unites and is bound by the shared purpose and vision of **#TeamCaerphilly – Better Together**.

Conclusion

- 5.5.11 This report provides details of the Draft Budget Proposals for 2020/21 based on information currently available and a broad set of assumptions.
- 5.5.12 The draft budget proposals, including the proposed savings of £8.485m, will be subject to a period of consultation prior to a final decision by Council on the 20th February 2020.
- 5.5.13 The report also provides details of the updated Medium-Term Financial Plan (MTFP), which indicates that further savings of circa £27m are anticipated for the four-year period 2021/22 to 2024/25.

6. ASSUMPTIONS

- 6.1 The draft budget proposals as set out in this report assume a cash flat position in terms of WG Aggregate External Finance (AEF) for the 2020/21 financial year. Details of the Provisional Financial Settlement will not be announced by WG until 26th November 2019.
- 6.2 It is currently assumed that additional funding of £4.173m will be provided by WG to meet the full-year cost of increases in employer contributions to the Teachers' Pension Scheme.
- 6.3 A range of other assumptions have been made throughout the report in respect of pay and non-pay inflationary increases and inescapable service pressures moving forward.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.
- 7.2 Effective financial planning and the setting of a balanced budget support the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015: -
- A prosperous Wales.
 - A resilient Wales.
 - A healthier Wales.
 - A more equal Wales.
 - A Wales of cohesive communities.
 - A Wales of vibrant culture and thriving Welsh Language.
 - A globally responsible Wales.

8. WELL-BEING OF FUTURE GENERATIONS

- 8.1 Effective financial planning is a key element in ensuring that the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 are met.

9. EQUALITIES IMPLICATIONS

- 9.1 Equalities Impact Screenings have been undertaken for all of the draft 2020/21 savings proposals and Equalities Impact Assessments (EIA's) will be completed where they are required. This is to ensure that decisions that affect different individuals and groups with protected characteristics are assessed at an appropriate and relevant level and at the correct stage in the process. Completed EIA's will be available on the Council's website.
- 9.2 Consultation with residents, when done in accordance with the Council's Communications &

Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.

10. FINANCIAL IMPLICATIONS

10.1 As detailed throughout the report.

11. PERSONNEL IMPLICATIONS

11.1 Where staff reductions are required as a consequence of savings proposals the Council will firstly try to achieve this through 'natural wastage' and not filling vacancies. However, where this is not possible the Council will utilise agreed HR policies and compulsory redundancies will only be considered when all other options have been fully exhausted.

11.2 The Trade Unions will be fully consulted on the 2020/21 draft budget proposals.

12. CONSULTATIONS

12.1 Cabinet is asked to agree that the draft budget proposals for 2020/21 should now be subject to a period of consultation prior to final budget proposals being presented to Cabinet on 12th February 2020 and then Council on 20th February 2020. The consultation process will run from 18th November 2019 to 13th January 2020. Consultation and engagement methods to be used will include: -

- Online and hard copy consultation – a survey and supporting documentation.
- A dedicated 'pull-out' in the December edition of Newline.
- Enhanced use of digital media – including question and answer sessions, other digital engagement and signposting to the online survey.
- Consultation/engagement with local members/AMs/MPs.
- Face to face engagement including: -
 - Drop in sessions at locations across the county borough.
 - Engagement with the Viewpoint Panel, 50+ Forum, Youth Forum, Caerphilly Business Forum, Parent Network etc.
 - Engagement with affected staff groups and Trade Unions.
- Consultation with the Voluntary Sector.
- Consultation with Town and Community Councils.
- Targeted consultation with Equalities Network contacts – Menter Iaith, Caerphilly County Borough Access Group, Action Hearing Loss Cymru etc.
- Consultation with council staff.
- Posters displayed at affected establishments.
- Consultation with partner organisations and other targeted stakeholder engagement as appropriate.

12.2 As part of the consultation process there will also be a series of Special Scrutiny Committee meetings to focus on the savings proposals. In addition to considering the content of this Cabinet report the Scrutiny Committees will receive further reports providing more detail on the savings proposals. The dates of these meetings are as follows: -

- 03/12/19 – Social Services.
- 05/12/19 – Housing & Regeneration.
- 09/12/19 – Education.
- 10/12/19 – Environment & Sustainability.
- 11/12/19 – Policy & Resources.

13. STATUTORY POWER

13.1 The Local Government Acts 1998 and 2003.

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Consultees: Corporate Management Team
Lynne Donovan, Head of People Services
Rob Tranter, Head of Legal Services and Monitoring Officer
Andrew Southcombe, Finance Manager, Corporate Finance
Cllr Barbara Jones, Interim Leader & Cabinet Member for Finance, Performance and Governance

Appendices:

Appendix 1 2020/21 Updated Projected Savings Requirement
Appendix 2 2020/21 Draft Savings Proposals
Appendix 3 Updated Medium-Term Financial Plan (MTFP) 2020/21 to 2024/25

Background Papers:

Council 21/02/19

Budget Proposals for 2019/20 and Medium-Term Financial Plan 2019/20 to 2023/24.

Cabinet 12/06/19

Future Caerphilly Transformation Strategy - #TeamCaerphilly – Better Together.

2020/21 Updated Projected Savings Requirement

| Description | Updated Projection | Original Projection | Movement |
|---|--------------------|---------------------|------------------|
| | (Cabinet 13/11/19) | (Council 21/02/19) | |
| | 2020/21 £000s | 2020/21 £000s | 2020/21 £000s |
| Welsh Government Funding: - | | | |
| Aggregate External Finance (AEF) - Assumes cash flat | 0 | (1,343) | 1,343 |
| Assumed full-year funding for increase in Teachers pension costs | 4,173 | 0 | 4,173 |
| Total Welsh Government Funding available | 4,173 | (1,343) | 5,516 |
| | | | |
| Council Tax (Proposed increase of 6.95%) | 5,023 | 3,077 | 1,946 |
| | | | |
| Total Funding to Support Budget | 9,196 | 1,734 | 7,462 |
| | | | |
| Schools Cost Pressures: - | | | |
| Teachers Pay at 2.75% | 2,064 | 1,502 | 562 |
| Living Wage | 16 | 16 | 0 |
| Teachers Employer's Pension Contributions at 7.12% | 2,288 | 2,272 | 16 |
| APT&C Pay at 2% | 261 | 262 | (1) |
| APT&C Employers Pension Contributions at 1% | 133 | 133 | 0 |
| Non-Pay Inflation at 1.7% | 337 | 439 | (102) |
| Schools Service Pressures | 505 | 181 | 324 |
| Trinity Fields Transport Costs | 44 | 0 | 44 |
| Total Schools Cost Pressures | 5,648 | 4,805 | 843 |
| | | | |
| General Fund Services Inflationary Cost Pressures: - | | | |
| Pay @ 2% | 2,467 | 2,249 | 218 |
| Living Wage | 49 | 49 | 0 |
| Employer Pension Contributions at 1% (APT&C staff) | 894 | 890 | 4 |
| Non-Pay Inflation at 1.7% | 2,169 | 2,809 | (640) |
| Non-Pay Inflation (Fees and Charges) at 1.7% | (264) | 0 | (264) |
| Total General Fund Services Inflationary Cost Pressures | 5,315 | 5,997 | (682) |
| | | | |
| General Fund Inescapable Service Pressures: - | | | |
| Council Tax Reduction Scheme (CTRS) additional liability at 6.95% | 1,025 | 667 | 358 |
| Dry Recycling | 0 | 400 | (400) |
| Social Services Cost Pressures | 800 | 1,500 | (700) |
| Education and Lifelong Learning Cost Pressures Contingency | 726 | 0 | 726 |
| City Deal (Partnership Revenue Contribution) | 2 | 7 | (5) |
| City Deal (Debt Charges) | 44 | 44 | 0 |
| PFI Review | 849 | 700 | 149 |
| Total General Fund Inescapable Service Pressures | 3,446 | 3,318 | 128 |
| | | | |
| Reinstatement of 2019/20 Temporary Budget Reductions | 3,272 | 3,272 | 0 |
| | | | |
| 2020/21 Savings Requirement | 8,485 | 15,658 | (7,173) |

| Ref. | Proposed Saving | £000's | Comments | Public Impact |
|------|--|--------|--|---------------|
| | A) BEING MORE EFFICIENT | | | |
| | Education & Lifelong Learning: - | | | |
| A01 | Adult Education - Delete vacant Manager's post. | 42 | Service review and restructure. | Nil |
| A02 | 14 to 19 Initiative Transport Costs - Budget realignment. | 25 | Proposal based on recent spend profile. | Nil |
| A03 | Support Services and Resources - Delete vacant post. | 15 | Service review / vacant post not filled. | Nil |
| A04 | Library Service - Delete Library Manager post. | 50 | Service review and restructure. Displaced postholder now part of the 21st Century Schools Team. | Nil |
| A05 | Education Welfare Service - Restructure of service. | 28 | Restructure within the Team at the end of March 2019 allowed a review of the structure with a subsequent saving. | Nil |
| A06 | Music Service - Curriculum Leader - Vacant post. | 59 | Vacant post not filled following review. | Nil |
| A07 | Music Service - Delete Music Teacher post but some hours retained. | 26 | Vacant post not filled following review. | Nil |
| A08 | Music Service - Delete Music Teacher post. | 53 | Vacant post not filled following review. | Nil |
| A09 | Language Support Primary - Delete vacant post. | 33 | Vacant post not filled following review. | Minor |
| A10 | Library Service - Back office efficiencies & transport related savings. | 18 | Budget realignment based on trends and review. | Nil |
| A11 | Youth Service - 1 Caretaker at Crumlin Institute not replaced (vacant post). | 11 | Vacant post not filled following review. | Nil |
| A12 | Youth Service - Deletion of admin post. | 21 | Vacant post not filled following review. | Nil |
| A13 | Youth Service - Duty Officer/Caretaker post not to be replaced when the postholder leaves in the Autumn. | 25 | Vacant post not filled following review. | Nil |
| A14 | Youth Service - Deletion of part-time Grade 10 vacant post. | 28 | Vacant post not filled following review. | Nil |
| A15 | Early Years Team. | 15 | Savings identified following a general spend review. No impact on staff. | Nil |
| A16 | Education Achievement Service (EAS) - 1.5% reduction in contribution. | 15 | As advised by EAS. | Nil |
| A17 | Gwent Sensory & Communication Support Unit (SenCom) - 1% reduction. | 7 | Savings target for Sensory Service hosted by Torfaen CBC for 5 LA's. £7k relates to CCBC saving only. | Nil |
| | Social Services & Housing: - | | | |
| A18 | Private Housing - Minor restructure. | 27 | Will result in the deletion of 1 post. | |
| | Communities: - | | | |
| A19 | Business Support & Funding - Budget realignments | 40 | In addition to budget realignments in previous years, budgets can be reduced in further budget headings in 2020/21. The most significant savings are Cleaning (£3.5k), Oakdale Joint Venture (£27k), Telephone Recharges (£2k), Postage (£4k) and Subscriptions (£2k). This totals £38.5k and the remaining £1.5k will be taken in small amounts from other budget headings. | Nil |
| A20 | Business Support & Funding - Increased rental income from Lowry Plaza Unit Shops. | 5 | Lowry Plaza currently has one shop unit unlet, unit 6A. It is anticipated that this unit will be let by the 2020/21 financial year. The income from the unit will generate circa £5k. | Nil |
| A21 | Urban Renewal - Reduction in Publicity & Promotion budget. | 2 | Budget realignment. | Nil |
| A22 | Urban Renewal - Reduction in mileage, printing and miscellaneous expenditure budgets. | 2 | Budget realignment. | Nil |
| A23 | Tourism - Blackwood Miners Institute - Reduced Box Office opening hours. | 8 | As a consequence of the purchase of a new cloud based box office system complemented by a revamped website, the ticket booking process has become more user friendly and appealing thus increasing the number of users booking online and supporting the Council's Customer & Digital Strategy. | Nil |
| A24 | Tourism - Blackwood Miners Institute - Staffing restructure. | 20 | Staff restructure to reduce the number of management hours required and reorganise duties amongst existing staff. | Nil |
| A25 | Tourism - Winding House - Budget realignment and reduction in staffing budget. | 30 | The staffing element can be achieved following changes to the service in recent years where the venue has closed on a Sunday and Monday and through an integration of staff resource at Llancaich Fawr Manor. | Nil |
| A26 | Tourism - Marketing and Events - Reduction in marketing spend. | 8 | Budget realignment to marketing and administrative budgets to reflect a reduction in paid for advertising and reduced postage as use of digital and social media increases as a marketing tool. | Nil |
| A27 | Tourism - Additional budget efficiencies across all venues. | 21 | To be achieved through efficiency savings across the Tourism Venues expenditure budgets | Nil |
| A28 | Infrastructure Division - Minor restructure. | 31 | A minor restructure will be undertaken to better align staff resources to service provision maximising efficiency opportunities in service delivery within Highway inspection. | Minor |
| A29 | Community & Leisure Services - Deletion of Admin post. | 25 | Deletion of 1 of 8 posts. | Nil |
| A30 | Community & Leisure Services - Budget realignment. | 56 | Includes realignment of Green Spaces (£30k) and Pavilion Attendant budget (£10k), reduction in overhead, materials, vehicle costs and shrinking contractor payments (£10k), and savings on Environmental works linked to reservoirs in Upper RV (£6k). | Nil |
| A31 | Registrars - Vacancy Management. | 10 | A minor restructure has resulted in unfilled staffing hours. | Nil |
| A32 | Public Protection - Budget realignment. | 39 | Includes a £20k reduction in electricity recharges in CCTV. | Nil |
| A33 | Corporate Property - Penmaen House - Running costs to be met by new tenant. | 33 | Costs to be met by new tenant who has occupied the premises from June 2019. | Nil |
| A34 | Corporate Property - Ty Penallta - Reduction in building cleaning. | 25 | Reduced hours were introduced from June 2019. | Nil |

| | | | | |
|---|---|--------------|--|-------------|
| A35 | Corporate Property - Other Offices - Reduction in building cleaning. | 20 | Based on a reduction of 15% on the current budget of £130k. | Nil |
| A36 | Corporate Property - Reduction in utility costs. | 15 | Budget realignment. | Nil |
| Corporate Services: - | | | | |
| A37 | Corporate Finance - Vacancy management. | 208 | Vacant posts to be reviewed as they arise. | Nil |
| A38 | Building Cleaning - Reduction in printing costs. | 4 | Budget realignment. | Nil |
| A39 | Building Cleaning - Reduction in subscriptions. | 4 | No longer subscribe to BICS. | Nil |
| A40 | Building Cleaning - Reduction in training budget | 4 | | Nil |
| A41 | Building Cleaning - Reduction in fleet costs. | 5 | Downsizing fleet by 1 van. | |
| A42 | Legal & Governance - Deletion of vacant solicitor post. | 12 | Some of the saving is being retained to fund a new part-time Committee Services Officer. | Nil |
| A43 | Legal & Governance - Reduction in supplies and services expenditure. | 20 | Budget realignment. | Nil |
| A44 | Legal & Governance - Reduction in Counsel Fees budget | 50 | Budget realignment. | Nil |
| Sub-Total: - | | 1,195 | | |
| B) DOING THINGS DIFFERENTLY | | | | |
| Education & Lifelong Learning: - | | | | |
| B01 | Library Service - Deletion of 2 Community Librarian posts (Grade 8). | 80 | 6 Community Librarians reduced to 4, with each taking a share of the sites (currently split 6 ways). Not anticipated that compulsory redundancies will be required as alternative roles within a two grade level will become available following recent expressions of interest by staff. | Minor |
| B02 | Library Service - Full-year effect of workforce remodelling savings approved as part of the 2019/20 budget. | 32 | Full-year effect of approved 2019/20 savings. | Nil |
| Social Services & Housing: - | | | | |
| B03 | Social Services - Temporary use of reserves to underpin alternative ways of working. | 800 | Based on current information the projected 2020/21 growth requirement for Social Services is £800k. For 2020/21 only it is proposed that this anticipated growth requirement will be met through a one-off contribution of £800k from Social Services reserves. This is proposed on the basis that there are a number of initiatives currently underway that will reduce costs in the medium to long-term and therefore mitigate the current cost pressures in the system. | Nil |
| Communities: - | | | | |
| B04 | Infrastructure - Reduction in Street Lighting maintenance budget. | 40 | Reducing maintenance costs by undertaking a reactive response to outages rather than a proactive replacement strategy. Further savings will also be achieved from the ongoing rollout of new LED Lighting. | Minor |
| B05 | Community & Leisure Services - Bowling Green Rationalisation. | 10 | Ongoing phased removal of the grants to Bowls Clubs as previously agreed by Cabinet; reduction from £1,500 to £1,000. | Nil |
| B06 | Community & Leisure Services - Closure and sale or lease of Ynys Hywel Farm. | 40 | Release Farm Manager and relocate Farm Hand with remaining livestock to Aberbargoed. Environmental Health will need to make alternative arrangements for impounded straying animals. Potential to lease the farm for grazing. | Nil |
| B07 | Community & Leisure Services - Closure of Penallta Parks Depot. | 24 | Close 1 of 3 Parks Depots and relocate operations into Tir-y-Berth Depot. | Nil |
| B08 | Community & Leisure Services - Closure of Trehir Household Waste Recycling Centre (HWRC). | 15 | There are Health & Safety issues that will need to be addressed if a service is maintained at the Trehir site. The proposed closure of Trehir is underpinned by a proposed expansion of Penallta HWRC into the vacated adjacent Parks Depot (see above). There is a part-year saving of £15k in 2020/21 (full-year £30k) to allow the necessary works to take place. A capital allocation will be required to fund the expansion of Penallta HWRC. The proposed expansion at Penallta also includes the provision of a recycling shop. | Moderate |
| B09 | Public Protection - Merge Community Safety Wardens with the Environmental Health General Enforcement Team. | 160 | 3 of 6 CSW posts are on fixed-term contracts to 31/3/2020 and 1 is vacant. Proposal is to delete 4 CSW posts and incorporate the remaining 2 into the General Enforcement Team in Environmental Health to provide a streamlined service. | Significant |
| B10 | Corporate Property - All leaseholders to discharge maintenance obligations. | 20 | Historically the maintenance of some community centres and pavilions has been funded by Corporate Property despite the lease making the tenant responsible for these costs. Currently we fund circa £60k of works per annum that are not our responsibility. Assumes transition over 3 years. | Minor |
| Corporate Services: - | | | | |
| B11 | Corporate Policy - Reduction in external Welsh Language Translation budget. | 15 | This can be achieved due to the in-house Translation Team now being fully staffed. | Nil |
| B12 | Customer Services - Service redesign | 68 | Rationalisation of existing service provision. This is a part-year saving, full-year is £136k. | Moderate |
| B13 | Central Services - Service redesign in Mail Room. | 24 | Rationalisation of existing service provision. This is a part-year saving, full-year is £48k. | Low |
| Sub-Total: - | | 1,328 | | |
| C) SERVICE REDUCTIONS/CUTS | | | | |
| Education & Lifelong Learning: - | | | | |

| | | | | |
|-----|---|-------|--|-------------|
| C01 | 2% reduction in Individual Schools Budget. | 2,060 | The Individual Schools Budgets (ISB) of £103m equates to circa 30% of the Authority's total net budget. We are currently working with schools to monitor the potential impact of a 2% reduction and early projections indicate that posts will need to be reduced in circa 20 to 25 Schools. | Moderate |
| C02 | 2% reduction in Former Key Stage 2 Grant | 30 | Budget in 2019/20 is £1.5m. Impact across Primary Foundation Phase. | Minor |
| C03 | 2% reduction in Secondary Additional Funding | 22 | Budget in 2019/20 is £1.08m. Impact across Secondary Schools. | Minor |
| C04 | Youth Service - Reduction in top-up to grant funded projects. | 15 | Funds sessional staff hours, vehicle and venue hire and other youth work delivery costs. Supports engagement in a timely manner with approximately 45 of the most vulnerable young people. Budget reduction may result in greater demand on other teams within the Youth Service. | Moderate |
| C05 | Youth Service - Withdrawal of service from Bedwas High School. | 6 | Premises related saving. Service will be provided from an alternative venue at a reduced cost. | Nil |
| | Social Services & Housing: - | | | |
| C06 | Housing - Withdrawal of General Fund Housing contribution to Community Environmental Warden Service. | 45 | Review of the service to achieve efficiencies in conjunction with Refuse and Cleansing. | Moderate |
| | Communities: - | | | |
| C07 | Business Support & Funding - Reduction in the revenue budget for the Community Enterprise Fund. | 50 | The revenue budget for grants previously administered by the Business Support & Funding Team has reduced from £232k (Community Regeneration Fund) and £62k (Business Development Grants) in 2015/16 to a combined revenue budget for the new Caerphilly Enterprise Fund of £101k. It is proposed that this be reduced by a further £50k in 2020/21. It should be noted that there is a separate capital allocation for the Fund of £149k that will be retained. | Minor |
| C08 | Urban Renewal - Reduction in Town Centre/Community Projects budget. | 8 | The total budget is £41k and it is used to deliver small capital improvements in our town and village centres, mainly concentrating on the public realm. | Minor |
| C09 | Community Regeneration - Reduction in Community Projects budget. | 35 | Due to the reduction of Community Regeneration Co-ordinator posts and the phasing out of the Communities First Programme, a number of community partnerships have ceased across the borough. This budget helped support the partnerships with annual running costs including liability insurance for events, marketing, administration fees etc. | Minor |
| C10 | Infrastructure - Withdraw the School Crossing Patrol sites that no longer meet the national standards criteria. | 158 | The provision of School Crossing Patrols is a non-statutory service. There are currently 55 sites and this proposal will reduce this to 22. 17 of the existing sites already have vacancies. | Moderate |
| C11 | Infrastructure - Blackwood to Ystrad Link - Withdrawal of subsidy. | 80 | Termination of the Blackwood to Ystrad Mynach Raillinc contract as this has the highest subsidy per passenger. Requires a minimum of 12 weeks notice to be served on the contract. An alternative service is available albeit that this is less frequent. | Moderate |
| C12 | Infrastructure - Reduction in Carriageway maintenance budget. | 514 | The reduction in the resurfacing budget will increase demand and resources on the reactive maintenance budget (pot holes) and will put pressure on the Infrastructure Division's statutory duty to maintain the Highway in a safe condition to road users. However, in recent years one-off grants have been made available by the Welsh Government and internal capital resources will be reviewed to establish whether sums can be released to support the programme of works on highways. | Significant |
| C13 | Infrastructure - Reduction in other Highway maintenance budgets. | 95 | This is an overall reduction of circa 3% in other Highway maintenance budgets covering 3 main areas i.e. structures maintenance (£40k), footway maintenance (£35k) and reactive repairs (£20k). | Moderate |
| C14 | Infrastructure - Reduction in Traffic Management maintenance budget. | 10 | This is a combination of reduced spend on traffic management (e.g. speed bumps etc.) and the fact that it is hoped Civil Parking Enforcement (CPE) will cover line markings and signage in future. | Moderate |
| C15 | Infrastructure - Reduction in Risca Canal budget. | 40 | This is a 42% reduction in the revenue budget but the capital budget of circa £200k per annum will be retained. | Moderate |
| C16 | Community & Leisure Services - Reduction in playground maintenance budget. | 10 | A further 3.6% reduction in this budget which has been cut in successive years. This will reduce the ability to replace play equipment and ultimately could lead to the closure / removal of facilities. | Minor |
| C17 | Community & Leisure Services - 50% Reduction in maintenance of land budget. | 16 | This was a temporary saving in Countryside in 2019/20 and it is now proposed to make this permanent. | Minor |
| C18 | Community & Leisure Services 50% Reduction in Public Rights of Way budget. | 32 | This was a temporary saving in 2019/20 and it is now proposed to make this permanent. | Minor |
| C19 | Community & Leisure Services - Reduction in Cemeteries Maintenance budget. | 20 | A further reduction in this budget which has been cut in successive years. This will reduce the ability to improve or repair cemetery infrastructure. | Minor |
| C20 | Community & Leisure Services - Reduction in War Memorial Maintenance budget. | 5 | A further reduction in this budget which has been cut in successive years. This will reduce the ability to maintain war memorials across the county borough | Minor |
| C21 | Community & Leisure Services - Reduction in Allotment budget | 2 | Reduction in service area budget to undertake maintenance works. | Nil |

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|---|--|--------------|--|-------------|
| C22 | Community Centres - Withdrawal of funding for 2 Centres not in CCBC ownership (Rudry and Glan-y-Nant). | 13 | Removal of subsidy. | Minor |
| C23 | Community Centres - Reduction of 1 hour Caretaker support across all Centres. | 18 | Removal of a further 1 of 11 hours caretaker subsidy; community centre management committees can choose to fund. Future of ongoing subsidy to be considered as part of a service review of Community Centres. | Minor |
| C24 | Waste Management - Reduction in Cleansing staff numbers (6 posts). | 145 | A reduction in cleansing staff numbers by 6 posts. Cleansing staff numbers have been reduced in successive years. The proposed reduction in the Housing contribution to the Community Environmental Warden Service will also have an impact on Cleansing. Cleansing schedules will need to be adjusted as part of the wider service review that is currently being undertaken within the Refuse & Cleansing service. | Moderate |
| C25 | Public Protection - Decommission all BT line rental cameras. | 24 | Decommission all 26 Public Open Space CCTV cameras. 2 cameras in Nelson, 3 in Cefn Forest, 2 in Llanbradach, 2 in Senghenydd, 4 in Abertridwr, 1 in Graig-Y-Rhacca, 1 in Oakdale, 6 at Pengam Train Station, 1 in Trinant and 4 in Crescent Rd Car Park Caerphilly. Need to give BT 3 months notice so assume part year 20/21 saving of 10 months with £5k to follow in 21/22. | Moderate |
| C26 | Corporate Property - Reduction in DDA budget. | 30 | A reduction of 50% is proposed. There have been significant investments in recent years to ensure DDA compliance and this reduced budget will be sufficient to address any residual issues moving forward. | Nil |
| C27 | Corporate Property - 7% reduction in building maintenance budgets. | 106 | Whilst Health & Safety and statutory maintenance works will be delivered, some discretionary projects will be subject to delays. | Minor |
| Corporate Services: - | | | | |
| C28 | Corporate Policy - Reduction in Voluntary Sector budget. | 80 | This saving will be achieved through a further reduction in the current Service Level Agreement (SLA) funding allocated to three voluntary sector organisations (Citizen's Advice, GAVO and Groundwork). The total remaining budget available to fund the SLAs will be £129k. | Significant |
| C29 | Corporate Policy - Delete remaining Technical Assistance budget. | 11 | The Technical Assistance budget is currently available to the voluntary and community sector on an application basis to enable obtaining professional and technical reports to support grant applications e.g. surveyors, architects, plans and drawings, CCBC legal fees etc. | Moderate |
| C30 | Corporate Policy - Further reduction in the Well-being budget. | 6 | The well-being budget has supported work in communities to deliver well-being initiatives that promote local economic, environmental, social and cultural well-being e.g. environmental projects, community clean-up projects, projects that support the 50+ partnership and projects to support pollinators (local bee population). A residual budget of £10k will remain. | Moderate |
| C31 | Corporate Policy - Further reduction in publicity and promotion budgets. | 2 | Budget realignment. | Nil |
| Miscellaneous Finance: - | | | | |
| C32 | Miscellaneous Finance - Deletion of Match Funding for Community Schemes budget. | 15 | This will result in the withdrawal of CCBC's contribution to the Bargoed Ice Rink (£12k) and the Senghenydd Splash Pad (£3k) | Minor |
| Sub-Total: - | | 3,703 | | |
| D) #TEAMCAERPHILLY - BETTER TOGETHER | | | | |
| Fees and Charges | | | | |
| Social Services & Housing: - | | | | |
| D01 | Housing - Increase in Housing Revenue Account (HRA) recharges - Minor works of adaptation. | 25 | An increased recharge to the HRA to support the minor works of adaptation work currently managed by Social Services and commissioned to Private Sector Housing. | Nil |
| Communities: - | | | | |
| D02 | Planning - Income from charging for advice. | 6 | This consists of increasing the current charges for non-statutory planning advice and introducing a new charge for discretionary pre-application advice in respect of Conservation/Built Heritage applications to bring them in line with other applications. | Minor |
| D03 | Urban Renewal - Increased staff fee income from project management on grant funded projects. | 2 | Increase in fee income from Urban Renewal project management of externally funded projects, predominantly European Regional Development Fund (ERDF) schemes. | Nil |
| D04 | Tourism - Cwmcarn Visitor Centre - Additional income. | 10 | Additional income arising from a number of investments that have developed on site aimed at attracting more visitors. Recent investments include the installation of an adventure park aimed at family audiences and 6 new accommodation units that provide a greater yield per pitch compared to the camping pitches they have replaced. | Nil |
| D05 | Tourism - Caerphilly Visitor Centre - Additional catering income. | 5 | As a consequence of an investment in new furniture at the site the number of café 'covers' have increased and a more appealing café offer has been created. | Nil |
| D06 | Tourism - Blackwood Miners Institute - Additional income. | 5 | A focus on secondary spend through the provision of a mobile bar and confectionery unit aims to improve sales to customers by taking items into the auditorium during shows. | Nil |

| | | | | |
|------------------------------|---|--------------|---|----------|
| D07 | Tourism - Marketing and Events - Additional income from review of Pitch Fees. | 12 | Further income generation can be achieved through an increase in pitch fees and sponsorship where there is commercial demand for the more popular events. | Nil |
| D08 | Waste - Increase charges for bulky collections (from £16 to £25 for 1 to 3 items). | 25 | A new charging policy for all bulky items (with no items being collected free of charge) was introduced in 2019/20 based on charging £16 for 1-3 items. Proposed increase to £25 for 1-3 items would generate £38k extra income at budgeted levels, but assume £25k for prudent budgeting purposes. | Minor |
| D09 | Public Protection - Review Pest Control Fees and Charges and introduce a charge for rat treatments. | 20 | Introduce a revised schedule of pest control fees and charges to ensure consistency for the various services offered. | Moderate |
| D10 | Corporate Property - Ty Duffryn rental income. | 69 | Phased increase in rental income from tenant. | Nil |
| D11 | Corporate Property - Penmaen House rental income. | 31 | Rental income from new tenant who occupied the premises from June 2019. | |
| Corporate Services: - | | | | |
| D12 | Meals Direct - Increase price of meals by 25p from April 2020. | 5 | Increase from £3.30 to £3.55 | Minor |
| D13 | Catering - Increase price of primary school meals by 10p from April 2020. | 28 | Increase from £2.10 to £2.20 | Minor |
| D14 | Catering - Increase price of secondary school meals by 10p from April 2020. | 54 | Increase £2.35 to £2.45 | Minor |
| D15 | Catering - Increased income in Secondary Schools (budget realignment). | 12 | Budget realignment. | Nil |
| D16 | Catering - Increase price of meals in the staff canteen by 3%. | 6 | | Nil |
| D17 | Building Cleaning - Increase in income. | 12 | Budget realignment. | Nil |
| D18 | Building Cleaning - Increase income from window cleaning. | 4 | Combination of new marketing strategy and price increases. | Nil |
| D19 | Building Cleaning - Increase charges for Portable Appliance Testing. | 3 | Impact on internal customers - an extra 2p an item. | Nil |
| D20 | Building Cleaning - Increase in charges for Trinity Fields. | 14 | Previously undercharged. | Nil |
| D21 | Building Cleaning - New contract with Morrison Utilities | 5 | | Nil |
| D22 | Procurement - Income generation through collaboration. | 10 | A number of collaborative opportunities are being explored that will generate income for the Procurement Team. | Nil |
| D23 | Catering - Introduce a charge for providing current free provisions to meeting rooms i.e. water. | 3 | | Nil |
| D24 | Corporate Services - Digital Services - Efficiency savings through process reviews and automation. | 200 | £600k has been invested in the Abavus and Thoughtonomy software products. Payback is assumed over a period of three years through savings arising from an ongoing process of system reviews and automation to digitise routine procedures. | Nil |
| D25 | Review of Investment Strategy | 718 | It is proposed to redirect £20m of our current investments into long-term investment funds. This would be split across various funds in order to smooth out any volatility that can be associated with such investments. The funds that are to be considered are a property fund; an equity fund and a bond fund. The £20m investment will be locked in for a minimum of 3-5 years but there would be a significant improvement on returns. We will only invest in funds that have been screened by our Treasury Advisors, Arlingclose. | Nil |
| Sub-Total: - | | 1,284 | | |
| E) OTHER | | | | |
| E1 | Miscellaneous Finance - Temporary reduction in Debt Charges budget. | 500 | This temporary reduction was applied in 2019/20 and can also be repeated temporarily for 2020/21. This is due to approved borrowing not being required at present through the use of short-term cash balances. | Nil |
| E2 | Miscellaneous Finance - 2019/20 savings in advance. | 475 | These are savings in advance that were achieved for 2019/20 that can now be released to support the budget moving forward. | |
| Sub-Total: - | | 975 | | |
| TOTAL: - | | 8,485 | | |

Updated Medium-Term Financial Plan (MTFP) 2020/21 to 2024/25

| Description | 2020/21 £000s | 2021/22 £000s | 2022/23 £000s | 2023/24 £000s | 2024/25 £000s |
|---|------------------|------------------|------------------|------------------|------------------|
| Welsh Government Funding: - | | | | | |
| Aggregate External Finance (AEF) - Assumes cash flat each year | 0 | 0 | 0 | 0 | 0 |
| Assumed full-year funding for increase in Teachers pension costs | 4,173 | 0 | 0 | 0 | 0 |
| Total Welsh Government Funding available | 4,173 | 0 | 0 | 0 | 0 |
| Council Tax (6.95% then 4.52% each year) | 5,023 | 3,304 | 3,454 | 3,610 | 3,773 |
| Total Funding to Support Budget | 9,196 | 3,304 | 3,454 | 3,610 | 3,773 |
| Schools Cost Pressures: - | | | | | |
| Teachers Pay (2.75% then 2% each year) | 2,064 | 1,586 | 1,618 | 1,650 | 1,683 |
| Living Wage | 16 | 16 | 16 | 16 | 16 |
| Teachers Employer's Pension Contributions at 7.12% | 2,288 | 0 | 0 | 0 | 0 |
| APT&C Pay at 2% | 261 | 269 | 277 | 285 | 293 |
| APT&C Employer's Pension Contributions at 1% | 133 | 137 | 141 | 145 | 149 |
| Non-Pay Inflation at 1.7% | 337 | 343 | 349 | 355 | 362 |
| Schools Service Pressures | 505 | 437 | 455 | 318 | (3) |
| Trinity Fields Transport Costs | 44 | 32 | 0 | 0 | 0 |
| Total Schools Cost Pressures | 5,648 | 2,820 | 2,856 | 2,769 | 2,500 |
| General Fund Services Inflationary Cost Pressures: - | | | | | |
| Pay @ 2% | 2,467 | 2,523 | 2,574 | 2,625 | 2,678 |
| Living Wage | 49 | 49 | 49 | 49 | 49 |
| Employer Pension Contributions at 1% (APT&C staff) | 894 | 903 | 912 | 921 | 930 |
| Non-Pay Inflation at 1.7% | 2,169 | 2,319 | 2,414 | 2,514 | 2,618 |
| Non-Pay Inflation (Fees and Charges) at 1.7% | (264) | (268) | (273) | (278) | (282) |
| Total General Fund Services Inflationary Cost Pressures | 5,315 | 5,526 | 5,676 | 5,831 | 5,993 |
| General Fund Inescapable Service Pressures: - | | | | | |
| Council Tax Reduction Scheme (CTRS) additional liability at 6.95% | 1,025 | 713 | 745 | 779 | 814 |
| Social Services Cost Pressures | 800 | 750 | 750 | 750 | 750 |
| Education and Lifelong Learning Cost Pressures Contingency | 726 | 0 | 0 | 0 | 0 |
| City Deal (Partnership Revenue Contribution) | 2 | 2 | 2 | 2 | 2 |
| City Deal (Debt Charges) | 44 | 89 | 122 | 171 | 218 |
| PFI Review | 849 | 0 | 0 | 0 | 0 |
| Total General Fund Inescapable Service Pressures | 3,446 | 1,554 | 1,619 | 1,702 | 1,784 |
| Reinstatement of 2019/20 Temporary Budget Reductions | 3,272 | - | - | - | - |
| Reinstatement of 2020/21 Temporary Budget Reductions | - | 500 | - | - | - |
| ANNUAL SHORTFALL | 8,485 | 7,096 | 6,697 | 6,692 | 6,504 |
| CUMULATIVE SHORTFALL | 8,485 | 15,581 | 22,278 | 28,970 | 35,474 |

Gadewir y dudalen hon yn wag yn fwriadol



SPECIAL EDUCATION FOR LIFE SCRUTINY COMMITTEE – 9TH DECEMBER 2019

**SUBJECT: MEDIUM TERM FINANCIAL PLAN – SAVINGS PROPOSALS FOR
2020/21**

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION & CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To provide Members with details of the Directorates 2020/21 savings proposals required to support the Authority's Medium Term Financial Plan (MTFP).

2. SUMMARY

- 2.1 The report provides details of savings proposals for 2020/21 relating to Education, Lifelong Learning and Schools only. These draft proposals were presented to Cabinet on 13th November 2019, allowing for a period of consultation prior to a final decision by Council on 20th February 2020.

3. RECOMMENDATIONS

- 3.1 Members of the Scrutiny Committee are asked to consider and comment on the range of savings proposals as outlined in this report.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that the views of Scrutiny Committee are considered prior to the savings proposals being presented to Cabinet on 12th February 2020 and then Council on 20th February 2020.

5. THE REPORT

- 5.1 The Directorates savings proposals for 2020/21, which includes schools, total £2.716m. A full listing of the proposals is included in Appendix 1. The savings proposals have been summarised into "themes", as detailed in the Cabinet report 13th November 2019:

| Description | 2020/21 Proposed Savings £m |
|--------------------------------|-----------------------------------|
| Being More Efficient | 0.471 |
| Doing Things Differently | 0.112 |
| Service Reductions / Cuts | 2.133 |
| Total Savings Proposals | 2.716 |

5.2 These savings proposals have been further classified (as per Cabinet Report 13th November 2019) with regards to **direct impact** on the public.

| Description | £'000 |
|--|--------------|
| Savings with no direct public impact | 476 |
| Minor Impact | |
| • Specialist Teacher – Vacant Post | 33 |
| • Library Service – Delete 2 Community Librarian Posts | 80 |
| • 2% Reduction Former KS2 Funding | 30 |
| • 2% Reduction Addn Secondary Funding | 22 |
| Moderate Impact | |
| • 2% Reduction School Budgets (ISB) | 2,060 |
| • Youth Service Grant Top Ups | 15 |
| Total Savings Proposals | 2,716 |

5.3 The proposed savings of £2.716m include savings proposals of £476k that are not expected to impact on the public, as in previous years these proposals have been consolidated into a single line (nil public impact proposals – are listed in Appendix 2). [Medium Term Financial Plan Saving Proposal Templates are included where required for proposals in appendices 3 to 15].

5.4 Proposals that will have a Public Impact

5.4.1 The remaining savings proposals of £2.240m have been assessed as impacting on the public, although to varying degrees. The remainder of the report focuses on these proposals.

5.4.2 Specialist Teacher Team – Non replacement of Vacant Post - £33k (Public Impact: Minor) [Refn. A09]

The Specialist Teacher Team work with schools supporting children with specific difficulties. For those children / young people with the most complex needs and with a Statement of Special educational need (legal document), there are no consequences with regards to this aspect of support relating to this proposal. The provision of support would only be changed following a Statement Review.

This post saving was achieved as part of the Authority's corporate workforce remodelling exercise (in March 2019). This vacancy provides an opportunity to generate a saving and reduce the potential for a compulsory redundancy in the future. Current service delivery will be unaffected by the proposal as the post has been vacant for some time. Further details included in appendix 15.

5.4.3 Library Service – Community Librarian Posts reduced from 6 to 4 - £80k (Public Impact: Minor) [Refn. B01]

This proposal forms part of the remodelling of the Authority's Library Service, whilst maintaining provision across the Boroughs 18 static library sites. The proposal would see the removal of 2 Community Librarian posts, from a cohort of 6 full time officers.

The remaining 4 officers will cover the Boroughs 18 sites including the work formerly undertaken by the 2 officers that would be released. This will continue to ensure the local delivery of professional services.

No officer is at risk of redundancy as part of this proposal, as those affected can be accommodated within the Library Service (details included in appendices 10 & 16).

5.4.4 Schools (Primary) – 2% Reduction in the former Key Stage 2 funding - £30k (Public Impact: Minor) [Refn. C02]

In 2019/20 the budget for "Key Stage 2", formerly a grant from Welsh Government, is £1.4m. This funding provides additional financial support to the Authority's primary schools, the funding is pupil led to support class sizes of 30 pupils or less in key stage 2 (junior) phase of learning. The funding goes directly to our schools with key stage 2 provision. In 2019/20 the level of funding ranged from £7k for one of our smaller schools to £57k for our largest school. This 2% reduction will impact all schools but to varying degrees based on pupil numbers. (Further details included in appendices 14 and 19).

5.4.5 Schools (Secondary) – 2% Reduction in the Additional Secondary funding - £22k (Public Impact: Minor) [Refn. C03]

In 2019/20 the budget for "Secondary Additional Funding" is circa £1.1m, this is distributed on a formula basis to all secondary schools. The significant drivers for distribution of this funding are pupil numbers and free school meals. This budget was introduced a number of years ago to support our secondary schools and to assist with regards to reducing the number of redundancies [Secondary Schools fund 60% of any redundancy costs]. In 2019/20 the level of formula led funding ranged from £57k in one of our secondary schools to £167k in another. (Further details included in appendices 13 and 19).

5.4.6 Schools - £2,060k (Public Impact: Moderate) [Refn. C01]

The 2% savings target of £2.060m for schools is against the 2019/20 Individual Schools Budget (ISB) allocation of £103m. Schools account for approximately 30% of the Authority's budgetary spend, consequently this savings proposal does provide a level of protection to schools. This 2% reduction is in-line with scenarios that Finance Officers have been working on with schools over the current financial year (assumptions based on the 5 year MTFP projected savings requirements reported to Council in February 2019).

The proposals in the Budget Report 2020/21 include budgetary growth for schools with regards to costs pressures relating to Teachers / APT&C pay and superannuation costs, non pay inflationary pressures and specific school pressures of circa £5.6m. Consequently the net position on the Individual Schools Budget (ISB) is additional funding of circa £3.5m. The position remains a real terms budget reduction for our schools.

Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £2.060m. How schools deal with this pressure will vary from school to school. School budgets are typically 80% staff related, hence it is expected that there will be a reduction in staff numbers in schools.

Since schools are responsible for setting their individual budget, the impact will vary from school to school. The Authority has established processes in place to support schools and any issues would be picked up as part of normal process. (Further details included in appendices 12 and 18).

5.4.7 Youth Service – Withdrawal of “grant top up” - £15k (Public Impact: Moderate) [Refn. C04]

This proposal would see the cessation of what has been an annual contribution from the Youth Services core budget to “shore up” delivery gaps linked to external grant orientated elements of the youth service. The “top up” support has not been eligible for funding from the grant.

The loss of this resource capacity will restrict opportunities for the timely engagement with up to 45 of our most vulnerable young people. This “top up” supports more timely preventative work following a referral, aiming to reduce the potential of an escalation in need. (Further details included in appendices 11 & 17).

6. ASSUMPTIONS

- 6.1 These draft savings proposals for Education, Lifelong Learning & Schools form part of the Authority’s draft budget proposals for 2020/21. These draft proposals were presented to Cabinet on 13th November 2019; all assumptions are detailed within the Cabinet Report.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 The report identifies how the Directorate intends using the allocated resources to ensure that key strategies are achieved.
- 7.2 Effective financial planning and financial controls contribute to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015. In particular as follows:

A healthier Wales, supporting vulnerable learners can improve their well-being and educational achievement.

A more equal Wales, a society that enables people to fulfil their potential no matter what their background is; and

A Wales of cohesive communities, improving quality of life with attractive, viable, safe and well connected communities.

8. WELL-BEING OF FUTURE GENERATIONS

- 8.1 Effective financial management is a key element in ensuring that the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 are met.

9. EQUALITIES IMPLICATIONS

- 9.1 Equality Impact Screenings have been undertaken for all the draft 2020/21 savings proposals and Equality Impact Assessments (EIA's) have been completed where required. This is to ensure that decisions that affect different individuals and groups with protected characteristics are assessed at an appropriate and relevant level and at the correct stage in the process. Completed EIA's are available on the Councils website and for this Directorates proposals detailed in the appendices attached.

10. FINANCIAL IMPLICATIONS

- 10.1 As detailed throughout the report.

11. PERSONNEL IMPLICATIONS

- 11.1 Where staff reductions are required as a consequence of savings proposals the Council will firstly try to achieve this through "natural wastage" and not filling vacancies. However where this is not possible the Council will utilise agreed HR policies and compulsory redundancies will only be considered when all other options have been fully exhausted.
- 11.2 The Trade Unions will be fully consulted on the 2020/21 draft budget proposals.

12. CONSULTATIONS

- 12.1 This report to Scrutiny forms part of the Authority's consultation process.
- 12.2 The Education Senior Management Team (SMT) have met with a small group of representative Heads to discuss in detail the Directorates financial position and the draft savings proposals for 2020/21.
- 12.3 The Corporate Director for Education & Corporate Service and Chief Education Officer have met with Secondary Heads in November 2019 to discuss the schools savings target.
- 12.4 Details of the Directorates draft budget savings proposals 2020/21 have been shared with Headteachers in the November 2019 Regional meetings.
- 12.5 The Authority's wider budget consultation is running from 18th November 2019 to 13th January 2020, as detailed in the draft budget report to Cabinet 13th November 2019.

13. STATUTORY POWER

- 13.1 Local Government Act 1972.

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Consultees: Richard Edmunds, Corporate Director, Education and Corporate Services
Keri Cole, Chief Education Officer
Sue Richards, Head of Service – Education, Planning & Strategy
Sarah Ellis, Lead for Inclusion & ALN
Sarah Mutch, Early Years Manager
Paul Warren, Strategic Lead for School Improvement
Steve Harris, Interim Head of Business Improvement Services & Section 151
Anwen Cullinane, Senior Policy Officer (Equalities & Welsh Language)
Kath Peters, Corporate Policy Manager

Appendices:

Appendix 1 : Full list of Directorate MTFP Savings Proposals 2020/21
Appendix 2 : List of Nil Public Impact Savings Proposals 2020/21
Appendix 3 : MTFP Template – A01 – Adult Education Vacant Post
Appendix 4 : MTFP Template – A02 / A15/ C05 – Budget Realignments
Appendix 5 : MTFP Template – A03 – Management Support Vacant Post
Appendix 6 : MTFP Template – A06 / A07 / A08 – Music Service Vacant Posts
Appendix 7 : MTFP Template – A11 / A12 / A13 / A14 – Youth Service Vacant Posts
Appendix 8 : MTFP Template – A05 – Education Welfare Service Vacant Post
Appendix 9 : MTFP Template – A17 – Sensory Service – 1% Savings Target
Appendix 10 : MTFP Template – B01 / A04 / A10 / B02 – Library Service Proposals
Appendix 11 : MTFP Template – C04 – Youth Service – “Top Ups”
Appendix 12 : MTFP Template – C01 – 2% ISB Schools
Appendix 13 : MTFP Template – C03 – 2% Secondary Additional Funding
Appendix 14 : MTFP Template – C02 – 2% Key Stage 2 Funding
Appendix 15 : MTFP Template – A09 – Specialist Teacher Team Vacant Post
Appendix 16 : EIA – B01 – Community Librarians
Appendix 17 : EIA – C04 – Youth Service – “Top Ups”
Appendix 18 : EIA – C01 – 2% ISB Schools
Appendix 19 : EIA – C03 – Secondary Additional Funding
Appendix 20 : EIA – C02 – Key Stage 2 Funding

2020/21 Draft Savings Proposals

Appendix 1

| Proposed Saving | | £000's | Comments | Public Impact |
|---------------------------------|---|------------|--|---------------|
| A) Being more efficient | | | | |
| A01 | Education & Lifelong Learning - Adult Education - Delete Vacant Manager's post. | 42 | Service review & restructure. | Nil |
| A02 | Education & Lifelong Learning - 14-19 Initiative Transport Costs - Budget realignment. | 25 | Proposal based on recent spend profile. | Nil |
| A03 | Education & Lifelong Learning - Support Services and Resources - Delete Vacant post. | 15 | Service review / vacant post not filled. | Nil |
| A04 | Education & Lifelong Learning - Library Service - Delete Library Manager post. | 50 | Service review & restructure. Displaced postholder now part of the 21st Century Team. | Nil |
| A05 | Education & Lifelong Learning - Education Welfare Service - Restructure of Service. | 28 | Restructure within the Team at the end of March 2019, allowed a review of the structure with a subsequent saving. | Nil |
| A06 | Education & Lifelong Learning - Music Service - Curriculum Leader - Vacant post. | 59 | Vacant post not filled following review. | Nil |
| A07 | Education & Lifelong Learning - Music Service - Delete Music Teacher post but some hours retained. | 26 | Vacant post not filled following review. | Nil |
| A08 | Education & Lifelong Learning - Music Service - Delete Music Teacher post. | 53 | Vacant post not filled following review. | Nil |
| A09 | Education & Lifelong Learning - Specialist Teacher - Delete Vacant post. | 33 | Vacant post not filled following review. | Minor |
| A10 | Education & Lifelong Learning - Library Service - Back office efficiencies & transport related savings. | 18 | Budget realignment based on trend & review. | Nil |
| A11 | Education & Lifelong Learning - 1 Caretaker at Crumlin Institute not replaced. | 11 | Vacant post not filled following review. | Nil |
| A12 | Education & Lifelong Learning - Youth Service - Deletion of Admin. Post. | 21 | Vacant post not filled following review. | Nil |
| A13 | Education & Lifelong Learning - Youth Service - Duty Officer/Caretaker post not replaced when the postholder left in the Autumn. | 25 | Vacant post not filled following review. | Nil |
| A14 | Education & Lifelong Learning - Youth Service - Deletion of Part-time Grade 10 vacant post. | 28 | Vacant post not filled following review. | Nil |
| A15 | Education & Lifelong Learning - Early Years Team | 15 | Savings identified following a general spend review. No impact on staff. | Nil |
| A16 | Education & Lifelong Learning - 1.5% reduction EAS Main Contract. | 15 | As advised by EAS (Education Achievement Service). | Nil |
| A17 | Education & Lifelong Learning - Gwent Sensory & Communication Support Unit (SENCOM) - 1% reduction | 7 | Savings target for Sensory Service - hosted by Torfaen BC - for 5 LA's. [£7k relates to CCBC saving only]. | Nil |
| Sub-Total: - | | 471 | | |
| Doing things differently | | | | |
| B01 | Education & Lifelong Learning - Library Service - Deletion of 2 Community Librarian posts (Grade 8) | 80 | 6 Community Librarians reduced to 4, with each taking a share of the sites (currently split 6 ways). Not anticipated that compulsory redundancies will be required as alternative roles within a two grade level will become available following recent expressions of interest by staff (Council Workforce development initiative). | Minor |
| B02 | Education & Lifelong Learning - Library Service - Workforce Remodelling - Additional saving linked to the MTFP savings proposal of £50k in 2019/20. | 32 | Workforce re-modelling - full year effect - part of 2019/20 savings proposals. | 2019/20 Nil |
| Sub-Total: - | | 112 | | |
| Service reductions/cuts | | | | |
| C01 | Education & Lifelong Learning - 2% reduction in Individual Schools Budget. | 2,060 | The Individual Schools Budget (ISB) of £103m equates to circa 30% of the Authority's total net budget. We are currently working with schools to monitor the potential impact of a 2% reduction and early projections indicate that posts will need to be reduced in circa 20 to 25 Schools. | Moderate |
| C02 | Education & Lifelong Learning - 2% reduction in Former Key Stage 2 Grant | 30 | Budget in 2019/20 is £1.5m. Impact across Primary Foundation Phase. | Minor |
| C03 | Education & Lifelong Learning - 2% reduction in Secondary Additional Funding | 22 | Budget in 2019/20 is £1.08m. Impact across Secondary Schools. | Minor |
| C04 | Education & Lifelong Learning - Youth Service - Reduction in top up to grant funded projects. | 15 | Funds sessional staff hours, vehicle, venue hire and other youth work delivery costs. Supports engagement in a timely manner with approximately 45 of the most vulnerable young people. Budget reduction may result in greater demand on other teams within the Youth Service. | Moderate |
| C05 | Education & Lifelong Learning - Youth Service - Withdrawal of service from Bedwas High School. | 6 | Premise related saving. Service will be provided from an alternative venue at a reduced cost. | Nil |

2020/21 Draft Savings Proposals

Appendix 1

| Proposed Saving | £000's | Comments | Public Impact |
|------------------------|---------------|-----------------|----------------------|
| Sub-Total: - | 2,133 | | |
| | | | |
| TOTAL: - | 2,716 | | |

2020/21 Draft Savings Proposals

Appendix 2

| | Proposed Saving | £000's | Comments | Public Impact |
|-----|---|---------------|--|----------------------|
| A01 | Education & Lifelong Learning - Adult Education - Delete Vacant Manager's post. | 42 | Service review & restructure. No impact on direct service delivery. | Nil |
| A02 | Education & Lifelong Learning - 14-19 Initiative Transport Costs - Budget realignment. | 25 | Proposal based on recent underspends against budget. This is a budget realignment - no impact on delivery & support. | Nil |
| A03 | Education & Lifelong Learning - Support Services and Resources - Delete Vacant post. | 15 | Service review supports the loss of this vacant post, avoids a potential redundancy in the future. | Nil |
| A04 | Education & Lifelong Learning - Library Service - Delete Library Manager post. | 50 | Service review & restructure. Displaced postholder now part of the 21st Century Team. | Nil |
| A05 | Education & Lifelong Learning - Education Welfare Service - Restructure of Service. | 28 | Restructure within the Team at the end of March 2019 supported an MTFP saving within the Team. | Nil |
| A06 | Education & Lifelong Learning - Music Service - Curriculum Leader - Vacant post. | 59 | Vacant post not filled following review. No impact on direct music delivery. | Nil |
| A07 | Education & Lifelong Learning - Music Service - Delete Music Teacher post but some hours retained. | 26 | This saving is a "part" saving against a currently vacant post. Some hours have been retained from the vacancy as these relate to direct music delivery. | Nil |
| A08 | Education & Lifelong Learning - Music Service - Delete Music Teacher post. | 53 | Vacant post not filled following review. No impact on direct music delivery. | Nil |
| A10 | Education & Lifelong Learning - Library Service - Back office efficiencies & transport related savings. | 18 | Budget realignment based on trend & review. Library Service budget in 2019/20 is £2.5m. | Nil |
| A11 | Education & Lifelong Learning - 1 Caretaker at Crumlin Institute not replaced. | 11 | Vacant post not filled following review. Role & responsibilities covered in a different way. No impact on direct delivery to public. | Nil |
| A12 | Education & Lifelong Learning - Youth Service - Deletion of Admin. Post. | 21 | Vacant post not filled following review. Role & responsibilities covered in a different way. No impact on direct delivery to public. | Nil |
| A13 | Education & Lifelong Learning - Youth Service - Duty Officer/Caretaker post not replaced when the postholder left in the Autumn. | 25 | Vacant post not filled following review. Role & responsibilities covered in a different way. No impact on direct delivery to public. | Nil |
| A14 | Education & Lifelong Learning - Youth Service - Deletion of Part-time Grade 10 vacant post. | 28 | Vacant post not filled following review. Role & responsibilities covered in a different way. No impact on direct delivery to public. | Nil |
| A15 | Education & Lifelong Learning - Early Years Team | 15 | Savings identified following a general spend review. No impact on staff. | Nil |
| A16 | Education & Lifelong Learning - 1.5% reduction EAS Main Contract. | 15 | Savings target as advised by EAS (Education Achievement Service). Budget provision in 2019/20 is circa £1m. | Nil |
| A17 | Education & Lifelong Learning - Gwent Sensory & Communication Support Unit (SENCOM) - 1% reduction | 7 | Savings target for Sensory Service - hosted by Torfaen BC - for 5 LA's. [£7k relates to CCBC saving only]. Budget provision in 2019/20 is circa £710k. | Nil |
| B02 | Education & Lifelong Learning - Library Service - Workforce Remodelling - Additional saving linked to the MTFP savings proposal of £50k in 2019/20. | 32 | Workforce re-modelling - full year effect - part of 2019/20 savings proposals. | 2019/20 Nil |

2020/21 Draft Savings Proposals

Appendix 2

| Proposed Saving | £000's | Comments | Public Impact |
|---|---------------|---|----------------------|
| C05 Education & Lifelong Learning - Youth Service - Withdrawal of service from Bedwas High School. | 6 | Premise related saving. Service will be provided from an alternative venue at a reduced cost. | Nil |
| TOTAL NIL PUBLIC IMPACT | 476 | | |

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

| | |
|--------------|--|
| DIRECTORATE: | Education, Lifelong Learning & Schools |
|--------------|--|

| | |
|---------------|----------------|
| SERVICE AREA: | Adult Services |
|---------------|----------------|

1. GENERAL INFORMATION

| | |
|------------------|---|
| SAVING PROPOSAL: | <p>Delete 1 vacant Managers post within Adult Services - £42K [A01]</p> <p>This post has been vacant since the end of September 2019 and is part of workforce remodelling. Business case supported the loss of this post. The duties of this post have been addressed within the service area. There is no impact on direct adult delivery to the public.</p> |
|------------------|---|

| | |
|--------------|----------------|
| BUDGET AREA: | Adult Services |
|--------------|----------------|

| | | | |
|-----------------------------|-------|--|-------|
| TOTAL BUDGET FOR THIS AREA: | £101k | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 41.6% |
|-----------------------------|-------|--|-------|

| | |
|---------------|------|
| TOTAL SAVING: | £42k |
|---------------|------|

| |
|---|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| <p>Business Case – supported loss of this post. Post vacant since end of September 2019.</p> <p>Provision for Adult Services delivery is predominantly funded through Welsh Government Grant and Franchise Agreements with the 2 Colleges in the area. The net budget (£101k) is a contribution from the Local Authority to support this service area. Adult delivery within the area is not impacted by this savings proposal.</p> |

2. PUBLIC IMPACT ANALYSIS

| |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC: |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i> . RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA. |
| <p>Long-term guidance: <i>Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</i></p> |

Prevention guidance: Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.

| | | |
|--|-----|----|
| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | | √ |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL. SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED.

CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *INVOLVEMENT*.

Involvement guidance: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.

This proposal will be consulted upon as part of the public engagement on the 2020/21 Medium Term Financial Plan.

| | | |
|---|-----|----|
| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | √ | |

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
| √ | | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:

No impact

| |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF: |
| No impact |

| | |
|--|---|
| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | 12.22 FTE estimated as tutors engaged based on course / delivery requirements |
|--|---|

| | |
|---|--|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | |
|---|--|

| | |
|---|---|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | 1 |
|---|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|---|------------------------|
| POST(S) ALREADY VACANT: | 1 |
| VOLUNTARY SEVERANCE: | |
| RETIREMENT: | |
| REDEPLOYMENT: | |
| REDUNDANCY: | |

| | |
|---|---|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | Posts are already vacant. In year savings achieved in part during 2019/20 financial year. |
|---|---|

| | | |
|---|------------|-------------------------------------|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | | <input checked="" type="checkbox"/> |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | <input checked="" type="checkbox"/> |

| |
|---|
| IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR INTEGRATION. DESCRIBE BELOW: |
| <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT |
| Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives. |
| |

| |
|---|
| <p>HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION.</p> <p>IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i>.</p> <p>Collaboration guidance: <i>Acting in collaboration with any other service or partner to meet objectives.</i></p> |
|---|

| | | | | |
|---|-----------------|--------------------|-----------------------|--------------------|
| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| ✓ | | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

| DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE. | | |
|---|---|--------------------------|
| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Objective 1 Improve Education Opportunities for All | No Impact |
| STATUTORY DUTIES | | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | | |

4. RISK(S) AND SENSITIVITIES

| | | |
|--|-----|----|
| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
| | | ✓ |
| IF YES, PLEASE SPECIFY BELOW: | | |
| PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| | | |

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES.

5. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

HEAD OF SERVICE: Sue Richards

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

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|--------------|--|
| DIRECTORATE: | Education, Lifelong Learning & Schools |
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|---------------|--|
| SERVICE AREA: | Across Directorate – Budget Realignments |
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1. GENERAL INFORMATION

| | |
|------------------|--|
| SAVING PROPOSAL: | <ul style="list-style-type: none"> • Youth Service – Premises - £6k [C05] • Early Years - £15k [A15] • Transport (14-19) - £25k [A02] |
|------------------|--|

| | |
|--------------|--------------------|
| BUDGET AREA: | Across Directorate |
|--------------|--------------------|

| | | | |
|-----------------------------|-----|--|-----|
| TOTAL BUDGET FOR THIS AREA: | N/A | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | N/A |
|-----------------------------|-----|--|-----|

| | |
|---------------|-----|
| TOTAL SAVING: | N/A |
|---------------|-----|

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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| <p>Youth Service – saving of £6k linked to re-locating to a different location for service delivery. No impact on direct delivery.</p> <p>Early Years (£15k) – budget realignment based on a review of non-staff related spend.</p> <p>Transport 14-19 (£25k) – budget realigned based on spend over recent years.</p> |

2. PUBLIC IMPACT ANALYSIS

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|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC: |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i> . RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA. |
| <p>Long-term guidance: <i>Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</i></p> <p>Prevention guidance: <i>Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.</i></p> |

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|---|-----|----|
| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | | √ |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL . SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

| | | |
|---|-----|----|
| PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED. | | |
| CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>INVOLVEMENT</i> . | | |
| Involvement guidance: <i>Consider whether you have involved people who have an interest in the service area, including service users and potential service users.</i> | | |
| The proposal will form part of the wider public consultation on the 2020/21 Medium Term Financial Plan. | | |
| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | √ | |

| | | | | |
|---|--------------|-----------------|--------------------|-----------------|
| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| √ | | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

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|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION: |
| No impact |

| |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF: |
| No impact |

| | |
|--|---|
| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | 0 |
|--|---|

| | |
|---|---|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | 0 |
|---|---|

| | |
|---|---|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | 0 |
|---|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS ? |
|--|-------------------------|
| POST(S) ALREADY VACANT: | 0 |
| VOLUNTARY SEVERANCE: | 0 |
| RETIREMENT: | 0 |
| REDEPLOYMENT: | 0 |
| REDUNDANCY: | 0 |

| | |
|--|----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | NA |
|--|----|

| | | |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | | ✓ |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | ✓ |

| |
|---|
| <p>IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR <i>INTEGRATION</i>. DESCRIBE BELOW:</p> <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT <p>Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.</p> |
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| |
|--|
| <p>HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION.</p> <p>IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i>.</p> |
|--|

Collaboration guidance: *Acting in collaboration with any other service or partner to meet objectives.*

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
| √ | | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING?
IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE.

| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
|--|---|--------------------------|
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Objective 1 Improve Education Opportunities for All | No impact |
| STATUTORY DUTIES | | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | | |

4. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
| | | √ |
| IF YES, PLEASE SPECIFY BELOW: PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| NA | | |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED? NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES. | | |

| |
|----|
| NA |
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5. OTHER RELEVANT INFORMATION

| |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| None |

HEAD OF SERVICE: Keri Cole

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

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| DIRECTORATE: | Education, Lifelong Learning & Schools |
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|---------------|-------------------------------|
| SERVICE AREA: | Management & Support Services |
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1. GENERAL INFORMATION

| | |
|------------------|--|
| SAVING PROPOSAL: | <p>Delete 1 vacant part time Administrative post - £15K [A03]</p> <p>This post has been vacant since the end of December 2018 and is part of workforce remodelling. The duties of this post have been addressed within the service area.</p> |
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|--------------|------------------------------------|
| BUDGET AREA: | Management & Support Service Costs |
|--------------|------------------------------------|

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|-----------------------------|---------|--|------|
| TOTAL BUDGET FOR THIS AREA: | £1.068m | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 1.4% |
|-----------------------------|---------|--|------|

| | |
|---------------|------|
| TOTAL SAVING: | £15k |
|---------------|------|

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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| Post vacant. |

2. PUBLIC IMPACT ANALYSIS

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| <p>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC:</p> <p>CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i>. RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA.</p> |
| <p>Long-term guidance: <i>Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</i></p> <p>Prevention guidance: <i>Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.</i></p> |

| | | |
|--|-----|----|
| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | | √ |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL. SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

| | | |
|---|-----|----|
| PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED. | | |
| CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>INVOLVEMENT</i> . | | |
| Involvement guidance: <i>Consider whether you have involved people who have an interest in the service area, including service users and potential service users.</i> | | |
| The proposal will be part of the wider public engagement on the 2020/21 Medium Term Financial Plan | | |
| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | √ | |

| | | | | |
|---|--------------|-----------------|--------------------|-----------------|
| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| √ | | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

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|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION: |
| No impact |

| |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF: |
| No impact |

| | |
|---|--|
| NUMBER OF FULL-TIME EQUIVALENT (FTE) | |
|---|--|

| | | |
|---|---|----|
| STAFF IN BUDGET AREA AFFECTED: | | |
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | | |
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | 1 | |
| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS ? | |
| POST(S) ALREADY VACANT: | 1 | |
| VOLUNTARY SEVERANCE: | | |
| RETIREMENT: | | |
| REDEPLOYMENT: | | |
| REDUNDANCY: | | |
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | Post is already vacant. In year savings achieved in 2019/20 financial year. | |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | | ✓ |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | ✓ |
| IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR <i>INTEGRATION</i> . DESCRIBE BELOW: | | |
| <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT | | |
| Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives. | | |
| HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION. | | |
| IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i> . | | |
| Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives. | | |

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| |
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| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
|---|--------------|-----------------|--------------------|-----------------|
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| √ | | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

| DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE. | | |
|---|--|--------------------------|
| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Objective 1- Improve Education Opportunities for All | No impact |
| STATUTORY DUTIES | | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | | |

4. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
| | | √ |
| IF YES, PLEASE SPECIFY BELOW: PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED? NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES. | | |

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5. OTHER RELEVANT INFORMATION

| |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| None |

HEAD OF SERVICE: Sue Richards

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

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| DIRECTORATE: | Education, Lifelong Learning & Schools |
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|---------------|---------------|
| SERVICE AREA: | Music Service |
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1. GENERAL INFORMATION

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|------------------|---|
| SAVING PROPOSAL: | <p>Delete 3 vacant posts within the Music Service. Retain some of the hours from 1 of the teaching posts linked to direct music delivery.</p> <p>1 Post – Curriculum Leader [A06] 2 x Music Teacher Posts [A07 + A08]</p> |
|------------------|---|

| | |
|--------------|---------------|
| BUDGET AREA: | Music Service |
|--------------|---------------|

| | | | |
|-----------------------------|----------|--|-----|
| TOTAL BUDGET FOR THIS AREA: | £511,322 | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 27% |
|-----------------------------|----------|--|-----|

| | |
|---------------|----------|
| TOTAL SAVING: | £138,000 |
|---------------|----------|

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|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| <p>This saving will be achieved through the non replacement of currently vacant posts. Two of these posts have been vacant since March 2019 and one since September 2019. The vacancy at Curriculum Leader level has provided an opportunity for the Strategic Lead for School Improvement to review and redesign the capacity for distributed leadership across the service. Whilst a review of music disciplines within the service (e.g. woodwind, voice etc.) has identified spare capacity through lack of demand from schools in some areas of delivery. Consequently the proposal is to not replace 2 Music Teachers but to retain 10 hours for 35 weeks of a year based on current demand.</p> |

2. PUBLIC IMPACT ANALYSIS

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|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC: |
| <p>CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i>. RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA.</p> |
| <p>Long-term guidance: Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</p> |

Prevention guidance: Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.

| | | |
|---|-----|----|
| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | | √ |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL . SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED.

CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *INVOLVEMENT*.

Involvement guidance: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.

These posts have largely been vacant for sometime, this has not impacted with regards to addressing the demands from schools with regards to music provision.

The proposal will be part of the wider public consultation on the 2020/21 Medium Term Financial Plan

| | | |
|---|-----|----|
| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | √ | |

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
| √ | | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:

| |
|------------|
| No impact. |
|------------|

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|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF: |
| No impact posts already vacant. |

| | |
|--|-------------|
| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | 21.55 FTE's |
|--|-------------|

| | |
|---|----|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | 29 |
|---|----|

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|---|---|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | 3 |
|---|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|---|------------------------|
| POST(S) ALREADY VACANT: | 3 |
| VOLUNTARY SEVERANCE: | |
| RETIREMENT: | |
| REDEPLOYMENT: | |
| REDUNDANCY: | |

| | |
|---|---|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | Posts are already vacant. In year savings achieved in part during 2019/20 financial year. |
|---|---|

| | | |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | | ✓ |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | ✓ |

| |
|---|
| <p>IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR <i>INTEGRATION</i>. DESCRIBE BELOW:</p> <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT <p>Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.</p> |
|---|

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|---|
| HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION. |
| IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i> . |
| Collaboration guidance: <i>Acting in collaboration with any other service or partner to meet objectives.</i> |

| | | | | |
|---|-----------------|--------------------|-----------------------|--------------------|
| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| ✓ | | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

| DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE. | | |
|---|---|--------------------------|
| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Objective 1- Improve Education Opportunities for All | No impact |
| STATUTORY DUTIES | | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | | |

4. RISK(S) AND SENSITIVITIES

| | | |
|---|-----|----|
| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
| | | ✓ |
| IF YES, PLEASE SPECIFY BELOW: | | |
| PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| NA | | |

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| |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED? |
| NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES. |
| NA |

5. OTHER RELEVANT INFORMATION

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|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| |

HEAD OF SERVICE: Keri Cole
DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

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|--------------|--|
| DIRECTORATE: | Education, Lifelong Learning & Schools |
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|---------------|---------------|
| SERVICE AREA: | Youth Service |
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1. GENERAL INFORMATION

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| SAVING PROPOSAL: | <p>Delete 4 vacant posts within the Youth Service.</p> <ul style="list-style-type: none"> • Caretaker Post at Crumlin Institute [A11] • Admin. Post [A12] • Duty Officer / Caretaker Post in Aberbargoed [A13] • Part Time Management Post [A14] <p>Vacancies have arisen through retirement or career development.</p> |
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| BUDGET AREA: | Youth Service |
|--------------|---------------|

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| TOTAL BUDGET FOR THIS AREA: | £1.3m | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 6.5% |
|-----------------------------|-------|--|------|

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| TOTAL SAVING: | £85k |
|---------------|------|

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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| <p>This saving will be achieved through the non replacement of currently vacant posts. Three of the posts have been vacant for sometime (end of January 2019, end of February 2019 and end of April 2019), the most recent vacancy relates to Aberbargoed, this post has been vacant since the middle of September 2019.</p> <p>The vacancies have arisen through either retirement or career progression and have provided an opportunity to review how the duties of the posts are covered. In each case this has created an opportunity to retain the vacancy as part of MTFP savings proposals and avoid a potential redundancy situation in the future.</p> |

2. PUBLIC IMPACT ANALYSIS

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| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC : |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i> . RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA. |
| Long-term guidance: <i>Consider the importance of balancing short-term needs with the need to safeguard the</i> |

ability to meet long-term needs.

No impact on the public with regards to deletion of these posts.

Prevention guidance: *Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.*

N/A

| | | |
|--|-----|----|
| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | | ✓ |

NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE [POLICY PORTAL](#). SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING.

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED.

CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *INVOLVEMENT*.

Involvement guidance: *Consider whether you have involved people who have an interest in the service area, including service users and potential service users.*

These posts have largely been vacant for sometime and the duties are now being covered in a different way.

The proposal will be subject to the wider engagement as part of the 2020/21 Medium Term Financial Plan.

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| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | | ✓ |

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
| ✓ | | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

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|---|---|----|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION: | | |
| The Service has recently been piloting an improved form of provision based on sufficient youth work coverage within the Borough. An overall reduction in Youth Service funding could impact an alternative model of delivery in the future. This is most relevant with regards to the loss of capacity at managerial level. | | |
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF: | | |
| The duties of these vacant posts have been managed elsewhere within the service area and across the Directorate. | | |
| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | 33.5 FTE's including part time youth service. | |
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | | |
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | 4 | |
| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? | |
| POST(S) ALREADY VACANT: | 4 | |
| VOLUNTARY SEVERANCE: | | |
| RETIREMENT: | | |
| REDEPLOYMENT: | | |
| REDUNDANCY: | | |
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | Posts are already vacant. In year savings achieved in part during 2019/20 financial year. | |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | ✓ | |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | ✓ |
| IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR INTEGRATION. DESCRIBE BELOW: | | |

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|--|
| <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT |
| <p>Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.</p> <p>Additional workload within Education Finance Team.</p> |

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| <p>HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION.</p> <p>IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i>.</p> |
| <p>Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives.</p> |

| | | | | |
|---|-----------------|--------------------|-----------------------|--------------------|
| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| √ | | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

| DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE. | | |
|---|--|---|
| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | <p>Related Wellbeing objectives</p> <p>1 – Improve education opportunities for all</p> <ul style="list-style-type: none"> I. Raise standards of attainment II. Reduce the impact of poverty on attainment III. Help those who are not able to follow a traditional attainment path IV. Support learning that enables young and adult employment opportunities V. Improve the learning environment VI. Safeguard all Children and Young people | <p>Should all/multiple current Youth Service MTFP proposals be taken forward, this would prevent suitable restructuring: This would diminish support for those identified in the well-being plan and elsewhere as in need, impacting on overall educational, employment and wellbeing-related outcomes.</p> |

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| | Outcome measure 4 (Education) – Reconfigure the core Youth Service to ensure that young people with the most need are supported to achieve, whether by formal or non-formal means Related other outcome measures relate to NEETs reduction, Safeguarding, improved emotional/mental wellbeing | This could be impacted with Youth Service MTFP proposals. |
| STATUTORY DUTIES | The statutory basis of the Youth service is contained within these documents – <ul style="list-style-type: none"> • Learning and Skills Act • Extending Entitlement | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | National Youth Work Strategy WG Engagement and Progression Framework guidance | The Youth Service’s ability to meet the requirements contained within these documents would be diminished |

4. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
| | √ | |
| IF YES, PLEASE SPECIFY BELOW: PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| If this proposal is taken forward, the service’s ability to meet its statutory requirements would be adversely affected. The Youth Service’s ability to contribute to the Corporate and Directorate objectives in relation to young people would be diminished. | | |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED? NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES. | | |
| Not possible to identify any mitigation. | | |

5. OTHER RELEVANT INFORMATION

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|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| |

HEAD OF SERVICE: Keri Cole

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

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| DIRECTORATE: | Education, Lifelong Learning & Schools |
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|---------------|---------------------------|
| SERVICE AREA: | Education Welfare Service |
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1. GENERAL INFORMATION

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|------------------|---|
| SAVING PROPOSAL: | <p>Delete 1 vacant Managers post within Education Welfare Service - £28K [A05].</p> <p>This post has been vacant since the end of March 2019 and is part of workforce remodelling. Business case supported the loss of this post. The duties of this post have been addressed within the service area as part of a restructure.</p> |
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|--------------|---------------------------|
| BUDGET AREA: | Education Welfare Service |
|--------------|---------------------------|

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|-----------------------------|-------|--|------|
| TOTAL BUDGET FOR THIS AREA: | £369k | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 7.6% |
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| TOTAL SAVING: | £28k |
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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| Business Case – supported loss of this post. Post vacant since end of March 2019. |

2. PUBLIC IMPACT ANALYSIS

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|--|
| <p>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC:</p> <p>CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i>. RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA.</p> |
| <p>Long-term guidance: <i>Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</i></p> <p>Prevention guidance: <i>Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.</i></p> |

| | | |
|--|-----|----|
| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | | √ |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL. SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

| | | |
|---|-----|----|
| PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED. | | |
| CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>INVOLVEMENT</i> . | | |
| Involvement guidance: <i>Consider whether you have involved people who have an interest in the service area, including service users and potential service users.</i> | | |
| The proposal will be consulted upon as part of the wider engagement on the 2020/21 Medium Term Financial Plan. | | |
| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | √ | |

| | | | | |
|---|--------------|-----------------|--------------------|-----------------|
| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| √ | | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

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|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION: |
| No impact. |

| |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF: |
| No impact. |

| | |
|--|------|
| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | 9.45 |
|--|------|

| | |
|---|----|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | 11 |
|---|----|

| | |
|---|---|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | 1 |
|---|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS ? |
|--|-------------------------|
| POST(S) ALREADY VACANT: | 1 |
| VOLUNTARY SEVERANCE: | |
| RETIREMENT: | |
| REDEPLOYMENT: | |
| REDUNDANCY: | |

| | |
|--|---|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | Post is already vacant. In year savings achieved in part during 2019/20 financial year. |
|--|---|

| | | |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | | ✓ |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | ✓ |

| |
|---|
| IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR <i>INTEGRATION</i> . DESCRIBE BELOW: <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT <p>Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.</p> |
|---|

| |
|---|
| HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION. |
| IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i> . |

Collaboration guidance: *Acting in collaboration with any other service or partner to meet objectives.*

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
| √ | | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING?
IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE.

| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
|--|--|--------------------------|
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Objective 1- Improve Education Opportunities for All | No impact |
| STATUTORY DUTIES | | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | | |

4. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
| | | √ |
| IF YES, PLEASE SPECIFY BELOW: PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED? NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES. | | |

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5. OTHER RELEVANT INFORMATION

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|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| None |

HEAD OF SERVICE: Keri Cole

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

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| DIRECTORATE: | Education, Lifelong Learning & Schools |
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|---------------|--------------------------|
| SERVICE AREA: | SENCOM (Sensory Service) |
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1. GENERAL INFORMATION

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|------------------|--|
| SAVING PROPOSAL: | The Sensory Service is hosted by Torfaen CBC. This 1% savings proposal is consistent with discussions at SEWC (South East Wales) Director level. Sensory Support – Hearing & Language and Visually Impaired. [A17] |
|------------------|--|

| | |
|--------------|--------|
| BUDGET AREA: | SENCOM |
|--------------|--------|

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|-----------------------------|-------|--|----|
| TOTAL BUDGET FOR THIS AREA: | £710k | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 1% |
|-----------------------------|-------|--|----|

| | |
|---------------|---|
| TOTAL SAVING: | £7k (relates to CCBC's contribution only) |
|---------------|---|

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|---|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| Discussion at Director level (5 LA's), it is not expected that this proposed 1% reduction will impact on staff or pupils . There is an ongoing review of the service, any changes which may impact on pupils or staff as a result of this review will be subject to separate impact assessments as the arise. |

2. PUBLIC IMPACT ANALYSIS

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| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC: |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i> . RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA. |
| Long-term guidance: <i>Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</i> |
| Prevention guidance: <i>Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.</i> |

| | | |
|---|-----|----|
| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | | √ |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL . SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

| | | |
|---|-----|----|
| PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED. | | |
| CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>INVOLVEMENT</i> . | | |
| Involvement guidance: <i>Consider whether you have involved people who have an interest in the service area, including service users and potential service users.</i> | | |
| This proposal will be consulted upon as part of the 2020/21 Medium Term Financial Plan. | | |
| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | √ | |

| | | | | |
|---|--------------|-----------------|--------------------|-----------------|
| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| √ | | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

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| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION : |
| No impact |

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| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF : |
| No impact |

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| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | Service hosted by Torfaen CBC. |
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| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | |
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|---|--|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | |
|---|--|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS ? |
|--|-------------------------|
| POST(S) ALREADY VACANT: | |
| VOLUNTARY SEVERANCE: | |
| RETIREMENT: | |
| REDEPLOYMENT: | |
| REDUNDANCY: | |

| | |
|--|--|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | |
|--|--|

| | | |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | | √ |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | √ |

IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR *INTEGRATION*. DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.

No specific impact is anticipated.

HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION.

IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *COLLABORATION*.

Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives.

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
| √ | | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

| DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE. | | |
|---|--|--------------------------|
| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Objective 1- Improve Education Opportunities for All | No impact |
| STATUTORY DUTIES | | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | | |

4. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
| | | √ |
| IF YES, PLEASE SPECIFY BELOW: PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED? NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES. | | |
| | | |

5. OTHER RELEVANT INFORMATION

| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
|---|
| N/A |



HEAD OF SERVICE: Keri Cole

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

| | |
|--------------|--|
| DIRECTORATE: | Education, Lifelong Learning & Schools |
|--------------|--|

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|---------------|-----------------|
| SERVICE AREA: | Library Service |
|---------------|-----------------|

1. GENERAL INFORMATION

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|------------------|---|
| SAVING PROPOSAL: | <p>Management and professional tier realignment and down-sizing (withdrawal of three professional posts at Community Librarian and Senior Officer level)</p> <p>Reduction in Library Assistant staffing in small community sites increasing the number of single staffed locations from 6 to 11.</p> <p>Back Office savings in non-essential areas of spend (transport and related administrative elements)</p> |
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| BUDGET AREA: | Public Libraries |
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| TOTAL BUDGET FOR THIS AREA: | £2,496,123 | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 7.2% |
|-----------------------------|------------|--|------|

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| TOTAL SAVING: | £180,000 |
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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| <p>One Grade 10 Senior Manager post with specialist responsibility for Digital and Information Services will be removed from the Library structure. The duties of this post will be subsumed in the Senior Manager – Libraries role.</p> <p>Two Community Librarians from a total cohort of 6 Full Time officers will be withdrawn. The remaining 4 officers will cover the Borough's 18 static Library sites including the areas of work formerly undertaken by the two officers that have been released.</p> <p>The resultant new professional and management structure for the Library Service will be the minimum required to provide the added value support and strategic leadership for the Local Authority's Public Library Service into the future.</p> <p>No officer is at risk of redundancy as part of the proposals outlined above as those affected can be accommodated in alternative posts within the Library Service. The two officers formerly at Community Librarian designation will be offered roles at Senior Library Assistant level (grade 6) with 18 months protected salary.</p> <p>Adoption of single staffing at a further 5 Libraries (Bedwas, Machen, Abertridwr, New Tredegar, and Nelson) all displaced staff can be accommodated on equivalent grades and hours of working in the remaining 7 large town and Hub locations. Present opening hours at the 5 Libraries will be sustained. This is a part year</p> |

effect of a 2019/20 saving.

Minor back office savings will provide the remainder of the projected £180,000 in budgetary saving.

2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC**:

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, *LONG-TERM* IMPLICATIONS FOR FUTURE GENERATIONS AND *PREVENTATIVE SERVICES*. RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA.

Long-term guidance: *Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.*

The reduced professional and management tier proposed by these MTFP savings is the minimum operating model that can support the delivery of rounded Library Services to the communities of the County Borough. The medium to long term needs of the Local Authority with regard to Library access and provision has been carefully considered to determining the minimum staffing levels required and the targeted ambition of the Council to work smarter and in a focused manner.

The five locations moving to single staffed status will maintain their present opening hours and each facility currently supports a self-service kiosk for customer use. Current opening hours and services will be maintained however some areas of provision including the level of community outreach possible will be reduced due to level of staff coverage available.

Prevention guidance: *Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.*

The Borough Library Service plays an important supporting role to the Health priorities of the Council and local Health Board. Each Library hosts specific resources on health matters, dementia care collections, and a wide range of titles in complementary fields including advice guides, healthy eating resources, and lifestyle choices.

| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
|--|-----|----|
| | | √ |

NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE [POLICY PORTAL](#). SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING.

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED.

CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *INVOLVEMENT*.

Involvement guidance: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.

Consultation has taken place with the staff affected by the Medium Term Financial Plan, this includes the respective trade unions. No direct consultation has been undertaken with residents as the proposals outlined impact on back office functions and staff teams that provide added value services to Local Authority's Library network and are not as such classed as front line personnel.

Opening hours at the five proposed single staffed sites will be sustained, as will resources and other provision including WiFi and Internet Terminals.

The five additional Community Libraries moving to single staffed status will retain their present opening hours, range of stock and services though the level of outreach possible will reduce due to the number of officers available to lead on this work will have diminished. Each site already offers customers the choice to self-serve and current loan working assessments will be reviewed to ensure all practical considerations to deliver access safely have been considered.

The proposal will be consulted on as part of the public engagement on the 2020/21 Medium Term Financial Plan

| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
|---|-----|--|
| | | √ (on the basis that opening hours at the five proposed single staffed sites will be sustained, as will resources and other provision including WiFi and Internet Terminals) |

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|--|--|-----------------|--------------------|-----------------|
| √ Other (part year effect of remodelling) | √ Professional staffing reductions only | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:**

See above

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| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF: |
| All employees affected by the savings plan have an alternative location and role within the Library Service as a result of the changes detailed above. |
| The professional tier of staffing within the scope of the changes planned all either have like for like posts to undertake or roles two grades lower and will be on protected salaries for 18 months as a result of the scheme. |
| Library Assistants within the scope of the above reductions can all be accommodated in the 7 larger town and Hub Libraries with no officer at risk of redundancy. |

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| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | 6.25 FTE |
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| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | 78 |
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| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | 12 |
|---|----|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|---|---|
| POST(S) ALREADY VACANT: | Between 2-4 posts, 2 currently formally vacant with another two posts dependent on the choices of post holders to access severance or retirement schemes as initially expressed |
| VOLUNTARY SEVERANCE: | A number yet to be determined or put forward for CMT Business Case approval |
| RETIREMENT: | A number yet to be determined that may require formal approval |
| REDEPLOYMENT: | Majority of 12 posts to be redeployed to current fixed term posts in the 7 main library locations across the County Borough |
| REDUNDANCY: | 0 |

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| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | February 2020 |
|---|---------------|

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| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | | √ |

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| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | √ |
| IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR <i>INTEGRATION</i> . DESCRIBE BELOW: <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT | | |
| Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives. No specific impact is anticipated. | | |

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| HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION. |
| IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i> . |
| Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives. The savings proposed do not have any direct impact on service collaboration or the involvement of partners in serving resident's needs. |

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|---|------------------------------------|-----------------|--------------------|-----------------|
| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| | √ Professional Staff Reductions | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

| DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE. | | |
|---|--|---|
| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Wellbeing Objective 1 - Improve Educational Opportunities for all Wellbeing Objective 2 - Enabling Employment Wellbeing Objective 6 – Support Citizen to remain independent and improve their well-being | The reduced level of professional librarians and increased adoption of single staffed community Library sites will reduced the support each site can offer to residents undertaking informal or formal study and children requiring homework assistance. Public Libraries provide a key support to residents who are finding it challenging to remain in their own homes due to health, social reasons, or age – local |

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| | | community facilities can provide much a needed social contact in addition to information and recreational support. |
| STATUTORY DUTIES | Welsh Government Public Library Standards Framework 2017-2020 1964 Public Libraries and Museums Act | Welsh Public Library Quality Indicator 3 – Support for Individual Development. Impact on the informal support learners can access in their local Libraries from qualified staff with a smaller cohort of personnel. Welsh Public Library Quality Indicator 8 – Library Use. Direct impact on service promotion, ability to stimulate visitor numbers via events, activities, and book loans. Professional staff undertake important promotional work. Welsh Public Library Quality Indicator 13 - Staffing level and Qualifications. Professional staff and total staffing levels that are below the minimum advocated in the Welsh Government Public Library Standards measures. Welsh Public Library Quality Indicator 16 – Opening Hours. Single staffed locations increased from 6 to 11. The risk of unplanned site closures due to staff illness similarly increases. |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | See above | |

4. RISK(S) AND SENSITIVITIES

| | | |
|---|-----|----|
| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
| | | √ |
| IF YES, PLEASE SPECIFY BELOW: PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| Existing Lone working Assessments will be reviewed for each location that has been selected for single staffing. The assessments will ensure that all site modifications required and operating protocols will be safe and fit for purpose as lone working facilities. See section 3 for detailed on statutory performance compliance and outcome risk(s). | | |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED? NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES. | | |
| See above. | | |

5. OTHER RELEVANT INFORMATION

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| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| N/A |

HEAD OF SERVICE: Sue Richards

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

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| DIRECTORATE: | Education |
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| SERVICE AREA: | Youth Service |
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1. GENERAL INFORMATION

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| SAVING PROPOSAL: | A cessation of the annual contribution from core budget to shore up delivery gaps linked to external grant-oriented elements of the youth service but not allowed for within the terms of the grant funding - £15k. |
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| BUDGET AREA: | Core |
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| TOTAL BUDGET FOR THIS AREA: | £1.3M | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 1.15% |
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| TOTAL SAVING: | £15,000 |
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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: | |
| Via a cessation of financial support from core Youth Service funding to sections of the service delivered via external grant funding, most especially the Hub Legacy area, where less funding exists following the demise of Communities First funding structures. | |
| This amount funds resource, vehicle and venue hire and other delivery costs. | |

2. PUBLIC IMPACT ANALYSIS

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|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC: |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i> . RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA. |
| Long-term guidance: Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs. |
| This contribution enables up to 50 young people with sometimes complex needs, in key areas across the borough, to be engaged in a timely manner, offsetting any magnification of their need due to service waiting times both in regard to other youth service project and other service areas. |

Prevention guidance: Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.

These practice engagements ensure that preventative work is put in place very quickly, following referral, and there is no other agency that has the functional ability to accomplish this. This engagement prevents the escalation of need (social and personal), reduces crime and anti-social behaviour, supports schools and school services (who cannot reach these young people, either literally or figuratively) and contributes to the prevention of family breakdown: Should the latter occur, this would place additional resource burdens on other agencies. This additional burden would also relate to service areas within Social Services.

| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
|--|-----|----|
| | √ | |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL. SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED.

CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *INVOLVEMENT*.

Involvement guidance: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.

Services in Education, Social Services and including the Youth Offending Service support this work and regularly acknowledge its worth, though no specific consultation exercise has been undertaken.

The proposal will form part of the wider engagement around the 2020/21 Medium Term Financial Plan.

| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
|---|-----|----|
| | √ | |

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
| | | √ | | |

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION**:

- Service provision would be become narrower.
- A reduction in overall Youth Service funding could impact an alternative model of delivery in the future. The Service has recently been piloting an improved form of provision based on sufficient youth work coverage within the Borough.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF**:

The loss of the function supported by this resource budget would result in greater demand on other teams within the youth service.

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| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | N/A |
|--|-----|

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|---|-----|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | N/A |
|---|-----|

| | |
|---|--|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | Additional Hours for Youth Delivery – Targeted Interventions |
|---|--|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS ? |
|--|-------------------------|
| POST(S) ALREADY VACANT: | N/A |
| VOLUNTARY SEVERANCE: | N/A |
| RETIREMENT: | N/A |
| REDEPLOYMENT: | N/A |
| REDUNDANCY: | N/A |

| | |
|--|-----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | N/A |
|--|-----|

| | | |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | ✓ | |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | ✓ | |

IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR *INTEGRATION*. DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

| |
|--|
| <p>Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.</p> <p>Loss of this resource capacity would restrict opportunities for the timely engagement of young people who might otherwise see their difficulties increase, necessitating additional and more costly forms of engagement by multiple agencies at a later stage.</p> |
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|---|
| <p>HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION.</p> <p>IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i>.</p> <p>Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives. No other agency is able to engage in this way.</p> |
|---|

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|---|--------------|-----------------|--------------------|-----------------|
| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| | | v | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

| DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE. | | |
|---|--|--|
| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | <p>Related Wellbeing plan principles -</p> <ul style="list-style-type: none"> • Investment in future generations • Engaging with communities to understand their needs and ensure they remain resilient and sustainable <p>Related Wellbeing objectives</p> <p>1 – Improve education opportunities for all</p> <ol style="list-style-type: none"> I. Raise standards of attainment II. Reduce the impact of poverty on attainment III. Help those who are not able to follow a traditional attainment | <p>Should Youth Service MTFP proposals be taken forward this could hamper suitable restructuring, diminishing support for those identified in the wellbeing plan and elsewhere as in need, impacting on overall educational, employment and wellbeing-related outcomes.</p> <p>The Youth Service's ability to contribute to the Corporate and Directorate objectives in relation to young people could be diminished</p> |

| | | |
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| | path IV. Support learning that enables young and adult employment opportunities V. Safeguard all Children and Young people | |
| STATUTORY DUTIES | N/A | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | N/A | |

4. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
| | ✓ | |
| IF YES, PLEASE SPECIFY BELOW: PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| As detailed earlier, loss of this resource capacity would restrict opportunities for the timely engagement of young people who might otherwise see their difficulties increase, necessitating additional and more costly forms of engagement by multiple agencies at a later stage. | | |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED? NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES. | | |
| Consideration might be given to meeting this need via the use of an existing external funding stream, though additional pressures on this source could result in other aspects of delivery being undermined or lost. | | |

5. OTHER RELEVANT INFORMATION

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| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| |

HEAD OF SERVICE: Keri Cole

DATE OF COMPLETION: 20th September 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

| | |
|--------------|--|
| DIRECTORATE: | Education, Lifelong Learning & Schools |
|--------------|--|

| | |
|---------------|---------|
| SERVICE AREA: | Schools |
|---------------|---------|

1. GENERAL INFORMATION

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|------------------|--|
| SAVING PROPOSAL: | <p>The 2% savings target of £2.060m for schools is against the 2019/20 Individual Schools Budget (ISB) allocation of £103m. Schools account for approximately 30% of the Authority's budgetary spend - £2m. [C01]</p> <p>The Budget Proposals for 2020/21 include budgetary growth for schools with regards to cost pressures relating to Teachers / APT&C pay and superannuation costs, non pay inflationary pressures and specific school pressures of circa £5.6m. Consequently the net position on the Schools ISB is additional funding of circa £3.5m.</p> |
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|--------------|---|
| BUDGET AREA: | Schools – Individual Schools Budget (ISB) |
|--------------|---|

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|-----------------------------|-------|--|----|
| TOTAL BUDGET FOR THIS AREA: | £103m | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 2% |
|-----------------------------|-------|--|----|

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|---------------|---------|
| TOTAL SAVING: | £2.060m |
|---------------|---------|

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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| <p>Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £2.060m. How schools deal with this pressure will vary from school to school. School budgets are typically 80% staff related, hence it is expected that there will be a reduction in staff numbers in schools.</p> |

2. PUBLIC IMPACT ANALYSIS

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| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC: |
| <p>CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i>. RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA.</p> |
| <p>Long-term guidance: Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</p> |

Since schools are responsible for setting their individual budget, the impact will vary from school to school.

The Authority has established processes in place to support schools and any issues would be picked up as part of normal process.

Prevention guidance: Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.

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| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | √ | |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL . SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED.

CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *INVOLVEMENT*.

Involvement guidance: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.

Consultation will take place as part of the wider public consultation on the 2020/21 Medium Term Financial Plan.

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| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | √ Part of budget consultation process. | |

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| | | | | |
|------------|--------------|-----------------|--------------------|-----------------|
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| | | √ | | |

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION**:

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PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF**:

Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £2.060m. How schools deal with this pressure will vary from school to school. School budgets are typically 80% staff related, hence it is expected that there will be a reduction in staff numbers in schools.

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| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | Delegated to schools |
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|---|----------------------|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | Delegated to schools |
|---|----------------------|

| | |
|---|----------------------|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | Delegated to schools |
|---|----------------------|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS ? |
|--|-------------------------|
| POST(S) ALREADY VACANT: | Delegated to schools |
| VOLUNTARY SEVERANCE: | Delegated to schools |
| RETIREMENT: | Delegated to schools |
| REDEPLOYMENT: | Delegated to schools |
| REDUNDANCY: | Delegated to schools |

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|--|----------------------|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | Delegated to schools |
|--|----------------------|

| | | |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | √ | |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | √ |

IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR *INTEGRATION*. DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.

The Authority has established processes in place to support schools and any issues will be picked up as part of normal process.

HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT?
PLEASE PROVIDE DETAILS OF ANY MITIGATION.

IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *COLLABORATION*.

Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives.

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
| | | √ | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING?
IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE.

| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
|--|--|---|
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Objective 1- Improve Education Opportunities for All | It is expected that there will be a reduction in staff numbers; this will be managed by individual schools. |
| STATUTORY DUTIES | | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | | |

4. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
| | √ | |
| <p>IF YES, PLEASE SPECIFY BELOW:</p> <p>PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc.</p> | | |
| <p>Whilst there is a potential risk with regards to performance this will be mitigated by the quality of Leadership and the effectiveness of strategic improvement. This will ensure that monies are used effectively for quality provision and impact on learners.</p> | | |
| <p>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</p> <p>NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES.</p> | | |
| <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process.</p> | | |

5. OTHER RELEVANT INFORMATION

| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
|---|
| None |

HEAD OF SERVICE: Richard Edmunds

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

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|--------------|--|
| DIRECTORATE: | Education, Lifelong Learning & Schools |
|--------------|--|

| | |
|---------------|---------|
| SERVICE AREA: | Schools |
|---------------|---------|

1. GENERAL INFORMATION

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|------------------|---|
| SAVING PROPOSAL: | 2% Reduction on Secondary Additional Funding - £22k |
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|--------------|---------|
| BUDGET AREA: | Schools |
|--------------|---------|

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|-----------------------------|-------|--|----|
| TOTAL BUDGET FOR THIS AREA: | £1.1m | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 2% |
|-----------------------------|-------|--|----|

| | |
|---------------|------|
| TOTAL SAVING: | £22k |
|---------------|------|

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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| <p>Savings target of 2% which equates to £22k across all Secondary schools.</p> <p>In 2019/20 the budget for “Secondary Additional Funding” is circa £1.1m, this is distributed on a formula basis to all secondary schools. The significant drivers for distribution of this funding are pupil numbers and free school meals. This budget was introduced a number of years ago to support our secondary schools and to assist with regards to reducing the number of redundancies [Secondary Schools fund 60% of any redundancy costs]. In 2019/20 the level of formula led funding ranged from £57k in one of our secondary schools to £167k in another. The level of saving required would consequently range from £1.1k to £3.3k based on 2019/20 figures.</p> |

2. PUBLIC IMPACT ANALYSIS

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| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC: |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i> . RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA. |
| Long-term guidance: <i>Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</i> |

Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £22k. How schools deal with this pressure will vary from school to school.

The Authority has established processes in place to support schools and any issues would be picked up as part of normal process.

Prevention guidance: *Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.*

| | | |
|--|-----|----|
| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | √ | |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL. SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED.

CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *INVOLVEMENT*.

Involvement guidance: *Consider whether you have involved people who have an interest in the service area, including service users and potential service users.*

The proposal will be part of the wider public engagement on the 2020/21 Medium Term Financial Plan.

| | | |
|---|-----|----|
| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | √ | |

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
| | √ | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION**:

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| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF: |
| Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £22k. How schools deal with this pressure will vary from school to school. School budgets are typically 80% staff related. This needs to be considered in the context of the level of saving for each school (ranging from £1.1k to £3.3k in the worse case). |

| | |
|--|-------------------------|
| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | Managed at school level |
|--|-------------------------|

| | |
|---|-------------------------|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | Managed at school level |
|---|-------------------------|

| | |
|---|-------------------------|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | Managed at school level |
|---|-------------------------|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|--|-------------------------|
| POST(S) ALREADY VACANT: | Managed at school level |
| VOLUNTARY SEVERANCE: | Managed at school level |
| RETIREMENT: | Managed at school level |
| REDEPLOYMENT: | Managed at school level |
| REDUNDANCY: | Managed at school level |

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|---|--|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | |
|---|--|

| | | |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | | √ |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | √ |

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| IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR <i>INTEGRATION</i>. DESCRIBE BELOW: |
| <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT |

Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.

The Authority has established processes in place to support schools and any issues will be picked up as part of normal process.

HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT?
PLEASE PROVIDE DETAILS OF ANY MITIGATION.

IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *COLLABORATION*.

Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives.

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|------------------------------------|-----------------|--------------------|-----------------|
| | √ Based on value across schools | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING?
IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE.

| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
|--|--|--------------------------------|
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Objective 1- Improve Education Opportunities for All | Impact managed at school level |
| STATUTORY DUTIES | | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | | |

4. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
| | √ | |

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| <p>IF YES, PLEASE SPECIFY BELOW:</p> <p>PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc.</p> |
| <p>Whilst there is a potential risk with regards to performance this will be mitigated by the quality of Leadership and the effectiveness of strategic improvement. This will ensure that monies are used effectively for quality provision and impact on learners.</p> |
| <p>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</p> <p>NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES.</p> |
| |

5. OTHER RELEVANT INFORMATION

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| <p>PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.</p> |
| |

HEAD OF SERVICE: Richard Edmunds

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

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|--------------|--|
| DIRECTORATE: | Education, Lifelong Learning & Schools |
|--------------|--|

| | |
|---------------|---------|
| SERVICE AREA: | Schools |
|---------------|---------|

1. GENERAL INFORMATION

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|------------------|--|
| SAVING PROPOSAL: | 2% Reduction on Key Stage 2 Funding to junior phase of learning. |
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| BUDGET AREA: | Schools |
|--------------|---------|

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| TOTAL BUDGET FOR THIS AREA: | £1.4m | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 2% |
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|---------------|------|
| TOTAL SAVING: | £30k |
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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| In 2019/20 the budget for “Key Stage 2”, formerly a grant from Welsh Government, is £1.4m. This funding provides additional financial support to the Authority’s primary schools, the funding is pupil led to support class sizes of 30 pupils or less in key stage 2 (junior) phase of learning. The funding goes directly to our schools with key stage 2 provision. In 2019/20 the level of funding ranged from £7k for one of our smaller schools to £57k for our largest school. This 2% reduction will impact all schools but to varying degrees based on pupil numbers. Based on the current range of £7k to £57k the 2% reduction would equate to £140 to £1,140 for a full year. |

2. PUBLIC IMPACT ANALYSIS

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|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC: |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i> . RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA. |
| Long-term guidance: <i>Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</i> Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £30k. How schools deal with this pressure will vary from school to school. |

The Authority has established processes in place to support schools and any issues would be picked up as part of normal process.

Prevention guidance: Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.

| | | |
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| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | √ | |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL. SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED.

CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *INVOLVEMENT*.

Involvement guidance: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.

The proposal will be part of the wider public engagement on the 2020/21 Medium Term Financial Plan.

| | | |
|---|---|----|
| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | √ Part of budget consultation process. | |

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| | | | | |
|------------|--------------|-----------------|--------------------|-----------------|
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| | √ | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:

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| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF: |
| Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £30k. How schools deal with this pressure will vary from school to school. School budgets are typically 80% staff related. This needs to be considered in the context of the level of saving for each school (ranging from under £200 to circa £1.1k in the worse case). |

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| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | Managed at school level |
|--|-------------------------|

| | |
|---|-------------------------|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | Managed at school level |
|---|-------------------------|

| | |
|---|-------------------------|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | Managed at school level |
|---|-------------------------|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|---|-------------------------|
| POST(S) ALREADY VACANT: | Managed at school level |
| VOLUNTARY SEVERANCE: | Managed at school level |
| RETIREMENT: | Managed at school level |
| REDEPLOYMENT: | Managed at school level |
| REDUNDANCY: | Managed at school level |

| | |
|---|--|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | |
|---|--|

| | | |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | | √ |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | √ |

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|--|
| IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR <i>INTEGRATION</i>. DESCRIBE BELOW: |
| <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT |

| |
|---|
| <p>Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.</p> <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process.</p> |
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|--|
| <p>HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION.</p> <p>IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i>.</p> |
| <p>Collaboration guidance: <i>Acting in collaboration with any other service or partner to meet objectives.</i></p> |

| | | | | |
|--|--|--------------------|-----------------------|--------------------|
| <p>TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):</p> | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| | <input checked="" type="checkbox"/> Based on value across schools | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

| | | |
|---|--|--------------------------|
| <p>DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE.</p> | | |
| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Objective 1- Improve Education Opportunities for All | Minimal impact |
| STATUTORY DUTIES | | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | | |

4. RISK(S) AND SENSITIVITIES

| | | |
|---|-------------------------------------|----|
| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
| | <input checked="" type="checkbox"/> | |

| |
|---|
| <p>IF YES, PLEASE SPECIFY BELOW:</p> <p>PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc.</p> |
| <p>Whilst there is a potential risk with regards to performance this will be mitigated by the quality of Leadership and the effectiveness of strategic improvement. This will ensure that monies are used effectively for quality provision and impact on learners.</p> |
| <p>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</p> <p>NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES.</p> |
| |

5. OTHER RELEVANT INFORMATION

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|--|
| <p>PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.</p> |
| |

HEAD OF SERVICE: Richard Edmunds

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

| | |
|--------------|--|
| DIRECTORATE: | Education, Lifelong Learning & Schools |
|--------------|--|

| | |
|---------------|-------------------------|
| SERVICE AREA: | Specialist Teacher Team |
|---------------|-------------------------|

1. GENERAL INFORMATION

| | |
|------------------|---|
| SAVING PROPOSAL: | Delete 1 vacant posts within the Service. |
|------------------|---|

| | |
|--------------|--------------|
| BUDGET AREA: | SPLD Support |
|--------------|--------------|

| | | | |
|-----------------------------|-------|--|------|
| TOTAL BUDGET FOR THIS AREA: | £444k | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 7.4% |
|-----------------------------|-------|--|------|

| | |
|---------------|------|
| TOTAL SAVING: | £33k |
|---------------|------|

| |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| This saving will be achieved through the non replacement of currently vacant post. |

2. PUBLIC IMPACT ANALYSIS

| |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC: |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i> . RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA. |
| Long-term guidance: <i>Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</i> |
| No impact – For those children / young people with the most complex needs and with a Statement of Special Educational Needs there are no consequences with regards to this aspect of support relating to this proposal. |
| Prevention guidance: <i>Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.</i> |
| The savings proposal does occur in a preventative service but does not have an impact on statutory responsibilities. |

| | | |
|--|-----|----|
| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
| | | ✓ |
| NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL. SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING. | | |

| | | |
|---|-----|----|
| PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED. | | |
| CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>INVOLVEMENT</i> . | | |
| Involvement guidance: <i>Consider whether you have involved people who have an interest in the service area, including service users and potential service users.</i> | | |
| This post has been vacant for some time and has not impacted on statutory responsibilities. | | |
| The proposal will form part of the wider public engagement on the 2020/21 Medium Term Financial Plan. | | |
| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
| | | ✓ |

| | | | | |
|---|-----------------|--------------------|-----------------------|--------------------|
| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| ✓ | | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

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|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION: |
| The service is mindful of the impact of the ALN reform and recognise the need to consider workforce development. However it is not considered that the specialist teacher team is an area of development. |

| |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF: |
| The post has been vacant for a period and staff have accommodated this in their working practices. |

| | |
|--|-----|
| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | 7.8 |
|--|-----|

| | |
|---|---|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | 9 |
|---|---|

| | |
|---|---|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | 1 |
|---|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS ? |
|--|-------------------------|
| POST(S) ALREADY VACANT: | 1 |
| VOLUNTARY SEVERANCE: | |
| RETIREMENT: | |
| REDEPLOYMENT: | |
| REDUNDANCY: | |

| | |
|--|----------------|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | Post is vacant |
|--|----------------|

| | | |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
| | | ✓ |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
| | | ✓ |

| |
|---|
| IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR <i>INTEGRATION</i> . DESCRIBE BELOW: <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT <p>Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.</p> |
|---|

| |
|---|
| HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION. |
| IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i> . |
| Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives. |

| TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): | | | | |
|---|--------------|-----------------|--------------------|-----------------|
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| ✓ | | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

| DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE. | | |
|---|---|--------------------------|
| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | Objective – Improve Education Opportunities for All | No Impact |
| STATUTORY DUTIES | | |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | | |

4. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
| | | ✓ |
| IF YES, PLEASE SPECIFY BELOW: PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED? NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES. | | |
| | | |

5. OTHER RELEVANT INFORMATION

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|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| |

HEAD OF SERVICE: Keri Cole

DATE OF COMPLETION: 25th October 2019

Gadewir y dudalen hon yn wag yn fwriadol

EQUALITY IMPACT ASSESSMENT FORM

July 2019

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

EIAs are a legal requirement under equalities legislation (Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011) where the potential for a significant negative impact has been identified. This legislation has been in place since 2000. We also have a legislative duty to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act

2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

THE EQUALITY IMPACT ASSESSMENT

| | |
|--|---|
| NAME OF NEW OR REVISED PROPOSAL * | Management and professional tier realignment. Down-sizing of Community delivery team of Librarians from 6 to 4 full time posts. |
| DIRECTORATE | Education , Lifelong Learning & Schools |
| SERVICE AREA | Library Service |
| CONTACT OFFICER | Gareth H Evans, Senior Manager Libraries |
| DATE FOR NEXT REVIEW OR REVISION | Six monthly from the date that the planned adjustments are introduced. |

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Corporate Policy Unit Portal** and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

| | |
|----------|---|
| 1 | <p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Two Community Librarians from a total cohort of 6 Full Time officers will be withdrawn. The remaining 4 officers will cover the Borough's 18 static Library sites including the areas of work formerly undertaken by the two officers that have been released.</p> <p>The resultant new professional and management structure for the Library Service will be the minimum required to provide the added value support and strategic leadership for the Local Authority's Public Library Service into the future.</p> <p>No officer is at risk of redundancy as part of the proposals outlined above as those affected can be accommodated in alternative posts within the Library Service. The two officers formerly at Community Librarian designation will be offered roles at Senior Library Assistant level (grade 6) with 18 months protected salary.</p> |
|----------|---|

| | |
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| 2 | <p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>The direct impact on service users of Borough Libraries will be limited as the four remaining Community Librarians will provide local professional support, oversight of public access and ensure that important events and activities that benefit residents are maintained or provisioned differently.</p> |
|----------|--|

IMPACT ON THE PUBLIC AND STAFF

| | |
|----------|--|
| 3 | <p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The reduced professional and management tier proposed by these MTFP savings is the minimum operating model that can support the delivery of rounded Library Services to the communities of the County Borough. The medium to long term needs of the Local Authority with regard to Library access and provision has been carefully considered to determining the minimum staffing levels required and the targeted ambition of the Council to work smarter and in a focused manner.</p> |
|----------|--|

| | |
|--|--|
| | No community or user group will be adversely affected by the professional changes outlined as all parts of the County Borough will continue to be supported to access and benefit from the library offer at their nearest static site. |
|--|--|

| | |
|----------|---|
| 4 | <p>Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i></p> <p>No direct impact on any specific groups or individuals.</p> |
|----------|---|

| Protected Characteristic | Positive, Negative, Neutral | What will the impact be? If the impact is negative how can it be mitigated? |
|---|------------------------------------|--|
| Age | Neutral | |
| Disability | Neutral | |
| Gender Reassignment | Neutral | |
| Marriage & Civil Partnership | Neutral | |
| Pregnancy and Maternity | Neutral | |
| Race | Neutral | |
| Religion & Belief | Neutral | |
| Sex | Neutral | |
| Sexual Orientation | Neutral | |

| | |
|----------|---|
| 5 | <p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language. <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>No specific impacts on residents who read, speak, or are learning welsh in the County Borough.</p> |
|----------|---|

INFORMATION COLLECTION

| | |
|----------|--|
| 6 | <p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>As all 18 static Libraries sites will remain supported professionally and wider community contact will be maintained, albeit by a smaller cohort of Librarians and in a more targeted manner. There is no anticipated significant adverse effects anticipated that would disadvantage residents or any community group.</p> |
|----------|--|

CONSULTATION

| | |
|----------|---|
| 7 | <p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Consultation has taken place with the staff affected by the Medium Term Financial Plan, this includes the respective trade unions. No direct consultation has been undertaken with residents as the proposals outlined impact on staff teams that provide added value services to Local Authority's Library network and are not as such classed as front line personnel.</p> |
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MONITORING AND REVIEW

| | |
|----------|---|
| 8 | <p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The reductions proposed to the Community Librarian cohort will be monitored closely with six monthly reviews undertaken by the Senior Manager Libraries and the Customer Engagement and Resource Exploitation Manager. Any modifications or changes required as a result of these reviews will be programmed into future</p> |
|----------|---|

| | |
|-----------|---|
| | professional service delivery and how community access to Libraries are delivered in the longer term. |
| 9 | <p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>See above.</p> |
| 10 | <p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No training identified to date.</p> |
| 11 | <p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Not applicable.</p> |
| 12 | <p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The EIA document will form an important aid in ensuring that on-going professional library services and community engagement work are adequately protected and targeted to the benefit of all residents in the County Borough.</p> |

| | |
|-----------|---|
| 13 | <p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p> |
|-----------|---|

| Form completed by: | |
|--------------------|--------------------------------|
| Name: | Gareth H Evans |
| Job Title: | Senior Manager Libraries |
| Date: | 27 th November 2019 |

| Head of Service Approval | |
|--------------------------|---|
| Name: | Sue Richards |
| Job Title: | Head of Education Planning and Strategy |
| Signature: | |
| Date: | 27 th November 2019 |

Gadewir y dudalen hon yn wag yn fwriadol

EQUALITY IMPACT ASSESSMENT FORM

July 2019

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

EIAs are a legal requirement under equalities legislation (Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011) where the potential for a significant negative impact has been identified. This legislation has been in place since 2000. We also have a legislative duty to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act

2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

THE EQUALITY IMPACT ASSESSMENT

| | |
|--|---|
| NAME OF NEW OR REVISED PROPOSAL * | Youth Service core funding contribution to external grant-oriented delivery |
| DIRECTORATE | Education, Lifelong Learning & Schools |
| SERVICE AREA | Youth Service |
| CONTACT OFFICER | Paul O'Neill |
| DATE FOR NEXT REVIEW OR REVISION | Reviewed as part of established monitoring arrangements |

***Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council's Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

| | |
|----------|---|
| 1 | What is the proposal intended to achieve? <p>It is proposed to cut £15,000 from the core youth service budget as part of the MTFP requirements. The £15,000 funds the HUB outreach youth project that replaced the loss of provision following the demise of Communities First Funding.</p> <p>The Youth Service employs 3 Youth Workers to work in the Local Authority LPCs (Learning Pathways Centres) during the day; all posts are funded by Education. For the past two years, the youth service has utilised the LPC youth workers to support young people during the evenings, this work is not related or connected to the work in the LPCs, it is a way of utilising available staff to the benefit of more young people. The budget funds the costs of running 3 sessions per week (transport, venue hire, resources and session activities) for up to 50 young people per year. Referrals are received from the IAA (Childrens Services) and Schools via the TYFE referral route for young people in need of supported intervention in the community. These young people do not match the criteria for TYFE, Targeted Outreach Project (TOP) or Hub Legacy, this provision essentially plugs a gap in provision now that CF no longer exists.</p> |
| 2 | Who are the service users affected by the proposal? <ul style="list-style-type: none">• Young people, mostly aged 8 to 16 (with some 17+ year olds), who are reliant on youth work support and targeted interventions to support their often complex needs.• Young people who are referred into the project around social and emotional behaviour issues. |

IMPACT ON THE PUBLIC AND STAFF

| | |
|----------|---|
| 3 | Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <p>The withdrawal of the £15,000 will result in the provision ceasing to operate, therefore there will be no access to these sessions any longer.</p> <p>Young people who are referred via the TYFE referral process and referred in to the Hub Outreach provision will need to be re-considered against the criteria for other projects (as listed earlier) and either added to a waiting list until they can be picked up, declined and referred back to the referrer, or signposted to open access youth work provision for universal provision rather than supported intervention where they receive tailored support (action plans) based on their specific needs.</p> |
|----------|---|

4 **Is your proposal going to affect any people or groups of people with protected characteristics?**
(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)

| Protected Characteristic | Positive, Negative, Neutral | What will the impact be? If the impact is negative how can it be mitigated? |
|---|------------------------------------|--|
| Age | Negative | The loss of the funding will end the provision for up to 50 young people per annum. |
| Disability | Neutral | |
| Gender Reassignment | Neutral | |
| Marriage & Civil Partnership | Neutral | |
| Pregnancy and Maternity | Neutral | |
| Race | Neutral | |
| Religion & Belief | Neutral | |
| Sex | Neutral | |
| Sexual Orientation | Neutral | |

5 **In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.**
(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)

No impact

INFORMATION COLLECTION

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| 6 | <p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</p> <p>The service has the capacity to support around 50+ young people per year, however, the service is referral based and therefore can work with the most complex young people that have a variety of needs. Youth Workers will support young people until they are ready to move on to more open access services and with the more complex cases, this can take longer than some young people who respond positively to limited support. The service will not 'close' a young person until the time is right, where other grant funded programmes require services to close down a young person after a set number of weeks even if they are not ready or their needs are unmet. Therefore, in 2018/19, 30 young people were supported for the year, (at £15,000) this equates to £500 per young person to provide positive programmes of intervention that respond to young people's individual issues. All participating young people showed a progression in personal & social skills using the youth service distance travelled tool, where young people evidenced an improvement in confidence, self-esteem, team working skills, decision making skills and communication. 70% of young people also achieved a local accreditation during their time spent with the youth workers. Additional outcomes reported at the end of 2018/19 included:</p> <ul style="list-style-type: none"> • 100% of young people reported that they knew who to speak to if they had a problem • 100% of young people reported that they felt better are ready to deal with issues and problems • 100% of young people reported an improvement in personal and social skills |
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CONSULTATION

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| 7 | <p>Please outline the consultation / engagement process and outline any key findings.</p> <p>No specific consultation relevant to this proposal has been undertaken.</p> |
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MONITORING AND REVIEW

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| 8 | <p>How will the proposal be monitored?</p> <p>The provision falls within the Youth Service Quality and Performance Management Framework, once withdrawn, the impact of the loss of provision will be monitored and evident in the youth service targets, the impact on the TYFE referral process and waiting lists, and potential pressure on other parts of the services in the attempt not to turn young people away from services.</p> |
| 9 | <p>How will the monitoring be evaluated?</p> <p>N/A</p> |

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| 10 | Have any support / guidance / training requirements been identified? N/A |
| 11 | If any adverse impact has been identified, please outline any mitigation action. Though the impact on those with protected characteristics is minimal, those experiencing other challenges, including family breakdown and poverty, will be. |

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| 12 | What wider use will you make of this Equality Impact Assessment? N/A |
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| 13 | <p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>✓ No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input style="float: right;" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input style="float: right;" type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input style="float: right;" type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input style="float: right;" type="checkbox"/></p> |
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| | |
|---------------------------|------------------------------|
| Form completed by: | |
| Name: | Paul O'Neill |
| Job Title: | Senior Youth Service Manager |
| Date: | 25/11/19 |

| | |
|---------------------------------|-----------|
| Head of Service Approval | |
| Name: | Keri Cole |

| | |
|-------------------|-------------------------|
| Job Title: | Chief Education Officer |
| Signature: | |
| Date: | 26 /11 /19 |

Gadewir y dudalen hon yn wag yn fwriadol

EQUALITY IMPACT ASSESSMENT FORM

July 2019

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

EIAs are a legal requirement under equalities legislation (Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011) where the potential for a significant negative impact has been identified. This legislation has been in place since 2000. We also have a legislative duty to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act

2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

THE EQUALITY IMPACT ASSESSMENT

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| NAME OF NEW OR REVISED PROPOSAL * | Schools – Savings Target – 2% of Individual Schools Budget (ISB) |
| DIRECTORATE | Education & Corporate Services |
| SERVICE AREA | Education – Schools |
| CONTACT OFFICER | Jane Southcombe |
| DATE FOR NEXT REVIEW OR REVISION | On-going financial monitoring of all Schools. |

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Corporate Policy Unit Portal** and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

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| 1 | <p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The 2% savings target of £2.060m for schools is against the 2019/20 Individual Schools Budget (ISB) allocation of £103m. Schools account for approximately 30% of the Authority's budgetary spend, consequently this savings proposal does provide a level of protection to schools. This 2% reduction is in-line with scenarios that Finance Officers have been working on with schools over the current financial year (assumptions based on the 5 year MTFP projected savings requirements reported to Council in February 2019).</p> <p>The proposals in the Budget Report 2020/21 include budgetary growth for schools with regards to costs pressures relating to Teachers / APT&C pay and superannuation costs, non pay inflationary pressures and specific school pressures of circa £5.6m. Consequently the net position on the Individual Schools Budget (ISB) is additional funding of circa £3.5m. The position remains a real terms budget reduction for our schools.</p> |
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| 2 | <p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £2.060m. How schools deal with this pressure will vary from school to school. School budgets are typically 80% staff related, hence it is expected that there will be a reduction in staff numbers in schools.</p> <p>Whilst there is a potential risk with regards to performance this will be mitigated by the quality of Leadership and the effectiveness of strategic improvement. This will ensure that monies are used effectively for quality provision and impact on learners.</p> |
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IMPACT ON THE PUBLIC AND STAFF

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| 3 | <p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Since schools are responsible for setting their individual budget, the impact will vary from school to school.</p> <p>The Authority has established processes in place to support schools and any issues would be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |
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| 4 | Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i> | |
| Protected Characteristic | Positive, Negative, Neutral | What will the impact be? If the impact is negative how can it be mitigated? |
| Age | Negative | The potential impact could vary from school to school for a number of different reasons (e.g. pupil numbers, capacity etc.). Effective Leadership & School Improvement support will work to ensure that funding is utilised effectively to provide quality provision for learners. |
| Disability | Neutral | |
| Gender Reassignment | Neutral | |
| Marriage & Civil Partnership | Neutral | |
| Pregnancy and Maternity | Neutral | |
| Race | Neutral | |
| Religion & Belief | Neutral | |
| Sex | Neutral | |
| Sexual Orientation | Neutral | |

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| 5 | <p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>None anticipated.</p> |
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INFORMATION COLLECTION

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| 6 | <p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The 2% savings target of £2.060m for schools is against the 2019/20 Individual Schools Budget (ISB) allocation of £103m. Schools account for approximately 30% of the Authority's budgetary spend, consequently this savings proposal does provide a level of protection to schools. This savings proposal target for schools is less than the 30% budget profile.</p> |
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CONSULTATION

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| 7 | <p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The Education Senior Management Team (SMT) have met with a small group of representative Heads to discuss in detail the Directorates financial position and the draft savings proposals for 2020/21.</p> <p>The Corporate Director for Education & Corporate Service and Chief Education Officer have met with Secondary Heads in November 2019 to discuss the schools savings target.</p> <p>Details of the Directorates draft budget savings proposals 2020/21 have been shared with Headteachers in the November 2019 Regional meetings.</p> <p>Savings proposals for 2020/21 will be presented to Education for Life Scrutiny Committee on 9th December 2019.</p> <p>Wider consultation as part of the Authority's engagement with residents.</p> |
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MONITORING AND REVIEW

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| 8 | <p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |
| 9 | <p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |
| 10 | <p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None at this time.</p> |
| 11 | <p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |

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| 12 | What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i> This equality impact assessment will be appended to the report to Scrutiny (9 th December 2019) and be available for public inspection. |
|-----------|--|

| | |
|-----------|---|
| 13 | <p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p> |
|-----------|---|

| Form completed by: | |
|---------------------------|--|
| Name: | Jane Southcombe |
| Job Title: | Finance Manager (Education, Lifelong Learning & Schools) |
| Date: | 1 st November 2019 |

| Head of Service Approval | |
|---------------------------------|--------------------------------|
| Name: | Richard Edmunds |
| Job Title: | Corporate Director |
| Signature: | |
| Date: | 18 th November 2019 |

EQUALITY IMPACT ASSESSMENT FORM

July 2019

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

EIAs are a legal requirement under equalities legislation (Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011) where the potential for a significant negative impact has been identified. This legislation has been in place since 2000. We also have a legislative duty to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- | | |
|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act

2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

THE EQUALITY IMPACT ASSESSMENT

| | |
|--|---|
| NAME OF NEW OR REVISED PROPOSAL * | Schools – Savings Target – 2% reduction Secondary Additional Funding - £22k |
| DIRECTORATE | Education & Corporate Services |
| SERVICE AREA | Education – Schools |
| CONTACT OFFICER | Jane Southcombe |
| DATE FOR NEXT REVIEW OR REVISION | On-going financial monitoring of all Schools. |

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Corporate Policy Unit Portal** and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

| | |
|----------|--|
| 1 | <p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>In 2019/20 the budget for “Secondary Additional Funding” is circa £1.1m, this is distributed on a formula basis to all secondary schools. The significant drivers for distribution of this funding are pupil numbers and free school meals. This budget was introduced a number of years ago to support our secondary schools and to assist with regards to reducing the number of redundancies [Secondary Schools fund 60% of any redundancy costs].</p> <p>In 2019/20 the level of formula led funding ranged from £57k in one of our secondary schools to £167k in another.</p> <p>The level of saving required would consequently range from £1.1k to £3.3k for a school, based on 2019/20 figures.</p> |
| 2 | <p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Schools are required under their delegated powers to balance their own individual budgets, consequently they will be required to identify budget savings to cover the £22k. How schools deal with this pressure will vary from school to school.</p> <p>Whilst there is a potential risk with regards to performance this will be mitigated by the quality of Leadership and the effectiveness of strategic improvement. This will ensure that monies are used effectively for quality provision and impact on learners.</p> |

IMPACT ON THE PUBLIC AND STAFF

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|----------|---|
| 3 | <p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Since schools are responsible for setting their individual budget, the impact will vary from school to school.</p> <p>The Authority has established processes in place to support schools and any issues would be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |
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| 4 | Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i> | |
| Protected Characteristic | Positive, Negative, Neutral | What will the impact be? If the impact is negative how can it be mitigated? |
| Age | Negative | The potential impact could vary from school to school for a number of different reasons (e.g. pupil numbers, capacity etc.). Effective Leadership & School Improvement support will work to ensure that funding is utilised effectively to provide quality provision for learners. |
| Disability | Neutral | |
| Gender Reassignment | Neutral | |
| Marriage & Civil Partnership | Neutral | |
| Pregnancy and Maternity | Neutral | |
| Race | Neutral | |
| Religion & Belief | Neutral | |
| Sex | Neutral | |
| Sexual Orientation | Neutral | |

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| 5 | <p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>None anticipated.</p> |
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INFORMATION COLLECTION

| | |
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| 6 | <p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>This 2% savings target is consistent with regards to the 2% savings proposal for schools against the 2019/20 Individual Schools Budget (ISB) allocation of £103m.</p> |
|----------|--|

CONSULTATION

| | |
|----------|---|
| 7 | <p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The Education Senior Management Team (SMT) have met with a small group of representative Heads to discuss in detail the Directorates financial position and the draft savings proposals for 2020/21.</p> <p>The Corporate Director for Education & Corporate Service and Chief Education Officer have met with Secondary Heads in November 2019 to discuss the schools savings target.</p> <p>Details of the Directorates draft budget savings proposals 2020/21 have been shared with Headteachers in the November 2019 Regional meetings.</p> <p>Savings proposals for 2020/21 will be presented to Education for Life Scrutiny Committee on 9th December 2019.</p> <p>Wider consultation as part of the Authority's engagement with residents.</p> |
|----------|---|

MONITORING AND REVIEW

| | |
|-----------|--|
| 8 | <p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |
| 9 | <p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |
| 10 | <p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None at this time.</p> |
| 11 | <p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |

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| 12 | What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i> This equality impact assessment will be appended to the report to Scrutiny (9 th December 2019) and be available for public inspection. |
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| 13 | <p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p> |
|-----------|---|

| Form completed by: | |
|--------------------|--|
| Name: | Jane Southcombe |
| Job Title: | Finance Manager (Education, Lifelong Learning & Schools) |
| Date: | 1 st November 2019 |

| Head of Service Approval | |
|--------------------------|--------------------------------|
| Name: | Richard Edmunds |
| Job Title: | Corporate Director |
| Signature: | |
| Date: | 18 th November 2019 |

EQUALITY IMPACT ASSESSMENT FORM

July 2019

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

EIAs are a legal requirement under equalities legislation (Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011) where the potential for a significant negative impact has been identified. This legislation has been in place since 2000. We also have a legislative duty to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

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| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act

2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

THE EQUALITY IMPACT ASSESSMENT

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| NAME OF NEW OR REVISED PROPOSAL * | Schools – Savings Target – 2% reduction in Key Stage 2 Funding - £30k |
| DIRECTORATE | Education & Corporate Services |
| SERVICE AREA | Education – Schools |
| CONTACT OFFICER | Jane Southcombe |
| DATE FOR NEXT REVIEW OR REVISION | On-going financial monitoring of all Schools. |

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

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| 1 | <p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>In 2019/20 the budget for “Key Stage 2”, formerly a grant from Welsh Government, is £1.4m. This funding provides additional financial support to the Authority’s primary schools, the funding is pupil led to support class sizes of 30 pupils or less in key stage 2 (junior) phase of learning. The funding goes directly to our schools with key stage 2 provision. In 2019/20 the level of funding ranged from £7k for one of our smaller schools to £57k for our largest school. This 2% reduction will impact all schools but to varying degrees based on pupil numbers. Based on the current range of £7k to £57k the 2% reduction would equate to £140 to £1,140 for a full year.</p> |
| 2 | <p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Schools are required under their delegated powers to balance their own individual budgets; consequently they will be required to identify budget savings to cover the £30k. How schools deal with this pressure will vary from school to school. Whilst there is a potential risk with regards to performance this will be mitigated by the quality of Leadership and the effectiveness of strategic improvement. This will ensure that monies are used effectively for quality provision and impact on learners.</p> |

IMPACT ON THE PUBLIC AND STAFF

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| 3 | <p>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Since schools are responsible for setting their individual budget, the impact will vary from school to school.</p> <p>The Authority has established processes in place to support schools and any issues would be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |
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| 4 | Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i> | |
| Protected Characteristic | Positive, Negative, Neutral | What will the impact be? If the impact is negative how can it be mitigated? |
| Age | Negative | The potential impact could vary from school to school for a number of different reasons (e.g. pupil numbers, capacity etc.). Effective Leadership & School Improvement support will work to ensure that funding is utilised effectively to provide quality provision for learners. |
| Disability | Neutral | |
| Gender Reassignment | Neutral | |
| Marriage & Civil Partnership | Neutral | |
| Pregnancy and Maternity | Neutral | |
| Race | Neutral | |
| Religion & Belief | Neutral | |
| Sex | Neutral | |
| Sexual Orientation | Neutral | |

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| 5 | <p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>None anticipated.</p> |
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INFORMATION COLLECTION

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| 6 | <p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>This 2% savings target is consistent with regards to the 2% savings proposal for schools against the 2019/20 Individual Schools Budget (ISB) allocation of £103m.</p> |
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CONSULTATION

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| 7 | <p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The Education Senior Management Team (SMT) have met with a small group of representative Heads to discuss in detail the Directorates financial position and the draft savings proposals for 2020/21.</p> <p>The Corporate Director for Education & Corporate Service and Chief Education Officer have met with Secondary Heads in November 2019 to discuss the schools savings target.</p> <p>Details of the Directorates draft budget savings proposals 2020/21 have been shared with Headteachers in the November 2019 Regional meetings.</p> <p>Savings proposals for 2020/21 will be presented to Education for Life Scrutiny Committee on 9th December 2019.</p> <p>Wider consultation as part of the Authority's engagement with residents.</p> |
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MONITORING AND REVIEW

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| 8 | <p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |
| 9 | <p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |
| 10 | <p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>None at this time.</p> |
| 11 | <p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>The Authority has established processes in place to support schools and any issues will be picked up as part of normal process. In particular with regards to School Improvement, Finance and HR.</p> |

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| 12 | <p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This equality impact assessment will be appended to the report to Scrutiny (9th December 2019) and be available for public inspection.</p> |
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| 13 | <p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p> |
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| Form completed by: | |
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| Name: | Jane Southcombe |
| Job Title: | Finance Manager (Education, Lifelong Learning & Schools) |
| Date: | 1 st November 2019 |

| Head of Service Approval | |
|--------------------------|--------------------------------|
| Name: | Richard Edmunds |
| Job Title: | Corporate Director |
| Signature: | |
| Date: | 18 th November 2019 |