



SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE – 11TH DECEMBER 2019

SUBJECT: 2020/21 DRAFT SAVINGS PROPOSALS FOR CORPORATE SERVICES AND MISCELLANEOUS FINANCE

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To provide the Scrutiny Committee with details of the 2020/21 draft savings proposals for the Corporate Services Directorate and Miscellaneous Finance.
- 1.2 To seek views from the Scrutiny Committee prior to final 2020/21 budget proposals being presented to Cabinet and Council in February 2020.

2. SUMMARY

- 2.1 At its meeting on 13th November 2019, Cabinet was presented with details of draft revenue budget proposals for the 2020/21 financial year, including savings proposals across the Council amounting to £8.485m.
- 2.2 This report provides details of the proposed 2020/21 savings for the Corporate Services Directorate and Miscellaneous Finance totalling £2.577m. 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 prior to final 2020/21 budget proposals being presented to Cabinet and Council in February 2020.

3. RECOMMENDATIONS

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

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that the views of the Scrutiny Committee are considered prior to final savings proposals being presented to Cabinet and Council in February 2020.

5. THE REPORT

- 5.1 The headline issues relating to the 2020/21 Provisional Settlement, whole-authority and service cost pressures, council tax, savings implications and the financial outlook for future years are outlined in detail in the Cabinet report of 13th November 2019.
- 5.2 The Cabinet report included proposed savings of £2.577m for Corporate Services and Miscellaneous Finance summarised into “themes” as detailed in Appendix 1 of this report and summarised in the table below: -

Draft Savings Proposals 2020/21

Description	Corporate Services £m	Miscellaneous Finance £m	Total £m
Being more efficient	0.307	-	0.307
Doing things differently	0.107	-	0.107
Services reductions/cuts	0.099	0.015	0.114
#TeamCaerphilly – Better Together	0.356	0.718	1.074
Other	-	0.975	0.975
TOTAL: -	0.869	1.708	2.577

- 5.3 To ensure that a consistent approach is applied to measure the impact of proposed savings “MTFP Savings Templates” have been introduced and these have been populated across Directorates. The completed templates for the proposed 2020/21 savings for the Directorate of Corporate Services and Miscellaneous Finance are attached to this report as Appendices 2 (1) to 2 (15). For ease of reference some of the savings proposals have been combined into single templates.
- 5.4 Equality Impact Assessment screenings have been undertaken for all savings proposals and where these have resulted in full Equality Impact Assessments (EIAs) being required then these have been completed and are attached as Appendices 3 (1) to 3 (6).

Conclusion

- 5.5 This report provides details of the draft 2020/21 savings proposals for the Corporate Services Directorate and Miscellaneous Finance.
- 5.6 The savings proposals are subject to a period of consultation prior to final 2020/21 budget proposals being presented to Cabinet and Council in February 2020.
- 5.7 The Scrutiny Committee is therefore asked for its views on the draft savings proposals outlined in this report and its appendices.

6. ASSUMPTIONS

- 6.1 The key assumptions relating to the 2020/21 draft budget proposals are outlined in the Cabinet report of 13th November 2019.

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 (EIAs) have been 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 EIAs are appended to this report and are 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 An extensive consultation process on the 2020/21 draft savings proposals has commenced. This process consists of: -

- Online and hard copy consultation – a survey and supporting documentation.
- A dedicated 'pull-out' in the December edition of Newslines.
- 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.

13. STATUTORY POWER

13.1 The Local Government Acts 1998 & 2003.

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Consultees: Richard Edmunds, Corporate Director for Education and Corporate Services.
Hayley Jones, Waste Strategy and Operations Manager.
Rob Tranter, Head of Legal Services and Monitoring Officer
Kath Peters, Corporate Policy Manager
Liz Lucas, Head of Customer and Digital Services
Marcia Lewis, Principal Officer, Catering
Cllr Barbara Jones, Deputy Leader and Cabinet Member for Finance, Performance and Governance
Cllr Colin Jones, Cabinet Member for Corporate Services

Background Papers:

Cabinet 13/11/19 – Draft Budget Proposals for 2020/21

Appendices:

- Appendix 1 – 2020/21 Draft Savings Proposals (Corporate Services & Miscellaneous Finance)
- Appendix 2 (1) – MTFP Savings Template (A37)
- Appendix 2 (2) – MTFP Savings Template (A38, A39, A40, A41)
- Appendix 2 (3) – MTFP Savings Template (A42, A43, A44)
- Appendix 2 (4) – MTFP Savings Template (B11, C30, C31)
- Appendix 2 (5) – MTFP Savings Template (B12, B13, D22, D24)
- Appendix 2 (6) – MTFP Savings Template (C28, C29)
- Appendix 2 (7) – MTFP Savings Template (C32)
- Appendix 2 (8) – MTFP Savings Template (D12)
- Appendix 2 (9) – MTFP Savings Template (D13)
- Appendix 2 (10) – MTFP Savings Template (D14)
- Appendix 2 (11) – MTFP Savings Template (D16, D23)
- Appendix 2 (12) – MTFP Savings Template (D17, D20, D21)
- Appendix 2 (13) – MTFP Savings Template (D18)
- Appendix 2 (14) – MTFP Savings Template (D19)
- Appendix 2 (15) – MTFP Savings Template (D25, E1)
- Appendix 3 (1) – Equalities Impact Assessment (B11, C30)
- Appendix 3 (2) – Equalities Impact Assessment (C28)
- Appendix 3 (3) – Equalities Impact Assessment (C32)
- Appendix 3 (4) – Equalities Impact Assessment (D12)
- Appendix 3 (5) – Equalities Impact Assessment (D13)
- Appendix 3 (6) – Equalities Impact Assessment (D14)

Ref.	Proposed Saving	£000's	Comments	Public Impact
	A) BEING MORE EFFICIENT			
	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: -	307		
	B) DOING THINGS DIFFERENTLY			
	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: -	107		
	C) SERVICE REDUCTIONS/CUTS			
	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: -	114		
	D) #TEAMCAERPHILLY - BETTER TOGETHER			
	Fees and Charges			
	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: -	1,074		
	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: -	2,577		

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Corporate Services
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SERVICE AREA:	Corporate Finance
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1. GENERAL INFORMATION

SAVING PROPOSAL:	A37 – Vacancy management (Proposed saving of £208k).
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BUDGET AREA:	Corporate Finance
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TOTAL BUDGET FOR THIS AREA:	£2.080m	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	10%
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TOTAL SAVING:	£208k
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The saving will be achieved through reviewing current vacancies, new vacancies as they arise and by revisiting some of the expressions of interest that were previously submitted as part of the workforce planning exercise undertaken during the 2018/19 financial year.

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.
Nil impact.

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*.

The proposed saving will be considered as part of the Council’s wider eight-week consultation on the 2020/21 Draft Budget Proposals.

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
	<input checked="" type="checkbox"/> As part of the 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
<input checked="" type="checkbox"/>				

3. ORGANISATIONAL IMPACT ANALYSIS

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

This proposal will result in a saving of £208,000.

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

The saving will be achieved through vacant posts and revisiting some of the expressions of interest that were previously submitted as part of the workforce planning exercise undertaken during the 2018/19 financial year.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	120
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	To be determined, however the saving will be achieved through vacant posts and approved HR policies in relation to voluntary severance, flexible retirement etc.
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
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POST(S) ALREADY VACANT:	3
VOLUNTARY SEVERANCE:	To be determined.
RETIREMENT:	To be determined.
REDEPLOYMENT:	To be determined.
REDUNDANCY:	N/A

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	During the 2020/21 financial year.
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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
		√
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>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>N/A</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
√				

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)	The work of Corporate Finance supports the achievement of all of the Council's Well-being Objectives.	Nil
STATUTORY DUTIES	There are a range of statutory requirements which underpin much of the work of Corporate Finance e.g. publication of the annual Financial Statements.	Nil
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.
No further comments.

HEAD OF SERVICE:Steve Harris.....

DATE OF COMPLETION:04/12/19.....

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Corporate Services
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SERVICE AREA:	Building Cleaning
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1. GENERAL INFORMATION

SAVING PROPOSAL:	Being More Efficient <ul style="list-style-type: none"> • A38 - Reduction in Printing • A39 - Reduction in Subscriptions • A40 - Reduction in Training • A41 - Reduction in Fleet (Reducing by 1 vehicle)
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BUDGET AREA:	Building Cleaning
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TOTAL BUDGET FOR THIS AREA:	£51,911	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	32.7%
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TOTAL SAVING:	£17,000
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The saving will be achieved through improvement in efficiencies and a reduction in the expenditure in the above areas which have been identified through the departmental service review.

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.
Nil impact.

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*.

To date no consultation has been undertaken with this particular proposal however, consultation will be undertaken as part of the Council's overall consultation on its draft budget

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
	√ As part of the 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**:

The proposals will result in a saving of £17,000.

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

There will be no effect on existing members of staff.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	0
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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:	April 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
		√
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>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> We are in dialogue with community/third sector partners on reuse strategies which could facilitate more sustainable gains for all parties.</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
√				

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)		
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.
No further comments.

HEAD OF SERVICE:Steve Harris.....

DATE OF COMPLETION:22/11/19.....

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Education and Corporate Services
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SERVICE AREA:	Legal & Democratic Services
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1. GENERAL INFORMATION

SAVING PROPOSAL:	A42, A43 and A44 - £82,000
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BUDGET AREA:	Legal Services
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TOTAL BUDGET FOR THIS AREA:	£1,112,386	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	7.37%
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TOTAL SAVING:	£82,000
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>Following the resignation of a part time solicitor, this post will not be filled releasing a saving of £24,000 but part of this saving will be used to fund the democratic services post (50% FTE) required as part of the council's decision to go to 5 scrutiny committees last April. Council did not fund the extra post. A total net saving of £12,000 results.</p> <p>Reduction in mileage, post and training budgets - £20,000.</p> <p>A reduction on external legal spend - £50,000.</p>

2. PUBLIC IMPACT ANALYSIS

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: <i>Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</i> The proposed savings should have only a low impact on the public.</p> <p>Prevention guidance: <i>Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.</i> The likely affect is neutral.</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
		X
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: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.		
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
		X

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
X				

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:
There is likely to be only a low impact upon the organisation and future service provision.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
The part time solicitor within the litigation team has been seconded to Welsh Government for the past 18 months and has now resigned from the council's employment, after securing alternative employment. During the secondment, the post was not filled and the litigation team have managed the workloads and there should not be any further impact on the staff or service delivery.
The other identified savings should have no impact on staff.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	3 from post vacancy 19 from other budget savings proposals
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	3 20 from other budget savings proposals
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	1
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS ?
POST(S) ALREADY VACANT:	One part time post
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	The part time solicitor has been seconded to Welsh Government for 18 months and has now resigned from the employment of CCBC having secured a permanent position.
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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
		X
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X

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.

There should be little impact on other service areas. Members of the Litigation Team have shown that they are able to cover all appointments, court hearings and manage their workloads to ensure that all deadlines are met and there has been no detrimental impact on client departments.

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.*
N/A.

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
	X			

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)	Legal and Democratic Services support many of the well-being objectives and desired outcomes in the Corporate Plan.	Low
STATUTORY DUTIES	Support numerous statutory functions of the council.	Low
WELSH GOVERNMENT GUIDANCE or STRATEGY	Numerous	Low

4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
		X
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.		
N/A		

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.

N/A

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:Robert Tranter.....

DATE OF COMPLETION:21st November 2019.....

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Education and Corporate Services
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SERVICE AREA:	Business Improvement - Service Improvement and Partnerships
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1. GENERAL INFORMATION

SAVING PROPOSAL:	<p>Reductions in 3 budgets in use in the Service Improvement and Partnerships Unit:</p> <ul style="list-style-type: none"> • C30 - Well-being budget • C31 - Publicity and promotion • B11 - Welsh Language Translation
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BUDGET AREA:	Service Improvement and Partnerships (formerly Corporate Policy)
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TOTAL BUDGET FOR THIS AREA:	£1,192,279	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	2%
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TOTAL SAVING:	<p>£6k- Well-being budget £2k- Publicity and promotion £15k- Welsh language translation</p>
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:	
<p>This saving will be achieved by a reduction in the individual budget headings to help achieve the savings target. As these are relatively small reductions in the context of the savings requirement placed on the authority they have been dealt with jointly.</p> <p>The Well-being budget will be reduced by a further £6k (£10k reduction in 18/19 and £18k reduction in 19/20). This will leave an amount of £10k.</p> <p>The Publicity and promotion budget will be reduced by a further £2k (£4k reduction in 18/19 and £6k reduction in 19/20).</p> <p>The Welsh language translation budget will be reduced by a further £15k (£10k reduction in 19/20).</p>	

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 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).

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

The well-being budget has allowed small projects with high impact to be delivered e.g. the Sirhowy Valley Pollinator project that protects the local bee population and provided lessons to primary school children on the importance of global responsibility and sustainability.

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
	Yes. Children and Older People.	
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.*

No consultation undertaken to date. Consultation will be achieved through the medium term financial plan consultation.

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
	Yes	

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
		x		

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:
<p>Welsh language translation is a statutory requirement. The budget for external translation enables a mixed market provision with smaller, short time and sensitive translations handled in house, and larger pieces of work submitted to a framework of external contractors.</p> <p>The internal translation capacity is now more stable after a period of repeated staff losses to other organisations. It is anticipated that the internal capacity may have to deliver work that ordinarily would have transferred to external companies.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
No impact on members of staff.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	n/a
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	n/a
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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
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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
		X
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	
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 proposal will impact on voluntary and community sector partners where they may have previously been supported by small amounts of funding administered as grants or projects through the well-being budget.</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> .
<p>Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives.</p> <p>The Translation Team has come to a period of stability after repeated staff losses to other organisations. It is not possible to predict what may happen to capacity over the coming 12 months but it is anticipated that more translation will take place in house.</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
	X			

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)	No direct link	

STATUTORY DUTIES	Welsh Language (Wales) Measure 2011	The local authority must ensure that all communication with the public meets the requirements of the Welsh language standards. It is anticipated that statutory compliance can be maintained.
WELSH GOVERNMENT GUIDANCE or STRATEGY	None	

4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
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.		
Cuts to budgets that support voluntary sector activity are likely to be subject to external criticism.		
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.		
None		

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:Steve Harris.....

DATE OF COMPLETION:28/10/19.....

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Education and Corporate Services
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SERVICE AREA:	Customer and Digital Services
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1. GENERAL INFORMATION

SAVING PROPOSAL:	<p>B13 Central Services (Part-year saving in 2020/21 of £24k. Full-year saving of £48k) – Redesign of the current offering to include the extension of self-service collections from single points in all offices and implementing alternative methods of working linking into digitalisation of the receipting and circulation of documents across the organisation.</p> <p>B12 Customer Services (Part-year saving in 2020/21 of £68k. Full-year saving of £136k) - Redesign Customer services offering to provide a more customer focused service with alternative service options. Areas of redesign to include:- Outlets of service provision, service provision delivery times, service delivery options (electronic, face to face, appointments)</p> <p>D24 Digital Services (2020/21 saving of £200k) – Redesign business operations within Data Centre and Rationalisation of Products / Systems</p> <p>D22 Procurement Services (2020/21 saving of £10k) – Income Generation</p>
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BUDGET AREA:	Customer and Digital Services
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TOTAL BUDGET FOR THIS AREA:	£3,543,881.00	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	10.8%
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TOTAL SAVING:	£384,000.00
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:

Central Services - Redesign of the current offering to include service provision delivery and collection times' reduction supported by the extension of self-service points in all offices and implementing alternative methods of working linking into digitalisation of the receipting and circulation of documents across the organisation.

Modernisation of operating practices. All mail to be collected from central points by extending the self-service initiative and scanned from a central point. Delivery will then be electronic to all areas of the business. The business will need to be encouraged to move to electronic communications, for day to day business and all meetings as hard copy communications to members, officer, the public and other

organisation to be provided limited to special cases. No delivery services from the mail room as all documents will be sent electronically.

This initiative will link closely to the centralising of invoice processing and so working practice and technology where possible can be shared.

Customer Services - Redesign of delivery model affecting all customer service centres:

Promotion of Direct Debits, Online Payments and Post Office Card Payments to support rationalisation of sites and opening hours for revenue collection centres.

Discontinue receipting cheque payments via the post.

Close all sites on a Saturday.

Relocate Pontlottyn Customer Services to Rhymney Library.

Reduce Newbrdge cash office to one day a week.

Ty Penallta to offer a drop in and appointment-based service.

Caerphilly, Blackwood, Risca, Bargoed to offer an appointment only delivery model with revenue collection on a reduced basis.

Promotion of self service and web-based services.

Digital Services –

- Migrate our endpoint protection and secure email to Microsoft product set - The implementation of Microsoft Office 365 will allow us to use some of the security products available through Microsoft, these will provide end point protection for our corporate devices. We will also have access to collaborative tools for sharing information and sending secure emails.
- Move to SIP technology for incoming and outgoing telephone calls, enabling ISDN lines to be ceased - As the telephony project progresses, we will move our telephone number ranges from the existing ISDN lines to the SIP data circuits, this will enable the ISDN lines to be ceased.
- Rationalization of products/systems

Procurement Services – Income generation through collaborative procurement arrangements.

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.

All proposals above for Customer and Digital Services are providing enhanced services not reduction in service however it does mean an alternative delivery method of some services.

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

Central Services - The intention of this proposal is to provide an enhanced service not a reduction in service however it does mean an alternative delivery method will need to be adopted across the Authority.

The impact is of moderate service disruption as follows:

Customers will need to be able and willing to receive correspondences in digital formats.

Customers will find a change on this scale difficult to adapt to which will be expressed as noticeable dissatisfaction.

We recognise that we need to take an inclusive approach to ensure that we provide equal access to our services for all sections of the community. Developing our digital offering to create a positive customer experience must be tempered with options of alternative service options for those who are not able or are yet to develop the ability to transact and communicate in a digital way. However, our inclusive approach will need to be carefully managed and traditional methods of communication being used by exception for the most in need cases.

Where statutory services require an outbound hard copy correspondence the reduction in operating times will impact on this service. As part of the implementation plan the statutory services will be identified to minimise the effect of this change.

Where a discretionary service requires an outbound hard copy correspondence the reduction in operating times will impact on this service.

The mail service affects a large proportion of our customer based across all areas of the Authority which give the potential for regional public concern.

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

The proposal is linking to the digital transformation agenda with the intention of extending more efficient ways of circulating correspondences to minimise the effect on preventative areas that reduces future burdens and supports well-being.

It is worth noting that social services are a high user of hard copy mail and as part of the implementation plan other secure formats of delivery methods will need to be adopted so not to affect outcomes to vulnerable or in need citizens within our communities.

Customer Services - Moderate Public Impact as follows:

The intention of this proposal is to provide a more focused approach to customer service and maximise the benefits of every access channel available to our communities, including sustaining local business through the promotion of post office-based payments.

This level of change will not affect the ability to deliver statutory services however will have a potential to have moderate levels of service disruption whilst Customers come accustomed to the changes.

This change will bring noticeable customer dissatisfaction as high percentages of communities are regular customers at centers.

Customer will perceive the change as a significant disruption to discretionary services despite the intention of offering a delivery model that uses resources in a more efficient way to deliver a focused service to the customer and this is likely to attract regional public concern

We recognize that we need to take an inclusive approach to ensure that we provide equal access to our services for all sections of the community. Developing our digital offering to create a positive customer

experience must be tempered with options of alternative service options for those who are not able or are yet to develop the ability to transact and communicate in a digital way. However, our inclusive approach will need to be carefully managed and traditional methods of service delivery being used by exception for the most 'in need' cases only.

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

N/A

Digital Services –

- The move to Microsoft technologies will progress rationalisation of contracts and products and will enable easier management, return on investment for purchasing Office 365 and a single product set for our devices. Prevention guidance: Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being. This technology will protect devices assisting the agile agenda and enabling collaboration in a safe manner.
- The move to SIP technology will ensure that the Authority has moved to the newer technology well before the telephony providers stop installing and supporting the older technology in 2025. Prevention guidance: Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being. This technology will facilitate agile working and provide flexibility and resilience in handling telephone calls.
- Rationalization of product and systems will have limited impact on the general public

Procurement and information Services – No impact.

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
	Customer Services - Yes	Central Services - No Digital Services – No Procurement and information - 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> .		
<p>Involvement guidance: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.</p> <p>None as yet we will need to start to develop this going forward.</p> <p>Digital Services –</p> <ul style="list-style-type: none"> Briefing paper has been discussed with CMT and Members and expenditure for Microsoft products has been approved. Briefing paper has been discussed with Director, long term there will be no option if voice channels with the Authority continue to be used as service providers will no longer offer ISDN technology. 		
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
	Central Services - Yes	Customer Services - No Digital Services – No Procurement and information - 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
Procurement and information Digital Services	Central Services	Customer Services		

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:
<p>Central Services - Organisation impact will be in the main cultural. People doing more for themselves via electronic means. Part of the initiative is adopting digital approaches which will rely on the agreement of the constitution’s wording to be changed and members using the mod.gov digital platform for all committee papers as the agenda dispatch service would be ceased. It is anticipated that the proposal will attract some media interest resulting in local press interest.</p> <p>Customer Services - The change will attract negative regional press/media coverage and political coverage as the concept will be viewed as removing front line services despite the intention of delivering services in a more focussed approach. Customer services deliver services on behalf of other services as Income Section, Council Tax, Housing Benefit, Rents, Housing and Passenger transport services and the remodelling and perception of the change could reflect on these offerings. With the exception of Ty Penallta, the proposal continues to support the co-location of Customer Services within libraries across the borough. The changes to the operating times and delivery method based on past</p>

experience will cause the library team workload in fending customer dissatisfaction especially where the Customer service team are not present.
The change also has the potential to increase demand via the corporate complaint process.

Digital Services –

- This technology will protect devices against malware and computer viruses; it will also encrypt hard drives to protect information stored on it. Microsoft products will ease the ability to collaborate across the Organisation and with other Organisations.
- This technology will facilitate agile working and provide flexibility and resilience in handling telephone calls. It will deliver technology that is future proofed.

Procurement and information Services – Currently Nil however resource will need to be monitored.

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

Central Services - The proposal will reduce the head count in the mail room by 40%. The team will need to embrace the change and we will need to support the development of digital skills.

Customer Services - This will reduce the FTE from the in-person team by 25%. (5 FTE). Due to the large number of part time employees this will affect more than five members of the team. Reduction in head count is inevitable and the intention will be to use the workforce planning approach to minimise impact however redundancies may be a result of this proposal should other financially viable options not be viable. It will also impact on the library team as they will front customer dissatisfaction, especially when the customer service team is not present.

Digital Services –

- Staff will need to embrace the new technologies and familiarise themselves with the new product set.
- This will enable staff to work differently in ways that will meet the agile policy creating flexibility and resilience creating improved work life balance.

Procurement and information Services – Nil at the moment however a review of resource levels will be required as the collaboration grows.

<p>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</p>	<p>Central Services – 2.0 FTE Customer Services – 5.0 FTE (Grade 5) Digital Services – 0 Procurement and information Services – 0</p>
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<p>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</p>	<p>Central Services – 2 (1 External Courier/1 Clerical Assistant Grade 3) Customer Services – TBC due to large number of part time employees.</p>
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	Digital Services – 0 Procurement and information Services –
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	Central Services – 2 (1 External Courier/1 Clerical Assistant Grade 3) Customer Services – TBC due to large number of part time employees. Digital Services – 0 Procurement and information Services – 0
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS ?
POST(S) ALREADY VACANT:	Central Services – 1 Customer Services – 0 Digital Services – Procurement and information Services –
VOLUNTARY SEVERANCE:	Central Services – 0 Customer Services – 0 Digital Services – 0 Procurement and information Services –
RETIREMENT:	Central Services – 1 (TBC) Customer Services – 0 Digital Services – 0 Procurement and information Services –
REDEPLOYMENT:	Central Services – 0 Customer Services – 0 Digital Services – 0 Procurement and information Services –
REDUNDANCY:	Central Services – 0 Customer Services – 6 Digital Services – 0 Procurement and information Services –

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	Work is already underway on key projects – 19/20 March 20/21 will see the start of wider service redesign Central Services – August 2020 Customer Services – August 2020 Digital Services – <ul style="list-style-type: none"> • 2020 (as products reach the end of their contractual term) • 31/03/2020 Procurement and information Services – March 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
	Central Services – Yes Customer Services – Yes Digital Services – Yes x 1	Digital Services – Yes x 1
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	Digital Services - Yes	Central Services – No Customer Services - 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.

Central Services - The proposal will require all services to adopt a digital first approach to correspondences. This should not impact on objectives in a negative way as exceptions to a digital first approach will be considered where specific needs can be evidenced as an exception not the rule. The team will need to embrace the change and we will need to support the development of digital skills.

Customer Services - The Customer service team deliver services on behalf of other services such as the Income Section, Council Tax, Housing Benefit, Rents, Housing and Passenger transport services and the remodelling and perception of the change could reflect on these offerings. These services will still be supported on the front line but in a more focussed delivery model.

Digital Services –

- The introduction of these technologies will facilitate improved collaboration and the agile agenda.
- Will help to reduce call costs through the corporate contract. All calls made to other people on the network will be free. Ability to have flexibility in delivering services. Resilience in inclement weather.

Procurement and information Services – Nil

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.

Central Services - The project can link into the centralisation of invoice process to share working principles. The team will need to embrace the change and we will need to support the development of digital skills.

Customer Services - N/A

Digital Services –

- The introduction of these technologies will facilitate improved collaboration.
- Working with telephony service provider to achieve migration and cost savings.

Procurement and information Services

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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
Digital Services	Central Services	Customer Services		

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)	Customer and Digital Strategy	Positive 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
	Central Services - Yes Customer Services - Yes Digital Services – Yes x 1	Digital Services – No x 1

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.

Central Services – The risk associated to the modernising of the service are considered to be:

- To adopt a digital first approach there needs to be a cultural adoption of initiatives to support the modernisation approach. If all services across the Authority do not adopt a digital first approach in corresponding with the public, internal and external partners then the savings within the proposal would be at risk of being achieved without significant impact and increased pressure being put on the remaining staff in the mail room post the savings being implemented.
- There could be workload implications on the remaining team post implementation should we have a

high demand from customers who are not able or are yet to develop the ability to transact and communicate in a digital way and exceptions are put in place to deliver the service in traditional methods.

3. Members not embracing a digital first approach and the adoption of the mod.gov delivery platform for committee papers.

Customer Services –

1. To adopt a digital first approach there needs to be a cultural adoption of initiatives to support the modernisation approach. If all services across the Authority do not adopt a digital first approach in serving the public and promoting alternative methods of payments and services, then the savings within the proposal would be at risk of being achieved without significant impact and increased pressure being place on the team.
2. There could be workload implications on the remaining team post implementation should we have a high demand from customers who are not able or are yet to develop the ability to transact and communicate in a digital way and exceptions are put in place to deliver the service in traditional methods.

Digital Services –

- None
- As the quantity of telephone numbers increases on SIP and the voice traffic increases accordingly there may be a need to increase the number of SIP channels to allow increased consecutive calls to be made.

Procurement and information Services – Limited risks however if local authorities decide not to purchase from DPS and other collaborative arrangements there is a risk of limiting income.

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.

Central Services – We have commitment from the leadership team to supporting the principle of the Customer and Digital Strategy.

Customer Services – We have commitment from the leadership team to supporting the principle of the Customer and Digital Strategy.

Digital Services –

- None
- Increase the number of SIP channels if budget permits.

Procurement and information Services – development of fit for purpose and flexible arrangements

5. OTHER RELEVANT INFORMATION

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

Central Services – N/A
Customer Services –
Digital Services –
Procurement and information Services

HEAD OF SERVICE:

DATE OF COMPLETION:

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Education and Corporate Services
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SERVICE AREA:	Business Improvement - Service Improvement and Partnerships
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1. GENERAL INFORMATION

SAVING PROPOSAL:	<p>Reductions in budget made available to the community and voluntary sector</p> <ul style="list-style-type: none"> • C28 - Reduction in voluntary sector Service Level Agreements (Citizen’s Advice, Groundwork Wales and Gwent Association of Voluntary Organisations (GAVO)) • C29 - Cessation of the Technical Assistance budget
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BUDGET AREA:	Service Improvement and Partnerships (formerly Corporate Policy)
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TOTAL BUDGET FOR THIS AREA:	£1,192,279	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	7.6%
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TOTAL SAVING:	£80k - Service Level Agreements £11k - Technical Assistance
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:

This saving will be achieved by a reduction in the current service level agreement amounts to three voluntary sector organisations. The total remaining budget available to fund service level agreements will be £129k.

	19/20 SLA amount	20/21 SLA amount
Citizen’s Advice	£136,714	£84,216
Groundwork	£36,544	£22,511
GAVO	£35,346	£21,877
TOTAL AVAILABLE	£208,604	£128,604

The current Technical Assistance budget of **£10,587** (2019/20) will not be available in 2020/21.

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 proposals are likely to significantly affect the public over the long term.

Citizen's Advice provide free, confidential and impartial advice to some of the most vulnerable people in society. The SLA amount enables Citizen's Advice Blaenau Gwent and Caerphilly (CABBG and C) to provide information and advice through casework covering debt, welfare benefits, employment, housing, consumer problems, family and personal matters, taxes, immigration and nationality. The SLA amount supports opening hours at CAB centres at Hanbury Road, Bargoed; Park Road, Risca; and outreach services at 19 other centres across the county borough. It is highly likely that less face-to-face advice services would be available as a result of this reduction. We will work closely with Citizen's Advice to agree what services can be provided with the reduced funding available and will also explore the potential to deliver services from more CCBC buildings wherever this is possible.

Groundwork Wales mission is 'Changing Places, Changing Lives' with an aim to support sustainable communities which are vibrant, healthy and safe, which respect the local and global environment and where individuals and enterprise prosper. They aim to build sustainable communities in areas of need through joint environmental action. Specific projects supported through the current SLA include 'Routes 2 Life' offering horticultural, agricultural and traditional skills training to improve employment prospects, self-esteem and health and well-being; 'Wood2Work' which supports local people to learn practical carpentry, horticulture and traditional skills in a supported training environment. Both projects give clients mentoring and peer support to increase self-confidence moving them forward towards employability. It is highly likely that the number of people supported into employment will fall.

GAVO the Gwent Association of Voluntary Organisations, is the local Community Voluntary Council with a role to enable local third sector organisations to grow and develop, support individual volunteers, promote good governance across the sector, represent the wider sector and share good practice. GAVO supports volunteering practice in the local well-being plan and area plan [Well-being of Future Generation and Social Services and Well-being Acts]. GAVO supports third sector organisation to access sustainable funding.

Technical Assistance this budget is 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.

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

The above budgets are supporting people and community groups who may not be able to access

the same support through other means, or support levels will be reduced. Failing to access timely advice, improve employment prospects etc will directly affect individuals, possibly leading to increased demand on the statutory public sector. Third sector organisations that obtain support from GAVO or have been able to access technical assistance funds, may suffer from less hands on or direct support. Third sector organisations are often providing service not delivered by the statutory public sector. Withdrawal of these services could increase demand.

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
	Yes. Clients that access the projects supported by the SLA's are more likely to come from protected characteristic groups.	
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.

No consultation undertaken to date. Consultation will take place directly with the recipient organisations of service level agreements to understand what service levels may be possible with the reduced amounts for 2020/21.

Consultation on the withdrawal of the Technical Assistance Fund will be achieved through the medium term financial plan consultation.

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
	Yes	

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
		x Technical Assistance	x SLA Reduction	

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:
It is probable that demand on statutory services may increase over the longer term as less people are supported by the voluntary sector projects. However, this is difficult to predict or quantify.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
No impact on members of staff.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	n/a
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	n/a
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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
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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
		X Not directly
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	

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.

The proposal will impact on voluntary sector partners as it directly affects them as described. It may lead to an increased demand on other statutory public partners as less people will be supported.

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.

The intention is to work with the partners affected by the reduction in service level agreements to understand what services will be provided with the reduced funding available. It is very possible that some projects may become unsustainable due to the reduced amounts and may need to cease.

The Service Improvement and Partnerships Unit will continue to administer the Welsh Church Acts Fund and the Grants to the Voluntary Sector Fund.

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
	x			

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>Improve Education Opportunities for All and Enabling Employment</p> <p>Support citizen's to remain independent and improve their well-being</p>	<p>Projects delivered by Groundwork Wales contribute to the education of individuals and young people who may be not in employment, education or training (NEET).</p> <p>Advice services provided by Citizen's Advice are likely to be assisting independence.</p>
STATUTORY DUTIES	None	
WELSH GOVERNMENT	None	

GUIDANCE or STRATEGY		
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4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	x	
<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>The voluntary sector, like the public sector, has suffered from reductions in funding since austerity began around 2010. Funding that comes through statutory public sector bodies, like the local authority, has been particularly severely reduced as the public sector tries to cope with its own significant challenges. The budgets described above were protected up until 2019/20 when the first reductions were made. It is highly likely that reductions may be requested in subsequent years given the current financial outlook.</p> <p>Support to the voluntary and community sector is a highly sensitive issue since the capacity within the sector often comes from individuals who are giving their own time freely and are genuinely motivated to make a difference for individuals and communities.</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>It is not considered possible to mitigate these risks and sensitivities in the context of this budget proposal.</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:Steve Harris.....

DATE OF COMPLETION:28/10/19.....

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Education and Corporate Services
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SERVICE AREA:	Miscellaneous Finance
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1. GENERAL INFORMATION

SAVING PROPOSAL:	C32 – Deletion of the Match Funding for Community Schemes budget.
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BUDGET AREA:	Miscellaneous Finance
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TOTAL BUDGET FOR THIS AREA:	£15,000	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	100%
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TOTAL SAVING:	£15,000
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>The Bargoed Ice Rink is currently partly funded by Bargoed Town Council and the CCBC Match Funding for Community Schemes budget.</p> <p>The Senghenydd Splash Pad is currently funded by Aber Valley Community Council and the CCBC Match Funding for Community Schemes budget.</p> <p>The proposal is to withdraw CCBC’s match funding for the Bargoed Ice Rink (£12k) and the Splash Pad in Senghenydd (£3k).</p> <p>The withdrawal of funding for both bodies was considered as part of the 2019/20 budget proposals but was deferred by one year to allow for a period of time for alternative funding sources to be explored.</p>

2. PUBLIC IMPACT ANALYSIS

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>
The proposed withdrawal of funding may impact on the future viability of both the Ice Rink and Splash Pad.

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
	The proposed withdrawal of funding for the Splash Pad could have an adverse effect on young people/children.	
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 withdrawal of funding for both bodies was considered as part of the 2019/20 budget proposals but was deferred by one year to allow for a period of time for alternative funding sources to be explored.

The proposed withdrawal of funding from April 2020 will be considered as part of the Council’s wider eight-week consultation on the 2020/21 Draft Budget Proposals.

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
	Yes	

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
	x			

3. ORGANISATIONAL IMPACT ANALYSIS

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

N/A

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

No impact on CCBC members of staff.

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

NUMBER OF **POSTS** IN BUDGET AREA AFFECTED: n/a

NUMBER OF **POSTS** AFFECTED BY THE PROPOSED SAVING: n/a

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
		X
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
	X	

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 proposal will impact on Bargoed Town Council and Aber Valley Community Council, who will need to identify alternative funding sources to ensure the future viability of the Ice Rink and Splash Pad.

<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>The withdrawal of funding for both bodies was considered as part of the 2019/20 budget proposals but was deferred by one year to allow for a period of time for alternative funding sources to be explored.</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
	x			

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)		
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
		x
<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>		

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.

None.

HEAD OF SERVICE:Steve Harris.....

DATE OF COMPLETION:05/12/20.....

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Corporate
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SERVICE AREA:	Catering – Meals Direct
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1. GENERAL INFORMATION

SAVING PROPOSAL:	D12 - Increase price of meals direct by 25p from April 2020 (£3.30 to £3.55 - subsidised rate £5.65 to £5.90 unsubsidised rate)
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BUDGET AREA:	Catering – Cost Centre 0275
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TOTAL BUDGET FOR THIS AREA:	Income budget for 2019/20 = £179,212		% OF TOTAL BUDGET IN SAVINGS PROPOSAL: 2.79%
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TOTAL SAVING:	£5k
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Increase price of meals direct by 25p from April 2020 (£3.30 to £3.55 - subsidised rate £5.65 to £5.90 unsubsidised rate)

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 The greatest impact will be on the users of the Meals Direct service
Prevention Promotes independence by supporting members of the public to remain independent in staying in their

own homes.

The service is designed to meet various needs of its customers. We work very closely with social services and Information Assistance and Advice (Social Services) who offer a variety of alternatives to the Meals Direct service. Very often it is the most vulnerable and needy members of the borough that access the service as no suitable alternative is available to meet their needs of a hot meal delivered daily. We must not underestimate the value of this service to members of our communities especially those who are frail and vulnerable who often refer to this service as the 4th emergency service.

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
	X	
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> .
Involve ment guidance: <i>Consider whether you have involved people who have an interest in the service area, including service users and potential service users.</i>
Consultation is planned to be undertaken as part of a wider eight-week consultation process on the 2020/21 Draft Budget Proposals commencing on the 18 th November 2019.
The consultation will take place via electronic, paper and verbal methods of feedback that will be considered by Cabinet and Council before a final decision is made on whether the price increase will be implemented from April 2020.

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
	X	

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
	X			

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:
<p>If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p> <p>It should be noted that Catering Services have proposed meal increases for the next 5 years across all sectors to contribute to MTFP savings. This strategy has been used in previous years and could have mitigating circumstances on the ability to remain viable due to food inflation, labour costs and the unknown impact of BREXIT on our budgets.</p> <p>Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.</p> <p>Also, please identify the mitigating actions that will assist in managing this:</p> <p>We notify customers that prices will increase. Catering staff have been made aware of the proposal although with such a large price increase it could impact on meal uptake which may impact on trading viability.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
<p>If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p>

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	.5
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	1
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	1
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	Possible
REDUNDANCY:	Possible

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	If agreed April 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
		X
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X

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 service provides a point of contact to public services for, often, very vulnerable people. Meals Direct staff are able to 'check in' on customers and notify social services and health board colleagues of any concerns about health, safety and well-being.

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.

- The service works in partnership with internal / external organisations such as members, (health initiatives, events team, well-being objectives, trade union etc.

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
		X		

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	Objective 2 - Enabling employment	Objective 2 – Employment opportunities could reduce in the local community if meal uptake reduced due to increase in

state which objectives)	Objective 5 – Creating a county borough that supports a healthy lifestyle in accordance with the Sustainability Development Principle within the Well-being of Future Generations (Wales) Act 2015	prices. Objective 5 – The increase of meal prices could increase poverty levels, health inequalities and deny customers the access to the service on affordability and have an impact on customer independence.
STATUTORY DUTIES	The Health and Safety at Work Act 1974	Nil as the minimum provision to provide the workforce with welfare facilities would still be met.
WELSH GOVERNMENT GUIDANCE or STRATEGY	Well-being of Future Generations (Wales) Act 2015	The increase of meals could increase poverty levels, health inequalities and deny customers the access to the service on affordability.

4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
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.		
<p>The reduction in the subsidy level could increase the risk of risk :-</p> <ul style="list-style-type: none"> • Loss of jobs • Loss of income which could lead to a greater subsidy level being required. • Decreased customer satisfaction levels • Decrease in customer independence 		
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.		
<p>Increase income streams by becoming more streamlined in the catering services we provide. This is the first step in charging commercial prices to ensure a long-term viable catering service can remain operational and provide a service to all it existing and potential new customer base.</p> <p>The service area is currently working with the Authority’s Transformation Team to improve the provision it already offers by delivering it in a more commercial manner.</p>		

5. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
It should be noted that the service area has other budget pressures which could impact the service

provision in the following areas:-

- Increase in Medical Diets which impact on staff resource and which could result in a dietician being required to help with the changes to legislation regarding the level of detail required on food products
- Recruitment – attracting staff into the catering industry is a national issue and one that is increasing within the Caerphilly borough
- Increase in corporate training i.e. Safeguarding / VAWADA where no additional budgets have been allocated. The wider Catering Service has over 800 posts which can impact significantly on budgets when additional training is required.

HEAD OF SERVICE: Steve Harris

DATE OF COMPLETION: 6th November 2019

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Corporate
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SERVICE AREA:	Catering
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1. GENERAL INFORMATION

SAVING PROPOSAL:	D13 - Increase price of primary school meals by 10p from April 2020 (£2.10 to £2.20)
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BUDGET AREA:	Catering – Cost Centre 0244
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TOTAL BUDGET FOR THIS AREA:	Income budget for 2019/20 = £1,611,272		% OF TOTAL BUDGET IN SAVINGS PROPOSAL: 1.74%
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TOTAL SAVING:	£28,000
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Increase price of primary school meals by 10p from April 2020 from £2.10 to £2.20 to meet MTFP proposed savings of £28k.

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 The greatest impact will be on lower income families with multiple children of school age across the county borough, albeit that those least able to afford school meals are eligible for Free School Meals. Any further increases in subsequent years could result in Caerphilly moving from having one of the lowest prices for school meals across Wales.

SCHOOL MEALS PRICES

APRIL 2019 - Current prices & Proposals

<u>AUTHORITY</u>	Junior	Infant	Nursery	Adult (Inc VAT)	Secondary Free meal Price	Date of next Price Increase	Amount of Increase
Anglesey	£2.40	£2.40	£2.40	£4.26	£2.40	Sep-19	
Blaenau Gwent	£2.25	n/a	n//a	£3.20	£2.50	TBC	Still under consideration
Bridgend	£2.20	£2.20	£2.20	£3.48	£2.50	Unknown	No increase for September 2019
Caerphilly	£2.10	£2.10	£2.50	£3.30	£2.35	Apr-20	All areas proposed to increase by 10p
Cardiff	£2.50	£2.50	n/a	£3.60	£2.95	N/A	No planned increase
Carmarthenshire	£2.50	£2.50	n/a	£3.92	£2.50	possibly april 2020	increase only on adult meal april 2019
Ceredigion	£2.50	£2.50	n/a	£4.35	£2.50	N/A	none scheduled for this year
Conwy	£2.50	£2.50	£2.50	£3.84	£2.55	TBA	This is a £0.15 increase on last year to start after Easter 29-04-2019
Denbighshire	£2.20	£2.20	£2.20	£3.60	£2.35	N/A	No Increase planned at present
Wrexham	£2.40	£2.40	£2.40	£3.20	£2.45	Apr-20	tbc 5p per meal in April 2020
Gwynedd	£2.50	£2.50	£2.50	£3.60	Set by each school	Sept-19	Not known as present
Merthyr	£2.30	£2.30	£2.30	£3.55	£2.70	April 2019	these are the increased prices from 29/4
Monmouthshire	£2.10	£2.10	£2.10	£4.25	N/A	Unknown	No increase planned at present
Neath & Port Talbot	£2.30	£2.30	£2.30	£3.25	school decide	Sept 19	5p per meal
Newport	£2.15	£2.15	n/a	£3.30	£2.40	Sept-19	No current proposal however normally for September
Pembrokeshire	£2.45	£2.35	n/a	£3.48	£2.50	Sept-19	Proposed 10p increase, but still under consideration
Powys	£2.45	£2.45	£2.45	£4.50	£2.55	From 1st April 19	Proposal from cabinet to increase to £0.15p from 1st April 2019
Rhondda Cynnon Taf	£2.50	£2.50	n/a	£3.30	£2.75		no increase 19-20
Swansea	£2.30	£2.30	n/a	£3.47	£2.30	Sept-19	proposed 10p still waiting for confirmation
Torfaen	£2.40	£2.30		£4.00	£2.60		
Vale of Glamorgan	£2.30	£2.30		£3.10	£2.50	Apr-20	Proposed increase of 5p in April 2020
Flintshire							

Prevention guidance

The service works in partnership with the WLGA, WG, Education Department and NHS as a contributing factor in preventing long-term health related problems linked to obesity and malnutrition occurring and / or getting worse. We promote healthy eating to all users of the service.

- School meals service contributes in a positive way to Caerphilly County Borough Council's reputation as a caring, innovative and front facing community service. The service helps to protect the children in our society and makes safeguarding a key priority;
- The service promotes social inclusion, poverty reduction and helps those most deprived in rural

Wales and those that have limited scope to change their circumstances and to develop the resilience and capability of rural communities.

- This service sometimes provides the only hot meal a child will receive in a day. The service supports children and is more than just something nutritious to eat i.e. teaching social skills, educating their tastes and choices in life.

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
	X	
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: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.
The consultation that has taken place currently is mainly to head teachers notifying them of the possible increase of the primary school meal in April 2020. Further consultation is planned with parents, governing bodies and pupils via the Authority's wider eight-week consultation on the 2020/21 Draft Budget Proposals commencing on the 18 th November 2018.
The consultation will take place via electronic, paper and verbal methods of feedback that will all be considered by Cabinet and Council prior to final budget decisions being made in February 2020.

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
	X	

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
	X			

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:
<p>If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p> <p>Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.</p> <p>Also, please identify the mitigating actions that will assist in managing this:</p> <p>We notify customers that prices will increase. Catering staff have been made aware of the proposal.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
<p>If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p>

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	None currently
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	None currently
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	0
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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:	If agreed April 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
		x
WILL THE PROPOSED SAVING HAVE AN IMPACT	YES	NO

ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)		x
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 School meals supports the wellbeing objectives and goals of other public bodies by:</p> <ul style="list-style-type: none"> • Supporting the residents of CCBC and development of a sustainable health and care system focused on prevention and early intervention. 		

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> .
<p>Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives.</p> <ul style="list-style-type: none"> • The service works in partnership with the WLGA, WG, Education Department and NHS as a contributing factor in preventing long term health related problems linked to obesity and malnutrition occurring and / or getting worse.

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
		X		

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. Objective 2 - Enabling employment	Objective 1 - the possible decline in nutritional meals, increase in hunger and a decline in academic achievement. Objective 2 – Employment opportunities could reduce in the local community if school meal uptake reduced due to increase in school meal prices.

	Objective 5 – Creating a county borough that supports a healthy lifestyle in accordance with the Sustainability Development Principle within the Well-being of Future Generations (Wales) Act 2015	Objective 5 – The increase of school meals could increase poverty levels, health inequalities and deny certain pupils the access to the school meal service on affordability.
STATUTORY DUTIES	The Education (Provision of Meals) Act 1996	A possible impact on the working poor due to the inability to access the school meal service due to affordability. This could result in the possible decline in nutritional meals, increase in hunger and a decline in academic achievement.
WELSH GOVERNMENT GUIDANCE or STRATEGY	Welsh Governments Food and Drinks in School guidance on charging for food and drink in maintained schools: guidance for education providers August 2014.	An increase of a price of a school meal could impact on families with multiple children accessing the service which contravenes the advice stated in the Welsh Government’s Food in School Guidance 2014

4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
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.		
<p>The increase in a school meal could present the following risks:-</p> <ul style="list-style-type: none"> • Increase in poverty hunger • Poor diet – decrease in fresh veg and fruit being consumed with increase of more sugary and increased saturated fats being consumed impacting on long term health. • Long term health related problems linked to obesity and malnutrition occurring and / or getting worse. • Increased discrimination of who can access the service • Decline in academic achievement • Reduced concentration levels • High school absence levels • Decrease in income impacting on budgets 		
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.		
<p>In light of current budget pressures there is very little we can do to mitigate these risks at this current time. Caerphilly School Meals service are already one of the most cost effective school meal providers in Wales with the price of their school meal being one of the lowest for over the last 4 years.</p> <p>The service has not received any budget growth through the price of the school meal for over 5 years as all</p>		

increases in income from the annual price increase are returned back into the corporate budget to contribute to the savings required for the authority to maintain a balanced budget year on year. Hence the service area has to continually look for other efficiencies within the day to day running of the operation to remain financially viable and operate on a balanced budget.

5. OTHER RELEVANT INFORMATION

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

It should be noted that the service area has other budget pressures which could impact the service provision in the following areas:-

- Increase in Medical Diets which impact on staff resource and which could result in a dietician being required to help with the changes to legislation regarding the level of detail required on food products
- Recruitment – attracting staff into the catering industry is a national issue and one that is increasing within the Caerphilly borough
- Breakfast Club - new clubs where no budgets have been allocated
- Direct competition with Schools opening cafés on site
- Twilight shifts / school closures where no income can be generated and can impact on financial performance
- Increase in corporate training i.e. Safeguarding / VAWADA where no additional budgets have been allocated. The service has over 800 posts which can impact significantly on budgets when additional training is required.

HEAD OF SERVICE: Steve Harris

DATE OF COMPLETION: 6th November 2019

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Corporate
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SERVICE AREA:	Catering
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1. GENERAL INFORMATION

SAVING PROPOSAL:	D14 - Increase price of secondary school meals by 10p from April 2020 (£2.35 to £2.45)
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BUDGET AREA:	Catering – Cost Centre 0205, 0206, 0215, 0225, 0207, 0224, 0210,0226, 0211
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TOTAL BUDGET FOR THIS AREA:	£1,640,650 – income budget for 2019/20	3%	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:
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TOTAL SAVING:	£54,000
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
Increase price of secondary school meals by 10p from April 2020 from £2.35 to £2.45 to meet MTFP proposed savings £54k.

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 The greatest impact will be on lower income families with multiple children of school age across the county borough, albeit that those least able to afford school meals are eligible for Free School Meals. Any further increases in subsequent years could result in Caerphilly moving from having one of the lowest prices for school meals across Wales.

SCHOOL MEALS PRICES

APRIL 2019 - Current prices & Proposals

<u>AUTHORITY</u>	Junior	Infant	Nursery	Adult (Inc VAT)	Secondary Free meal Price	Date of next Price Increase	Amount of Increase
Anglesey	£2.40	£2.40	£2.40	£4.26	£2.40	Sep-19	
Blaenau Gwent	£2.25	n/a	n//a	£3.20	£2.50	TBC	Still under consideration
Bridgend	£2.20	£2.20	£2.20	£3.48	£2.50	Unknown	No increase for September 2019
Caerphilly	£2.10	£2.10	£2.50	£3.30	£2.35	Apr-20	All areas proposed to increase by 10p
Cardiff	£2.50	£2.50	n/a	£3.60	£2.95	N/A	No planned increase
Carmarthenshire	£2.50	£2.50	n/a	£3.92	£2.50	possibly april 2020	increase only on adult meal april 2019
Ceredigion	£2.50	£2.50	n/a	£4.35	£2.50	N/A	none scheduled for this year
Conwy	£2.50	£2.50	£2.50	£3.84	£2.55	TBA	This is a £0.15 increase on last year to start after Easter 29-04-2019
Denbighshire	£2.20	£2.20	£2.20	£3.60	£2.35	N/A	No Increase planned at present
Wrexham	£2.40	£2.40	£2.40	£3.20	£2.45	Apr-20	tbc 5p per meal in April 2020
Gwynedd	£2.50	£2.50	£2.50	£3.60	Set by each school	Sept-19	Not known as present
Merthyr	£2.30	£2.30	£2.30	£3.55	£2.70	April 2019	these are the increased prices from 29/4
Monmouthshire	£2.10	£2.10	£2.10	£4.25	N/A	Unknown	No increase planned at present
Neath & Port Talbot	£2.30	£2.30	£2.30	£3.25	school decide	Sept 19	5p per meal
Newport	£2.15	£2.15	n/a	£3.30	£2.40	Sept-19	No current proposal however normally for September
Pembrokeshire	£2.45	£2.35	n/a	£3.48	£2.50	Sept-19	Proposed 10p increase, but still under consideration
Powys	£2.45	£2.45	£2.45	£4.50	£2.55	From 1st April 19	Proposal from cabinet to increase to £0.15p from 1st April 2019
Rhondda Cynnon Taf	£2.50	£2.50	n/a	£3.30	£2.75		no increase 19-20
Swansea	£2.30	£2.30	n/a	£3.47	£2.30	Sept-19	proposed 10p still waiting for confirmation
Torfaen	£2.40	£2.30		£4.00	£2.60		
Vale of Glamorgan	£2.30	£2.30		£3.10	£2.50	Apr-20	Proposed increase of 5p in April 2020
Flintshire							

Prevention guidance

The service works in partnership with the WLGA, WG, Education Department and NHS as a contributing factor in preventing long-term health related problems linked to obesity and malnutrition occurring and / or getting worse. We promote healthy eating to all users of the service.

- School meals service contributes in a positive way to Caerphilly County Borough Councils' reputation as a caring, innovative and front facing community service. The service helps to protect the children in our society and makes safeguarding a key priority;
- The service promotes social inclusion, poverty reduction and helps those most deprived in rural Wales and those that have limited scope to change their circumstances and to develop the resilience and

capability of rural communities.

- This service sometimes provides the only hot meal a child will receive in a day. The service supports children and is more than just something nutritious to eat i.e. teaching social skills, educating their tastes and choices in life.

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
	X	
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 consultation that has taken place currently is mainly to head teachers notifying them of the possible increase of the secondary school meal in April 2020. Further consultation is planned with parents, governing bodies and pupils via the Authority's wider eight-week consultation on the 2020/21 Draft Budget Proposals commencing on the 18th November 2018.

The consultation will take place via electronic, paper and verbal methods of feedback that will all be considered by Cabinet and Council prior to final budget decisions being made in February 2020.

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
	X	

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
	X			

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:
If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be

reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.

Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.

Also, please identify the mitigating actions that will assist in managing this:

We notify customers that prices will increase. Catering staff have been made aware of the proposal.

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

If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	None currently
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	None currently
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	0
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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:	If agreed April 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
		x
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		x

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

Integration

The School meals supports the wellbeing objectives and goals of other public bodies by:

- Supporting the residents of CCBC and development of a sustainable health and care system focused on prevention and early intervention.

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.

Collaboration

- The service works in partnership with the WLGA, WG, Education Department and NHS as a contributing factor in preventing long-term health related problems linked to obesity and malnutrition occurring and / or getting worse.

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
		X		

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. Objective 2 - Enabling employment	Objective 1 - the possible decline in nutritional meals, increase in hunger and a decline in academic achievement. Objective 2 – Employment opportunities could reduce in the local community if school meal uptake reduced due to

	Objective 5 – Creating a county borough that supports a healthy lifestyle in accordance with the Sustainability Development Principle within the Well-being of Future Generations (Wales) Act 2015	increase in school meal prices. Objective 5 – The increase of school meals could increase poverty levels, health inequalities and deny certain pupils the access to the school meal service on affordability.
STATUTORY DUTIES	The Education (Provision of Meals) Act 1996	A possible impact on the working poor due to the inability to access the school meal service due to affordability. This could result in the possible decline in nutritional meals, increase in hunger and a decline in academic achievement.
WELSH GOVERNMENT GUIDANCE or STRATEGY	Welsh Governments Food and Drinks in School guidance on charging for food and drink in maintained schools: guidance for education providers August 2014.	An increase of a price of a school meal could impact on families with multiply children accessing the service which contravenes the advice stated in the Welsh Government’s Food in School Guidance 2014

4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
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.		
<p>The increase in a school meal could present the following risk :-</p> <ul style="list-style-type: none"> • Increase in poverty hunger • Poor diet – decrease in fresh veg and fruit being consumed with increase of more sugary and increased saturated fats being consumed impacting on long term health. • Long term health related problems linked to obesity and malnutrition occurring and / or getting worse. • Increased discrimination of who can access the service • Decline in academic achievement • Reduced concentration levels • High school absence levels • Decrease in income impacting on budgets 		
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.		
In light of current budget pressures there is very little we can do to mitigate these risks at this current time. Caerphilly School Meals service are already one of the most cost effective school meal providers in Wales with the price of their school meal being one of the lowest for over the last 4 years.		

The service has not received any budget growth through the price of the school meal for over 5 years as all increases in income from the annual price increase are returned back into the corporate budget to contribute to the savings required for the authority to maintain a balanced budget year on year. Hence the service area has to continually look for other efficiencies within the day to day running of the operation to remain financially viable and operate on a balanced budget.

5. OTHER RELEVANT INFORMATION

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

It should be noted that the service area has other budget pressures which could impact the service provision in the following areas:-

- Increase in Medical Diets which impact on staff resource and which could result in a dietician being required to help with the changes to legislation regarding the level of detail required on food products
- Recruitment – attracting staff into the catering industry is a national issue and one that is increasing within the Caerphilly borough
- Breakfast Club - new clubs where no budgets have been allocated
- Direct competition with Schools opening cafés on site
- Twilight shifts / school closures where no income can be generated and can impact on financial performance
- Increase in corporate training i.e. Safeguarding / VAWADA where no additional budgets have been allocated. The service has over 800 posts which can impact significantly on budgets when additional training is required.

HEAD OF SERVICE: Steve Harris

DATE OF COMPLETION: 6th November 2019

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Corporate
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SERVICE AREA:	Catering
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1. GENERAL INFORMATION

SAVING PROPOSAL:	<p>D16 – Increase price of meals in the staff canteen by 3%.</p> <p>D23 - Introduction of a charge for the delivery of water to meeting rooms.</p>
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BUDGET AREA:	Catering – Cost Centre 0275
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TOTAL BUDGET FOR THIS AREA:	£134k– income budget for 2019/20		% OF TOTAL BUDGET IN SAVINGS PROPOSAL: 6.94%
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TOTAL SAVING:	£9.3k
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>Increase price of meals in the staff canteen by 3% from April 2020. Saving = £6k.</p> <p>Stop providing free provisions to meeting rooms i.e. water – A charge could be introduced or alternatively the service can be withdrawn. Saving = £3.3k.</p>

2. PUBLIC IMPACT ANALYSIS

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</p> <ul style="list-style-type: none"> The greatest impact will be on employees based at Ty Penallta. The service is designed to meet various needs of its users i.e. the service can be used for the main meal of the day for

an individual or a coffee bar providing light snack and cup of tea. The service is a key link in providing welfare facilities to the workforce.

- Many employees may be impacted year on year if this price increase is agreed as it will not be in isolation; as there is a possibility that they will also receive higher bills on other MTFP proposals i.e. increase in fees such as council tax, council services, public transport etc.

Prevention

- Helps support staff members to purchase nutritionally balanced meals, reduces traffic flow over the lunch time period, increases staff moral and integration of the workforce. The service helps to support the needs of internal / external customers by providing a hospitality service meeting core objectives of the authority.

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
		X
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>		
Consultation is planned via the Authority's wider eight-week consultation on the 2020/21 Draft Budget Proposals commencing on the 18th November 2018.		
The consultation will take place via electronic, paper and verbal methods of feedback that will all be considered by Cabinet and Council prior to final budget decisions being made in February 2020.		
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
	X	

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

x				
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3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:
<p>If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p> <p>Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.</p> <p>Also, please identify the mitigating actions that will assist in managing this:</p> <p>We notify customers that prices will increase. Catering staff have been made aware of the proposal.</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
<p>If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p>

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	.5
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	1
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	1
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS ?
POST(S) ALREADY VACANT:	N/A
VOLUNTARY SEVERANCE:	N/A
RETIREMENT:	N/A
REDEPLOYMENT:	Possible
REDUNDANCY:	Possible

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	If agreed April 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
		X
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
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.		
Integration The Glass Restaurant supports the wellbeing objectives and goals of the authority.		

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.
Collaboration <ul style="list-style-type: none"> • The service works in partnership with internal / external organisations such as members (mayors' charity, health initiatives, events team, well-being objectives, trade union etc.) • To continue to work with Customer Services and Facilities Management to develop and grow the use of the ground floor and restaurant facilities. This is being developed as part of a wider review.

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
		X		

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 2 - Enabling employment Objective 5 – Creating a county borough that supports a healthy lifestyle in accordance with the Sustainability Development Principle within the Well-being of Future Generations (Wales) Act 2015	Objective 2 – Employment opportunities could reduce in the local community if civic catering price increase results in less demand. Objective 5 – The increase of meals could increase poverty levels, health inequalities and deny customers the access to the service on affordability.
STATUTORY DUTIES	The Health and Safety at Work Act 1974	Nil as the minimum provision to provide the workforce with welfare facilities would still be met.
WELSH GOVERNMENT GUIDANCE or STRATEGY	Well-being of Future Generations (Wales) Act 2015	The increase in prices for meals could increase poverty levels, health inequalities and deny customers the access to the service on affordability.

4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
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.		
<p>The increase in prices increases the risk of:-</p> <ul style="list-style-type: none"> • Loss of jobs • Loss of income which could lead to a greater subsidy level being required • Decreased customer satisfaction levels • Increased food being eaten at desks resulting in the need to increasing cleaning/facility costs • Increase in microwaves required • Increase in cleaning services required for these areas 		
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.		
<p>Increase income streams by becoming more streamlined in the catering services we provide. This is the first step in charging commercial prices to ensure a long-term viable catering service can remain operational and provide a service to its existing and potential new customer base.</p> <p>The service area is currently working with the Transformation Team of the authority to improve the provision it already offers by delivering it in a more commercial manner.</p>		

The long-term strategy is for the service to be cost neutral.

The service is responsible for covering all overheads of replacement and maintenance which can also impact on viability of the service but is out of their control.

5. OTHER RELEVANT INFORMATION

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

It should be noted that the service area has other budget pressures which could impact the service provision in the following areas:-

- Increase in Medical Diets which impact on staff resource and which could result in a dietician being required to help with the changes to legislation regarding the level of detail required on food products
- Recruitment – attracting staff into the catering industry is a national issue and one that is increasing within the Caerphilly borough
- Increase in corporate training i.e. Safeguarding / VAWADA where no additional budgets have been allocated. The service has over 800 posts which can impact significantly on budgets when additional training is required.

HEAD OF SERVICE: Steve Harris

DATE OF COMPLETION: 6th November 2019

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Corporate Services
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SERVICE AREA:	Building Cleaning
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1. GENERAL INFORMATION

SAVING PROPOSAL:	<p>Increase in Income</p> <ul style="list-style-type: none"> • D17 - Budget Realignment (£12k) • D20 - Increase in Charges for Trinity Fields (£14k) • D21 - New Contract for with Morrison Utilities (£5k)
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BUDGET AREA:	Building Cleaning
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TOTAL BUDGET FOR THIS AREA:	£579,609	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	5.3%
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TOTAL SAVING:	31,000
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The saving will be achieved through an increase in income through a combination of budget realignment and new and revised contract arrangements.

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.
Nil impact.

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> .		
A meeting has been held with Trinity Fields advising them of the proposed price increase.		
Further consultation will take place as part of the wider eight-week consultation on the 2020/21 Draft Budget Proposals.		
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
	√ As part of the 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 :
The only organisational impact is for Trinity Fields School which has historically been under-charged for cleaning services received.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF :
There will be no effect on existing members of staff.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	0
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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:	April 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
	√	
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

There is an impact on Trinity Fields School which has historically been undercharged for the cleaning services received.

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.*
We are in dialogue with community/third sector partners on reuse strategies which could facilitate more sustainable gains for all parties.

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)		
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.		
There is a risk associated with retaining the customer base associated with the achievement of increased income.		
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.		
Market testing has been completed and the current proposal is considered competitive.		

5. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
No further comments.

HEAD OF SERVICE:Steve Harris.....

DATE OF COMPLETION:22/11/19.....

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Corporate Services
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SERVICE AREA:	Building Cleaning
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1. GENERAL INFORMATION

SAVING PROPOSAL:	D18 - Increase income from window cleaning
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BUDGET AREA:	Building Cleaning – Window Cleaning
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TOTAL BUDGET FOR THIS AREA:	£28,403	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	14%
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TOTAL SAVING:	£4,000
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The proposal is to increase the income from window cleaning through a combination of price increases (to recover the increased costs in materials/fuel) and increasing our customer base through the development of a marketing strategy.

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.
Nil impact upon the public as this service is only offered to businesses. However the service is currently considering offering this service to residents as part of its overall marketing strategy.

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*.

To date no consultation has been undertaken with this particular proposal however, consultation will be undertaken as part of the Council's overall consultation on its draft budget

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
	√ As part of the 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**:

There would be a minor impact on internal departments that use this service through a price increase to cover the escalated costs of fuel and materials.

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

There will be no effect on existing members of staff.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	0
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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:	April 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
	√	
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>As part of the service review process the service is currently looking at developing a marketing strategy to increase our customer base for window cleaning. There would be a minor impact on internal departments that use this service through a price increase to cover the escalated costs of fuel and materials.</p>

<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> We are in dialogue with community/third sector partners on reuse strategies which could facilitate more sustainable gains for all parties.</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)		
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.		
There is potential that we could lose customer base.		
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.		
Market testing has been completed and the current proposal is still considered competitive.		

5. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
No further comments.

HEAD OF SERVICE:Steve Harris.....

DATE OF COMPLETION:22/11/19.....

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Corporate Services
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SERVICE AREA:	Building Cleaning
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1. GENERAL INFORMATION

SAVING PROPOSAL:	D19 - Increase charges for Portable Appliance Testing
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BUDGET AREA:	Building Cleaning
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TOTAL BUDGET FOR THIS AREA:	£71,310	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	4.2%
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TOTAL SAVING:	£3,000
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
The proposal is to increase the per unit charge for portable appliance testing by 2 pence per item.

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.
Nil impact upon the public as this service is only offered to businesses.

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*.

To date no consultation has been undertaken with this particular proposal however, consultation will be undertaken as part of the Council's overall consultation on its draft budget

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
	<p style="text-align: center;">√ As part of the budget consultation process</p>	

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**:

There would be an impact on internal departments that use this service. PAT Testing is undertaken on a 3 year cycle.

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

There will be no effect on existing members of staff.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	0
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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:	April 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
	√	
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

There will be a 2 pence per item increase per item on their PAT testing. PAT testing is currently undertaken on a 3 year cycle.

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.*
We are in dialogue with community/third sector partners on reuse strategies which could facilitate more sustainable gains for all parties.

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)		
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>There is potential that we could lose customer base.</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>Market testing has been completed and the current proposal is still considered competitive.</p>		

5. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
No further comments.

HEAD OF SERVICE:Steve Harris.....

DATE OF COMPLETION:22/11/19.....

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Corporate Services
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SERVICE AREA:	Miscellaneous Finance
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1. GENERAL INFORMATION

SAVING PROPOSAL:	D25 – Review of Investment Strategy (£718k) E1 - Temporary reduction in Debt Charges budget (£500k)
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BUDGET AREA:	Miscellaneous Finance
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TOTAL BUDGET FOR THIS AREA:	£8.042m	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	15.15%
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TOTAL SAVING:	£1.218m
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>D25 - 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.</p> <p>E1 - 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.</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.
There will be no impact on the public as the proposed savings are essentially ‘back-office’ functions.

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*.

Our Treasury Advisors, Arlingclose, will be consulted on the proposed £20m investment.

Both of the savings proposals will be considered as part of the Council’s wider eight-week consultation on the 2020/21 Draft Budget Proposals.

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
	√ As part of the 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**:

The proposed savings are essentially ‘back-office’ functions and will therefore avoid the need to identify alternative savings that could impact on front-line services.

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

There will be no effect on existing members of staff.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	0
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	0
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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:	April 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
		√
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

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>
N/A

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)	The management of the Council's borrowings and investments supports the achievement of all of the Council's Well-being Objectives.	Nil
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.		
There is always an element of risk with investments due to the volatility of markets 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.		
We will only invest in funds that have been screened by our Treasury Advisors, Arlingclose.		

5. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.
No further comments.

HEAD OF SERVICE:Steve Harris.....

DATE OF COMPLETION:22/11/19.....

EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	B11 – Reduction in External Welsh Language Translation Budget (£15k). C30 – Further reduction in the Well-Being Budget (£6k).
DIRECTORATE	Education and Corporate Services.
SERVICE AREA	Business Improvement.
CONTACT OFFICER	Kathryn Peters - Corporate Policy Manager.
DATE FOR NEXT REVIEW OR REVISION	The assessment relates to the 2020/21 Draft Budget Proposals. The next review of these budgets will occur as part of the 2021/22 budget setting process.

***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>The proposal relates to the savings requirement imposed on the local authority as a result of the expected budget settlement. The 2 budgets covered by this equality impact assessment are part of a suite of 3 budgets subject to cuts in the Service Improvement and Partnerships Unit. The budget which is not part of this equality impact assessment is a publicity and promotion budget that has no direct impact on the general public.</p> <p>This assessment relates to:</p> <ul style="list-style-type: none">• A reduction of £15k in the External Welsh Language Translation budget.• A reduction of £6k in the Well-being budget. <p>The External Welsh Language Translation budget is used to manage the local authority's total translation workload. It enables larger pieces of work to be completed by a framework of external translation companies, leaving in-house capacity to deal with short, more time critical work. The proposal is to reduce this budget from £85k to £70k.</p> <p>The Well-being budget is used to support collaborative activity among partners, and some Caerphilly Public Services Board activity, to promote economic, environmental and cultural well-being in the county borough. It supports partnership projects and activity to deliver the aims of the Well-being Plan for the area. For example projects that support health, sustainability, and 50+ initiatives. The proposal is to reduce this budget from £16k to £10k.</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>The External Welsh Language Translation budget supports compliance with the Welsh Language Measure 2011 and the Welsh Language Standards. All external communication must be bilingual. Internal communication with staff must also be bilingual in certain defined areas of activity. Language is not a protected characteristic under the Equality Act however young people in the education system are more likely to be impacted in any failure to support the continued visibility and use of the language.</p> <p>The Well-being budget supports activity among partners and communities to improve the well-being of the area. In the past the budget has supported the installation of solar panels on schools, health and well-being initiatives such as the daily mile in schools, installation of electric vehicle charge points in council buildings, other renewable energy initiatives, support for initiatives by the 50+ forum, a small grant scheme to eco-schools, projects to educate on the importance of pollinators etc.</p>

	The reduction in the budget will affect the community in general with some specific sections of the community likely to experience greater impact i.e. children and older people. However, the proposal is that a small budget will remain for 2020/21 and that some activity will be able to continue in the next financial year. Albeit that the level of support for community well-being activity will need to decrease.
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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?</p> <p><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>Welsh language translation is a legal requirement and so the translation need has to be met by the local authority. In-house translation capacity has become more stable over the past 12 months and so the total workload will be managed by more work being translated internally. The risk is therefore considered to be low.</p> <p>A smaller Well-being budget will remain for 2020/21. The budget supports the wider community and well-being and the activity of the Caerphilly Public Services Board. There will be less money available to support well-being however existing projects should have no additional funding requirement as work has become self-sustaining as much as possible over recent years, the impact is therefore considered to be low.</p>
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4	<p>Is your proposal going to affect any people or groups of people with protected characteristics?</p> <p><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>
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Protected Characteristic	Positive, Negative, Neutral	What will the impact be? If the impact is negative how can it be mitigated?
Age	Negative	Possible negative effect on the vibrancy of the Welsh language. However, close monitoring of capacity, workload and budget is already in place and will be monitored throughout the year to ensure that work is manageable within remaining budget.
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.</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>There is a potential for negative or adverse effects on the Welsh Language, either opportunities to use the language or treating it less favourably than English. The in house Translation Team have become more stable after a turbulent period of repeatedly losing staff to other organisations. It is hoped that this increased stability will make the budget reduction easier to manage while still meeting legal requirements.</p>
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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.</p> <p><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>No research conducted as part of this proposal. The budgets are not providing direct front line services to the general public and so data is not available</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings.</p> <p><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 proposed reductions will be part of the Council's wider eight-week consultation on the 2020/21 Draft Budget Proposals.</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>Welsh language translation; requests, word count, turnaround times, throughput, staffing capacity, external workpieces and budget are closely monitored. This will ensure that the Welsh Language Standards requirements are met within remaining resources.</p> <p>The Well-being budget is a project budget that supports small scale community well-being initiatives; no monitoring is associated with the budget.</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>Regular monitoring of work recording systems by the Translation Team to ensure continued legal compliance in all public, and some staff interactions.</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.</p>
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Please see above.</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>This EIA will be attached to relevant scrutiny reports that will support the 2020/21 Draft Budget Proposals and will be placed on the CCBC internet site.</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 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 checked="" 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:	
Name:	Kathryn Peters
Job Title:	Corporate Policy Manager
Date:	31st October 2019

Head of Service Approval	
Name:	Stephen Harris
Job Title:	Interim Head of Business Improvement and Section 151 Officer
Signature:	Stephen Harris
Date:	4 th December 2019

EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL *	C28 - Proposed reduction in the budget that supports Service Level Agreements (SLAs) with the voluntary sector.
DIRECTORATE	Education and Corporate Services.
SERVICE AREA	Business Improvement.
CONTACT OFFICER	Kathryn Peters - Corporate Policy Manager.
DATE FOR NEXT REVIEW OR REVISION	The assessment relates to the 2020/21 Draft Budget Proposals. The next review of these budgets will occur as part of the 2021/22 budget setting process.

***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>The proposal relates to the savings requirement imposed on the local authority as a result of the expected budget settlement. The budget in question is managed by the Corporate Policy Unit and currently supports Service Level Agreements (SLAs) with the following: -</p> <p>Citizens Advice Caerphilly and Blaenau Gwent Gwent Association of Voluntary Organisations Groundwork Trust</p> <p>The total budget released from the authority in Service Level Agreements (SLAs) for 2019/2020 is £208,604. In order to meet savings targets for the authority and provide a balanced budget overall it is proposed to reduce this budget for 2020/2021 by £80,000, equivalent to 38.4% of the total budget.</p> <p>The proposal is to reduce the budget proportionately across the three SLAs as follows, each recipient would receive 61.6% of current budget:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Organisation</th> <th style="text-align: center;">Current budget</th> <th style="text-align: center;">Proposed Reduction</th> <th style="text-align: center;">Proposed 2020/21 budget</th> </tr> </thead> <tbody> <tr> <td>CAB</td> <td style="text-align: right;">£136,714</td> <td style="text-align: right;">£52,498</td> <td style="text-align: right;">£84,216</td> </tr> <tr> <td>GAVO</td> <td style="text-align: right;">£36,544</td> <td style="text-align: right;">£14,033</td> <td style="text-align: right;">£22,511</td> </tr> <tr> <td>Groundwork</td> <td style="text-align: right;">£35,346</td> <td style="text-align: right;">£13,469</td> <td style="text-align: right;">£21,877</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">£208,604</td> <td style="text-align: right;">£80,000</td> <td style="text-align: right;">£128,604</td> </tr> </tbody> </table> <p>The 2019/20 financial year was the first year that these SLAs, in existence since 2008, were reduced. Recipients were notified that further budget reductions were likely for the 2020/21 financial year. It must be noted that further reductions may be necessary in subsequent years due to the overall budget projections for local authorities. This would be subject to a renewed Equality Impact Assessment process that would be dependent on the content of the current SLA's at that time.</p>	Organisation	Current budget	Proposed Reduction	Proposed 2020/21 budget	CAB	£136,714	£52,498	£84,216	GAVO	£36,544	£14,033	£22,511	Groundwork	£35,346	£13,469	£21,877	TOTAL	£208,604	£80,000	£128,604
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Groundwork	£35,346	£13,469	£21,877																		
TOTAL	£208,604	£80,000	£128,604																		

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 service users will be those groups served by the SLAs that the local authority funds. Taking each SLA in turn: -</p> <p><u>CAB</u> The SLA supports the main functions of the CAB in providing free, confidential and impartial advice to everybody regardless of protected characteristic status. The CAB has a particular focus on anti-poverty work including maximising income, welfare benefits advice and debt advice. While deprivation is not a protected characteristic</p>
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is it acknowledged that discrimination and life chances are disproportionately likely to affect those in material deprivation. CAB Advice areas include debt, welfare benefits, employment, housing, consumer, family and personal matters, taxes, immigration and nationality. The current SLA expects 21,000 advice issues to be dealt with on behalf of 4,000 clients, a reduction on the previous year. These expected figures are likely to reduce as the SLA amount reduces. CAB services do support individuals facing discrimination, and advice will consider whether clients are being discriminated against because of one of more protected characteristics.

GAVO

The SLA with GAVO helps to support third sector organisations to grow and develop, support volunteers, support governance across the third sector, support the voice of third sector organisations and promote good practice and innovation. Specifically the SLA supports the Caerphilly Public Services Boards Well-being Plan and the development and delivery of work to support volunteering across the county borough. The SLA supports voluntary sector roadshows and the annual voluntary sector achievement awards. Third sector organisations are often run by, and supporting, communities of interest and consequently many groups are set up specifically to support persons with protected characteristics. The SLA supports the involvement of third sector organisations in local authority scrutiny, including scrutiny by groups representing protected characteristics, and also supports the Health and Social Care Alliance.

GROUNDWORK

The SLA supports sustainable communities where individuals are encouraged to reach their full potential. Through two sub-projects; Routes 2 Life, which supports adults and young people, some with learning difficulties, to access qualifications in horticulture; and Wood 2 Work supporting practical, horticulture and traditional skills in rural communities, with a focus on improving employment prospects.

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?</p> <p><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>Each of the SLAs is supporting more disadvantaged individuals. Some of those individuals will be from groups that may have a disability or may be younger people accessing training support. The CAB SLA will be supporting people who require advice because of personal circumstances. Those circumstances are likely to have been exacerbated by protected characteristic status. The Groundwork projects are supporting people with learning disabilities.</p> <p>However, there are no projects that are specifically focussing on providing a service solely for persons with protected characteristics. Each of the SLAs is delivering projects mindful of equality and diversity and ensures equality of access for all.</p>
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	The budget proposal is not targeted at a single SLA. A proportionate cut across all SLA's is proposed, this is to minimise the adverse effect on the groups being supported. This is an incremental reduction following that which was instigated last year. Further reductions may have to be considered in subsequent years.
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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>
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Protected Characteristic	Positive, Negative, Neutral	What will the impact be? If the impact is negative how can it be mitigated?
Age	Negative	Possible negative effect on young people accessing training through the Groundwork SLA
Disability	Negative	Possible negative effect on people accessing welfare and benefits support and people with learning disabilities accessing training with Groundwork. Potential for less support via GAVO for communities of interest which are likely to include protected characteristic groups
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Negative	CAB provide advice services on immigration and nationality.
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. <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> No positive or adverse effects noted on the Welsh Language, either opportunities to use the language or treating it less favourably than English.
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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>No research conducted as part of this proposal, the services are not directly provided by the local authority. Each project will be recording the clients supported with protected characteristics.</p>
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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 proposed reductions will be part of the Council's wider eight-week consultation on the 2020/21 Draft Budget Proposals.</p> <p>The current recipient organisations have been notified of the proposed cuts in advance of publication and we are currently working with them to understand what the implications will be in terms of reduced service delivery for the 2020/21 financial year.</p> <p>The current recipients of the SLA amounts will be encouraged to respond through the budget consultation process. To comply with the third sector agreement funding code of practice no reductions will be made without the required 12- week notice period to allow recipients the time to implement reductions.</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 proposal is for a proportionate cut across the current SLA's to minimise the impact and allow organisations to plan for absorbing the potential reduction. The content of the SLAs for 2020/21 will not be finalised until the final agreed budget is set in February 2020. Thereafter the content of the SLAs, and required performance</p>
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	<p>reporting, will need to reflect any reduced amounts.</p> <p>As part of the series of SLAs we will require monitoring of the client base and whether the support provided is reaching people with protected characteristics or is directly targeted at them because of a need for additional support.</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>SLAs provide quarterly reports on progress against agreed targets. These will be monitored to assess the impact on particular groups.</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.</p>
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>The proposal is to reduce the budget proportionately across the SLAs so that the impact of the cut is shared across all projects. Each of the organisations is accessing funding from other sources and in some cases the SLA amounts support a proportion of project work. The Corporate Policy Unit will work with the organisations in negotiating the 2020/21 series of SLAs to minimise the impact on communities where possible. As open access projects none are directly supporting a protected characteristic group however there will be implications attached to this proposal. In the light of future budget projections for the authority we will request that the next series of SLAs monitor more closely the impact by recording better information on equalities characteristics supported.</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>This EIA will be attached to relevant scrutiny reports that will support the 2020/21 Draft Budget Proposals and will be placed on the CCBC internet site.</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 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 checked="" 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:	
Name:	Kathryn Peters
Job Title:	Corporate Policy Manager
Date:	30 th October 2019

Head of Service Approval	
Name:	Stephen Harris
Job Title:	Interim Head of Business Improvement and Section 151 Officer
Signature:	Stephen Harris
Date:	4 th December 2019

EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	C32 - Deletion of Match Funding for Community Schemes Budget – Bargoed Ice Rink & Senghenydd Splash Pad
DIRECTORATE	Corporate Services
SERVICE AREA	Miscellaneous Finance
CONTACT OFFICER	Stephen Harris
DATE FOR NEXT REVIEW OR REVISION	N/A

***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>The proposal is to withdraw CCBC's match funding for the Bargoed Ice Rink and the Splash Pad in Senghenydd.</p> <p>The Bargoed Ice Rink is currently partly funded by Bargoed Town Council and the CCBC Match Funding for Community Schemes budget.</p> <p>The Senghenydd Splash Pad is currently funded by Aber Valley Community Council and the CCBC Match Funding for Community Schemes budget.</p> <p>This proposal will deliver a saving of £15k.</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><u>Bargoed Ice Rink</u> Bargoed Ice Rink 2019/20 – Event Footfall 1,914 (excluding school visits).</p> <p>The Bargoed Ice Rink attracted 28% of total admissions through school groups which for 2019/20 was an additional 736 to the above figure.</p> <p><u>Senghenydd Splash Pad</u> Caerphilly County Borough Council does not play an active part in the management of this facility. The financial contribution has been made to assist with the facility's operation and management.</p>
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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 withdrawal of the match funding will place an additional burden on Bargoed Town Council to consider making up the shortfall in funding and may possibly lead to the ice rink not taking place from 2020 onwards.</p> <p>The removal of the match funding for the Splash Pad could have an impact on the viability of the facility. However, the Partnership would need to obtain other sources of grant income (which are not available to the Council) to replace the lost revenue.</p>
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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	Relevance of the Policy or Practice	
Age	Negative	If the splash pad were to close due to the lack of funding, it could have an adverse effect on young people/children.	The withdrawal of match-funding for Bargoed Ice Rink does not directly impact these groups.
Disability	Neutral	The withdrawal of the match-funding for the Splash Pad does not directly impact these groups.	
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.)

Not applicable

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><u>Bargoed Ice Rink</u> Bargoed Ice Rink 2019/20 – Event Footfall 1,914 (excluding school visits)</p> <p>The Bargoed Ice Rink attracted 28% of total admissions through school groups which for 2019/20 was an additional 736 to the above figure.</p> <p>An analysis of social media (Facebook) data shows that visitors expressing an intention to attend the Bargoed Ice Rink are predominately female at 93% compared to 7% of males expressing an interest to attend.</p> <p><u>Senghenydd Splash Pad</u> Caerphilly County Borough Council does not play an active part in the management of this facility. The financial contribution has been made to assist with the facility's operation and management.</p>
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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 withdrawal of funding for both bodies was considered as part of the 2019/20 budget proposals but was deferred by one year to allow for a period of time for alternative funding sources to be explored.</p> <p>The proposed withdrawal of funding from April 2020 will be considered as part of the Council's wider eight-week consultation on the 2020/21 Draft Budget Proposals.</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</i></p>
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	<p><i>responses from particular groups?)</i></p> <p>Verbal feedback and online comments will be monitored regularly including comments and complaints from members of the public and other interested stakeholders.</p> <p>Footfall data will continue to be monitored.</p>
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<p>9</p>	<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>Verbal feedback and online comments will be monitored regularly including comments and complaints from members of the public and other interested stakeholders.</p> <p>Footfall data will continue to be monitored.</p>
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<p>10</p>	<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</p>
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<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p><u>Bargoed Ice Rink</u> If the Ice Rink does not continue there is potential mitigation in the form of an ice rink opening in Caerphilly Castle for an extended period over four weeks that has good direct transport links via rail, bus and road to Bargoed and the surrounding catchment area.</p> <p><u>Senghenydd Splash Pad</u> The withdrawal of match funding from CCBC may result in the Splash Pad not being available from the 1st April 2020.</p> <p>There are possible funding avenues that Aber Valley Community Council could explore to make up the withdrawal of funding.</p> <p>The nearest Splash Park is based in Morgan Jones Park which is less than 5 miles away from Senghenydd.</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>The process of considering these matters will feed into the Council's 2020/21 draft budget proposals for public consultation, which includes, online Consultation, Newline, drop-in sessions and a Viewpoint Panel meeting.</p> <p>The EIA will be attached to the report proposing the change to be approved which will be published on the Council's website.</p>
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13	<p>An equality impact assessment may have four possible outcomes, though 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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Completed by:	Paul Hudson and Mike Headington
Date:	05.12.19
Position:	Business Enterprise & Renewal Team Leader and Green Spaces And Transport Services Manager
Name of Head of Service:	Rob Hartshorn and Rhian Kyte

EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	D12 - Increase price of Meals Direct by 25p from April 2020 (£3.30 to £3.55 - subsidised rate £5.65 to £5.90 unsubsidised rate)
DIRECTORATE	Corporate
SERVICE AREA	Catering
CONTACT OFFICER	Marcia Lewis
DATE FOR NEXT REVIEW OR REVISION	November 2020

***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.**

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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>Review of Meals Direct Service to meet 2020/21 proposed savings of £5k.</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>The service users who will be affected by the delivery of this proposal are: -</p> <ul style="list-style-type: none">• Existing service users• Service users family / support network• New service users• Catering employees

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 greatest impact will be on the users of the Meals Direct service.</p> <p>There is a possibility that users may seek to obtain a similar service from the private sector, there are providers in the market. This is an option; however, it would not allow CCBC staff who additionally provide a 'check-in' for welfare issues to refer any concerns to social services.</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	Relevance of the Policy or Practice
Age	Negative	The majority of customers are older people and an increase in price may deter take up of the service.
Disability	Negative	Customers who receive the Meals Direct service are more likely to have disabilities. An increase in price may deter take up of the service.
Gender Reassignment	Neutral	The impact of the increase in meal price does not impact additionally on these groups.
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.</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.</p>
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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>The annual survey results for 2018/19 indicate that customer satisfaction was 95%.</p> <p>The service is currently subsidised, it is not a statutory service and has to be considered as part of draft savings proposals.</p> <p>Following the 2019/20 budget consultation, feedback showed that members of the public felt that an increase in meal prices was more acceptable than cutting the service completely.</p>
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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>No independent consultation has taken place by Catering Services.</p> <p>The proposed increase in charges will be part of the Council's wider eight-week consultation on the 2020/21 Draft Budget Proposals.</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>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p> <p>We would also work closely with Social Services to monitor the impact as this proposal would affect both areas.</p>
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<p>9</p>	<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>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop. Further monitoring would be required and adjustments made to the service to ensure the full saving could be achieved.</p>
<p>10</p>	<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>Nil at present</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Meal numbers have declined year on year for this service. To enable the service to continue to be delivered an earlier budget saving proposal was implemented to move the service to Penallta House kitchens. Further price increases could have an adverse impact on take-up.</p>
<p>12</p>	<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 EIA will be attached to relevant scrutiny reports that will support the 2020/21 Draft Budget Proposals and will be placed on the CCBC internet site.</p>

13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>No feedback has been provided on the outcome of the consultation that has taken place with the public.</p>
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14	<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 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 checked="" 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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Completed by:	Marcia Lewis
Date:	4/12/2019
Position:	Principal Officer Catering
Name of Head of Service:	Steve Harris

EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	D13 - Increase price of primary school meals by 10p from April 2020 (£2.10 to £2.20)
DIRECTORATE	Corporate
SERVICE AREA	Catering
CONTACT OFFICER	Marcia Lewis
DATE FOR NEXT REVIEW OR REVISION	November 2020

***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>Increase the price of primary school meals by 10p from April 2020 (£2.10 to £2.20) to achieve a budget saving of £28k.</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>Young people and families, teaching and catering staff.</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>All users of the primary school meal service have equal access to school meals; however this proposal to increase the meal price by 10p will have the greatest impact on families with multiple children of school age across the borough.</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	Relevance of the Policy or Practice
Age	Negative	The majority of customers are children and young people and an increase in meal price may deter access to school meals. School meal prices in CCBC remain amongst the lowest in Wales.
Disability	Neutral	The impact of the increase in meal price does not impact additionally on these groups.
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.</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.</p>
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INFORMATION COLLECTION

6

Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.

(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?)

A survey between Welsh Local Authorities has been undertaken on school meal prices and CCBC has used this data to benchmark the current prices.

The outcome of this survey evidences that CCBC is competitively priced when taking to account the proposed increase of 10p per meal. We would anticipate a small decrease in meal uptake but have accounted for this in the proposed saving.

SCHOOL MEALS PRICES

APRIL 2019 - Current prices & Proposals

AUTHORITY	Junior	Infant	Nursery	Adult (Inc VAT)	Secondary Free meal Price	Date of next Price Increase	Amount of Increase
Anglesey	£2.40	£2.40	£2.40	£4.26	£2.40	Sep-19	
Blaenau Gwent	£2.25	n/a	n//a	£3.20	£2.50	TBC	Still under consideration
Bridgend	£2.20	£2.20	£2.20	£3.48	£2.50	Unknown	No increase for September 2019
Caerphilly	£2.10	£2.10	£2.50	£3.30	£2.35	Apr-20	All areas proposed to increase by 10p
Cardiff	£2.50	£2.50	n/a	£3.60	£2.95	N/A	No planned increase
Carmarthenshire	£2.50	£2.50	n/a	£3.92	£2.50	possibly april 2020	increase only on adult meal april 2019
Ceredigion	£2.50	£2.50	n/a	£4.35	£2.50	N/A	none scheduled for this year
Conwy	£2.50	£2.50	£2.50	£3.84	£2.55	TBA	This is a £0.15 increase on last year to start after Easter 29-04-2019
Denbighshire	£2.20	£2.20	£2.20	£3.60	£2.35	N/A	No Increase planned at present
Wrexham	£2.40	£2.40	£2.40	£3.20	£2.45	Apr-20	tbc 5p per meal in April 2020
Gwynedd	£2.50	£2.50	£2.50	£3.60	Set by each school	Sept-19	Not known as present
Merthyr	£2.30	£2.30	£2.30	£3.55	£2.70	April 2019	these are the increased prices from 29/4
Monmouthshire	£2.10	£2.10	£2.10	£4.25	N/A	Unknown	No increase planned at present
Neath & Port Talbot	£2.30	£2.30	£2.30	£3.25	school decide	Sept 19	5p per meal
Newport	£2.15	£2.15	n/a	£3.30	£2.40	Sept-19	No current proposal however normally for September
Pembrokeshire	£2.45	£2.35	n/a	£3.48	£2.50	Sept-19	Proposed 10p increase, but still under consideration
Powys	£2.45	£2.45	£2.45	£4.50	£2.55	From 1st April 19	Proposal from cabinet to increase to £0.15p from 1st April 2019
Rhondda	£2.50	£2.50	n/a	£3.30	£2.75		no increase 19-20

Cynnon Taf							
Swansea	£2.30	£2.30	n/a	£3.47	£2.30	Sep-19	proposed 10p still waiting for confirmation
Torfaen	£2.40	£2.30		£4.00	£2.60		
Vale of Glamorgan	£2.30	£2.30		£3.10	£2.50	Apr-20	Proposed increase of 5p in April 2020
Flintshire							

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 proposed increase in charges will be part of the Council's wider eight-week consultation on the 2020/21 Draft Budget Proposals.</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>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop.</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>We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop.</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>Nil at present.</p>

11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances.</p> <p>Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.</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 EIA will be attached to relevant scrutiny reports that will support the 2020/21 Draft Budget Proposals and will be placed on the CCBC internet site.</p>
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13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>The majority of customers are children and young people and an increase in meal price may deter access to school meals. However, school meal prices in CCBC remain amongst the lowest in Wales.</p>
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14	<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 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 checked="" 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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Completed by:	Marcia Lewis
Date:	12/11/2019
Position:	Principal Catering Officer
Name of Head of Service:	Steve Harris

EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL*	D14 - Increase price of secondary school meals by 10p from April 2020 (£2.35 to £2.45)
DIRECTORATE	Corporate
SERVICE AREA	Catering
CONTACT OFFICER	Marcia Lewis
DATE FOR NEXT REVIEW OR REVISION	November 2019

***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>Increase the price of secondary school meals by 10p from April 2020 (£2.35 to £2.45) to achieve a budget saving of £54k.</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>Young people and families, teaching and catering staff.</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>All users of the secondary school meal service have equal access to school meals; however this proposal to increase the meal price by 10p will have the greatest impact on families with multiple children of school age across the borough.</p>
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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	Relevance of the Policy or Practice
Age	Negative	The majority of customers are children and young people and an increase in meal price may deter access to school meals. School meal prices in CCBC remain amongst the lowest in Wales.
Disability	Neutral	The impact of the increase in meal price does not impact additionally on these groups.
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.)

None.

INFORMATION COLLECTION

6

Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.

(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?)

A survey between Welsh Local Authorities has been undertaken on school meal prices and CCBC has used this data to benchmark the current prices.

The outcome of this survey evidences that CCBC is competitively priced when taking to account the proposed increase of 10p per meal. We would anticipate a small decrease in meal uptake but have accounted for this in our proposed saving.

APRIL 2019 - Current prices & Proposals

<u>AUTHORITY</u>	Secondary Free meal Price	Date of next Price Increase	Amount of Increase
Anglesey	£2.40	Sep-19	
Blaenau Gwent	£2.50	TBC	Still under consideration
Bridgend	£2.50	Unknown	No increase for September 2019
Caerphilly	£2.35	Apr-20	All areas proposed to increase by 10p
Cardiff	£2.95	N/A	No planned increase
Carmarthenshire	£2.50	possibly april 2020	increase only on adult meal april 2019
Ceredigion	£2.50	N/A	none scheduled for this year
Conwy	£2.55	TBA	This is a £0.15 increase on last year to start after Easter 29-04-2019
Denbighshire	£2.35	N/A	No Increase planned at present
Wrexham	£2.45	Apr-20	tbc 5p per meal in April 2020
Gwynedd	Set by each school	Sep-19	Not known as present

Merthyr	£2.70	Apr-19	these are the increased prices from 29/4
Monmouthshire	N/A	Unknown	No increase planned at present
Neath & Port Talbot	school decide	Sep-19	5p per meal
Newport	£2.40	Sep-19	No current proposal however normally for September
Pembrokeshire	£2.50	Sep-19	Proposed 10p increase, but still under consideration
Powys	£2.55	From 1st April 19	Proposal from cabinet to increase to £0.15p from 1st April 2019
Rhondda Cynnon Taf	£2.75	no increase 19-20	
Swansea	£2.30	Sep-19	proposed 10p still waiting for confirmation
Torfaen	£2.60		
Vale of Glamorgan	£2.50	Apr-20	Proposed increase of 5p in April 2020
Flintshire			

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 proposed increase in charges will be part of the Council's wider eight-week consultation on the 2020/21 Draft Budget Proposals.</p>
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MONITORING AND REVIEW

8	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> We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop.
9	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> We have a management system in place that allows us to monitor meal up-take. There is a risk that meal take up may drop.
10	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> Nil at present.
11	If any adverse impact has been identified, please outline any mitigation action. If meal uptake declined greatly then the impact would be on staff levels i.e. staff hours would need to be reduced to reflect the reduction in work load which could lead to redundancy situations in extreme circumstances. Our main budgets are based upon food and labour costs which make it very difficult to make required savings in these areas as they both are required to provide the service.
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 EIA will be attached to relevant scrutiny reports that will support the 2020/21 Draft Budget Proposals and will be placed on the CCBC internet site.

13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>The majority of customers are children and young people and an increase in meal price may deter access to school meals. However, school meal prices in CCBC remain amongst the lowest in Wales.</p>
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14	<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 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 checked="" 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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Completed by:	Marcia Lewis
Date:	12/11/2019
Position:	Principal Catering Officer
Name of Head of Service:	Steve Harris