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Date: 28th November 2017

Dear Sir/Madam,

A Special meeting of the **Policy and Resources Scrutiny Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Monday, 4th December, 2017** at **5.30 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

AGENDA

- | | Pages |
|--|-------|
| 1 To receive apologies for absence. | |
| 2 Declarations of Interest. | |
| Councillors and Officers are reminded of their responsibility to declare any personal and/or prejudicial interest(s) in respect of any business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers. | |
| To receive and consider the following reports:- | |
| 3 Draft Budget Proposals for 2018/19. | |

1 - 16

A greener place Man gwyrddach



Circulation:

Councillors M.A. Adams, Mrs E.M. Aldworth, K. Dawson, K. Etheridge, Mrs C. Forehead, Miss E. Forehead, L. Harding, G. Kirby, C.P. Mann, Mrs D. Price (Vice Chair), J. Pritchard (Chair), J. Ridgewell, R. Saralis, Mrs M.E. Sargent, J. Taylor and L.G. Whittle

And Appropriate Officers



SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE – 4TH DECEMBER 2017

SUBJECT: DRAFT BUDGET PROPOSALS FOR 2018/19

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151
OFFICER**

-
- 1.1 The attached report setting out details of draft revenue budget proposals for the 2018/19 financial year was presented to Cabinet at its meeting on the 15th November 2017.
 - 1.2 As part of the consultation process on the draft budget proposals the Scrutiny Committee is asked to consider and comment upon the content of the report.

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Appendices:
Appendix Cabinet Report 15/11/17 – Draft Budget Proposals for 2018/19



CABINET – 15TH NOVEMBER 2017

SUBJECT: DRAFT BUDGET PROPOSALS FOR 2018/19

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 To present Cabinet with details of draft budget proposals for the 2018/19 financial year to allow for a period of consultation prior to a final decision in February 2018.

2. SUMMARY

- 2.1 The report provides details of draft budget proposals based on the Welsh Government (WG) Provisional 2018/19 Local Government Financial Settlement.
- 2.2 The report also provides details of draft savings proposals for 2018/19 totalling £7.205m.

3. LINKS TO STRATEGY

- 3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.
- 3.2 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.

4. THE REPORT

4.1 **Headline Issues in the Provisional Settlement**

- 4.1.1 Published on the 10th October 2017, the key points of the WG Provisional 2018/19 Local Government Financial Settlement are the following: -
- An overall net cash increase of 1.8% in the Aggregate External Finance (Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates) on an all-Wales basis. This cash increase includes specific grants totalling circa £92m that have been transferred into the RSG and £6m funding for new responsibilities in relation to the prevention of homelessness.

- After adjusting for the transfer in of the specific grants and new responsibilities there is an overall net decrease in the Aggregate External Finance of 0.5% on an all-Wales basis (comparing on a like-for-like basis with 2017/18). This varies by Authority due to the funding formula and ranges from minus 1% to plus 0.2%.
- For Caerphilly CBC there is a cash increase of £1.973m in the Aggregate External Finance. However, after adjusting for the transfer in of specific grants and new responsibilities this equates to a net cash reduction of £2.965m (1%) compared to the 2017/18 financial year.
- Caerphilly CBC's element of the £92m specific grants transferred into the Settlement and the £6m for new responsibilities totals £4.937m. Details are provided in paragraph 4.1.2.
- Changes to other passported grants in the Provisional Settlement result in a net reduction of £0.473m as detailed in paragraph 4.1.3.
- An all-Wales indicative reduction in Aggregate External Finance of minus 1.5% has been provided by WG for the 2019/20 financial year.
- The capital allocations available to Caerphilly CBC in the RSG and from the General Capital Grant have decreased by £64k from the 2017/18 financial year.

4.1.2 Table 1 provides details of transfers into the WG Financial Settlement and new responsibilities: -

Table 1 – Transfers In and New Responsibilities 2018/19

	£m
Transfers In: -	
Single Revenue Grant (waste element only)	1.818
Welsh Independent Living Grant	1.010
Social Care Workforce Grant	1.140
Carers' Respite Care Grant	0.180
Looked After Children: -	
• Expanding Edge of Care Service	0.342
• Support for Care Leavers	0.111
• Reflect	0.054
New Responsibilities: -	
Prevention of homelessness	0.282
TOTAL	4.937

4.1.3 Table 2 provides details of changes to other passported grants included in the WG Financial Settlement: -

Table 2 – Other Passported Grants 2018/19

	£m
Council Tax Reduction Scheme	(0.272)
Private Finance Initiative (PFI)	(0.201)
TOTAL	(0.473)

4.1.4 As in previous years, the adjustments in Tables 1 and 2 (both the increases and decreases in funding) will be passed directly to those services that they relate to.

4.2 2018/19 Draft Budget Proposals

4.2.1 The proposals contained within this report will deliver a balanced budget for 2018/19 on the basis that Council Tax is increased by 4.52%. Table 3 provides a summary: -

Table 3 – Summary

Paragraph	Description	£m	£m
4.2.3 – 4.2.9	Whole-Authority cost pressures	8.867	
4.2.10 – 4.2.18	Inescapable service pressures	2.310	
4.1.1	Increase in WG funding		1.973
4.3.1	Draft savings proposals 2018/19		7.205
4.3.3	Contingent sum/savings in advance	1.000	
4.4.1 – 4.4.2	Council Tax uplift (4.52%)		2.999
	TOTAL	12.177	12.177

4.2.2 Cabinet should note that the draft budget proposals assume no growth for Schools in 2018/19 i.e. a cash flat position. There is no requirement in the Provisional Settlement to protect Schools and they will therefore be required to manage their own pay and non-pay inflationary increases in 2018/19 along with other emerging cost pressures. This in effect equates to a real terms cut of £1.644m (1.68%). However, this needs to be considered alongside the need to deliver savings of £7.205m for other services across the Council, which equates to 3.24% of current budgets. This does therefore provide some relative protection to schools from the full extent of savings required to deliver a balanced budget.

4.2.3 The whole Authority cost pressures totalling £8.867m are set out in Table 4 below -

Table 4 – Whole Authority Cost Pressures

	£m
Pay – Weighted average increase of 1.2%	1.383
Living Wage	0.148
Employer pension contributions	0.249
Non-pay inflation at 2%	2.623
Transfers in and new responsibilities	4.937
Other passported grants	(0.473)
TOTAL	8.867

4.2.4 **Pay – Weighted average increase of 1.2%** - The pay award for the 2018/19 financial year is still subject to agreement so the draft budget proposals currently assume a pay award at 2017/18 levels. This presents a risk as the pay claim submitted by the Trade Unions significantly exceeds this sum. A further risk in relation to pay is that pay scale differentials may need to be reviewed as a result of annual increases in the National Living Wage which was introduced by the UK Government from April 2016. Work is ongoing in this area and the position is being kept under review.

4.2.5 **Living Wage** – Caerphilly CBC is a Living Wage Foundation employer so a sum is included in the draft budget proposals to allow for annual increases in the Living Wage hourly rate.

4.2.6 **Employer pension contributions** – Following the outcome of the most recent triennial valuation of the Pension Fund, Caerphilly CBC is required to increase its pension contribution by £249k (0.28%) for the 2018/19 financial year.

4.2.7 **Non-pay inflation at 2%** - The Consumer Prices Index (CPI) inflation rate is currently 3% against the Bank of England’s target rate of 2%. The draft budget proposals only allow for non-pay inflation at 2% so budget holders will need to manage the impact of any shortfall. This is sustainable for 2018/19 but in the longer-term additional funding may need to be set-aside if inflation continues to exceed the Bank of England target of 2%.

4.2.8 **Transfers in and new responsibilities** – As per the table in paragraph 4.1.2.

4.2.9 **Other passported grants** - As per the table in paragraph 4.1.3.

- 4.2.10 It is incumbent upon Council to set a realistic budget each year. Table 5 provides details of the 2018/19 inescapable service commitments/pressures that have been identified and require consideration in respect of funding: -

Table 5 – Inescapable Service Pressures and Other Service Commitments

	£m
Social Services cost pressures	1.500
City Deal partnership revenue contribution	0.060
City Deal debt charges	0.050
Private Finance Initiative (PFI) review	0.700
TOTAL	2.310

- 4.2.11 **Social Services cost pressures** - Cabinet will recall that the 2016/17 budget included additional funding of £2.5m for Social Services cost pressures and a further £3.5m was also set aside in 2017/18. This has been necessary to fund increases in fees for external care providers due in the main to the introduction of the National Living Wage, and additional costs arising from increasing demand for services in both Adult and Children's Services. It is proposed that a further sum of £1.5m should be allocated in the 2018/19 budget to meet ongoing financial pressures for Social Services.
- 4.2.12 **City Deal partnership revenue contribution** – At its meeting on the 31st January 2017, Council agreed an annual revenue contribution of £120k towards the support structure for the City Deal Regional Cabinet. For 2017/18 the contribution was only expected to be £60k due to underspends being carried forward from 2016/17 so £60k was included in the base budget. From 2018/19 onwards there will need to be provision in the base budget to meet the full £120k annual commitment therefore a further £60k will need to be included in the 2018/19 budget.
- 4.2.13 **City Deal Debt Charges** – The City Deal includes a borrowing requirement of £120m for the ten partner Local Authorities. £50k has been included in the 2018/19 draft budget proposals to meet the current anticipated cost for Caerphilly CBC's share of potential early borrowing that may be undertaken during the year. This is being kept under review and will be updated in the final budget 2018/19 budget proposals report that will be presented to Cabinet and Council in February 2018.
- 4.2.14 **Private Finance Initiative (PFI) review** – A review of the Council's PFI contracts is currently being undertaken. These contracts relate to Fleur de Lys (Ysgol Gyfun Cwm Rhymini) and Pengam (Lewis Boys) Secondary Schools, and Sirhowy Enterprise Way (SEW). To assist with this review the services of a company called Local Partnerships have been commissioned. This organisation has a proven track record in relation to supporting public sector bodies through reviews of operational PFI contracts and was recommended by WG.
- 4.2.15 The PFI Schemes are financially managed through two Sinking Funds which profile the anticipated costs and financial contributions over the life of the contracts. At the outset of the contracts the Sinking Funds showed a projected balanced position based on a range of assumptions at that time.
- 4.2.16 Based on updated financial projections completed as part of the ongoing review process the SEW Sinking Fund remains fully funded over the life of the project. However, the latest financial projections for the Schools PFI reveal an anticipated shortfall of circa £22m on the Schools PFI Sinking Fund. The main reasons for this are the following: -
- Financial impact of additional services agreed through the contract benchmarking process i.e. £3.3m.
 - There appears to have been a 'double count' from the outset in relation to the treatment of Free School Meals, with a cost implication of circa £3.5m.
 - Interest on balances is projected to be circa £7.1m less than originally anticipated due to changes in the payment profile and the impact on balances held.

- The remaining balance of £8.1m is due in the main to actual inflationary pressures compared to original assumptions.

4.2.17 To address this anticipated shortfall budgetary growth of circa £700k will need to be built into the Education & Lifelong Learning base budget from 2018/19 to ensure that a balanced position can be achieved for the Schools PFI Sinking Fund. This figure may reduce as part of the ongoing work being undertaken with Local Partnerships as discussions are continuing with the service provider regarding the potential for savings on services such as catering and cleaning.

4.2.18 A separate detailed report on the PFI review will be scheduled for Cabinet prior to final 2018/19 budget proposals being presented to both Cabinet and Council in February 2018.

4.3 2018/19 Draft Savings Proposals

4.3.1 Draft savings proposals have been identified for the 2018/19 financial year totalling £7.205m as summarised in Table 6: -

Table 6 – Draft Savings Proposals 2018/19

Description	2018/19 Saving £m
Savings proposals with no public impact	4.682
Savings proposals with a public impact: -	
• Low impact	1.218
• Medium impact	1.305
TOTAL	7.205

4.3.2 A summary of savings proposals by Directorate/Service Area is provided in Appendix 1 and Appendix 2 provides further details of the savings proposals that are likely to have an impact on the public. As in previous years, those savings proposals that are not expected to have an impact on the public have been consolidated into a single line for each service area. These 'nil impact' savings consist in the main of vacancy management, budget realignment and minor changes to service provision.

4.3.3 The proposed savings of £7.205m along with the proposed Council Tax increase of 4.52% will allow for a contingent sum of £1m to be set aside to meet additional cost pressures that may arise from the final pay award for the 2018/19 financial year and potential changes to pay scale differentials. If this contingent sum is not required in full or in part to meet these potential cost pressures then it is recommended that any balance should be treated as savings in advance to assist with further financial pressures that will need to be managed in future financial years.

4.4 Council Tax Implications 2018/19

4.4.1 The draft budget proposals within this report include a proposed increase of 4.52% in Council Tax for the 2018/19 financial year. This will increase the Caerphilly CBC Band D precept from £1,011.96 to £1,057.70 i.e. an annual increase of £45.74 or weekly increase of £0.88.

4.4.2 The proposed increase of 4.52% for 2018/19 will result in the following totals for the Caerphilly CBC element of the Council Tax (the Police & Crime Commissioner and Town/Community Council precepts would be added to these totals when confirmed at a later date): -

Table 7 – 2018/19 Council Tax (CCBC Element) at 4.52% Increase

Band	Council Tax (CCBC Element) £	Weekly Increase £
A	705.13	0.59
B	822.66	0.68
C	940.18	0.78
D	1,057.70	0.88
E	1,292.75	1.08
F	1,527.79	1.27
G	1,762.83	1.47
H	2,115.40	1.76
I	2,467.97	2.05

4.5 Financial Outlook for Future Years

- 4.5.1 The Medium-Term Financial Plan presented to Council in February 2017 showed a potential savings requirement of £22.161m for the three-year period 2019/20 to 2021/22. This assumed a cash flat position in terms of the WG Financial Settlement for each of the three years. As mentioned in paragraph 4.1.1, WG has provided an all-Wales indicative reduction in Aggregate External Finance of minus 1.5% for the 2019/20 financial year. This would increase Caerphilly CBC's savings requirement by a further £3.984m for 2019/20 alone. If this was replicated in 2020/21 and 2021/22 then further savings of £7.789m would be required. This would result in a total savings requirement of circa £34m for the three-year period 2019/20 to 2021/22.
- 4.5.2 The indicative reduction of 1.5% provided by WG for the 2019/20 financial year is based on a current assumption that a proportion of unallocated UK Government savings totalling circa £3.5bn will flow through to WG. The Chancellor of the Exchequer will present his Autumn Budget Statement on the 22nd November 2017 and this will provide further clarity on any unallocated savings that may impact on WG. Details of the Final 2018/19 Local Government Financial Settlement will be issued on the 20th December 2017 and this will include a revised indicative figure for 2019/20 based on the implications of the Autumn Statement.
- 4.5.3 An updated Medium-Term Financial Plan covering the period 2018/19 to 2022/23 will be presented to both Cabinet and Council in February 2018.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 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.

6. EQUALITIES IMPLICATIONS

- 6.1 An equalities impact assessment will be completed for all of the 2018/19 savings proposals that are expected to have an impact on the public. This is to ensure that decisions that affect different individuals and groups are assessed at an appropriate and relevant level and at the correct stage in the process.
- 6.2 Consultation with residents, when done in accordance with the Council's Public 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.

7. FINANCIAL IMPLICATIONS

7.1 As detailed throughout the report.

8. PERSONNEL IMPLICATIONS

8.1 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 then every opportunity will be taken to find alternative employment through the Council's redeployment policy. The Council will also utilise other policies as appropriate e.g. voluntary severance.

9. CONSULTATIONS

9.1 Cabinet is asked to agree that the draft budget proposals for 2018/19 should now be subject to a period of consultation prior to final 2018/19 budget proposals being presented to Cabinet on the 14th February 2018 and then Council on the 20th February 2018. The consultation process will run from the 13th November 2017 to the 8th January 2018 and will consist of the following: -

- Online and paper consultation.
- Articles in Newslines.
- Use of Social Media.
- Drop-In Sessions at locations across the County Borough.
- Meetings with the Viewpoint Panel, 50+ Forum, Youth Forum etc.
- Engagement with employees and the Trade Unions.
- Consultation with Town and Community Councils.
- Consultation with the Voluntary Sector.
- Posters at affected establishments.
- Other targeted stakeholder engagement as appropriate.

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

- 04/12/17 – Policy & Resources.
- 07/12/17 – Education for Life.
- 11/12/17 – Health, Social Care & Wellbeing.
- 13/12/17 – Regeneration & Environment.

10. RECOMMENDATIONS

10.1 Cabinet is asked to: -

10.1.1 Endorse the draft 2018/19 budget proposals including the proposed savings totalling £7.205m.

10.1.2 Support the proposal to increase Council Tax by 4.52% for the 2018/19 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £1,057.70).

10.1.3 Agree that the draft budget proposals should now be subject to consultation prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 Council is required annually to approve proposals to set a balanced budget and agree a Council Tax rate.
- 11.2 Council is required to put in place a sound and prudent financial framework to support service delivery.

12. STATUTORY POWER

- 12.1 The Local Government Acts 1998 and 2003.

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Consultees: Corporate Management Team
Andrew Southcombe, Finance Manager, Corporate Finance
Richard Harris, Internal Audit Manager & Acting Monitoring Officer
Cllr Dave Poole, Leader
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Finance, Performance and Governance

Background Papers:

WG Provisional 2018/19 Local Government Financial Settlement (10th October 2017)
Council (22/02/17) - Budget Proposals 2017/18 and Medium-Term Financial Strategy 2017/2022

Appendices:

Appendix 1 - Summary of 2018/19 Savings Proposals
Appendix 2 - 2018/19 Savings Proposals

Summary of 2018/19 Savings Proposals

Directorate/Service Division	Public Impact				Total Proposed Savings £000's
	Nil £000's	Low £000's	Medium £000's	High £000's	
Education & Lifelong Learning					
- Planning & Strategy	341	0	333	0	674
- Learning, Education & Inclusion	353	0	186	0	539
- Lifelong Learning	108	25	35	0	168
Sub-Total: -	802	25	554	0	1,381
Social Services/Public Protection/Policy					
- Children's Services	385	0	0	0	385
- Adult Services	330	563	0	0	893
- Service Strategy & Business Support	50	0	0	0	50
- Public Protection	134	151	86	0	370
- Corporate Policy	79	14	0	0	93
Sub-Total: -	978	728	86	0	1,791
Communities					
- Regeneration and Planning	288	166	0	0	454
- Engineering	175	180	534	0	888
- Community & Leisure Services	646	40	131	0	817
- Housing Services	117	0	0	0	117
Sub-Total: -	1,226	386	665	0	2,276
Corporate Services					
- Corporate Finance	80	0	0	0	80
- Procurement & Customer Services	85	80	0	0	165
- Information Technology	340	0	0	0	340
- Corporate Property	197	0	0	0	197
- Human Resources & Communications	140	0	0	0	140
- Health & Safety	70	0	0	0	70
Sub-Total: -	912	80	0	0	992
Miscellaneous Finance	765	0	0	0	765
Grand Total: -	4,682	1,218	1,305	0	7,205

2018/19 Savings Proposals

Savings Proposal	£000's	Comments	Public Impact
EDUCATION & LIFELONG LEARNING			
PLANNING & STRATEGY			
Savings proposals with no public impact.	341.00		Nil
Maintenance of School Buildings - Withdrawal of budget for 50/50 schemes.	333.00	LMS Contingency balances to be used initially. However, In the medium to long-term this would have a significant impact on repairs and maintenance spend on our schools.	Medium
Sub-Total: -	674.00		
LEARNING, EDUCATION & INCLUSION			
Savings proposals with no public impact.	353.00		Nil
Language Support Primary - Vacant posts.	66.00	2 postholders retired end of Summer Term 2017. No impact on statutory provision but some impact for Schools on discretionary provision.	Medium
School Improvement Initiatives - Budget reduction.	120.00	Initially low impact on Schools if Chief Education Officer is able to access Education balances. However, this is not a long-term solution so will rise to medium impact.	Medium
Sub-Total: -	539.00		
LIFELONG LEARNING			
Savings proposals with no public impact.	108.00		Nil
Libraries - Reduction in Book Fund.	25.00	Public unlikely to notice any significant impact, budget currently circa £380k.	Low
Libraries - Reduction in newspapers	20.00	Reduced Open Access provision within our libraries.	Medium
Youth Service - Removal of payment to GAVO for Holiday Scheme Co-ordinator.	15.00	The medium impact assessment is not in relation to the impact on service users but on the potential impact to GAVO. There would be minimal impact on service users as the Youth Service would take up any shortfall in capacity. GAVO would continue to be supported to the value of £25k.	Medium
Sub-Total: -	168.00		
TOTAL: -	1,381.00		
SOCIAL SERVICES, PUBLIC PROTECTION & POLICY			
CHILDREN'S SERVICES			
Savings proposals with no public impact.	385.00		Nil
Sub-Total: -	385.00		
ADULT SERVICES			
Savings proposals with no public impact.	330.00		Nil
Decommission Age Concern Hospital Discharge contract	46.00	Decommissioning of contract for relatively low numbers of people receiving low level non-statutory services for a short period. Links to Information, Advice & Assistance and implementation of the Social Services & Well-Being (Wales) Act 2014 re. promoting independence.	Low

Savings Proposal	£000's	Comments	Public Impact
Decommission 2 Luncheon Clubs contract.	12.00	A small number of people attend these 2 Luncheon Clubs. The service may need to cease or different arrangements will need to be put in place if an alternative funding stream cannot be found.	Low
Domiciliary Care Client Income - Realign budget to reflect outcomes from Members Task & Finish Group and Welsh Government Cap.	75.00	There is an expectation that WG will gradually increase the weekly cap on service users contributions for non-residential care which will translate into a small increase in income each year.	Low
Small reduction in externally commissioned Respite Care for older people and adults with physical disabilities.	30.00	The small reduction will be offset by alternative respite arrangements that can be provided through the Carers Respite Grant.	Low
Decommission DEWIS advocacy contract (residential homes).	12.00	Decommissioning of contract with £45k budget retained for spot purchase. Spot contract is more reflective of the level of service demand.	Low
Decommission Care & Repair (Safety at Home) contract.	13.00	Other schemes are available that provide this service.	Low
Decommission GAVO and MENCAP contracts.	57.00	MENCAP contract ended some time ago and the GAVO contract relates to GAVO's central costs.	Low
Decommission Stroke Association contract.	18.00	Alternative services available through the NHS.	Low
Reduce Crossroads (Advocacy) contract by 50%.	36.00	Advocacy services are available from other agencies.	Low
Implications of Social Services & Well-Being (Wales) Act 2014.	264.00	Potential service users for some services to be signposted to alternative low or nil cost services.	Low
Sub-Total: -	893.00		
SERVICE STRATEGY/BUSINESS SUPPORT			
Savings proposals with no public impact.	50.00		Nil
Sub-Total: -	50.00		
PUBLIC PROTECTION			
Savings proposals with no public impact.	133.50		Nil
Meals Direct - Removal of 1 Van Helper post.	7.50	Will require a severance payment.	Low
Schools Catering - Increase price of Secondary School meals by 10p from April 2018 i.e. from £2.15 to £2.25.	50.00	Will not impact on the most vulnerable families due to Free School Meal eligibility.	Low
Schools Catering - Increase price of Primary School meals by 10p from April 2018 i.e. from £1.90 to £2.00.	54.00	Will not impact on the most vulnerable families due to Free School Meal eligibility.	Low
Registrar's - Increase in ceremony fees in line with cost of providing the service.	10.00	To ensure costs of service provision are fully recovered.	Low
Environmental Health - Pest Control/Animal Trespass post	29.00	Vacant post.	Low
Meals Direct - Increase in charge for Meals on Wheels.	11.00	Proposed increase of 20p per meal.	Medium
Environmental Health - Rat Treatment Fees	20.00	Introduction of a £20 charge for household rat treatments.	Medium
Environmental Health - Deletion of vacant Community Safety Warden posts.	40.00	2 vacant posts to be deleted.	Medium
Environmental Health - Reduce Air Quality & Contaminated Land Monitoring & Contractors	15.00	Will result in reduced activity in these areas.	Medium
Sub-Total: -	370.00		
CORPORATE POLICY			
Savings proposals with no public impact.	79.00		Nil

Savings Proposal	£000's	Comments	Public Impact
Voluntary Sector - Reduction in Technical Assistance Budget.	4.00	Reduction in grants available to Voluntary Sector (total budget is currently £19k).	Low
Policy - Reduction in Well-being budget.	10.00	Reduction in grants available (total budget is currently £41k).	Low
Sub-Total: -	93.00		
TOTAL: -	1,791.00		
COMMUNITIES			
REGENERATION & PLANNING			
Savings proposals with no public impact.	288.00		Nil
Business Support & Funding - Reduction in Community Regeneration Fund.	137.00	Community Regeneration Fund underspend of £115k in 2016/17. Budget for 2017/18 is £232k.	Low
Business Support & Funding - Reduction in Business Grants Budget.	12.00	Business Grants underspend of £4k in 2016/17. Budget for 2017/18 is £62k.	Low
Destinations & Events - Review of events at Llancaiach Fawr.	10.00	A review of events will be undertaken and some of those which are financially unviable will not be hosted in the future.	Low
Urban Renewal - Reduction in Publicity & Promotion budget.	7.00	Reduced frequency of Town Centre banner replacement and change-over and reduced expenditure on "Choose the High Street" campaigns.	Low
Sub-Total: -	454.00		
ENGINEERING			
Savings proposals with no public impact.	174.50		Nil
Highways Operations - Traffic Management minor works budget reduction.	6.00	Reduced programme and maximising grant applications for main schemes.	Low
Highways Operations - Reduction in Winter Maintenance budget.	35.50	This represents a 3.1% reduction in the budget and will be achieved through a review of gritting routes.	Low
Highways Operations - Street Lighting non-routine maintenance budget reduction.	5.00	New contract with external provider provides some efficiency with an increased fixed element, but with more items included in fixed element the non-routine can be reduced.	Low
Highways Operations - Consultancy/road survey budget reduction	4.00	Reduce the frequency of road condition reports	Low
Highways Operations - Reduction in Structures Service Level Agreement (SLA) budget.	20.00	Requires a new programme of inspection on a risk basis.	Low
Transportation - Road Safety salary budget reduction	25.00	Restructure of Team resulting in removal of 1 Road Safety post that transfers to School Crossing Patrol Supervisor (based on retirement).	Low
Transportation - School Crossing Patrol salary budget reduction.	38.00	Based on current vacant posts accumulated over time due to not meeting the ROSPA criteria when sites assessed after employee leaves/retires.	Low
Transportation - Accident Studies budget reduction.	10.00	New contract with external provider reduces the minimum fixed contract element and gives more flexibility to use as and when. This does reduce the detailed information across the whole borough but focus can be on target/risk areas.	Low
Transportation - Traffic Signal maintenance budget reduction.	11.00	Efficiency savings on existing maintenance contract (£4k). Reduction in planned works (£7k) which will reduce ability to replace life expired equipment.	Low

Savings Proposal	£000's	Comments	Public Impact
Transportation - Highways Act S38 etc. fee increase in income budget.	15.00	Due to economic improvement in recent years increased scope to improve external fees. Risks relate to sustainability of existing developments and economic climate.	Low
Transportation - Concessionary Fare Grant support service element increased income budget.	10.00	Due to planned regional collaboration, Caerphilly CBC will look after smaller operator reimbursement for all SE Wales. As we won't have to process large operators this should be maintained within existing support costs but produce more income.	Low
Highways Operations - Reduction in Highways Maintenance budget.	524.00	This represents a 11.3% reduction in the budget and will be achieved through a range of measures including a reduction in the carriageway surface dressing programme and a reduction in the frequency of gully cleansing.	Medium
Transportation - Bus shelter maintenance budget reduction.	10.00	Reduced maintenance programme, assisted by recent Capital grant in Caerphilly Basin. Assets replacement will be affected in the long-term.	Medium
Sub-Total: -	888.00		
COMMUNITY & LEISURE SERVICES			
Savings proposals with no public impact.	646.00		Nil
Caerphilly Adventures Service - increase in income.	20.00	This will be achieved through a review of the pricing structure for the service.	Low
Waste Strategy & Operations - Introduction of "admin" fee for Duty of Care Transfer notes for Commercial Waste Customers.	20.00		Low
Sport & Leisure Services - Closure of Pontllanfraith Leisure Centre.	81.00	This proposal is currently subject to consultation.	Medium
Waste Strategy & Operations - Review of charges for bulky waste.	50.00	Charge of £16 for 1 to 3 items with each item thereafter being charged at £5 per item. This will apply to all items other than fixtures and fittings.	Medium
Sub-Total: -	817.00		
HOUSING SERVICES			
Savings proposals with no public impact.	117.00		Nil
Sub-Total: -	117.00		
TOTAL: -	2,276.00		
CORPORATE SERVICES			
CORPORATE FINANCE			
Savings proposals with no public impact.	80.00		Nil
Sub-Total: -	80.00		
PROCUREMENT & CUSTOMER SERVICES			
Savings proposals with no public impact.	85.00		Nil
Customer First - Staffing reductions.	80.00	This will be achieved through vacancy management linked to the delivery of the approved Customer Services Strategy.	Low
Sub-Total: -	165.00		
INFORMATION TECHNOLOGY			
Savings proposals with no public impact.	340.00		Nil
Sub-Total: -	340.00		

Savings Proposal	£000's	Comments	Public Impact
<i>CORPORATE PROPERTY</i>			
Savings proposals with no public impact.	197.00		Nil
Sub-Total: -	197.00		
<i>HUMAN RESOURCES & COMMUNICATIONS</i>			
Savings proposals with no public impact.	140.00		Nil
Sub-Total: -	140.00		
<i>HEALTH & SAFETY</i>			
Savings proposals with no public impact.	70.00		Nil
Sub-Total: -	70.00		
TOTAL: -	992.00		
<i>MISCELLANEOUS FINANCE</i>			
Savings proposals with no public impact.	765.00		Nil
TOTAL: -	765.00		
TOTAL 2018/19 PROPOSED SAVINGS: -	7,205.00		

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SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE – 4TH DECEMBER 2017

**SUBJECT: 2018/19 DRAFT SAVINGS PROPOSALS FOR CORPORATE SERVICES
AND MISCELLANEOUS FINANCE**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151
OFFICER**

1. PURPOSE OF REPORT

- 1.1 To provide the Scrutiny Committee with details of the 2018/19 draft savings proposals for the Corporate Services Directorate and Miscellaneous Finance.
- 1.2 To seek views from the Scrutiny Committee prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

2. SUMMARY

- 2.1 At its meeting on the 15th November 2017, Cabinet was presented with details of draft revenue budget proposals for the 2018/19 financial year, including savings proposals across the Council amounting to £7,205k.
- 2.2 This evening's report provides details of the proposed 2018/19 savings for the Corporate Services Directorate and Miscellaneous Finance. 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 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

3. LINKS TO STRATEGY

- 3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.
- 3.2 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.

4. THE REPORT

4.1 Summary of Savings Proposals for Corporate Services and Miscellaneous Finance

4.1.1 The 2018/19 savings proposals for the Corporate Services Directorate and Miscellaneous Finance total £1,967k as summarised below: -

Savings Proposals	Corporate Services £000's	Misc. Finance £000's	Total £000's
Savings proposals with no public impact	1,108	765	1,873
Savings proposals with a public impact: -			
• Customer First – Staffing reduction.	80	0	80
• Corporate Policy - Reduction in Technical Assistance budget.	4	0	4
• Corporate Policy - Reduction in Well-Being budget.	10	0	10
Total Proposed Savings: -	1,202	765	1,967

4.2 Savings Proposals with no Public Impact (£1,873k)

4.2.1 As in previous years, those savings proposals that are not expected to have an impact on the public have been consolidated into a single line for each service area. These 'nil impact' savings proposals consist in the main of vacancy management, budget realignment and minor changes to service provision.

4.3 Customer First – Staffing Reduction (Proposed Saving of £80k)

4.3.1 In April 2016 Cabinet agreed the Customer Services Strategy and as a result the Authority is now seeing a much more flexible approach to customer interaction.

4.3.2 During the next twelve months our customers will see the benefits of additional online services coupled with self-service and appointment booking.

4.3.3 As a result of these changes in service delivery the relevance of staff being available even if no customers are present is changing. The service is much more planned and focused on customer outcomes and demands.

4.3.4 During the 2016/17 and 2017/18 financial years two members of staff have resigned from their roles and one member of staff has taken a secondment opportunity within the Procurement Team. The new ways of working have allowed Customer First to pause the recruitment to these posts.

4.3.5 After a period of work consolidation and as a result of "channel shift", it is proposed not to replace the current vacant posts i.e. one full-time Grade 5 and one part-time Grade 6. It is also proposed to make the secondment opportunity in the Procurement Team permanent thus providing a further part-time Grade 5 saving.

4.3.6 As a result of these proposals and in light of the expectations of the customer to deliver services in a different way, the budget savings realised as a result of vacancy management will be as follows: -

	£000's
Full-time Grade 5	26
Part-time Grade 6	20
Part-time Grade 5	18
Total: -	64

4.3.7 It is anticipated that further vacancy management savings through 'natural wastage' during the 2018/19 financial year will deliver a savings target of £80k that has been allocated to the service area.

4.3.8 The proposed savings for 2018/19 will have limited impact on the public due to the proactive change management which is taking place within the service area. However, as the Customer Services Strategy develops the services will transform, thus resulting in a need for a full Customer Services review. The need for such a review has been highlighted as part of the Improving Services Programme element of the Business Improvement Portfolio (BIP).

4.3.9 Areas to be explored include: -

- How the Authority interacts with the public both face-to-face, online and via telephone services.
- To review our delivery of service in line with other service areas such as Libraries.

4.3.10 Further reports will be prepared for Members as this review work progresses.

4.4 Corporate Policy - Reduction in Technical Assistance budget (Proposed Saving of £4k)

4.4.1 The Technical Assistance Fund is used to support technical advice and guidance for the required professional assessments and fees to allow access to funding provided through the Community Regeneration Fund and other external grant programmes such as the Community Facilities Programme (Welsh Government) and Big Lottery e.g. solicitors and legal fees, lease costs etc. The proposed £4k reduction would leave a remaining budget for 2018/19 of £15k.

4.4.2 Details of this savings proposal have also been included in a report to the Voluntary Sector Liaison Committee for their meeting on the 6th December 2017.

4.4.3 This savings proposal is expected to have a low public impact.

4.4.4 Members should note that there is also a 2018/19 savings proposal within the Communities Directorate to reduce the budget for the Community Regeneration Fund from the current level of £232k to £100k.

4.5 Corporate Policy - Reduction in Well-Being budget (Proposed Saving of £10k)

4.5.1 The Well-being budget of £41k was established in 2017/18 by bringing together a number of smaller budgets that each had a link to promoting well-being. The budget supports a range of well-being activity including, for example, health, sustainability, and 50+ initiatives. For 2018/19 it is proposed that the £41k budget is reduced to £31k.

4.5.2 The Well-being budget also funds the Greener Caerphilly Small Grants scheme which is usually accessed by services and external partners delivering environmental projects. The projects have always demonstrated collaborative working with other partner organisations and delivered tangible environmental improvement and benefits to the community. The funding awarded was dependant on applicant match funding on a £1 for £1 basis, so in some circumstances the funding helped partners secure additional funding.

4.5.3 Historically approximately £5k of the Well-being budget has been allocated to third sector partners for environment and sustainability projects so details of this savings proposal have also been included in the report to the Voluntary Sector Liaison Committee for their meeting on the 6th December 2017.

4.5.4 This savings proposal is expected to have a low public impact.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 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.

6. EQUALITIES IMPLICATIONS

- 6.1 For the proposed 2018/19 saving in Customer First an EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified; therefore a full EIA has not been carried out. However, a full EIA will be required as part of the review of the service moving forward.
- 6.2 EIAs in respect of the proposed reductions in the Technical Assistance and Well-being budgets are attached as Appendices 1 and 2.

7. FINANCIAL IMPLICATIONS

- 7.1 As identified throughout the report.

8. PERSONNEL IMPLICATIONS

- 8.1 The proposed 2018/19 savings for Customer First will be met through 'natural wastage' and not filling vacancies. However, moving forward, where staff are at risk then every opportunity will be taken to find alternative employment through the Council's redeployment policy. The Council will also utilise other policies as appropriate e.g. voluntary severance.
- 8.2 The proposed reductions in the Technical Assistance and Well-being budgets will not have any direct staffing impacts.

9. CONSULTATIONS

- 9.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

10. RECOMMENDATIONS

- 10.1 It is recommended that Members consider and comment upon the savings proposals presented in this report.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To ensure that Members of the Scrutiny Committee are provided with an opportunity to comment upon the draft savings proposals prior to final 2018/19 budget proposals being presented to Cabinet and Council in February 2018.

12. STATUTORY POWER

- 12.1 The Local Government Acts 1998 and 2003.

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Consultees: Cllr Colin Gordon, Cabinet Member for Corporate Services
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Finance, Performance and Governance
David Titley, Customer Services Manager
Ruth Betty, Contact Centre Project Manager
Kathryn Peters, Corporate Policy Manager
Lynne Donovan, Acting Head of Human Resources & Organisational Development
David Roberts, Principal Group Accountant, Corporate Finance

Background Papers:
Cabinet (15/11/17) – Draft Budget Proposals for 2018/19.

Appendices:
Appendix 1 Equality Impact Assessment for the proposed reduction in the Technical Assistance budget.
Appendix 2 Equality Impact Assessment for the proposed reduction in the Well-being budget.

EQUALITY IMPACT ASSESSMENT FORM

April 2016

THE COUNCIL'S EQUALITIES STATEMENT

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

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

NAME OF NEW OR REVISED PROPOSAL*	Reduction in the Technical Assistance Fund
DIRECTORATE	Social Services
SERVICE AREA	Corporate Policy
CONTACT OFFICER	Vicki Doyle Policy Officer DOYLEVM@CAERPHILLY.GOV.UK 01443 866391
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.**

INTRODUCTION

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 form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

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 [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support 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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>This budget is used to support technical advice and guidance for the required professional assessments and fees to allow access to funding provided through the Community Regeneration Fund and other external grant programmes such as the Community Facilities Programme (Welsh Government) and Big Lottery e.g. solicitors and legal fees, lease costs etc. This savings proposal has been included in a report to Voluntary Sector Liaison Committee for their meeting of 6th December 2017. The budget is currently £19k. The proposed £4k reduction would leave a remaining budget for 2018/19 of £15k. This is considered to be low public impact.</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.)</i></p> <p>The fund is used by voluntary and community groups to allow access to funding that requires appropriate technical assessments and fees. The proposed reduction is approximately 20% of the total budget. A budget will remain for 2018/19. The service users affected will be the voluntary and community groups. The fund is partly a speculative fund to assist with bidding and legal processes for projects that are delivered to community clients and users. Some of these projects will have been aimed at specific sections of the public. However, it is not possible to list the sections of the public that are likely to be affected.</p> <p>To illustrate by example the fund has previously supported small amounts to:</p> <ul style="list-style-type: none">Churches and religious groupsSports clubsAllotment societiesSenior citizens associationsYouth clubsWelfare associations <p>For 2016/17 £18,846 was allocated to 6 applicants. The average award was £3,140. There have been 3 funding rounds per year.</p> <p>It is envisaged that the proposed budget will support between 1 and 2 fewer projects.</p>

IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<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>There is a proposed budget for 2018/19 that will be utilised in the same way, the amount available will be reduced by £4k. There is generally less funding available to community and voluntary groups however we expect that the fund will still be called upon to support applications. All applications will be considered against the fund criteria and assessed by the funding panel as currently.</p>
	<p>Actions required:</p> <p>Ensure that all applications are fairly assessed and in line with fund criteria.</p>
<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>For 2016/17 £18,846 was allocated to 6 applicants. The average award was £3,140. There have been 3 funding rounds per year.</p> <p>It is envisaged that the proposed budget will support between 1 and 2 fewer projects.</p>
	<p>Actions required:</p> <p>N/A</p>
<p>5</p>	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language. <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>All information made available to the public is in line with the requirements of the Welsh Language Standards and is produced bilingually. All fund application forms and processes are available bilingually.</p>
	<p>Actions required:</p> <p>N/A</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Each fund application has particular aims and particular target groups. It is not therefore possible to accurately state whether particular groups are likely to be adversely, or advantageously, affected by this proposal.</p>
	<p>Actions required:</p> <p>Ensure service areas, partners and local organisations are aware of the proposal and consultation.</p>

CONSULTATION

7	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The Consultation and Monitoring Guidance has been referred to. The proposal was discussed at the Caerphilly Viewpoint Panel on the 13th November 2017 and is part of wider public consultation.</p>
	<p>Actions required:</p> <p>Contact known local organisations to make them aware of the proposal and consultation. Allow the Voluntary Sector Liaison Committee to discuss the proposal at its meeting of the 6th December 2017.</p>

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Monitor the applicants to the fund. Monitor the target populations and groups that will benefit from funding.</p>
	<p>Actions required:</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>Ensure that projects delivered have a positive effect on all sections of the community and that no one community sector is advantageously supported.</p>
	<p>Actions required:</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>Need to encourage collaborative working.</p> <p>Encourage everyone to work to sustainable development principles (ICLIP- Involvement, Collaboration, Long Term, Integration, Prevention)</p>
	<p>Actions required:</p> <p>Encourage people to embed ICLIP into the way they work.</p>

11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>Open and transparent application process and monitoring of groups that the fund supports.</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>Appendix to the Draft Voluntary Sector Budget Proposals report.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Vicki Doyle
Date:	16/11/2017
Position:	Policy Officer
Name of Head of Service:	Rob Hartshorn

EQUALITY IMPACT ASSESSMENT FORM

April 2016

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NAME OF NEW OR REVISED PROPOSAL*	Well-being Budget including the Greener Caerphilly Small Grants Scheme
DIRECTORATE	Social Services
SERVICE AREA	Corporate Policy
CONTACT OFFICER	Tracy Evans evansta@caerphilly.gov.uk / 01443 811367
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.**

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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 of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The Well-being budget of £41k was established in 2017/18 by bringing together a number of smaller budgets that each had a link to promoting well-being. The budget supports a range of well-being activity including, for example, health, sustainability, and 50+ initiatives. As historically approximately £5k of this budget has been allocated to third sector partners for environment and sustainability projects this savings proposal has been included in a report to Voluntary Sector Liaison Committee for their meeting of 6th December 2017. For 2018/19 it is proposed that the £41k budget is reduced by ten thousand to £31k. The public impact is considered to be low.</p> <p>In the past the budget headings that comprise the well-being budget have been used for projects such as:</p> <ul style="list-style-type: none">• Solar School photovoltaic installations• Pollinator projects• CCBC- Pool bike scheme• Eco school grant scheme• Compostable toilet• Sustainable development website• 50+ advice resources and forum support <p>The Greener Caerphilly Small Grants fund has been available for the past six years to internal departments and external partners to help them deliver small scale environmental projects. The funding awarded has been dependant on applicant match funding on a £1 for £1 basis. The projects had to demonstrate collaborative working with other partner organisations and deliver tangible environmental improvement and benefits to the community. Priority was always given to new and innovative projects.</p> <p>In the past the grant scheme has funded a variety of projects including:</p> <ul style="list-style-type: none">• CCBC - Electric vehicle charge points• CCBC - Pollinator projects / Go Wild events• CCBC - Managing giant hogweed and Japanese knotweed• CCBC – rural skills / volunteering• CCBC – Energlyn Parc project• Sirhowy Valley Honeybees• Groundwork Caerphilly – routes 2 life / wood 2 work• Groundwork Caerphilly - green team / green doctors• Groundwork Caerphilly - woodlands nature ponds• Groundwork – river schools project• Communities First – street games
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	<ul style="list-style-type: none"> • • <p style="text-align: right;">Caerphilly Miners – Green Shoots Bargoed YMCA – Community garden</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.)</i></p> <p>The Well-being budget is used by the Policy Team to deliver well being ‘policy in action’ projects. The budget is used to secure additional funding to deliver larger scale projects that improve community well-being, where possible. The team work with other service areas and external partners to deliver these projects. The service users affected by the proposal will be the recipients of work programmes of internal service areas, external partners and community organisations.</p> <p>The Greener Caerphilly Small Grants fund is usually accessed by services and external partners delivering environmental projects. The projects have always demonstrated collaborative working with other partner organisations and delivered tangible environmental improvement and benefits to the community. The funding awarded was dependant on applicant match funding on a £1 for £1 basis, so in some circumstances the funding helped partners secure additional funding.</p> <p>Internal services who have applied for funding in the past, that will be affected by the proposal include the Policy Team and Countryside Service.</p> <p>External partners that have received funding illustrate the sort of provision that will be affected by the proposal. Previous recipients have been Groundwork Caerphilly, Sirhowy Valley Honeybee Company, Communities First, Caerphilly Miners and Bargoed YMCA.</p> <p>Each environmental project funded has a wider audience who benefit from the grant scheme, who will also be affected. For example:</p> <ul style="list-style-type: none"> • The Sirhowy Valley Honeybee project has benefited over 1,000 pupils from schools in the Caerphilly County Borough. • The Countryside Access Volunteering projects have developed and expanded volunteer groups in the Caerphilly County Borough, allowing the countryside service to develop its volunteer network and improve access to the countryside network for all users. • The Communities First Street Games project supported a national initiative to support local partners delivering door step sport opportunities to young people living in disadvantaged communities. • The Groundwork Green Team project supported groups and individuals through volunteering opportunities to learn horticulture and countryside skills, as well as promoting health benefits and promoting sustainable management of natural woodlands. <p>For a lot of the projects funded, the general public and users of the specific projects will be affected.</p>
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IMPACT ON THE PUBLIC AND STAFF

<p>3</p>	<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 service areas, partners and local organisations that benefit from the well-being budget and Greener Caerphilly Small Grants fund could be encouraged to work together to deliver projects and initiatives collaboratively.</p> <p>The remaining Well-being budget could continue to be used to secure additional income, which could be used to support projects that would otherwise be delivered using the Greener Caerphilly Small Grants Scheme.</p>
	<p>Actions required:</p> <p>Link service areas, partners and organisations so they can work together and maximise funding available.</p>
<p>4</p>	<p>What are the consequences of the above for specific groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>The Policy Team will have a smaller budget available to use to secure additional funding.</p> <p>There will be less grant funding available for those who submit bids for the Greener Caerphilly Small Grants fund. The Greener Caerphilly Grant Scheme was run twice during 2017/18 . It should be noted that there was funding left after the first round of funding bids.</p>
	<p>Actions required:</p> <p>N/A</p>

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 Equalities and Welsh Language Portal)</i></p> <p>All information made available to the public is in line with the requirements of the Welsh Language Standards and is produced bilingually.</p>
	<p>Actions required: N/A</p>

INFORMATION COLLECTION

6	<p>Is full information and analysis of users of the service available?</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 groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>The consultation will be available to users of the Well-being budget and Greener Caerphilly Small Grants fund, as these are internal services, partners and local organisations.</p> <p>Each project has particular aims and particular target groups. It is not therefore possible to accurately state whether particular groups are likely to be adversely, or advantageously, affected by this proposal. However, it must be noted that some projects have been aimed at young people and older people.</p>
	<p>Actions required:</p> <p>Ensure service areas, partners and local organisations are aware of the proposal and consultation.</p>

CONSULTATION

7	<p>What consultation has taken place?</p> <p><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The Consultation and Monitoring Guidance has been referred to. The proposal was discussed at the Caerphilly Viewpoint Panel on the 13th November 2017 and is part of wider public consultation.</p>
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	<p>Actions required:</p> <p>Contact service areas partners and local organisations to make them aware of the proposal and consultation.</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>Monitor the use of Well-being budget and the projects delivered using the budget. Monitor the income generated by using the Well-being budget as match funding. Monitor the uptake of the Greener Caerphilly Small Grants fund and the projects undertaken.</p>
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	<p>Actions required:</p> <p>Continue to monitor the Well-being budget and Greener Caerphilly Small Grants Scheme. Encourage and monitor collaborative working.</p>
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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>Ensure that the different groups work together to maximise the funding/ budget used to deliver projects. Ensure that projects delivered have a positive effect on other projects.</p>
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	<p>Actions required:</p> <p>Encourage collaborative working between the service areas, partners and local organisations.</p>
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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>Need to encourage collaborative working.</p> <p>Encourage everyone to work to sustainable development principles (ICLIP- Involvement, Collaboration, Long Term, Integration, Prevention)</p>
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	<p>Actions required:</p> <p>Encourage people to embed ICLIP into the way they work.</p>
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11	<p>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</p> <p>The lack of funding bids in 2017/18 highlights that the full grant for the Greener Caerphilly Small Grants scheme could be reduced.</p> <p>Advice to be sought from CCBC Equalities Unit if there are any queries about the Welsh Language Standards and Well-being budget/ Greener Caerphilly Small Grants fund.</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>Appendix to the Draft voluntary Sector Budget Proposals report.</p>
	<p>Actions required:</p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed by:	Tracy Evans
Date:	16/11/2017
Position:	Policy Officer
Name of Head of Service:	Rob Hartshorn

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