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Blaenau Gwent

Our Ref./Ein Cyf.
Your Ref./Eich Cyf.
Contact:/Cysylltwch â:

THIS IS A MEETING WHICH THE PUBLIC ARE ENTITLED TO ATTEND

12th February 2024

Dear Sir/Madam

CORPORATE & PERFORMANCE SCRUTINY COMMITTEE

A meeting of the Corporate & Performance Scrutiny Committee will be held in via MS Teams on Monday, 19th February, 2024 at 10.00 am. ***(if you wish to view this meeting please contact michelle.hicks@blaenau-gwent.gov.uk)***

Yours faithfully

Damien McCann
Interim Chief Executive

AGENDA

Pages

1. SIMULTANEOUS TRANSLATION

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.

2. APOLOGIES

To receive.

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith, dim ond i chi rhoi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.

The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.

**3. DECLARATIONS OF INTEREST AND
DISPENSATIONS**

To receive.

4. DISCRETIONARY FEES & CHARGES 2024/2025 3 - 88

To consider the report of the Chief Officer Resources

5. REVENUE BUDGET 2024/2025 89 - 704

To consider the report of the Chief Officer Resources.

To: Councillor J. Wilkins (Chair)
Councillor J. Thomas (Vice-Chair)
Councillor J. Hill
Councillor J. Holt
Councillor E. Jones
Councillor R. Leadbeater
Councillor C. Smith
Councillor T. Smith

All other Members (invited without voting rights)

Interim Chief Executive
Chief Officers

Agenda Item 4

Cabinet and Council only

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

Committee: **Corporate Overview and Performance Scrutiny Committee**

Date of meeting: **19 February 2024**

Report Subject: **Discretionary Fees & Charges 2024/2025**

Portfolio Holder: **Councillor Steve Thomas, Leader / Cabinet Member Corporate Overview and Performance**

Report Submitted by: **Rhian Hayden – Chief Officer Resources**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
	1/2/24				19/2/24	21/2/23	27/2/23	

1. Purpose of the Report

- 1.1 The purpose of this report is for Members to approve the discretionary fees & charges to be applied for the 2024/2025 financial year, including the core fees & charges to be operated by the Aneurin Leisure Trust.

2. Scope and Background

- 2.1 The Income Policy was agreed by Council in May 2014 and included the following:

- Relevant legislation which allows councils to generate a range of fees and charges and that income is a budget and funding tool;
- The range of areas in scope;
- Key principles such as the rationale for charging, ability to charge, service cost recovery, subsidies and concessions, trading, income collection, debt management and income management;
- A decision tree for deciding whether to charge;
- Detailed principles;
- Income management which included the creation of a fees and charges register.

- 2.2 Income from Fees & Charges contributes £14.5m (approx. 8%) to the overall funding the Council receives to deliver its services to the residents of Blaenau Gwent.

- 2.3 The Council is facing significant financial challenges over the next 5 years with an estimated budget gap of £34m, with increasing costs resulting from high inflation, increasing demand and higher than anticipated pay awards.

- 2.4 The Bridging the Gap Programme includes a Strategic Business Review on Discretionary Fees & Charges to ensure that the Council is maximising its income by ensuring fees and charges are set at a level that covers the costs of delivering the goods and services it provides where appropriate.

2.5 The current Fees and Charges register has been reviewed to:

- Ensure all fees & charges included on the register are relevant for 2024/2025.
- Reflect changes in local and national policy and charges.
- Reflect the impact on discretionary fees & charges of the assumption included within the Medium-Term Financial Strategy (MTFS) where appropriate.
- Reflect the impact on discretionary fees & charges of the business case proposal to increase income by £100,000 for 2024/2025.

3. **Options for Recommendation**

3.1 **Option 1**

1. Members consider and recommend to Cabinet and Council the register of Fees & Charges for 2024/2025 attached at Appendix 1 and for discretionary fees & charges approve:

- a fee uplift of 4% in line with the assumption for inflation within the MTFS
- the alternative fee proposed as detailed in paragraphs 5.1.4 to 5.1.14.
- Planning Fees attached at Appendix 2

2. Members consider and recommend to Cabinet and Council that they approve delegated power and responsibility to the Interim Director of Social Services for setting the fees and charges for 2024/2025 relating to the provision of external social care as detailed in paragraph 5.1.6.

3. Members consider and recommend to Cabinet and Council to approve the core price increases relating to Aneurin Leisure Trust attached at Appendix 3.

3.2 **Option 2 (Preferred Option)**

1. Members consider and recommend to Cabinet and Council the register of Fees & Charges for 2024/2025 attached at Appendix 1 and for discretionary fees & charges approve:

- a fee uplift of 5% in line with the proposed business case (attached at Appendix 4)
- the alternative fee proposed as detailed in paragraphs 5.1.4 to 5.1.14.
- Planning Fees attached at Appendix 2.

2. Members consider and recommend to Cabinet and Council that they approve delegated power and responsibility to the Interim Director of Social Services for setting the fees and charges for 2024/2025 relating to the provision of external social care as detailed in paragraph 5.1.6.

3. Members consider and recommend to Cabinet and Council to approve the core price increases relating to Aneurin Leisure Trust attached at Appendix 3.

3.3 **Option 3**

1. Members consider and recommend to Cabinet and Council not approve the register of Fees & Charges for 2024/2025 and core price increases for Aneurin Leisure Trust and propose alternative fee increases.

2. Members consider and recommend to Cabinet and Council not to approve the delegation to the Interim Director of Social Services for setting the fees and charges for 2024/2025 relating to the provision of external social care

3. Members consider and recommend to Cabinet and Council not to approve the core price increases relating to Aneurin Leisure Trust attached at Appendix 3.

4. **Evidence of how this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1 This report supports the Corporate Plan outcome “an ambitious and innovative Council delivering the quality services at the right time and in the right place”.

4.2 Income from Fees & Charges contributes funding (approx.8%) towards delivering Council priorities and supports the Councils’ financial resilience.

5. **Implications Against Each Option**

5.1 ***Impact on Budget (short and long term impact)***

5.1.1 The assumption in the Medium term Financial Strategy and the 2024/2025 draft estimates assumes that income budgets will increase by 4% in line with the assumption for inflation. Inflation is currently 4.6% (October 2023) and with pay awards expected to continue around 5% for 2024/2025 (2023/2024 average pay award 6.4%), costs of delivering services are increasing significantly.

5.1.2 As a consequence of the increased costs that the Council is experiencing and is expecting to continue during 2024/2025, Council is asked to consider a 5% uplift to all Discretionary Fees & Charges in line with the proposed Business Case.

5.1.3 The proposed 2024/2025 register of Fees & Charges is attached at Appendix 1. The register includes the charge for 2023/2024, the fee levels for 2024/2025 if increased by 4% and 5% or alternative % increases proposed by officers.

5.1.4 Licensing Fees have been included on the Register for completeness and these were considered by Licensing Committee on 30 January 2024 and subsequently approved by the Director of Environment

5.1.5 Fees & Charges where no fee increase is proposed.

5.1.6 No fee increase is proposed for regulated fees which are specified by Government or other regulated bodies. Should these fees increase subsequently, the Fees & Charges Register will be updated to reflect the revised fee.

5.1.7 **Social Services**

- Care Fees - These fees are currently under negotiation with Providers to reflect the appropriate increase to cover the additional cost of the Real Living Wage, energy costs etc.
- Blaina ICC – Light and sensory room hire at £3 per hour. No increase applied as the current charge represents full cost recovery.

5.1.8 **Corporate Services**

- Registrars non statutory ceremonies to remain at £455 - proposed fees to remain cash flat as the current fees are significantly higher than neighbouring councils (e.g. Caerphilly CBC £137 and Torfaen CBC is £255)

5.1.9 **Environment**

- Outdoor Street Markets to remain cash flat – to encourage new market traders to take up stalls.
- Pest Control – These fees are paid direct to the contractor.
- Planning & Estates fees – These are currently under review.
- Licensing Fees- Powys County Council agrees the fee for licenses relating to animals.

5.1.10 Fees & Charges where the uplift proposed is greater than 5%:

5.1.11 **Social Services**

- Bert Denning Hydrotherapy Pool – Proposed fee increase between 30% (£12.50) and 47% (£11.84) to reflect full cost recovery.
- Blaina ICC Room Hire – Proposed Fee uplift of £0.50 which equates to a 13% to 50% increase.
- Community Meals – Proposed fee uplift of £0.67 (13%) per meal to reflect full cost recovery.

5.1.12 Corporate Services

- Administration of Appointeeships – Proposed fee increase of 12% to move towards full cost recovery.

5.1.13 Environment

- Countryside Rights of Way Orders & Personal Searches – Proposed fee increase ranging from 4.5% to 280% to reflect full cost recovery.
- Stary Dogs Release Fee – Proposed fee increase of 25% to 35% to reflect the increased kennelling costs.
- MOT Charges – Proposed fee increase of 13% to £45 to reflect the local market.
- Trading Standards fees - 8% to 14% uplift. These fees are agreed by Cymru Group Partnership of Local Authorities.
- Trade Waste – There is a business case proposing a range of increases for trade waste from 5% to 20%, and the charges for 2024/2025 will be determined as part of the Business Case consideration.

5.1.14 Planning

- Planning Fees – A range of fee increases from 0% to 67%, the increase mainly affecting fees charged to large developers.

5.1.15 Fees & Charges where the uplift proposed is less than 4%:

5.1.16 Corporate Services

- Registrars Weddings / Civil Partnerships – Proposed fee uplift is 2% as the current charges are significantly higher than neighbouring councils, (e.g, Caerphilly £457 and Torfaen £280, Monmouth £304).

5.1.17 Aneurin Leisure Trust has submitted a list of proposed fees and charges for 2024/2025 (attached at Appendix 3) for Core Services, to be approved by Council in line with the Funding and Management agreement. The proposed increases range from 0% for Junior Lifestyle studio to 9% for Angling Club junior day ticket.

5.1.18 The inflationary increase is based on the rate as at October 2023 of 6.7% which is significantly lower than the increase in operational costs that the Trust are experiencing (207% increase in energy costs).

5.2 ***Risk including Mitigating Actions***

5.2.1 Fee increases may impact on demand from residents as they continue to be impacted by the cost of living crisis. This could result in a reduction in income that the Council receives, particularly in the short term.

Demand and the impact on the budget will be monitored and reported as part of the Financial Reporting Framework.

5.2.2 Not increasing discretionary fees & charges in line with the assumption in the MTFs of 4% will result in cost pressures emerging in 2024/2025 as income will not achieve the income target, income budgets will need to be restated to 2023/2024 levels, the impact of which will increase the budget gap by around £0.6m.

5.2.3 Not increasing discretionary fees & charges in line with the proposed Business Case for 5% increase, will not generate any additional income to contribute to the budget gap for 2024/2025.

5.3 ***Legal***

5.3.1 There are no direct legal implications arising out of this report. However, charging and trading for local authorities must comply with the Local Government Act 2003 and The Localism Act 2011.

5.4 ***Human Resources***

N/A

6. **Supporting Evidence**

6.1 ***Performance Information and Data***

6.1.1 The proposed register of Fees & Charges is attached at Appendix 1.

6.2 ***Expected outcome for the public***

6.2.1 The setting of fees and charges on an annual basis is essential to maintaining economic resilience, however, these should be set at a cost that considers full cost recovery and what local people can afford, taking into account the protected characteristics.

6.3 ***Involvement (consultation, engagement, participation)***

6.3.1 The review of the Fees & Charges Register has been prepared in consultation with relevant officers.

6.3.2 Services look to involve partners and citizens in consultation where possible. The impact of these charges will be reviewed throughout the year by officers, along with any issues raised by users of the services affected.

6.4 ***Thinking for the Long term (forward planning)***

6.4.1 Full cost recovery will support the long term financial resilience and the ability to maintain facilities and services for the people of Blaenau Gwent.

6.5 ***Preventative focus***

6.5.1 Income generation contributes funding towards delivering Council Services and investing into early intervention and prevention activities.

6.6 ***Collaboration / partnership working***

6.6.1 The Council works in partnership with Aneurin Leisure Trust to deliver services to the public in support of the well-being objectives.

6.7 ***Integration (across service areas)***

6.7.1 The services provided have a positive impact socially and on the health and wellbeing of those who use the facilities provided.

6.8 ***Decarbonisation and Reducing Carbon Emissions***

N/A

6.9 ***Integrated Impact Assessment (IAA)***

7. **Monitoring Arrangements**

7.1 The regular review of the corporate fees and charges register is a vital component of the Council's budget setting proposal and should be monitored and refreshed to ensure it is in line with the Council's agreed income policy and Medium Term Financial Strategy.

Background Documents /Electronic Links

- *Appendix 1 – Fees and Charges 2024-25*
- *Appendix 2 – Planning Preliminary Advice*
- *Appendix 3 – ALT Core Fees*
- *Appendix 4 – Business Case*

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FEES & CHARGES REGISTER

DRAFT 2024/2025



Social Services									
Responsible Officer	Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Andrew Day	Social Services	Non Residential Services	Maximum Charge	Regulated	per week	£100.00			£100.00
Andrew Day	Social Services	Non Residential Services	Home Care / Community Opriions Outreach Support		per hour	£23.19	£24.10	£24.40	
Andrew Day	Social Services	Non Residential Services	Day Care		per session	£63.44	£66.00	£66.60	
Andrew Day	Social Services	Non Residential Services	Direct Payments		per hour	£16.02	£16.70	£16.80	
Andrew Day	Social Services	Residential	Part III Accommodation Charge (own provision)		per week	£949.52	£987.50	£997.00	
Andrew Day	Social Services	Respite Care	Augusta House (own provision)		per week	£3,170.36	£3,297.20	£3,328.90	
Andrew Day	Social Services	Residential Care Older People	Private Provider		per week	£814.00			
Andrew Day	Social Services	General Nursing Care	Private Provider		per week	£897.00			
Andrew Day	Social Services	EMI Residential Care	Private Provider		per week	£934.00			
Andrew Day	Social Services	EMI Nursing Care	Private Provider		per week	£952.00			
Andrew Day	Social services	Bert Denning Day Centre	Standard baseline fee		per session	£154.02	£160.20	£161.70	
Andrew Day	Social services	Bert Denning Hydro Therapy Pool	Fee for OLA and private customers weekdays		per session	£25.06			£36.90
Andrew Day	Social services	Bert Denning Hydro Therapy Pool	Fee for weekend use		per hour	£41.50			£54.00
Ceri Bird	Social Services	Flying Start Childcare	Non Flying Start children childcare fees		per session	£11.02	£11.50	£11.60	
Ceri Bird	Social Services	Early Years & Childcare	Mandatory training to our Early Years, Childcare & Play sector		per course	No Set Fee			
Ceri Bird	Social Services	Blaina ICC - Room Hire	Light & Sensory Room Hire		per hour	£3.00			£3.00

Responsible Officer	Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Ceri Bird	Social Services	Blaina ICC - Room Hire	Large Meeting Room, Owl Room, Starfish Room, Frog Room		per hour	£4.00			£4.50
Ceri Bird	Social Services	Blaina ICC - Room Hire	Caterpillar Room, Health Suite		per hour	£1.50			£2.00
Ceri Bird	Social Services	Blaina ICC - Room Hire	Small Meeting Room, Ladybird Room		per hour	£1.00			£1.50
Ceri Bird	Social Services	Blaina ICC - Room Hire	Butterfly Room, Parent Room		per hour	£1.00			£1.50
Alyson Hoskins / Michelle Church	Communications-C2BG	Community Alarm & Telecare Service Charges	Monitoring fees- analogue lifeline with pendant- monthly			£6.20	£6.40	£6.50	
Alyson Hoskins / Michelle Church	Communications-C2BG	Community Alarm & Telecare Service Charges	Monitoring fees- Digital lifeline with sim card and pendant-monthly			£11.45	£11.90	£12.00	
Alyson Hoskins / Michelle Church	Communications-C2BG	Community Alarm & Telecare Service Charges	Monitoring fees- analogue lifeline with pendant with 5 additional sensors- monthly			£9.66	£10.00	£10.10	
Alyson Hoskins / Michelle Church	Communications-C2BG	Community Alarm & Telecare Service Charges	Monitoring fees- digital lifeline with pendant with 5 additional sensors- monthly			£14.91	£15.50	£15.70	
Alyson Hoskins / Michelle Church	Communications-C2BG	Community Alarm & Telecare Service Charges	Safety Package- (analogue) recommended by Social Worker-monthly			£6.20	£6.40	£6.50	
Alyson Hoskins / Michelle Church	Communications-C2BG	Community Alarm & Telecare Service Charges	Safety Package- (digital) recommended by Social Worker-monthly			£11.45	£11.90	£12.00	
Alyson Hoskins / Michelle Church	Communications-C2BG	Community Alarm & Telecare Service Charges	Initial Installation fees			£55.55	£57.80	£58.30	
Alyson Hoskins / Michelle Church	Communications-C2BG	Community Alarm & Telecare Service Charges	Further installation of additional sensors			£31.61	£32.90	£33.20	

Responsible Officer	Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Alyson Hoskins / Michelle Church	Communications-C2BG	Community Alarm & Telecare Service Charges	Installation of non monitored equipment			£26.46	£27.50	£27.80	
Alyson Hoskins / Michelle Church	Communications-C2BG	Community Alarm & Telecare Service Charges	Replacement pendant			£49.35	£51.30	£51.80	
Alyson Hoskins / Mary Welch	Community Meals	Meals on Wheels	Meal and dessert		Per Serving	£4.99			£5.66

RESOURCES

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee 2023/2024	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Accountancy	Statement of Accounts Document	Per Copy (printed)		£31.54	£32.80	£33.10	
Accountancy	Fee for the administration of the Corporate Appointeeship function	Balance < £1,000		No Charge			No Charge
		Balance £1,000 to £3,500 (Per week)		£3.35			£3.75
		Balance >£3,500 (per week)		£6.16			£6.90
Revenues	Council Tax / NNDR	Summons Fees	Regulated	£10.80			£10.80
Revenues	Council Tax / NNDR	Liability Order Fees	Regulated	£52.50			£52.50
Revenues	Council Tax / NNDR - Enforcement	Section 12 Tribunal Court & Enforcement Act 2017 - Compliance Fee	Regulated	£75.00			£75.00
Revenues	Council Tax / NNDR - Enforcement	Section 12 Tribunal Court & Enforcement Act 2017 - Enforcement Fee	Regulated	£235.00			£235.00
Revenues	Council Tax / NNDR - Enforcement	Section 12 Tribunal Court & Enforcement Act 2017 - Sale or disposal stage	Regulated	£110.00			£110.00
Revenues	Administration Charge	Administration charge for the administration of a Residential Care deferred payment agreement		£63.40	£66.00	£66.60	

CORPORATE SERVICES

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Legal	Section 278/38 Agreements	Small plan Large plan		Small plan Large plan	£31.75 £57.13	£33.00 £59.40	£33.30 £60.00	
Elections and Land Charges	Data copy of full electoral register	Purchase of information from Register	Regulated	Full electoral register which includes admin fees. (£20 plus £1.50 per 1,000 entries)	£98.00			£98.00
Elections and Land Charges	Paper copy of full electoral register	Purchase of information from Register	Regulated	Full electoral register which includes admin fees.	£270.00			£270.00
Registration	Legal Notice of Marriage / Civil Partnership	Legal Notice of Marriage / Civil Partnership for each person	Regulated	Per service	£35.00			£35.00
Registration	Wedding / Civil Partnership Certificates	Marriage / Civil Partnership Certificate on the Day	Regulated	Per service	£11.00			£11.00
Registration	Wedding/Civil Partnership Ceremonies	Wedding / Civil Partnership in Homfray Suite, per service		Mon to Thur Fri and Sat	£515.00 £515.00			£525.00 £525.00
Registration	Wedding/ Civil Partnership Ceremonies	Approved Premises - Assembly Room/Carriage House/Band Stand/Llanhilleth Institute/Tredegar Arms/West Mon Golf Club, per service		Mon to Thur Fri and Sat Sun and BH	£515.00 £515.00 £570.00			£525.00 £525.00 £580.00
Registrations	Wedding Ceremonies	Citizenship individual	Regulated	Per service	£80.00			£80.00
Registration	Non Statutory Ceremony	Statutory ceremony booking fee	Regulated	Per service	£46.00			£46.00
Registration	Non Statutory Ceremony	Non statutory ceremony Homfray Suite, per service		Mon to Thur Fri and Sat	£455.00 £455.00			£455.00 £455.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Registration	Non Statutory Ceremony	Non statutory ceremony in Assembly Room /Carriage House /Band Stand Llanhilleth Institute per service		Mon to Thur Fri and Sat Sun	£455.00 £455.00 £515.00			£455.00 £465.00 £525.00
Registration	Wedding Ceremonies	Solemnisation building for marriages	Regulated	Per service	£120.00			£120.00
Registration	Wedding Ceremonies	Register building for worship	Regulated	Per service	£28.00			£28.00
Registration	Approved Premises Licence	Approved premise application		Per service	£2,250.00			£2,295.00
Registration	Certificates & Searches	Priority Certificate	Regulated	Birth Death Marriage	£35.00 £35.00 £35.00			£35.00 £35.00 £35.00
Registration	Certificates & Searches	CP certificate - day after ceremony	Regulated		£11.00			£11.00
Registration	Certificates	Additional search fees of historic records.	Per search	5 year 10 year General	£6.00 £6.00 £20.00	£6.25 £6.25 £20.80	£6.30 £6.30 £21.00	
Registration	Registrar's Fees	Certificate - On day	Regulated	Birth Death Marriage	£11.00 £11.00 £11.00			£11.00 £11.00 £11.00
Registration	Registrar's Fees	Certificate - From day after registration	Regulated	Birth Death Marriage	£11.00 £11.00 £11.00			£11.00 £11.00 £11.00
Registration	Registrar's Fees	Church Attendance	Regulated	Per service	£86.00			£86.00
Elections and Land Charges	Full Local Authority Search	For a full search information is provided from all relevant departments of the council and all land charges entries relating to the land or property are provided.		Per Search	£126.00	£130.80	£132.30	

ENVIRONMENTAL SERVICES

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Engineers	Ordinary Water Course Consents	Consenting to allow works on or near an existing watercourse	Regulated	Per application	£51.00			£51.00
Engineers	Inspection of sustainable drainage systems on new developments	Required by legislation introduced in January 2019	Regulated		£171.40			£171.40
Countryside	Countryside	Trees - Public advice and processing of TPO applications are currently free of charge	Regulated		No Fee			No Fee
Countryside	Countryside	Request for copies of TPOs			£38.23			£40.25
Countryside	Countryside	Rights of way - copies of Definitive Map			£23.44			£40.25
Countryside	Countryside	Rights of way - Stopping Up and Diversion Orders		Maximum Fee	£5,145.12			£5,377.45
Countryside	Countryside	Temporary Prohibition of Pedestrian Order			£1,699.81			£2,905.88
Countryside	Countryside	Community support work			Fee considered on a case by case basis, subject to a potential to secure funds if joint working on community projects			Fee considered on a case by case basis, subject to a potential to secure funds if joint working on community projects
Countryside	Personal Searches	Search enquiries correspondence to Solicitors/ Personal Search Companies			£44.50			£48.98
Countryside	Personal Searches	Supply copies of Public Rights of Way Records/ Plans			£10.58			£40.25

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Community Services	Outdoor Street Markets	Charges per pitch for Abertillery, Brynmawr, Ebbw Vale and Tredegar Town Centre Markets		0-10 ft	£19.00			£19.00
				11-20 ft	£37.80			£37.80
				21-30 ft	£56.80			£56.80
				31-40 ft	£78.00			£78.00
				41+ft	£101.20			£101.20
Community Services	Street Cleansing	Hire of mechanical sweeper		Per hour	£64.48	£67.10	£67.70	
Community Services	Street Cleansing	Removal of fly tipping		Per man per hour	£23.98	£24.90	£25.20	
Community Services	Waste - Bulky Waste Collection			1 Item	£6.34	£6.60	£6.70	
				2 Items	£12.68	£13.20	£13.30	
				3 Items	£19.02	£19.80	£20.00	
				4 Items	£25.36	£26.40	£26.60	
				5 Items	£31.70	£33.00	£33.30	
Community Services	Waste - Trade Waste - Quarterly Charge			120 ltr	£75.66	£78.70	£79.40	
				240 ltr	£132.60	£137.90	£139.20	
				360 ltr	£189.41	£197.00	£198.90	
				660 ltr	£339.43	£353.00	£356.40	
				1100 ltr	£543.66	£565.40	£570.80	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Community Services	Waste - Trade Recycling - Weekly charge	Glass		120 ltr	£3.04	£3.20	£3.20	
				240 ltr	£5.43	£5.60	£5.70	
				55 ltr	£1.19	£1.20	£1.20	
				80 ltr	£1.52	£1.60	£1.60	
				120ltr	£2.17	£2.30	£2.30	
		Paper & Cardboard		240 ltr	£3.53	£3.70	£3.70	
				360 ltr	£4.89	£5.10	£5.10	
				660 ltr	£8.91	£9.30	£9.40	
				1,100 ltr	£14.67	£15.30	£15.40	
				Plastic & Cans	55 ltr	£1.02	£1.10	
80 ltr	£1.29	£1.30	£1.40					
120 ltr	£1.85	£1.90	£1.90					
240 ltr	£3.00	£3.10	£3.20					
360 ltr	£4.16	£4.30	£4.40					
Community Services	Trade Waste - Trade Recycling Wheeled Bin (food) weekly charge	Food Recycling - Wheeled Bin		23 ltr	£0.76	£0.80	£0.80	
				140 ltr	£3.98	£4.10	£4.20	
Community Services	Trade Waste	Replacement Wheeled Bin		120 ltr	£30.09	£31.30	£31.60	
				240 ltr	£38.64	£40.20	£40.60	
				360 ltr	£58.06	£60.40	£61.00	
				660 ltr	£295.17	£307.00	£309.90	
				1100 ltr	£320.09	£332.90	£336.10	
Community Services	Trade Waste	Replacement Food Bin		140 ltr	£32.94	£34.30	£34.60	
Community Services	Waste - Trade Waste Duty of Care Notice	Annual Administration Fee			£25.50	£26.50	£26.80	
Community Services	Community Services - Stray Dogs - Release Fee	Community Services - Stray Dogs - Release Fee (including Kennelling & Administration Charges)		Minimum Fee	£80.00			£108.00
				Maximum Fee	£165.00			£206.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Community Services	Penalty for non compliance	Penalty for litter dropping	Regulated	Fine	£125.00			£125.00
				Early repayment option	£100.00			£100.00
Community Services	Penalty for non compliance	Public Space Protection order	Regulated	Fine	£100.00			£100.00
Community Services	Cemeteries	Interment - Still born baby		Resident	No Fee			No Fee
				Non Resident	No Fee			No Fee
Community Services	Cemeteries	Interment - Children (18 years and under) - Exclusive Rights of Burial (EROB) only		Resident	No Fee			No Fee
				Non Resident	No Fee			No Fee
Community Services	Cemeteries	Interment - New grave - Double Depth		Resident	£1,721.86	£1,790.70	£1,808.00	
				Non Resident	£3,443.72	£3,581.50	£3,615.90	
Community Services	Cemeteries	Interment - Re-open of grave		Resident	£1,047.64	£1,089.50	£1,100.00	
				Non Resident	£2,095.28	£2,179.10	£2,200.00	
Community Services	Cemeteries	Interment - Exclusive right of burial (EROB)		Resident	£521.22	£542.10	£547.30	
				Non Resident	£1,042.44	£1,084.10	£1,094.60	
Community Services	Cemeteries	Cremated remains - New Grave (minimum depth) Ashes		Resident	£879.14	£914.30	£923.10	
				Non Resident	£1,758.28	£1,828.60	£1,846.20	
Community Services	Cemeteries	Cremated remains - Re-open of grave Ashes		Resident	£276.73	£287.80	£290.60	
				Non Resident	£553.45	£575.60	£581.10	
Community Services	Cemeteries	Cremated remains - Scattering of Ashes		Resident	£123.83	£128.80	£130.00	
				Non Resident	£247.66	£257.60	£260.00	
Community Services	Cemeteries	Cremated remains - Exclusive right of burial (EROB)		Resident	£521.22	£542.10	£547.30	
				Non Resident	£1,042.44	£1,084.10	£1,094.60	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Community Services	Cemeteries	Garden of rest plots - Cremated remains (new grave) Ashes		Resident	£358.94	£373.30	£376.90	
				Non Resident	£717.88	£746.60	£753.80	
Community Services	Cemeteries	Garden of rest plots - Cremated remains (re-open) Ashes		Resident	£119.65	£124.40	£125.60	
				Non Resident	£241.33	£251.00	£253.40	
Community Services	Cemeteries	Garden of rest plots - Exclusive right of burial (EROB)		Resident	£239.29	£248.90	£251.30	
				Non Resident	£478.58	£497.70	£502.50	
Community Services	Cemeteries	Memorials - Erect memorial		Resident	£242.45	£252.20	£254.60	
				Non Resident	£484.91	£504.30	£509.20	
Community Services	Cemeteries	Memorials - Additional inscription, replacement memorial		Resident	£123.83	£128.80	£130.00	
				Non Resident	£247.66	£257.60	£260.00	
Community Services	Cemeteries	Memorials - Memorial still born baby (exclusive right of burial (EROB)		Resident	£93.64	£97.40	£98.30	
				Non Resident	£187.27	£194.80	£196.60	
Community Services	Cemeteries	Memorials - Renovation, clean and re-anchor memorial		Resident	£39.58	£41.20	£41.60	
				Non Resident	£79.15	£82.30	£83.10	
Community Services	Cemeteries	Memorials - Small plaque		Resident	£123.83	£128.80	£130.00	
				Non Resident	£247.66	£257.60	£260.00	
Community Services	Cemeteries	Memorials - Additional application for surround/memorial		Resident	£202.88	£211.00	£213.00	
				Non Resident	£405.76	£422.00	£426.00	
Community Services	Cemeteries	Historical search (Resident)			£72.68	£75.60	£76.30	
Community Services	Cemeteries	Memorials - Planting of Tree		Resident	£66.10	£68.70	£69.40	
				Non Resident	£132.19	£137.50	£138.80	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Community Services	Cemeteries	Memorials - Penalty for non compliance ie erecting monument without prior authorisation	0	Resident	£664.31	£690.90	£697.50	
				Non Resident	£664.31	£690.90	£697.50	
Community Services	Cemeteries	Assignment of Rights Transfer			£66.10	£68.70	£69.40	
Community Services	Cemeteries	Exhumations			£1,266.84	£1,317.50	£1,330.20	
		Exhumations - Ashes			£293.00	£304.70	£307.70	
Community Services	Cemeteries	Interments outside normal cemetery hours		Interments after 2.00 p.m. Friday (additional cost)	£131.11	£136.40	£137.70	
				Interments on Saturday (additional cost)	£530.93	£552.20	£557.50	
				Scattering of ashes on Saturday	£113.51	£118.00	£119.20	
Transport	Transport - MOT Tests:	Transport - MOT Tests: Standard vehicle (under 9 seats)		Per MOT	£40.00			£45.00
Grounds	Grounds & Playing Fields - Matches	Rugby/Soccer		Senior	£99.53	£103.50	£104.50	
				Junior	£57.41	£59.70	£60.30	
Grounds	Grounds & Playing Fields - Matches	Grounds & playing fields training		Senior	£57.41	£59.70	£60.30	
				Junior	£34.63	£36.00	£36.40	
Grounds	Grounds & Playing Fields - Matches	Fairs			£449.07	£467.00	£471.50	
Grounds	Grounds & Playing Fields - Matches	Carnivals/ Fetes			£161.20	£167.60	£169.30	
Grounds	Grounds & Playing Fields - Matches	Unauthorised use			£88.71	£92.30	£93.10	
Highways	Highways	Kerb drop initial inspection			£141.54	£147.20	£148.60	
Highways	Highways	Skip Permits		Per week	£51.50	£53.60	£54.10	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Highways	Highways	Penalty for not obtaining appropriate skip licence			£146.99	£152.90	£154.30	
Highways	Highways	Scaffold Permits		Per week	£64.60	£67.20	£67.80	
Highways	Highways	Penalty for not obtaining appropriate scaffolding licence			£146.99	£152.90	£154.30	
Highways	Section 171 Notice	Application for temporary excavation		Per application	£220.54	£229.40	£231.60	
Highways	Highways	Application for deposit of materials on the highway		Per application	£58.64	£61.00	£61.60	
Highways	Highways	Highway inspection - Coring cost	Regulated	Per core (includes defect fee)	£125.50			£147.80
Highways	Highways	Defect inspection fees	Regulated	Per inspection	£47.50			£47.50
Highways	NRSWA Section 76 Road Closure	Temporary road closure		Per application	£1,837.62	£1,911.10	£1,929.50	
Highways	Section 50 Licence	Street works licence - New apparatus		Per application	£595.40	£619.20	£625.20	
Highways	Highways	Signing, lighting and guiding - Route signs	Regulated		£47.50			£47.50
Transport	Transport - Tower Crane Oversailing the Highway Licence	Transport - Tower Crane Oversailing the Highway Licence: 10 Working days Notice required.			£146.99	£152.90	£154.30	
Highways	NRSWA Section 71 Defect fees	Inspection fee per unit	Regulated	Per inspection	£47.50			£47.50
Highways	Fixed Penalty Notices (Utility Companies)	FPN's are issued under NRSWA 1991. Fee per FPN.	Regulated	Fee (on time)	£80.00			£80.00
				Fee (Late payment)	£120.00			£120.00
Highways	NRSWA Section 74 Notice	Utility Company overrun charges	Regulated	Per day Minimum	£100.00			£100.00
Highways	Temporary Road Closures	Temporary Road Closures for Events (non charitable)			£141.54	£147.20	£148.60	
Highways	Multi Phased Light Application	Multi Phased Light Application			£103.03	£107.20	£108.20	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Highways & Development	Street Naming and Numbering	Confirmation of address to Solicitors etc			£44.50	£46.30	£46.70	
Highways & Development	Street Naming and Numbering	General enquiries from property owner / resident (e.g. confirmation of postal address, address anomalies including post code)			£44.50	£46.30	£46.70	
Highways & Development	Street Naming and Numbering	Change of House Name / add a House Name or number to a property.			£44.50	£46.30	£46.70	
Highways & Development	Street Naming and Numbering	Naming and numbering property conversions (including flats)		First Address	£44.50	£46.30	£46.70	
				Per additional address	£25.49	£26.50	£26.80	
Highways & Development	Street Naming and Numbering	Naming and numbering of developments		Single dwelling	£44.50	£46.30	£46.70	
				Per additional plot (max 5 dwellings)	£25.49	£26.50	£26.80	
				6-10 plots	£317.09	£329.80	£332.90	
				11-50 plots	£507.28	£527.60	£532.60	
				51-100	£697.68	£725.60	£732.60	
				101+ plots	£1,078.16	£1,121.30	£1,132.10	
Highways & Development	Street Naming and Numbering	Renumbering / changes to a development (after notification)		Fee	£253.69	£263.80	£266.40	
				Plus additional charge per plot	£38.12	£39.60	£40.00	
Highways & Development	Street Naming and Numbering	Street renaming at residents request Legal and replacement nameplate costs to be covered (cost per property)		Fee	£697.68	£725.60	£732.60	
				Plus additional amount per property after	£38.12	£39.60	£40.00	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Highways & Development	Personal Searches	Written response to Q2(a) confirming highway maintained by Highway Authority			£5.29	£5.50	£5.60	
Highways & Development	Personal Searches	Supply of Plan indicating extent of highway maintained by Highway Authority			£10.58	£11.00	£11.10	
Highways & Development	Personal Searches	Information on s38, s228, Agreements etc (Highways Act 1980)			£3.24	£3.40	£3.40	
Highways & Development	Personal Searches	Land to be acquired for Road Works			£1.51	£1.60	£1.60	
Highways & Development	Personal Searches	Information on Road Schemes			£6.37	£6.60	£6.70	
Highways & Development	Personal Searches	Information on Railway Schemes			£3.89	£4.00	£4.10	
Highways & Development	Personal Searches	Information on Traffic Schemes			£5.51	£5.70	£5.80	
Highways & Development	Personal Searches	Outstanding Statutory Highway Notices			£1.51	£1.60	£1.60	
Highways & Development	Personal Searches	Full Search to include all highway enquiries and plan			£37.91	£39.40	£39.90	
Highways & Development	Personal Searches	Search enquiries correspondence to Solicitors/ Personal Search Companies			£44.50	£46.30	£46.70	
Highways & Development	Personal Searches	Supply copies of Drainage Records/ Plans			£10.58	£11.00	£11.10	
Highways & Development	Personal Searches	Search Enquiries to Solicitors			£44.50	£46.30	£46.70	
Highways & Development	Access protection markings	Access protection markings		Single gate Access	£63.40	£65.90	£66.60	
				Double gate/ driveway/ garage	£126.90	£132.00	£133.20	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
JPTU	Replacement concessionary travel passes	Fee for replacement travel pass	Regulated	Per pass	£10.00			£10.00
Technical Services	Education - School Meals - Adults.	Per Meal. Fee effective from September		Staff	£3.57	£3.70	£3.70	
				Student	£3.57	£3.70	£3.70	
Technical Services	Education - School Meals - Children.	Secondary Age Child (Years 7 to 11). Fee effective from September. Fee per meal. Primary Age Child (Nursery to Year 6). Fee effective from September. Fee per meal.		Secondary	£2.70	£2.80	£2.80	
				Primary	£2.50	N/A	N/A	N/A

EDUCATION

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Education	Charges for Out of County Placements within PenYCwm Special School - Charge dependent on Category of Need	Category 1		£30,992	£32,232	£32,542	
		Category 2		£31,677	£32,944	£33,260	
		Category 3		£32,363	£33,657	£33,981	
		Category 4		£33,048	£34,370	£34,701	
		Teaching Assistant Level 1 (Grade 2 term Time only)		£22,065	£22,948	£23,169	
		Teaching Assistant Level 2 (Grade 3 term Time only)		£22,953	£23,871	£24,100	
		Teaching Assistant Level 2 (Grade 4 term Time only)		£25,347	£26,361	£26,614	
		Teaching Assistant Level 3 (Grade 5 term Time only)		£29,697	£30,885	£31,182	
		Teaching Assistant Level 4 / HLTA (Grade 6 term Time only)		£34,084	£35,447	£35,788	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Education	Charges for Out of County Placements within The Rivercentre Special School - Charge dependent on Category of Need	Category 1		£42,714	£44,423	£44,850	
		Category 2		£43,374	£45,109	£45,542	
		Category 3		£44,045	£45,807	£46,247	
		Category 4		£44,715	£46,503	£46,950	
		Teaching Assistant Level 1 (Grade 2 term Time only plus 1 Month)		£25,120	£26,125	£26,376	
		Teaching Assistant Level 2 (Grade 3 term Time only plus 1 month)		£26,135	£27,181	£27,442	
		Teaching Assistant Level 2 (Grade 4 term Time only plus 1 month)		£28,856	£30,010	£30,299	
		Teaching Assistant Level 3 (Grade 5 term Time only plus 1 month)		£33,809	£35,161	£35,500	
		Teaching Assistant Level 4 / HLTA (Grade 6 term Time only plus 1 month)		£38,803	£40,355	£40,743	
		Education	Charges for Out of County Placements - Resource Bases	Primary ASD Resource Base		£23,639	£24,584
Primary Complex Needs Resource Base				£16,247	£16,897	£17,059	
Secondary ASD Resource Base				£24,190	£25,158	£25,400	
Secondary Complex Needs				£17,876	£18,592	£18,770	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Education- Schools	Penalty for child being taking out of school during term time for a non- authorised absence-holidays etc	This fixed penalty notice is at the discretion of the Head Teacher	Yes	£60.00 if paid within 28 days, £120.00 if paid between days 29 and 42. If not paid then the case proceeds to Court.			£60.00 if paid within 28 days, £120.00 if paid between days 29 and 42. If not paid then the case proceeds to Court.

LICENSING

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Hackney Carriage - Driver Fees	Renewable every 3 years		New Renewal 1 Year (discretionary)	£251.00 £251.00 £180.00		£264 £264.00 £189.00	
Licensing	Hackney Carriage - Vehicle Fees	Annual		New Renewal	£295.00 £239.00		£310.00	£243.00
Licensing	Hackney Carriage - Driver Miscellaneous Fees	Replacement licence Replacement Badge Replacement licence and badge			£16.50 £19.50 £13.75		£17.00 £20.00 £14.00	
Licensing	Hackney Carriage - Vehicle Miscellaneous Fees	Re-test Transfer of Licence Replacement vehicle Replacement Internal Plate Replacement Back Plate Replacement full set of plates and stickers Change licence type Change seating capacity Change registration number			£46.00 £41.00 £132.00 £13.00 £13.00 £21.50 £33.50 £29.50 £23.00		£48.30 £43.00 £139.00 £14.00 £14.00 £23.00 £35.00 £31.00 £24.00	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Private Hire - Operators Fees	5 year licence - new			£324.00		£340.00	
		5 year licence - renew			£297.00		£312.00	
		New 1 year discretionary licence			£156.50		£164.00	
		Replacement licence			£13.75		£14.00	
Licensing	Private Hire - Vehicles - Vehicle Licence	Annual		Standard	£295.00		£307.00	
					Renewal			
Licensing	Private Hire - Vehicle Miscellaneous Fees	Re-test			£46.00		£48.30	
		Transfer of Licence			£41.00		£43.00	
		Replacement vehicle			£132.00		£139.00	
		Replacement Internal Plate			£13.00		£14.00	
		Replacement Back Plate			£13.00		£14.00	
		Replacement door sticker (2)			£14.50		£15.00	
		Replacement full set of plates and stickers			£21.50		£23.00	
		Change licence type			£33.50		£35.00	
		Change seating capacity			£29.50		£31.00	
		Change registration number			£23.00		£24.00	
Licensing	TAXI - All Licences	Change name and address			£13.75		£14.00	
Licensing	Scrap Metal Collectors Licence	New - 3 yearly		New	£368.26		£387.00	
		Renewal - 3 yearly		Renewal	£349.39		£367.00	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Scrap Metal Site Licence	New - 3 yearly		New	£482.56		£507.00	
		Variation		Variation	£334.06		£351.00	
Licensing	Miscellaneous	Change site manager			£35.60		£37.00	
		Variation Site Licence Replacement licence			£27.00		£28.00	£126.00
Licensing	Temporary Event Notice	Temporary Event Notice (up to 499 persons)	Regulated		£21.00			£21.00
		Replacement			£10.50			£10.50
		Application			£21.00			£21.00
Licensing	Street Trading Consent	Temporary Consent		Upto 28 Days	£69.00		£72.00	
		Permanent Consent and Mobile Trader		New application	£649.88		£682.00	
				Renewal application	£600.78		£631.00	
				Initial deposit - new and renewal, permanent and mobile applications	£100.00		£100.00	
		Transfer		Transfer	£60.90		£64.00	
		Variation of Permanent Consent		Minor Variation	£43.70		£46.00	
		Full Variation	£59.90		£63.00			

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Bingo Premises Licence	New licence			£446.00			£593.00
		Provisional statement			£446.00			£593.00
		New licence premises with provisional statement			£440.00			£585.00
		Annual Fee			£255.00			£339.00
		Variation			£440.00			£352.00
		Transfer			£379.00			£343.00
		Re-instatement			£379.00			£343.00
		Copy			£25.00			£25.00
		Change of Circumstances			£50.00			£50.00
Licensing	Adult Gaming Centre	New licence			£446.00			£593.00
		Provisional Statement			£446.00			£593.00
		New licence premises with provisional statement			£440.00			£585.00
		Annual Fee			£255.00			£339.00
		Variation			£440.00			£352.00
		Transfer			£379.00			£343.00
		Re-instatement			£379.00			£343.00
		Copy			£25.00			£25.00
		Change of Circumstances			£50.00			£50.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Betting Premises Licence	New licence			£446.00			£593.00
		Provisional Statement			£446.00			£593.00
		New licence premises with provisional statement			£440.00			£585.00
		Annual Fee			£255.00			£339.00
		Variation			£440.00			£352.00
		Transfer			£379.00			£343.00
		Re-instatement			£379.00			£343.00
		Copy			£25.00			£25.00
		Change of Circumstances			£50.00			£50.00
Licensing	Family Entertainment Centre Licence	New licence			£446.00			£593.00
		Provisional Statement			£446.00			£593.00
		New licence premises with provisional statement			£440.00			£585.00
		Annual Fee			£255.00			£339.00
		Variation			£440.00			£352.00
		Transfer			£379.00			£343.00
		Re-instatement			£379.00			£343.00
		Copy			£25.00			£25.00
		Change of Circumstances			£50.00			£50.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Track Betting Licence	New licence			£446.00			£593.00
		Provisional Statement			£446.00			£593.00
		New licence premises with provisional statement			£440.00			£585.00
		Annual Fee			£255.00			£339.00
		Variation			£440.00			£352.00
		Transfer			£379.00			£343.00
		Re-instatement			£379.00			£343.00
		Copy			£25.00			£25.00
		Change of Circumstances			£50.00			£50.00
Licensing	Small Casino Licence	New licence			£7,200.00			£7,200.00
		Provisional statement			£7,200.00			£7,200.00
		New licence premises with provisional statement			£2,700.00			£2,700.00
		Annual Fee			£4,500.00			£4,500.00
		Variation			£2,600.00			£2,600.00
		Transfer			£1,620.00			£1,620.00
		Re-instatement			£1,620.00			£1,620.00
		Copy			£25.00			£25.00
		Change of Circumstances			£50.00			£50.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Unlicensed Family Entertainment Centre Permit	Application Fee	Regulated		£300.00			£300.00
		Renewal Fee			£300.00			£300.00
		Change of name			£25.00			£25.00
		Copy of Permit			£15.00			£15.00
Licensing	Prize Gaming Permit	Application Fee	Regulated		£300.00			£300.00
		Renewal Fee			£300.00			£300.00
		Change of name			£25.00			£25.00
		Copy of Permit			£15.00			£15.00
Licensing	Gaming Machines for Alcohol Licensed Premises	Notification of Gaming Machines in alcohol licensed premises (up to 2 machines) (no annual fee)	Regulated		£50.00			£50.00
		Licensed Premises Gaming Permit (More than 2 machines) application fee where there is an existing permit in place			£100.00			£100.00
		Licensed Premises Gaming Permit (More than 2 machines) application			£150.00			£150.00
		Application to vary a permit			£100.00			£100.00
		Application to transfer a permit			£25.00			£25.00
		Change of Name			£25.00			£25.00
		Annual Fee (due 30 days after the issue of the permit)			£50.00			£50.00
		Copy of Permit			£15.00			£15.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	New Club Gaming / Machine Permit (CMP)	Application for a New Club Gaming / Machine Permit (as & when)	Regulated	With a club premises certificate Without a club premises certificate	£100.00 £200.00			£100.00 £200.00
Licensing	Club Gaming / Machine Permit (CMP) Renewal	Renewal for a New Club Gaming / Machine Permit (as & when)	Regulated	With a club premises certificate Without a club premises certificate	£100.00 £200.00			£100.00 £200.00
Licensing	Annual fee Club Gaming / Machine Permit	Annual fee for a Club Gaming / Machine Permit	Regulated		£50.00			£50.00
Licensing	Club Gaming / Machine Permit Miscellaneous	Application to vary a permit Copy of Permit	Regulated		£100.00 £15.00			£100.00 £15.00
Licensing	Alcohol Licence Notification / Permit	Applications, renewals, misc payments relating to Alcohol Licence Notification / Permit	Regulated		£50.00			£50.00
Licensing	New Lottery Registration	Application for Lottery Registration (as and when)	Regulated		£40.00			£40.00
Licensing	Lottery Annual Fee	Annual fee for a small society lottery registration	Regulated		£20.00			£20.00
Licensing	Application for a New Premises Licence (as & when)	Depends on the rateable value of the premises. For premises in Band D or E, where the premises is used primarily for the supply of alcohol for consumption on the premises, the fee is doubled. Where the number of persons allowed on the premises exceeds 5,000 an additional fee is payable on a sliding scale from £1,000 for 5,000 to 9,999 persons to £64,000 for 90,000 persons and over	Regulated	Band A Band B Band C Band D Band E	£100.00 £190.00 £315.00 £450.00 £635.00			£100.00 £190.00 £315.00 £450.00 £635.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Application for the Variation of a Premises Licence (as & when)	Depends on the rateable value of the premises. For premises in Band D or E, where the premises is used primarily for the supply of alcohol for consumption on the premises, the fee is doubled. Where the number of persons allowed on the premises exceeds 5,000 an additional fee is payable on a sliding scale from £1,000 for 5,000 to 9,999 persons to £64,000 for 90.000 persons and over	Regulated	Band A Band B Band C Band D Band E	£100.00 £190.00 £315.00 £450.00 £635.00			£100.00 £190.00 £315.00 £450.00 £635.00
Licensing	Annual fee for a Premises Licence	Depends on the rateable value of the premises. Where the number of persons allowed on the premises exceeds 5,000 an additional annual fee is payable on a sliding scale from £500 for 5,000 to 9,999 persons to £32,000 for 90.000 persons and over.	Regulated	Band A Band B Band C Band D Band E	£70.00 £180.00 £295.00 £320.00 £350.00			£70.00 £180.00 £295.00 £320.00 £350.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Premises Licence Miscellaneous	Replacement licence	Regulated		£10.50			£10.50
		Vary the Designated Premises Supervisor in a Premises			£23.00			£23.00
		Transfer licence			£23.00			£23.00
		Change name or address on licence			£10.50			£10.50
		Minor variation			£89.00			£89.00
		Temporary event notice			£21.00			£21.00
		Provisional Statement			£315.00			£315.00
		Interim authority notice			£23.00			£23.00
Licensing	Application for a New Club Premises certificate (as & when)	Depends on the rateable value of the premises. For premises in Band D or E, where the premises is used primarily for the supply of alcohol for consumption on the premises, the fee is doubled. Where the number of persons allowed on the premises exceeds 5,000 an additional fee is payable on a sliding scale from £1,000 for 5,000 to 9,999 persons to £64,000 for 90.000 persons and over.	Regulated	Band A	£100.00			£100.00
				Band B	£190.00			£190.00
				Band C	£315.00			£315.00
				Band D	£450.00			£450.00
				Band E	£635.00			£635.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Application to vary a club premises certificate (as & when)	Depends on the rateable value of the premises. For premises in Band D or E, where the premises is used primarily for the supply of alcohol for consumption on the premises, the fee is doubled. Where the number of persons allowed on the premises exceeds 5,000 an additional fee is payable on a sliding scale from £1000 for 5,000 to 9,999 persons to £64,000 for 90.000 persons and over	Regulated	Band A Band B Band C Band D Band E	£100.00 £190.00 £315.00 £450.00 £635.00			£100.00 £190.00 £315.00 £450.00 £635.00
Licensing	Annual Fee for a Club Premises Certificate (Annually)	Depends on the rateable value of the premises. Where the number of persons allowed on the premises exceeds 5,000 an additional annual fee is payable on a sliding scale from £500 for 5,000 to 9,999 persons to £32,000 for 90.000 persons and over	Regulated	Band A Band B Band C Band D Band E	£70.00 £180.00 £295.00 £320.00 £350.00			£70.00 £180.00 £295.00 £320.00 £350.00
Licensing	Club Premises Certificate Miscellaneous	Replacement licence Minor variation Change of registered address of club	Regulated		£10.50 £89.00 £10.50			£10.50 £89.00 £10.50
Licensing	Personal Licence	Replacement Application Change of name or address	Regulated		£10.50 £37.00 £10.50			£10.50 £37.00 £10.50

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Licensing - Sex Establishments	No fee set		Grant SEV Renewal SEV Transfer SEV Variation SEV New Sex Establishment Renewal Sex Establishment	£612.42 £410.82 £601.62 £863.00 £733.00		£643.00 £431.00 £568.00	£516.00 £863.00 £733.00
Licensing	Film Classification	New & Reclassification of a film New unclassified film Copy of licence			£372.23 £276.53 £18.90			£168.13 plus £1.97 per minute of film watched N/A N/A
Licensing	Licensing - Riding Establishments	Riding Establishments - Service provided by Powys Council.		Cat 1 (1-29 Horses) Cat 2 (> 30 Horses)	£407.00 £458.00			
Licensing	Licensing - Pet Shops	Pet Shops - Service provided by Powys Council.			£429.00			
Licensing	Licensing - Dog Breeder	Dog Breeder - Service provided by Powys Council.		Cat 1 (1-10 dogs) Cat 2 (11-30 dogs) Cat C (>31 dogs)	£471.00 £529.00 £572.00			
Licensing	Licensing - Boarding Establishment	Boarding Establishment - Service provided by Powys Council.		Cat A Cat B Cat C	£318.00 N/A N/A			

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Licensing	Licensing - Home Boarder / Day Care	Provided by Powys CBC			£290.00			
Licensing	Licensing - Zoo	Zoo - Service Provided by Powys Council.		Initial 4 year licence - Per annum	£1,973.00			
				Subsequent renewal 6 year licence - per annum	£2,597.00			
Licensing	Licensing - Dangerous Wild Animals	2 year licence - Service provided by Powys Council.		2 year licence - per annum	£708.00			
Licensing	Renewal Licensing - Riding Establishments	Riding Establishments - Service provided by Powys Council.		Cat 1 (1-29 Horses) Cat 2 (> 30 Horses)	£375.00 £419.00			
Licensing	Renewal Licensing - Pet Shops	Pet Shops - Service provided by Powys Council.			£322.00			
Licensing	Renewal Licensing - Dog Breeder	Dog Breeder - Service provided by Powys Council.		Cat 1 (1-10 dogs) Cat 2 (11-30 dogs) Cat C (>31 dogs)	£374.00 £429.00 £483.00			
Licensing	Renewal Licensing - Boarding Establishment	Boarding Establishment - Service provided by Powys Council.		Cat A Cat B Cat C	£288.00 N/A N/A			
Licensing	Renewal Licensing - Home Boarder / Day Care	Provided by Powys CBC			£213.00			
Licensing	Licensing - Zoo	Zoo - Service Provided by Powys Council.		Initial 4 year licence - Per annum	N/A			
				Subsequent renewal 6 year licence - per annum	£2,597.00			
Licensing	Renewal Licensing - Dangerous Wild Animals	2 year licence - Service provided by Powys Council.		2 year licence - per annum	£656.00			

ECONOMY

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 4% Uplift	Other Proposed Fee
Economic Development	Commercial Bookings in Town Centres	Ebbw Vale, Tredegar, Blaina, Abertillery & Brynmawr Town Centres		Per day (excl VAT)	£67.21	£69.90	£70.60	
Economic Development	General Offices Room Hire	Large Conference Room Jack Williams VC Hall		Full Day (excl. VAT) Half Day (excl. VAT) Hourly (Excl VAT)	£294.00 £196.00 £98.00	£305.80 £203.80 £101.90	£308.70 £205.80 £102.90	
Economic Development	General Offices Room Hire	Abraham Darby Room		Full Day (excl. VAT) Half Day (excl. VAT) Hourly (Excl VAT)	£228.00 £150.00 £75.00	£237.10 £156.00 £78.00	£239.40 £157.50 £78.80	
Economic Development	General Offices Room Hire	Sir William Firth Room		Full Day (excl. VAT) Half Day (excl. VAT) Hourly (Excl VAT)	£117.00 £78.00 £39.00	£121.70 £81.10 £40.60	£122.90 £81.90 £41.00	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 4% Uplift	Other Proposed Fee
Economic Development	General Offices Room Hire	Frederick Mills Room		Full Day (excl. VAT)	£79.00	£82.20	£83.00	
				Half Day (excl. VAT)	£52.00	£54.10	£54.60	
				Hourly (Excl VAT)	£26.00	£27.00	£27.30	
Economic Development	General Offices Room Hire	Hot Mill Room		Full Day (excl. VAT)	£72.00	£74.90	£75.60	
				Half Day (excl. VAT)	£46.00	£47.80	£48.30	
				Hourly (Excl VAT)	£23.00	£23.90	£24.20	
Economic Development	General Offices Room Hire	Open Hearth Room		Full Day (excl. VAT)	£65.00	£67.60	£68.30	
				Half Day (excl. VAT)	£46.00	£47.80	£48.30	
				Hourly (Excl VAT)	£23.00	£23.90	£24.20	
Economic Development	General Offices Room Hire	Cinema		Full Day (excl. VAT)	£180.00	£187.20	£189.00	
				Half Day (excl. VAT)	£120.00	£124.80	£126.00	
				Hourly (Excl VAT)	£60.00	£62.40	£63.00	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 4% Uplift	Other Proposed Fee
Economic Development	General Offices Room Hire	PA System		Excl. VAT	£64.00	£66.60	£67.20	
Economic Development	General Offices Room Hire	Projector Hire		External - Excl. VAT Internal	£38.50 £20.00	£40.00 £20.80	£40.40 £21.00	
Economic Development	General Offices Room Hire	Laptop Hire		Excl. VAT	£20.00	£20.80	£21.00 £0.00	
Economic Development	General Offices Room Hire	Laptop/Projector Combo Hire		Internal	£44.00	£45.80	£46.20	
Economic Development	General Offices Room Hire	Flip Chart and Stand		Excl. VAT	£6.00	£6.20	£6.30	
Economic Development	General Offices Room Hire	Sand Pit Technology Hire		Excl. VAT	£96.29	£100.10	£101.10	
Economic Development	General Offices Room Hire	Lectern Hire		Excl. VAT	£25.73	£26.80	£27.00	
Economic Development	General Offices Room Hire	Buffet Service Charge			5% Service Charge applied to Buffets			5% Service Charge applied to Buffets

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/2024 £	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 4% Uplift	Other Proposed Fee
Economic Development	General Offices Room Hire	Refreshments		Teas / Coffees, per Cup Fruit Juice, per Jug Squash, per Jug Biscuits, per Plate	£1.60 £5.50 £1.50 £2.60	£1.70 £5.70 £1.60 £2.70	£1.70 £5.80 £1.60 £2.70	
Economic Development	Construction Skills Certification Scheme Test	CSCS is a compulsory construction accreditation that site workers are required to have prior to going out to work on construction sites. The Authority has an approved Pearson Vue Test Centre at the General Offices providing and invigilating online assessments for all CSCS related examinations.	Fixed		£31.50			£31.50

PLANNING SERVICES

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Planning	Planning	Adopted BG local development plan, written statement and proposal maps			£50.00	£52.00	£52.50	
Planning	Level 1 Enquiry - Compliance and Information	Confirmation that planning conditions or s106 obligations have been discharged or that development has been completed in accordance with the planning permission (per enquiry)		Householder Single House All other Compliance Checks Site History	£60.00 £120.00 25% of the Original Planning Application fee (with Officer discretion to negotiate a price on larger schemes) £40.00			£70.00 £140.00 30% of the Original Planning Application fee (with Officer discretion to negotiate a price on larger schemes) Remove
Planning	Level 2 Enquiry - Householder	<ul style="list-style-type: none"> Alterations, extensions, conservatories and loft conversions Walls and fences Garages, sheds and other curtilage buildings Operate a business from home Micro generation for heat or electricity Extend garden / curtilage 		Written Advice Meeting with follow up written advice	£30.00 £60.00			£30.00 £70.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Planning	Level 3 Enquiry - Minor Development	<ul style="list-style-type: none"> Permitted Development enquiry (non-householder) Alterations to exterior of commercial or retail or industrial premises (inc. solar panels) Advertisements 		Written Advice	£60.00			£70.00
				Meeting with follow up written advice	£120.00			£140.00
- New Build or Change of Use - Single Dwelling		Written Advice		£120.00			£140.00	
		Meeting with follow up written advice		£244.80			£280.00	
Planning		- Residential Development (new build or Change of Use) - 2 -5 units or Site area less than a hectare		Written Advice	£240.00			£280.00
				Meeting with follow up written advice	£480.00			£560.00
Planning	- Residential Development (new build or Change of Use) - 6 -9 units or Site area less than a hectare	Written Advice	£240.00			£420.00		
		Meeting with follow up written advice	£480.00			£700.00		

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Planning	Level 4 Enquiry - Business Commercial Development	• Non residential 999sqm or less floorspace or site area less than 0.99ha		Written Advice	£240.00			£280.00
				Meeting with follow up written advice	£480.00			£560.00
Planning	Level 5 - Major Development	• Residential 10 - 23 Units • Non residential site area of 1ha+ or floor space 1,000sqm+ • Waste and Minerals development		Written Advice	£600.00			£1,000.00
				Meeting with follow up written advice	£900.00			£1,500.00
Planning	Level 6 Enquiry - Energy	Energy generation Under 10MW		Written Advice	£720.00			£1,000.00
				Meeting with follow up written advice	£1,200.00			£1,500.00
		Energy generation Over 10MW		Written Advice	£720.00			£1,500.00 (Additional £100 per meeting)
				Meeting with follow up written advice	£1,200.00			£2,000.00 (Additional £100 per meeting)

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Planning	Level 7 Enquiry - Large Major	Residential Development 24+		Written Advice	£1,200.00			£1,500.00
				Meeting with follow up written advice	£1,800.00			£2,000.00
Planning	Confirmation whether LBC Required			Written Advice				£30.00
				Meeting with follow up written advice				£70.00
Planning	Repairs to listed buildings			Written Advice				£70.00
				Meeting with follow up written advice				£100.00
Planning	Listed Building Advice			Written Advice				£250.00
				Meeting with follow up written advice				£350.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Planning	New Welsh Government Prelim Fees	New Welsh Government Prelim Fees - there are only a few instances where applicants will elect to use the WG scheme.	Fixed	Householder	£25.00			£25.00
				Minor Development (1-9 dwellings, floor space including change of use less than 999sqm)	£250.00			£250.00
				Major Development (1-24 dwellings, floor space including change of use 1,000 to 1,999sqm)	£600.00			£600.00
				Large Major Development (more than 24 dwellings, floor space including change more than 1,999sqm)	£1,000.00			£1,000.00
Development Management	Outline Applications	Outline Applications	Fixed		£460 per 0.1 ha (or part thereof). More than 2.5ha £11,500 plus £120 per additional 0.1ha. Maximum £150,000			£460 per 0.1 ha (or part thereof). More than 2.5ha £11,500 plus £120 per additional 0.1ha. Maximum £150,000

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Development Management	Reserved Matters Applications	Reserved Matters Applications	Fixed		Fee calculated on floor space / number of dwellings			Fee calculated on floor space / number of dwellings
Development Management	Full Applications	House Extension, Garage/Shed, Fences/walls	Fixed		£230.00			£230.00
Development Management	Full Applications	Erection of new dwelling	Fixed		£460 per dwelling up to 50 dwellings. (Then £23,000 +£100 per each dwelling over 50) Subject to max of £300,000			£460 per dwelling up to 50 dwellings. (Then £23,000 +£100 per each dwelling over 50) Subject to max of £300,000
Development Management	Non Residential	Non Residential - Less than 40m2 new floor space	Fixed		£230.00			£230.00
		Non Residential - Between 40 - 75m2		£460.00	£460.00			
		Non Residential - Thereafter £380.00 per 75m2 (or part thereof)		Maximum £300,000	Maximum £300,000			
Development Management	Agricultural	Agricultural less than 465m2	Fixed		£85.00			£85.00
		Agricultural between 465 - 540m2	Fixed		£460.00			£460.00
		Agricultural 540m2 or more	Fixed		£460 + £460 per 75m2 thereafter. Max £300,000			£460 + £460 per 75m2 thereafter. Max £300,000

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Development Management	Change of Use	Change of use - subdivision of dwellings	Fixed		£460 per additional dwelling created up to 50 dwellings. £23,000 + £120 for each in excess of 50 to a maximum of £300,000.			£460 per additional dwelling created up to 50 dwellings. £23,000 + £120 for each in excess of 50 to a maximum of £300,000.
Development Management	Change of Use	Change of use - other changes of use	Fixed		£460.00			£460.00
Development Management	Mineral Applications	Mineral Applications - use of land for the winning	Fixed		£230 per 0.1 ha (or part thereof). Sites exceeding 15ha			£230 per 0.1 ha (or part thereof). Sites exceeding 15ha
Development Management	Mineral Applications	Mineral Applications - Storage or working of minerals	Fixed		£34,500 + £120 per 0.1ha. Max £74,500			£34,500 + £120 per 0.1ha. Max £74,500
Development Management	Miscellaneous	Erection of plant and machinery	Fixed		£460 per 0.1 ha (or part thereof). Thereafter £120 for each additional 0.1ha over 5 ha. Max £300,000			£460 per 0.1 ha (or part thereof). Thereafter £120 for each additional 0.1ha over 5 ha. Max £300,000
Development Management	Miscellaneous	Car Parks/services roads/access	Fixed		£230.00			£230.00
Development Management	Miscellaneous	All other operations	Fixed		£230 per 0.1 ha (or part thereof) up to a maximum of £300,000			£230 per 0.1 ha (or part thereof) up to a maximum of £300,000
Development Management	Other Applications	Variation/removal condition	Fixed		£230.00			£230.00
Development Management	Other Applications	Renewal of planning permission	Fixed		£190.00			£190.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Development Management	Other Applications	Listed Building Applications	Fixed		No fee			No fee
Development Management	Other Applications	TPO Applications	Fixed		No fee			No fee
Development Management	Other Applications	Advertisements on business premises or forecourt	Fixed		£120.00			£120.00
Development Management	Other Applications	All other advertisements	Fixed		£460.00			£460.00
Building Control	New Dwellings Plan / Inspection / Building Notice Charge	Up to 2 Storeys - 1 dwelling(s)	Regulated		£594.00			£594.00
		Up to 2 Storeys - 2 dwelling(s)		£726.00			£726.00	
		Up to 2 Storeys - 3 dwelling(s)		£990.00			£990.00	
		Up to 2 Storeys - 4 dwelling(s)		£1,122.00			£1,122.00	
		Up to 2 Storeys - 5 dwelling(s)		£1,320.00			£1,320.00	
		Up to 2 Storeys - 6 dwelling(s)		£1,452.00			£1,452.00	
		Up to 2 Storeys - 7 dwelling(s)		£1,716.00			£1,716.00	
		Up to 2 Storeys - 8 dwelling(s)		£1,914.00			£1,914.00	
		Up to 2 Storeys - 9 dwelling(s)		£2,046.00			£2,046.00	
		Up to 2 Storeys - 10 dwelling(s)			£2,178.00			£2,178.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Building Control	New Dwellings Plan / Inspection / Building Notice Charge	Up to 2 Storeys - 11 dwelling(s)	Regulated		£2,442.00			£2,442.00
		Up to 2 Storeys - 12 dwelling(s)		£2,574.00		£2,574.00		
		Up to 2 Storeys - 13 dwelling(s)		£2,772.00		£2,772.00		
		Up to 2 Storeys - 14 dwelling(s)		£2,970.00		£2,970.00		
		Up to 2 Storeys - 15 dwelling(s)		£3,168.00		£3,168.00		
		Up to 2 Storeys - 16 dwelling(s)		£3,366.00		£3,366.00		
		Up to 2 Storeys - 17 dwelling(s)		£3,498.00		£3,498.00		
		Up to 2 Storeys - 18 dwelling(s)		£3,696.00		£3,696.00		
		Up to 2 Storeys - 19 dwelling(s)		£3,894.00		£3,894.00		
		Up to 2 Storeys - 20 dwelling(s)		£4,026.00		£4,026.00		
Building Control	New Dwellings Plan / Inspection / Building Notice Charge	3 Storey - 1 dwelling(s)	Regulated		£660.00			£660.00
		3 Storey - 2 dwelling(s)		£792.00		£792.00		
		3 Storey - 3 dwelling(s)		£1,056.00		£1,056.00		
		3 Storey - 4 dwelling(s)		£1,188.00		£1,188.00		
		3 Storey - 5 dwelling(s)		£1,386.00		£1,386.00		
		3 Storey - 6 dwelling(s)		£1,518.00		£1,518.00		
		3 Storey - 7 dwelling(s)		£1,782.00		£1,782.00		
		3 Storey - 8 dwelling(s)		£1,980.00		£1,980.00		
		3 Storey - 9 dwelling(s)		£2,112.00		£2,112.00		
		3 Storey - 10 dwelling(s)		£2,244.00		£2,244.00		

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Building Control	New Dwellings Plan / Inspection / Building Notice Charge	3 Storey - 11 dwelling(s)	Regulated		£2,508.00			£2,508.00
		3 Storey - 12 dwelling(s)		£2,640.00		£2,640.00		
		3 Storey - 13 dwelling(s)		£2,838.00		£2,838.00		
		3 Storey - 14 dwelling(s)		£3,036.00		£3,036.00		
		3 Storey - 15 dwelling(s)		£3,234.00		£3,234.00		
		3 Storey - 16 dwelling(s)		£3,432.00		£3,432.00		
		3 Storey - 17 dwelling(s)		£3,564.00		£3,564.00		
		3 Storey - 18 dwelling(s)		£3,762.00		£3,762.00		
		3 Storey - 19 dwelling(s)		£3,960.00		£3,960.00		
		3 Storey - 20 dwelling(s)		£4,092.00		£4,092.00		
Building Control	New Dwellings Regularisation Charge	Up to 2 Storeys - 1 dwelling(s)	Regulated		£742.50			£742.50
		Up to 2 Storeys - 2 dwelling(s)		£907.50		£907.50		
		Up to 2 Storeys - 3 dwelling(s)		£1,237.50		£1,237.50		
		Up to 2 Storeys - 4 dwelling(s)		£1,402.50		£1,402.50		
		Up to 2 Storeys - 5 dwelling(s)		£1,650.00		£1,650.00		
		Up to 2 Storeys - 6 dwelling(s)		£1,815.00		£1,815.00		
		Up to 2 Storeys - 7 dwelling(s)		£2,145.00		£2,145.00		
		Up to 2 Storeys - 8 dwelling(s)		£2,392.50		£2,392.50		
		Up to 2 Storeys - 9 dwelling(s)		£2,557.50		£2,557.50		
		Up to 2 Storeys - 10 dwelling(s)		£2,722.50		£2,722.50		

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Building Control	New Dwellings Regularisation Charge	Up to 2 Storeys - 11 dwelling(s)	Regulated		£3,052.00			£3,052.00
		Up to 2 Storeys - 12 dwelling(s)		£3,217.50		£3,217.50		
		Up to 2 Storeys - 13 dwelling(s)		£3,465.00		£3,465.00		
		Up to 2 Storeys - 14 dwelling(s)		£3,712.50		£3,712.50		
		Up to 2 Storeys - 15 dwelling(s)		£3,960.00		£3,960.00		
		Up to 2 Storeys - 16 dwelling(s)		£4,207.50		£4,207.50		
		Up to 2 Storeys - 17 dwelling(s)		£4,372.50		£4,372.50		
		Up to 2 Storeys - 18 dwelling(s)		£4,620.00		£4,620.00		
		Up to 2 Storeys - 19 dwelling(s)		£4,867.50		£4,867.50		
		Up to 2 Storeys - 20 dwelling(s)		£5,032.50		£5,032.50		
Building Control	New Dwellings Regularisation Charge	3 Storeys - 1 dwelling(s)	Regulated		£825.00			£825.00
		3 Storeys - 2 dwelling(s)		£990.00		£990.00		
		3 Storeys - 3 dwelling(s)		£1,320.00		£1,320.00		
		3 Storeys - 4 dwelling(s)		£1,485.00		£1,485.00		
		3 Storeys - 5 dwelling(s)		£1,732.50		£1,732.50		
		3 Storeys - 6 dwelling(s)		£1,897.50		£1,897.50		
		3 Storeys - 7 dwelling(s)		£2,227.50		£2,227.50		
		3 Storeys - 8 dwelling(s)		£2,475.00		£2,475.00		
		3 Storeys - 9 dwelling(s)		£2,640.00		£2,640.00		
		3 Storeys - 10 dwelling(s)		£2,805.00		£2,805.00		

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Building Control	New Dwellings Regularisation Charge	3 Storeys - 11 dwelling(s)	Regulated		£3,135.00			£3,135.00
		3 Storeys - 12 dwelling(s)			£3,300.00			£3,300.00
		3 Storeys - 13 dwelling(s)			£3,547.50			£3,547.50
		3 Storeys - 14 dwelling(s)			£3,795.00			£3,795.00
		3 Storeys - 15 dwelling(s)			£4,042.50			£4,042.50
		3 Storeys - 16 dwelling(s)			£4,290.00			£4,290.00
		3 Storeys - 17 dwelling(s)			£4,455.00			£4,455.00
		3 Storeys - 18 dwelling(s)			£4,702.00			£4,702.00
		3 Storeys - 19 dwelling(s)			£4,950.00			£4,950.00
		3 Storeys - 20 dwelling(s)			£5,115.00			£5,115.00
Building Control	Domestic Extensions and Alterations	Extension to dwelling floor area not exceeding 10m2 - up to 2 storeys	Regulated	Plan / Building Notice Charge	£330.00			£330.00
				Regularisation Charge	£412.50			£412.50
				Additional charge	£198.00			£198.00
Building Control	Domestic Extensions and Alterations	Extension to dwelling floor area exceeding 10m2 but not exceeding 40m2 - up to 2 storeys	Regulated	Plan / Building Notice Charge	£462.00			£462.00
				Regularisation Charge	£577.50			£577.50
				Additional charge	£198.00			£198.00
Building Control	Domestic Extensions and Alterations	Extension to dwelling floor area exceeding 40m2 but not exceeding 60m2 - up to 2 storeys	Regulated	Plan / Building Notice Charge	£528.00			£528.00
				Regularisation Charge	£660.00			£660.00
				Additional Charge	£198.00			£198.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Building Control	Garages and Car Ports	Erection or extension of a non exempt detached single domestic garage or carport up to 60m2	Regulated	Plan / Building Notice Charge	£198.00			£198.00
				Regularisation Charge	£247.50			£247.50
				Additional Charge	£198.00			£198.00
Building Control	Garages and Car Ports	Erection of a non exempt attached single storey extension of a domestic garage or carport up to 60m2	Regulated	Plan / Building Notice charge	£264.00			£264.00
				Regularisation charge	£330.00			£330.00
				Additional charge	£198.00			£198.00
Building Control	Garages and Car Ports	Erection of two storey detached garage or carport up to 60m2	Regulated	Plan / Building Notice Charge	£330.00			£330.00
				Regularisation Charge	£412.50			£412.50
				Additional charge	£198.00			£198.00
Building Control	Other	Conversion of a garage to form part of a dwelling	Regulated	Plan / Building Notice charge	£198.00			£198.00
				Regularisation charge	£247.50			£247.50
				Additional charge	£198.00			£198.00
Building Control	Other	Conversion of existing attic space (up to 50m2) to form 1 room as part of a dwelling	Regulated	Plan / Building Notice Charge	£198.00			£198.00
				Regularisation Charge	£247.50			£247.50
				Additional Charge	£198.00			£198.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £0 - £5000	Regulated	Plan / Building Notice Charge Regularisation Charge	£132.00 £165.00			£132.00 £165.00
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £5001 - £10,000	Regulated	Plan / Building Notice charge Regularisation charge	£198.00 £247.50			£198.00 £247.50
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £10,001 - £15,000	Regulated	Plan / Building Notice Charge Regularisation Charge	£264.00 £330.00			£264.00 £330.00
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £15,001 - £25,000	Regulated	Plan / Building Notice Charge Regularisation Charge	£396.00 £495.00			£396.00 £495.00
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £25,001 - £35,000	Regulated	Plan / Building Notice Charge Regularisation Charge	£462.00 £577.50			£462.00 £577.50
Building Control	Domestic alterations to a single building	Alterations, installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £35,001 - £50,000	Regulated	Plan / Building Notice Charge Regularisation Charge	£528.00 £660.00			£528.00 £660.00
Building Control	Domestic alterations to a single building	Alterations , installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost £50,001 - £60,000	Regulated	Plan / Building Notice Charge Regularisation Charge	£594.00 £742.50			£594.00 £742.50

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Building Control	Domestic alterations to a single building	Alterations , installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost 60,001 - 70,000	Regulated	Plan / Building Notice Charge Regularisation Charge	£660.00 £825.00			£660.00 £825.00
Building Control	Domestic alterations to a single building	Alterations , installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost 70,001 - 80,000	Regulated	Plan / Building Notice Charge Regularisation Charge	£726.00 £907.50			£726.00 £907.50
Building Control	Domestic alterations to a single building	Alterations , installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost 80,001 - 90,000	Regulated	Plan / Building Notice Charge Regularisation Charge	£792.00 £990.00			£792.00 £990.00
Building Control	Domestic alterations to a single building	Alterations , installation of fittings (not electrical and/or structural alterations (Internal or external) Estimated Cost 90,001 - 100,000	Regulated	Plan / Building Notice Charge Regularisation Charge	£858.00 £1,072.50			£858.00 £1,072.50
Building Control	Domestic alterations to a single building	Re-Roofing	Regulated	Plan / Building Notice Charge Regularisation Charge	£84.00 £105.00			£84.00 £105.00
Building Control	Domestic alterations to a single building	External Rendering	Regulated	Plan / Building Notice Charge Regularisation Charge	£84.00 £105.00			£84.00 £105.00
Building Control	Domestic alterations to a single building	Solar or photovoltaic panels	Regulated	Plan / Building Notice Charge Regularisation Charge	£84.00 £105.00			£84.00 £105.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Building Control	Domestic alterations to a single building	Solid Fuel Appliances	Regulated	Plan / Building Notice Charge	£132.00			£132.00
				Regularisation Charge	£165.00			£165.00
Building Control	Domestic alterations to a single building	Internal Floors & Insulation	Regulated	Plan / Building Notice Charge	£84.00			£84.00
				Regularisation Charge	£105.00			£105.00
Building Control	Domestic alterations to a single building	Window replacement (non competent persons scheme)	Regulated	0 - 2 Windows Fee	£66.00			£66.00
				0 - 2 Windows Regularisation Charge	£82.50			£82.50
				2 - 8 Windows	£132.00			£132.00
				2 - 8 Windows Regularisation Charge	£165.00			£165.00
				8+ Windows	£198.00			£198.00
				8+ Windows Regularisation Charge	£247.50			£247.50
Building Control	Domestic alterations to a single building	Electrical work (not competent persons scheme)	Regulated		Any electrical work other than the re-wiring of a dwelling £396.00 Regularisation Charge £495.00 The re-wiring or new installation in a dwelling £528.00 Regularisation Charge £660.00			Any electrical work other than the re-wiring of a dwelling £396.00 Regularisation Charge £495.00 The re-wiring or new installation in a dwelling £528.00 Regularisation Charge £660.00

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Building Control	Domestic alterations to a single building	Internal Rendering		Plan/Building Notice Charge	£84.00			£84.00
				Regularisation Charge	£105.00			£105.00
Building Control	All Other Work	All Other Work Total Cost of Works £0 - £2,000	Regulated	Plan / Inspection Fee	£132.00			£132.00
				Regularisation Charge	£165.00			£165.00
Building Control	All Other Work	All Other Work Total Cost of Works £2,001 - £100,000	Regulated		£110.00 + £10.00 for every £1,000, or part thereof, above £2,000 plus 20% VAT			£110.00 + £10.00 for every £1,000, or part thereof, above £2,000 plus 20% VAT
Economic Development	Estates & Strategic Asset Management	Providing copies of land ownership documents held by the Council. Fee per copy.		Minimum Fee		£0.00	£0.00	
				Maximum Fee		£0.00	£0.00	
Economic Development	Estates & Strategic Asset Management	Queries regarding previous sales			Depends on circumstances			Depends on circumstances
Economic Development	Estates & Strategic Asset Management	Transfer of tenancy		Per application	£81.00	£84.20	£85.10	
Economic Development	Estates & Strategic Asset Management	Transfer of licence		Per application	£81.00	£84.20	£85.10	
Economic Development	Estates & Strategic Asset Management	Lease for garage		Per application	£81.00	£84.20	£85.10	
Economic Development	Estates & Strategic Asset Management	Land applications		Per application	£108.00	£112.30	£113.40	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Economic Development	Estates & Strategic Asset Management	Fees on sales, per application.		£0 - £50,000	£540.00	£561.60	£567.00	
				£50,000 - £100,000	£756.00	£786.20	£793.80	
				£100,000 - £200,000	£918.00	£954.70	£963.90	
				£210,000 - £500,000	£1,188.00	£1,235.50	£1,247.40	
				Above £500,000	£1,836.00	£1,909.40	£1,927.80	
Economic Development	Estates & Strategic Asset Management	Garden Land - Rental Per plot and whatever size.		Minimum Fee	£75.60	£78.60	£79.40	
Economic Development	Estates & Strategic Asset Management	Grazing Land - Rental Per plot and whatever size.		Minimum Fee	£129.60			£129.80
Economic Development	Estates & Strategic Asset Management	Eastern Valley Slops - Rental Per plot and whatever size.		Minimum Fee	£129.60			£129.60
Economic Development	Estates & Strategic Asset Management	Other Low Level Income Per plot and whatever size.		Minimum Fee	£129.60			£129.60
Economic Development	Estates & Strategic Asset Management	Garage Agreements, per plot. Minimum Fee.		Single Garage	£129.60	£134.80	£136.10	
				Large Garage	£172.80	£179.70	£181.40	
				Double Garage	£226.80	£235.90	£238.10	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Economic Development	Estates & Strategic Asset Management	S38 Agreements		Minimum Fee	£1,750.00			£1,750.00
Economic Development	Estates & Strategic Asset Management	S278 Agreements		Minimum Fee	£1,750.00			£1,750.00
Economic Development	Estates & Strategic Asset Management	S106 Agreements		Minimum Fee	£2,250.00			£2,250.00
Economic Development	Estates & Strategic Asset Management	Photocopying - Document			£36.72	£38.20	£38.60	
Economic Development	Estates & Strategic Asset Management	Letters of Postponement			£75.60	£78.60	£79.40	
Economic Development	Estates & Strategic Asset Management	Mortgage Redemption			£150.00			£175.00
Economic Development	Estates & Strategic Asset Management	Licence to Assign		Minimum Fee	£750.00			£750 to £1,250

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Economic Development	Estates & Strategic Asset Management	Deed of Variation			£750.00			£750.00
Economic Development	Estates & Strategic Asset Management	Freehold Reversions			£750.00			£1,000.00
Economic Development	Estates & Strategic Asset Management	Easements			£750.00	£780.00	£787.50	
Economic Development	Estates & Strategic Asset Management	Consent to dispose (Overage)			£150.00	£156.00	£157.50	
Economic Development	Estates & Strategic Asset Management	Leases		Minimum Fee	£350.00			£350 to £750
Economic Development	Estates & Strategic Asset Management	Licence for Alterations, Large Scale Developments		Small Scale	£350.00	£364.00	£367.50	
				Large Scale				£750.00
Economic Development	Estates & Strategic Asset Management	Auction sales subject to Valuer's discretion based on markability and value			£500.00	£520.00	£525.00	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Economic Development	Estates & Strategic Asset Management	Tenancy at Will			£350.00	£364.00	£367.50	
Economic Development	Estates & Strategic Asset Management	Disposals (drawing up conveyance)		Minimum Fee	£500.00			£500.00
Economic Development	Estates & Strategic Asset Management	Legal charges - Minimum Fee			£750.00			£750.00
Economic Development	Estates & Strategic Asset Management	Deed of release of overage			£750.00			£750.00
Economic Development	Estates & Strategic Asset Management	Deed of release of Covenant			£0.00			£750.00
Economic Development	Estates & Strategic Asset Management	Rent Deposit Deed			£0.00			£750.00
Economic Development	Estates & Strategic Asset Management	Renewal Lease by Reference			£0.00			£1,250.00
Economic Development	Estates & Strategic Asset Management	Authorised Guarantee Agreement			£0.00			

PUBLIC PROTECTION

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Public Protection - Environmental Protection	Private Water Supply Charges	Inspection of Private Water Supplies to ensure compliance with Private Water Supply regulations	Regulated		Risk assessment (each assessment): Reg 9 supply £700 Reg 10 and 11 supply £300 Sampling (each visit) (i): £100 (annual) Investigation (each investigation): £250 (on failure of sample) Granting an authorisation (each authorisation): £100 Analysing sample - up to £600.			Risk assessment (each assessment): Reg 9 supply £700 Reg 10 and 11 supply £300 Sampling (each visit) (i): £100 (annual) Investigation (each investigation): £250 (on failure of sample) Granting an authorisation (each authorisation): £100 Analysing sample - up to £600.
Public Protection - Environmental Protection	Environmental Permit - annual fee	Environmental Permit issued for LA-IPPC and LAPPC - annual fee	Regulated		Fee dependant on nature of activity and determined on case-by-case basis in line with WG charging regime.			Fee dependant on nature of activity and determined on case-by-case basis in line with WG charging regime.
Public health	Pest Control - Domestic - <i>paid directly to contractor</i>	Pest Control - Domestic - Rats Pest Control - Domestic - Cockroaches & Bedbugs Pest Control - Domestic - Mice Pest Control - Domestic - Wasps and infestations		Rats Cockroaches, Bedbugs & Fleas Mice Wasps and infestations	No Charge £57.60 £57.60 £57.60			No Charge £57.60 £57.60 £57.60
Public health	Public Health - Food safety, condemnation and other sampling	Food safety, condemnation and other sampling			Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.			Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.
Public health	Public Health - Food Surrender Certificate	Food Surrender Certificate			Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.			Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Public health	Public Health - Standard Health Safety Certificate	Standard Health Safety Certificate			Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.			Fee determined per enquiry - charge is based on officers hourly rate and length of time taken to deal with enquiry.
Licensing	Petroleum Certification	Annual certification	Regulated	Storage below 2500 litres	£44.00			£44.00
				Storage between 2500 and 50,000 litres	£60.00			£60.00
				Storage above 50,000 litres	£125.00			£125.00
Licensing	Petroleum Licence File Search	On request	Regulated		£60.00			£60.00
Licensing	Food Hygiene Registration Scheme (rescore visit)	On request	Regulated		£180.00			£180.00
Licensing	Licensing - Skin Piercing - Practitioner Registration	Currently skin piercing registrations are a one off fee covering person(s) and premise			£159.12	£165.50	£167.10	
Public Protection - Housing	Immigration Inspection	On request service provided to applicants who wish to bring a non EU national to live in the UK as required by the UK Border Agencies,			£124.48	£129.50	£130.70	
Public Protection - Housing	HMO License	5 Yearly License Fee			£305.00	£317.20	£320.30	
Public Protection - Housing	Traveller Site Rent	Rent to occupy Cwmcrachen Caravan Site, Nantyglo		Per pitch, per week	£125.55	£130.60	£131.80	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Public Protection - Housing	Notices under s49 Housing Act 2004	The Authority can recover the costs incurred in the service of specific Notices under the Housing Act 2004.		Per notice	£248.96	£258.90	£261.40	
Public Protection - Trading Standards	Measuring Instrument Directive	Per hour plus liquid fuel and lubricants 10% surcharge, capacity serving measures 25% surcharge		Per Hour	£103.25			£111.51
Public Protection - Trading Standards	Special Weighing and Measuring Equipment	Special Weighing and Measuring Equipment		Per Hour	£103.25			£111.51
Public Protection - Trading Standards	Weights	Weights		Per Hour	£103.25 Full hourly rate for first hour thereafter £59.71 ph			£111.51 Full hourly rate for first hour thereafter £61.95 ph

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Public Protection - Trading Standards	Measures	Measures		Linear not exceeding 3m	£12.86			£13.89
				Capacity not exceeding 1 litre	£10.16			10..97
				Cubic Ballast	£227.35			£245.54
				Liquid Capacity	£35.94			£38.82
				Templates per scale first item	£62.48			£67.48
				Templates: second and subsequent items	£23.64			£25.53
Public Protection - Trading Standards	Weighing Instruments	Non NAWI		Not exceeding 1 tonne	£81.61			£88.14
				1 - 10 tonne	£132.20			£142.78
				Exceeding 10 tonnes	£276.10			£298.18
				Certification of weighbridge operators - Per Hour	£103.25			£111.51
Public Protection - Trading Standards	Weighing Instruments	NAWI. 50% surcharge applicable for some tests.		Not exceeding 1 tonne	£135.85			£146.74
				1 - 10 tonne	£210.23			£227.05
				Exceeding 10 tonnes	£460.22			£497.04

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Public Protection - Trading Standards	Measuring Instruments for Intoxicating Liquor	Measuring Instruments for Intoxicating Liquor		Not exceeding 150ml	£22.40			£24.19
				Other	£25.88			£27.95
Public Protection - Trading Standards	Measuring Instruments for Liquid Fuel and Lubricants	Measuring Instruments for Liquid Fuel and Lubricants		Container	£93.83			£101.34
				Nozzles - 1st nozzle	£153.05			£165.29
				Nozzles, Each additional nozzle tested	£103.43			£117.70
				Testing of peripheral electronic equipment on a separate visit per site, per hour	£103.25			£111.51
				Testing of credit card acceptor, per hour	£103.25			£111.51
Public Protection - Trading Standards	Road Tanker Fuel Measuring Equipment (Above 100 Litres)	Meter Measuring Systems		Wet hose and 2 testing liquids	£328.52			£354.80
				Wet hose and 3 testing liquids	£383.27			£413.93
				Dry hose and 2 testing liquids	£364.97			£394.17
				Dry hose and 3 testing liquids	£419.94			£453.54
				Wet/dry hose and 2 testing liquids	£511.01			£551.89
				Wet/dry hose and 3 testing liquids	£546.27			£589.97
Public Protection - Trading Standards	Certificate of errors	Certificate of errors (when no other fee applies)			£66.30	£68.95	£69.60	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Public Protection - Trading Standards	Explosives Regulations	New Explosives Licence where separation distance is greater than 0m (as and when)	Regulated	1 year 2 years 3 years 4 years 5 years	£193.00 £253.00 £317.00 £390.00 £441.00			£193.00 £253.00 £317.00 £390.00 £441.00
Public Protection - Trading Standards	Explosives Regulations (Storage)	Renewal of Explosives Licence where separation distance is greater than 0m (annual)	Regulated	1 year 2 years 3 years 4 years 5 years	£90.00 £153.00 £215.00 £277.00 £340.00			£90.00 £153.00 £215.00 £277.00 £340.00
Public Protection - Trading Standards	Explosives Regulations (Storage)	New Explosives Licence where separation distance is less than 0m (as and when)	Regulated	1 year 2 years 3 years 4 years 5 years	£113.00 £147.00 £181.00 £215.00 £248.00			£113.00 £147.00 £181.00 £215.00 £248.00
Public Protection - Trading Standards	Explosives Regulations (Storage)	Renewal of Explosives Licence where separation distance is less than 0m (annual)	Regulated	1 year 2 years 3 years 4 years 5 years	£56.00 £90.00 £125.00 £158.00 £193.00			£56.00 £90.00 £125.00 £158.00 £193.00
Public Protection - Trading Standards	Explosives Regulations (Storage)	Varying / Transferring / Replacing Licence	Regulated		£38			£38
Public Protection - Trading Standards	Fireworks Regulations 2004	Licence to supply fireworks	Regulated		£500			£500
Public Protection - Environmental Health	Penalty for non compliance	Penalty for dumping litter in front garden (Community Protection Notice)	Regulated	Fee	£100.00			£100.00
Public Protection	Primary Authority Partnerships	Officer time per hour plus travel		Fee	£66	£68.90	£69.60	
Public Health	Public Health - Food Safety Export Certificate	On request, per enquiry		Minimum charge with additional costs calculated per enquiry based on officer time	£104.00	£108.20	£109.20	

Service Area	Generic description	Detailed description	Regulated /Fixed Charge	Fee Categories (if applicable)	Fee 2023/24	Proposed Fee 2024/2025 4% Uplift	Proposed Fee 2024/2025 5% Uplift	Other Proposed Fee
Public Health	Public Health - Food Safety Fixed Penalty Notice Fine	Issued in respect of offences in relation to food hygiene rating scheme display offences	Fixed	Fine	£200.00			£200.00
				Early repayment option	£150.00			£150.00
Public Health	Public Health - Smoking Ban Fixed Penalty Notice Fine	Issued in respect of offences in relation to smoking ban contraventions	Fixed	Section 6 Offence	£200 or £150 early repayment			£200 or £150 early repayment
				Section 7 Offence	£50 or £30 early repayment			£50 or £30 early repayment

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Planning Preliminary Advice - New Fee Schedule from April 1st 2024

Appendix 2

Type of Development	Written Advice	Meeting with follow up written advice	Statutory Fee	Indicative Fee Levied by Other Councils 1. Categories May Differ from Ours 2. Some under review
<p><u>Level 1 Enquiry – Compliance and Information</u> Confirmation that planning conditions or s106 obligations have been discharged and/or that development has been completed in accordance with the planning permission (per enquiry)</p> <p>Site History</p>	<p>Householder £60-£70 (+17%)</p> <p>Single house £120-£140 (+17%)</p> <p>All other compliance checks charged at 25 30% (+5%) of the original planning app fee</p> <p style="text-align: center;">£40</p>			<p>Pembrokeshire compliance with notices and conditions £85-315</p> <p style="text-align: center;">Mon - £450/£550</p>
<p><u>Level 2 Enquiry - Householder</u></p> <ul style="list-style-type: none"> • Alterations, extension, conservatory or loft conversion • Walls and fences, Garages, sheds and other curtilage buildings, driveways • Operate a business from home • Micro generation for heat or electricity • Extend garden / curtilage <p><i>Note: An enquiry under the BGCBC local advice scheme will receive more detailed response than one submitted under the Wales statutory scheme</i></p>	£30 (no change)	<p>£60</p> <p>£70 (+17%)</p>	£25	<p>Cardiff = £60</p> <p>Pembrokeshire £85, £50 additional advice</p> <p>Newport £60 with vat includes meeting</p> <p>Merthyr – £25 (£50 with meeting, £25 per additional meeting)</p> <p>Monmouth £120 add £60 for visit</p> <p>Torfaen £25</p> <p>Caerphilly £26.25 +vat</p>

Planning Preliminary Advice - New Fee Schedule from April 1st 2024

Appendix 2

<p style="text-align: center;">Level 3 Enquiry – Minor Development</p> <ul style="list-style-type: none"> • Permitted development enquiry (non householder) • Change of Use (any) • Alterations to exterior of commercial or retail or industrial premises (inc solar panels) • Advertisements • Single dwelling - New build • Residential dev (change of use or new build) creating 2 - 9-5 units or site area less than a hectare Residential dev (change of use or new build) creating 6-9 units or site area less than a hectare (new category) 	<p style="text-align: center;">£60-£70 (+17%)</p> <p style="text-align: center;">£60-£70 (+17%)</p> <p style="text-align: center;">£60 (no change)</p> <p style="text-align: center;">£60-£70 (+17%)</p> <p style="text-align: center;">£120 £140 (17%)</p> <p style="text-align: center;">£240 £280 (+17%)</p> <p style="text-align: center;">£240 £420 (+ 75%)</p>	<p style="text-align: center;">£120</p> <p style="text-align: center;">£140 (+17%)</p> <p style="text-align: center;">per 1hr meeting</p> <p style="text-align: center;">£280 (+17%)</p> <p style="text-align: center;">£480 £560 (+17%)</p> <p style="text-align: center;">£480 £700 (+46%)</p>	<p style="text-align: center;">£250</p>	<p>Cardiff – only state minor £300</p> <p>Pembrokeshire £300/£355 with meeting. Adverts £55</p> <p>Newport £540. Adverts £60</p> <p>Merthyr Single dwelling £75 (£150 with meeting, £100 each additional meeting)</p> <p>Other minor £250</p> <p>Adverts £50/£75 meeting</p> <p>Monmouth £250 extra £60 for SV</p> <p>Torfaen 1 dwelling \$50</p> <p>Caerphilly single dwelling Cof U £262.50 +vat</p>
<p style="text-align: center;">Level 4 Enquiry – Residential Development</p>	<p style="text-align: center;">deleted</p>			<p>Cardiff £300 (classed as minor)</p> <p>Pembrokeshire 1-2 houses £250-£345 with meeting</p> <p>5-9 dwellings £550 with meeting</p> <p>Caerphilly £525+vat</p>
<p style="text-align: center;">Level 5-4 Enquiry – Business Commercial Development</p> <ul style="list-style-type: none"> • Non residential 999sqm or less floorspace or site area less than 0.99ha. 	<p style="text-align: center;">£240 £280 (+17%)</p>	<p style="text-align: center;">£480 £560 (+17%)</p>		<p style="text-align: center;">Pembrokeshire £550</p>

Planning Preliminary Advice - New Fee Schedule from April 1st 2024

Appendix 2

<p style="text-align: center;">Level 6 5 Enquiry – Major Development</p> <ul style="list-style-type: none"> Residential 10-23 units Non resi site area of 1ha+ or floorspace 1000sqm+ Waste and Minerals development 	<p>£600 £1000 (+ 67%)</p>	<p>£900 £1500 (+67%) Extra £100 per additional meeting</p>	<p>£600</p>	<p>Cardiff - £1500 Pembrokeshire £1125 ,25 units. Minerals £2775 - £5500 Merthyr £600 (additional meeting £600) Newport £1060 with vat Mon = £1200 SV £95 Caerphilly £630+vat</p>
<p style="text-align: center;">Level 7 6 Enquiry - Energy</p> <ul style="list-style-type: none"> Wind turbine(s) / Solar Park Energy generation under 10MW Energy generation over 10MW 	<p>£720 £1000 (+39%) (plus consultancy fees incurred by LPA)</p> <p>£1500 (plus consultancy fees incurred by LPA)</p>	<p>£1200 £1500 (+25%) Extra £100 per additional meeting</p> <p>£2000 (+25%) Extra £100 per additional meeting</p>		
<p style="text-align: center;">Level 8-7 Enquiry – Large Major</p> <ul style="list-style-type: none"> Residential development 24+ 	<p>£1200 £1500 (+25%)</p>	<p>£1800 £2000 (+11%) Extra £100 per additional meeting</p>	<p>£1000</p>	<p>Cardiff £3000 (incl CoU more than 1999sqm) Pembrokeshire £2600-£5250 >24 units Newport £2160 Merthyr £1000 / £1000 for meeting and each additional Mon £1600 Caerphilly £1050 +vat</p>

Planning Preliminary Advice - New Fee Schedule from April 1st 2024

Appendix 2

<u>New Category Level 8 Enquiry – Listed Buildings</u>				
Confirmation whether LBC required	£30	£70		
Repairs to Listed buildings advice	£70	£100		
Listed building advice where works require LBC	£250	£350		
<p>All fees include VAT. Payment must be made in full before an enquiry is registered. Other development not specified in this schedule – fee at discretion of Service Manager. A free scoping meeting may be available for major and large major development.</p> <p><u>Exemptions from Fee</u></p> <p><i>Works to existing house to provide access or improve the quality of life for a disabled occupant.</i></p> <p><i>Works to a listed building</i></p> <p><i>Works for and being carried out by the County Borough, Town or Community Council</i></p> <p><i>Minor non-profit works for small community organisations for the benefit of the local population (case officer discretion)</i></p> <p><i>Works within the Enterprise Zone (business use only).</i></p> <p><i>Note: Wherever practicable, meetings will be held via Microsoft teams</i></p>				

- Pembrokeshire offer pre-submission validation check £90-£250
- Mon charge £350 for LB advice +£95 for a meeting
- Torfaen same as Stat but add additional fee for meetings
- Caerphilly charge 30+VAT to consult with consultees and charge 30% of fee plus VAT for a meeting

Appendix 3

Aneurin Leisure Trust Core Fees and Charges 2024/25

Activity	2023/24	2024/25	increase	Comments
SHOWERS				
Shower adult	£3.00	£3.20	6.67%	
Shower child	£1.50	£1.60	6.67%	
SWIMMING POOL				
Adult Swim	£4.50	£4.80	6.67%	
Junior Swim	£2.25	£2.40	6.67%	
Concessionary Adult Swim	£2.25	£2.40	6.67%	
Concessionary Junior Swim	£1.10	£1.20	9.09%	
Adult Hydroslide	£5.95	£6.40	7.56%	
Junior Hydroslide	£4.50	£4.80	6.67%	
Concessionary Adult Hydro Slide	£3.75	£4.00	6.67%	
Concessionary Junior Hydro Slide	£2.25	£2.40	6.67%	
HEALTH SUITES				
Adult (Ebbw Vale)	£7.75	£8.20	5.81%	
OAP (Ebbw Vale)	£3.90	£4.10	5.13%	
HIRE OF ROOMS				
Community use per hour	£21.25	£22.50	5.88%	
Commercial use per hour	£31.75	£33.50	5.51%	
SQUASH				
Adult	£7.60	£8.20	7.89%	Above CPI rise due to additional lighting required for specific area
Junior	£3.80	£4.10	7.89%	
Concession Adult	£3.80	£4.10	7.89%	
Concession Junior	£1.90	£2.05	7.89%	
BADMINTON / TABLE TENNIS				
Adult (2 persons)	£8.40	£8.90	5.95%	small amount so increase effects %
Junior (2 persons)	£4.20	£4.50	7.14%	
Concession Adult	£4.20	£4.50	7.14%	
Concession Junior	£2.10	£2.25	7.14%	
LIFESTYLE STUDIO				
Adult	£7.45	£7.50	0.67%	
Junior	£3.75	£3.75	0.00%	
Concession Adult	£3.25	£3.50	7.69%	
Concession Junior	£1.65	£1.75	6.06%	
MODEL BOATS				
Club Annual Fees	£135.35	£142.50	5.28%	
Members Fees per annum per member (Adult)	£7.25	£7.65	5.52%	
Members Fees per annum per member (Junior)	£3.65	£3.85	5.48%	
MODEL AERO PLANES				
Clubs Annual Fees (21 year license)	£111.25	£117.00	5.17%	

Aneurin Leisure Trust Core Fees and Charges 2024/25

Members Fees (Adult)	£7.25	£7.65	5.52%	
NEWFOUNDLAND DOG SOCIETY				
Boat Launch	£7.55	£7.95	5.30%	
Members Fee	£7.25	£7.65	5.52%	
ANGLING CLUB				
Day Ticket – Adult	£20.35	£21.50	5.65%	
Day Ticket - Junior	£5.50	£6.00	9.09%	
Season Ticket Adult	£71.55	£75.00	4.82%	
Season Ticket Junior	£35.80	£37.50	4.75%	
Membership Night Syndicate	£120.00	£126.00	5.00%	set by the Angling club
SCOUT CAMPING / FOREST SCHOOL FACILITIES				
Charge per head per night (Blaenau Gwent Scout Organisations)	£2.05	£2.15	4.88%	
Charge per head per night (All Other Organisations)	£4.05	£4.25	4.94%	

ADULT EDUCATION	2023/24	2024/25	Increase	Comment
Non-Commercial Groups room per hour	£6.80	£7.20	5.88%	
Non-Commercial Groups - general purpose room per hour	£10.20	£10.75	5.39%	
Non-Commercial Groups - hall per hour	£13.00	£13.75	5.77%	
All local authority departments - teaching room per hour	£4.95	£5.25	6.06%	
All local authority departments - general purpose room per hour	£10.00	£10.60	6.00%	
All local authority departments - hall per hour	£11.75	£12.50	6.38%	

ALT have adopted price increases based on inflation in October 2023 (6.7%). The Trust has seen operational costs increase at a far higher rate than CPI due to a 207% increase in energy costs. Increases have been kept at a competitive level however some prices will have risen by more than 6.7% which is due pay as you go transactions being small sums of money and therefore a small increase will have a large % increase.

Benchmarking as at November 2023- – subject to change as other Trusts will increase their rates from April 2024.

Type of Activity - PAYG Prices	2023/24				
	Aneurin Leisure	Halo	Torfaen	Newport Live	Merthyr Tydfil
Swimming (Core Prices)					

Aneurin Leisure Trust Core Fees and Charges 2024/25

Swim Adult (Standard)	£4.80	£4.90	£3.75	£5.15	£4.00
Swim Junior (Standard)	£2.40	£2.60	£3.05	£2.60	Free
Swim Adult (Concession)	£2.40	£2.60	£3.05	N/a	N/a
Swim Junior (Concession)	£1.20	N/a	N/a	N/a	N/a
Lifestyle Studio (Core Prices)					
Lifestyle Studio Adult (Standard)	£7.50	£8.45	£6.20	£5.15	£8
Lifestyle Studio Junior (Standard)	£3.75	£5.60	£4.75	£2.60	£4
Lifestyle Studio (concession)	£3.50	£5.60	£4.75	N/a	N/a
Lifestyle Studio Junior (Concession)	£1.75	N/a	N/a	N/a	N/a

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Business Case

To support better spending and investment decisions and better procurement

All Portfolios – Increase in Fees & Charges by 5%

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Rhian Hayden
Project Manager:	Gina Taylor
Organisation:	Resources Department

	Name	Signature	Date
Prepared by:	Gina Taylor		
Reviewed by:	Rhian Hayden		
Approved by:	Rhian Hayden		

1.	INTRODUCTION
	<p>The purpose of the Business Case is to provide options for increasing income for 2024/2025 onwards (as part of the council’s Bridging the gap programme) in support of attaining a balanced budget.</p> <p>This business case will propose increasing discretionary Fees & Charges by a minimum of 5%.</p>
2.	THE CASE FOR CHANGE
	<p>The current economic climate is challenging for both the public and private sector as the cost of living crisis continues into 2023 with inflation remaining high at 6.7% (September 2023), higher than anticipated pay costs, increased borrowing costs, increased energy and fuel costs, all continuing to put pressure on budgets and the cost of delivering services to our residents.</p> <p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council’s Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.</p> <p>Across the Council service delivery methods are being reviewed including, staffing structures, external costs to identify budget cuts to contribute to mitigating the Council’s budget gap.</p> <p>The Council has previously agreed a policy of full cost recovery therefore all fees & charges must be reviewed on a regular basis to ensure where appropriate the costs of providing the services are reflected in the fees & charges agreed and implemented.</p> <p>For 2024/25 employee costs are expected to increase by at least 5% with other costs anticipated to increase by an average 4% (CPI assumption MTFs). Given these estimated higher costs of delivering services to the public, where charged income levels should be considered / revised.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>The budget assessment of income generated from all Fees & Charges for 2023/2024 is £14.5m and this includes:</p> <ul style="list-style-type: none"> • £10m from Discretionary Fees & Charges • £4.2m from fees & charges set nationally (e.g., Planning & Building Control Fees, Fixed Penalty Notices, Fairer Charging etc) • £0.2m from Consortia arrangements

	<p>Option 1 – Do not increase discretionary Fees & Charges for 2024/2025.</p> <p>The assumption in the Medium-Term Financial Strategy (MTFS) is to increase all income budgets by 4% in line with the assumption for inflation. This will increase income budgets by £0.6m.</p> <p>If individual discretionary fees & charges are not increased by a minimum of 4% there is a risk that this will result in a cost pressure in 2024/2025 as fees & charges will not increase in line with budget targets.</p> <p>Option 2 – Increase discretionary Fees & Charges by 4% in line with the assumption within the Medium-Term Financial Strategy</p> <p>Increasing all discretionary fees & charges by 4% should generate the income required to meet the proposed income budgets for 2024/2025, however will not generate additional income to contribute to the current identified budget gap within the MTFS.</p> <p>Option 3 – Increase discretionary Fees & Charges by 5% (as a minimum)</p> <p>This proposal is to increase discretionary charges by an additional 1% over and above the assumption within the MTFS. This option would deliver an increase in income of approximately £100,000 and would include increasing internal SLAs (with Schools, Corporate Landlord etc) by 5%.</p> <p>Risks identified for Options 2 and 3:</p> <ul style="list-style-type: none"> • Demand may drop off when prices are increased resulting in lower income levels being generated and budget cost pressures emerging as a consequence. • Increasing the costs to both external and internal customers resulting in increased pressures facing schools and other budgets. • Schools may consider withdrawing from the SLAs. <p>Mitigating Actions:</p> <ul style="list-style-type: none"> • Regular monitoring of fees and charges should identify cost pressures as they emerge and allow actions to be put in place to address the cost pressure.
3.2	Recommended option
	To be determined as part of consideration and engagement process.
3.3	Sources and assumptions

	An analysis of income budgets and forecast income (at quarter 2) have formed the basis of the calculations within this proposal.														
4.	PROCUREMENT ROUTE														
	Not relevant at this point.														
5.	FUNDING AND AFFORDABILITY														
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 Will increase the budget gap identified in the MTFS by £0.6m - Option 2 No financial impact on the budget gap identified in the MTFS. - Option 3 Increased income and a reduction in the budget gap of £0.1m <table border="1" data-bbox="453 824 911 1167"> <thead> <tr> <th>Year</th> <th>Potential Income Generation</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£0.1m</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£0.1m</td> </tr> </tbody> </table>	Year	Potential Income Generation	2024/2025	£0.1m	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£0.1m
Year	Potential Income Generation														
2024/2025	£0.1m														
2025/2026	£0														
2026/2027	£0														
2027/2028	£0														
2028/2029	£0														
Total	£0.1m														
6.	DELIVERY ARRANGEMENTS														
	Council will consider Fees & Charges as part of the budget setting process and the review of the Fees & Charges Register for 2024/2025.														

Agenda Item 5

Cabinet and Council only

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

Committee: **Corporate Overview and Performance Scrutiny Committee**

Date of meeting: **19 February 2024**

Report Subject: **Revenue Budget 2024/2025**

Portfolio Holder: **Councillor S Thomas, Leader / Cabinet Member
Corporate Overview and Performance**

Report Submitted by: **R Hayden – Chief Officer Resources**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
	25/1/24				19/2/24	21/2/24	27/2/24	16/2/24 – Trade Unions

1. Purpose of the Report

1.1 This report is presented to Members to:-

- i) provide an update on the provisional local government settlement for 2024/25 and its impact upon the Council's budget.
- ii) consider and agree the detailed revenue budget for 2024/25 including cost and service pressures, proposed efficiencies and budget cuts and the use of reserves.
- iii) agree the level of Council Tax increase for the 2024/2025 financial year.
- iv) agree the Medium Term Financial Strategy for 2024/2025 to 2028/2029.

2. Scope and Background

2.1 The report covers the following:

Section	Contents
2.6 – 2.18	National Aggregate External Finance (AEF) Position
2.19 – 2.26	Blaenau Gwent AEF position
5.1.1 - 5.1.10	Aggregated External Finance (AEF) funding and the MTFS
5.1.11 – 5.1.18	Cost Pressures and Growth
5.1.19 - 5.1.29	Individual Schools Budget
5.1.30 – 5.1.37	Bridging The Gap Programme
5.1.38 – 5.1.51	Proposed use of Reserves

2.2 The Provisional Settlement contains details of the revenue funding that Welsh Authorities can expect to receive in 2024/25 to allow them to set their budgets and determine levels of Council Tax for that year. It also provides details of the Capital funding that Authorities can expect to receive to fund their Capital Programmes. Indicative settlements for 2025/2026 financial year onwards have not been provide. The written statements from the Minister for Finance and Local Government is attached as Appendix 1.

- 2.3 Revenue funding from Welsh Government (WG) is provided in the form of Aggregate External Finance (AEF) which is made up of the Revenue Support Grant (RSG) and National Non-Domestic Rates (NNDR). This AEF funding is un-hypothecated i.e. it is not earmarked for specific services, and it is up to individual Councils to decide how to allocate to services to fit with their priorities (while considering statutory responsibilities).
- 2.4 Revenue funding also comes in the form of specific grants, in which case the funding is earmarked for a particular purpose. It is the long-term intention of the WG that the number of specific grants is reduced, with funding being transferred into the AEF, giving Local Authorities more flexibility on distributing funding to services. Hence, this form of funding should diminish over time.
- 2.5 Capital funding is provided in the form of General Capital funding, made up of an Un-hypothecated Supported Borrowing (USB) approval and General Capital Grant approval. The USB approval is a borrowing approval for which revenue support is provided within the AEF to cover debt financing costs i.e. principal and interest. It is un-hypothecated, meaning that borrowing can be carried out for any capital purpose. The General Capital Grant is, as its name suggests, a grant that can be used for any capital purpose.
- 2.6 **National Position (All Wales)**
- 2.7 On the 20 December 2023, the Minister for Finance and Local Government published the provisional local government settlement. The overall headline increase in AEF quoted by WG is 3.1% (£169.8m) which was in line with the indicative level provided in the previous year. Compared to the Welsh average, the 2.6% increase for Blaenau Gwent places us 15th in the all-Wales table, with the lowest increase being 2% for Gwynedd and Conwy. By providing additional funding of £1.3m, the Minister has implemented a floor mechanism at 2% which benefits two authorities.
- 2.8 No grants have transferred into the provisional settlement. However, WG are aiming to reduce the number of separate grants paid to local authorities from 2024/2025 and to move grants into the revenue settlement. Further details of these changes are expected as part of the final settlement.
- 2.9 It is anticipated that the Flood & Sustainable Drainage grant will be one of the grants transferring into the final settlement. It is proposed that this funding be passported directly to the Environment Portfolio. It is also proposed that any further grants transferring into the final settlement be passported to the relevant service.
- 2.10 Certain Specific Revenue Grants data has only been published on an all-Wales basis, totalling £1.3b for 2024/2025. Funding for some grants has increased e.g. Universal Free School meals (£30.5m), a number of grants have decreased e.g. Retail, Leisure and Hospitality Rates Relief (£50.8m), Homelessness grants (£11.5m), Social Care Workforce grant (£10m). It is difficult to assess the financial impact for the Council at this stage. However, the assumption is that services will need to manage within the funding allocations awarded.

- 2.11 In terms of capital grants, the non-hypothecated general capital funding for 2024-25 remains at 2023/2024 level of £180m. Capital grants also include £20m to allow local authorities to respond to the decarbonisation agenda, it is understood that decarbonisation grant will continue to be allocated via an application process.
- 2.12 Further details of the specific grants for local government will be published alongside the final RSG settlement in March 2024.
- 2.13 The funding provided through this settlement:
- Protect core, frontline public services as far as possible.
 - Deliver the greatest benefit to households.
 - Prioritise jobs, wherever possible.
 - Work in partnership with other public sector bodies to face this financial storm together.
 - Re-focus funding away from non-devolved areas, which the UK Government should be funding.
- 2.14 There is specific reference in the Minister's letter regarding teachers' pay and this confirms that all available funding has been provided within the settlement: -
- "I have again taken the decision to provide all the available funding up front and not hold back funding for in year recognition of the 2024/2025 teachers' pay deal. Authorities budget planning must therefore accommodate these costs."*
- 2.15 The current policy and funding arrangements for Council Tax Reduction Schemes (CTRS) continues into 2024/25. Consequently, £244 million continues to be included in the Settlement for funding the Council Tax Support Scheme. This reflects the costs of the Scheme when it was first established in 2013/14, but again means that any additional costs resulting from increases in council tax levels or caseload for 2024/25 will fall to Local Authorities (of the £244m, the Council receives £8m towards costs of £9.7m in 2023/2024).
- 2.16 The provisional settlement announcement marked the start of a six-week consultation period which ended on 31 January 2024. The Minister will consider whether further amendments are to be made before the final settlement is announced.
- 2.17 The Minister recognises the increased costs of delivering services from high inflation, pay and increasing demand and acknowledges that Authorities will need to make difficult decisions on services, efficiencies, and council tax in setting their budget.
- 2.18 On 7 February 2024, Welsh Government announced a further £25m for 2024/2025 as a result of consequential funding from UK Government (see Appendix 1). £10.6m will be used to increase the Social Care Grant back to £45m (2023/2024 level) and the remaining £14.4m will be allocated to the revenue support grant to support pressures in both social care and education, including teachers pay, as local needs dictates.

2.19 **Blaenau Gwent Position**

2.20 The headline increase included within the provisional settlement for BGCBC after adjustments to the tax base was 2.6% (£3.6m), compared to the all Wales increase of 3.1%. However, it is anticipated that this will increase to 2.8% (£3.95m) following the recent announcement of the additional £25m. Whilst this increase is welcomed, given the current economic climate and cost of living crisis, the Council is faced with significant financial challenges. The details included within this report identifies budget cuts of between £6.27m and £10m for 2024/2025. At the minimum level these cuts do not address the full identified shortfall and some use of reserves will be required to set a balanced budget.

2.21 The Standard Spending Assessment (SSA) increase, quoted as 3.4%, is the fourth lowest in Wales (compared to an all Wales increase of 4.1%).

2.22 The SSA is the detailed funding formula that is intended to reflect variations in the need to spend which might be expected if all Welsh Authorities responded in a similar way to the demand for services in their area. Indicators of need include population, pupil numbers, deprivation factors, population dispersion etc. The SSA is the mechanism for distributing RSG which enables Authorities to ***theoretically*** charge the same council tax for the provision of a similar standard of service. However, if Authorities don't spend at SSA level, then council tax levels will not be the same, which in practice, is what happens.

2.23 The Council's settlement reflects a range of less favourable re-distributional movements in population indicators and free school meal numbers, with favourable movements in pupil numbers and benefits:

Population – Blaenau Gwent's population has decreased by 1.7% compared to the all Wales decrease of 0.4% and this is the 3rd year of a population decrease.

Population indicators make up a large proportion of the cost driver indicators within the SSA formula and has resulted in a decrease of £0.5m in SSA.

Education Demographics –

- Nursery & Primary pupil numbers have increased by 0.5% compared to the all Wales decrease of 0.9%.
- Secondary school pupil numbers have increased by 0.1%, compared to the all Wales increase of 2.1%.
- Free School meals pupils have increased by 21% in the Primary Sector and 25.9% in the Secondary Sector, compared to the all Wales increase of 28.6%% and 37.8% respectively.

The impact on the SSA of these data changes is a reduction of £0.35m.

For information, BGCBC has consistently spent above the Education SSA on the Education services it provides and Blaenau Gwent's funding per pupil across all sectors is ranked highest in Wales at £6,606 per pupil compared to the all Wales average of £5,998.

Deprivation Indicators - IS (Income Support)/ JSA (Job seekers Allowance) /PC (Pension Credit)/ UC (Universal Credit)/ not in employment claimants have increased by 13.9% comparable to the all Wales increase.

- 2.24 The net impact of these movements is a decrease in the Council's proportion of the all Wales funding.
- 2.25 The Authority remains the highest receiver of Aggregate External Finance (RSG plus NNDR) on a per capita basis at £2,140.
- 2.26 General Capital Funding has remained at £3.84m, of which General Capital Grant is £1.95m and Supported Borrowing is £1.9m.

3. **Options for Recommendation**

3.1 **Option 1 (preferred option)**

- 3.1.1 Subject to the decisions on the following recommendations, Members consider and recommend to Cabinet and Council the 2024/25 revenue budget as shown in table in paragraph 5.1.15.
- 3.1.2 Members to provide comment on the outcomes within the overall provisional RSG Settlement and note the potential for further change in the Final RSG Settlement (paragraphs 2.6 – 2.17).
- 3.1.3 Members to provide comment on the outcomes within the BGCBC provisional RSG Settlement and its impact upon the Medium Term Financial Strategy (paragraphs 2.18 – 2.26).
- 3.1.4 Members to consider and recommend to Cabinet and Council the updated cost pressures and growth items (£2.8m in total) identified in Appendix 2 (paragraphs 5.1.10 – 5.1.16) for inclusion in the Council's budget.
- 3.1.5 Members consider and recommend to Cabinet and Council the Bridging the Gap proposals (a summary of which is attached at Appendix 3 and detailed Business Cases are attached at Appendix 4) delivering a minimum of £6.27m of financial efficiencies and budget cuts towards the budget gap (paragraphs 5.1.32 to 5.1.37)
- 3.1.6 Members consider and recommend to Cabinet and Council the level of funding provided to schools (paragraph 5.1.19-5.1.27)
- 3.1.7 Members consider and recommend to Cabinet and Council that any grant/s transferring into the Final Settlement for 2024/2025 be passported to the relevant service/s.

- 3.1.8 Members consider and recommend to Cabinet and Council the use of reserves up to £2.1m to balance the budget for 2024/2025 (paragraphs 5.1.38 to 5.1.42). The level will be subject to the recommendations in paragraph 3.1.5 and 3.1.6 above.
- 3.1.9 Members consider and recommend to Council, a Council tax increase of a minimum of 5% for 2024/25 (paragraph 5.1.10) as per the Business Case CS12 (included in Appendix 3 and 4)
- 3.1.10 Approve the updated MTFS for 2024/2025 to 2028/2029 attached at Appendix 5.

3.2 **Option 2**

- 3.2.1 Members consider and do not agree the recommendations in the report.

4. **Evidence of how this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

- 4.1 The budget setting process and the Medium Term Financial Strategy (MTFS) supports the Corporate Plan outcome “an ambitious and innovative Council delivering the quality services at the right time and in the right place” and ensures effective forward planning arrangements are in place to support the Council’s financial resilience.
- 4.2 The revenue & capital budgets support the delivery of all the Council priorities.
- 4.3 To comply with statutory responsibilities, the Council must set a balanced budget and set its Council Tax for the forthcoming year by 11 March 2024.

5. **Implications Against Each Option**

5.1 **Impact on Budget (short and long term impact)**

5.1.1 **The Medium Term Financial Strategy (MTFS)**

- 5.1.2 The MTFS brings together all known factors affecting the Council’s financial position and forms the basis for decision making. The MTFS includes a forward look over the next five years to assess the spending requirements the Council is likely to face to deliver the priorities set out in the Corporate Plan and highlights the level of cuts (reducing or stopping services) that will need to be made to ensure the Council can set a balanced budget each year. It is the financial framework which support the Council’s financial resilience and ensure it operates sustainably.
- 5.1.3 The current MTFS is attached at Appendix 5.
- 5.1.4 The latest assessment of the Council’s financial position over the next 5 years following the WG provisional settlement announcement for 2024/2025, (prior to

the identification of budget reductions or increased income) identifies budget gaps of:-

5.1.5 **Table 1 – MTFS Budget Gap (1)**

2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
£5.7m	£4m	£4.7m	£4m	£4.2m	£22.6m

5.1.6 A number of assumptions have been made in compiling the Draft Estimates and funding projections.

5.1.7 **Funding**

5.1.8 The AEF funding for 2024/2025, based on the provisional settlement and the recent (February 2024) further announcement, is £143.76m, an increase of £3.95m (2.8%) after adjustments to the tax base, when compared to 2023/2024.

5.1.9 The provisional settlement did not include any information on indicative funding for 2025/2026 onwards. The assumption included in the MTFS is that the AEF will remain cash flat.

5.1.10 The MTFS assumes an annual increase of 4% for Council Tax, however a Business Case is presented (included within Appendix 3 and 4) to increase Council Tax by a minimum of 5% for 2024/25. This would increase Band B properties by £1.37 per week.

5.1.11 **Costs**

5.1.12 The main assumptions applied in calculating the Draft Estimates include:

Table 2 – Main Assumptions applied to Costs

	2024/2025	2025/2026 Onwards
Pay Award	5%	5%
Employers Contribution to Local Government Pension Scheme	1%	1%
Price Inflation	4%	2%
Individual Schools Budget	2%	0% (cash flat)
Fees & Charges (in line with inflation)	4%	2%
Contribution to General Reserves per annum	£200,000	£200,000

5.1.13 **Service Cost Pressures and Growth**

5.1.14 Cost pressures are continually reviewed and updated in light of new information, budget forecasts etc. Existing, new service cost pressures and growth items (excluding school cost pressures) totalling £2.8m for 2024/25 have been identified and are included at Appendix 2. For 2025/2026 onwards, £2m per annum have been included in the MTFs.

5.1.15 It is proposed that the cost pressures totalling £2.8m are agreed and built into the Council's budget from 2024/2025.

5.1.16 Table 3 below details the impact the Provisional Settlement and the cost pressures have on the budget gap.

5.1.17 **Table 3 - Budget Gap based on 2024/25 Provisional RSG & Cost Pressures**

	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
	£000s	£000s	£000s	£000s	£000s
Funding					
AEF	(143,758)	(143,758)	(143,758)	(143,758)	(143,758)
Council Tax @ 4%	(39,585)	(41,169)	(42,816)	(44,528)	(46,309)
Total Funding	(183,343)	(184,927)	(186,574)	(188,286)	(190,067)
Draft Estimates - Prior to savings	188,859	197,282	205,599	213,383	221,410
Budget Gap	5,516	12,355	19,025	25,097	31,343
Cost Pressures/growth	2,820	2,000	2,000	2,000	2,000
Contribution to Reserves	200	200	200	200	200
Budget Gap (2)	8,536	14,555	21,225	27,297	33,543

5.1.18 There is a funding gap of £34m over the next five financial years, with a budget reduction / cut of £8.5m required for 2024/2025 in order to set a balanced budget.

5.1.19 Individual Schools Budget (ISB)

5.1.20 The funding gap of £8.5m assumes an increase of 2% (£1.08m) for the ISB and cost pressures of £0.86m as a result of increasing demographics (increase of 112 pupils across all schools), an increase in Resource Bases and the new Welsh School. Over the last few years, the ISB have increased in line with the increase in AEF:

- 2023/2024 4.2% (£2.1m)
- 2022/2023 8.4% (£3.91m)
- 2021/2022 3.3% (1.472m)

5.1.21 Schools are also facing significant cost pressures as a result of pay awards, utility costs and high inflation and these are currently estimated at:

5.1.22 Table 4 – School Cost Pressures

	<u>Assumption</u>	<u>£'000</u>
Pay	5% - Non-Teaching Staff 5% - Teaching Staff	1,156
Utilities	Gas & Electricity	1,335
Inflation (non-pay)	4%	215
Total Cost Pressures		2,706
Proposed Funding Increase	2%	(1,080)
Funding increase due to an increase in Demographics	112 pupils	(537)
Potential Cost Pressures		1,089

5.1.23 It is anticipated that an additional pressure will arise as a consequence of the employer's pension contribution to the teachers' pension scheme increasing from April 2024, however it is expected that funding will be provided by UK Government.

5.1.25 Overall school balances as of 31 March 2023 were £4.8m, a decrease of £1.4m on the previous financial year, and it is estimated that school balances will decrease by £3.6m by March 2024 to around £1.1m, with a significant number of schools forecasting deficit positions for 2024/2025.

5.1.26 The forecast reduction in reserve balances is due to:

- The significant increase in utility costs during 2023/2024
- Teachers and non-teachers' pay award exceeding the ISB up lift for 2023/2024
- General cost increases due to high inflation.

5.1.27 Members are asked to consider the level of funding to the ISB. Proposals are included in Business Case ED05 (included within Appendix 3 & 4). Any increase above 2% would increase the Council's funding gap, with an increase of 1% equating to £0.52m. A cash flat budget would result in the Council's funding gap

reducing by £1m, further savings to the Council would be generated if the funding to Schools is cut.

5.1.28 Schools will therefore be asked to manage potential cost pressures in excess of £1m (depending on the outcome of 5.1.27 above) through energy reductions initiatives and wider cost efficiencies. It is anticipated that energy costs will decrease from April 2024 leading to a subsequent reduction in the identified cost pressures.

5.1.29 In the statement accompanying the provisional statement, WG stated that all available funding has been provided in the settlement and therefore, no further funding / specific grant can be expected to fund teachers' pay awards.

5.1.30 **BRIDGING THE GAP**

5.1.31 The Bridging the Gap programme remains the Council's strategy for delivering financial efficiencies to ensure that the Council continues the journey of improving it's financial stability and setting a balanced budget year on year.

5.1.32 Given the financial challenge facing the Council and the requirement to identify budget cuts of £34m over the next 5 years, the current programme of strategic business reviews have been updated and new proposals have been identified.

5.1.33 The table below provides a summary of the estimated achievement of the Strategic Business Reviews, a summary of the proposals are attached at Appendix 3 with the full Business Cases attached at Appendix 4.

<p>5.1.34</p> <p>Estimated Achievement:</p> <p>Total Estimated Financial Achievement</p>	<p>2024/2025</p> <p>Low Estimate</p> <p>£'000</p> <p>6,270</p>	<p>2024/2025</p> <p>High Estimate</p> <p>£'000</p> <p>10,032</p>
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5.1.35 Factoring in these amounts (at the lower estimated achievement) the impact for 2024/25 and future years on the budget gap/(surplus) is as follows: -

5.1.36 **Table 6 – Budget Gap After Applying the Bridging The Gap Estimated Achievement**

	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
	£000s	£000s	£000s	£000s	£000s
Revised Funding Gap (2)	8,536	14,555	21,225	27,297	33,543
BTG Estimated Achievement	6,270	0	0	0	0
BTG prev. year		6,270	6,270	6,270	6,270
Final Budget Gap (3)	2,266	8,285	14,955	21,027	27,273

5.1.37 At the lower level, the proposed budget cuts / financial efficiencies are not sufficient to allow the Council to set a balanced budget for 2024/2025, as when factoring in the forecast achievement of Bridging the Gap, a budget gap of £2.3m remains (assuming a contribution to General Reserves of £0.2m), with a gap of £27m over the next 5 years.

5.1.38 **Proposed Use of Reserves**

5.1.39 To achieve a balanced budget for 2024/2025, it will be necessary to utilise reserves as an interim (one-off) measure. This will be the second year that the use of reserves has been required to fund the revenue budget, with £4m agreed for 2023/2024. Fortunately for 2023/2024 the full £4m is not expected to be required giving the Council improved flexibility to use reserves in 2024/2025.

5.1.40 The continued use of reserves to balance the budget is not sustainable in the long term, only providing one-off in year funding and increasing the funding gap in the following financial years.

5.1.41 Depleting reserves and balances will have a detrimental impact on the Council's financial resilience and sustainability. and its ability to fund unforeseen / emerging cost pressures, budget overspends, invest to save projects etc.

5.1.42 It is proposed to utilise £2.07m from the Financial Sustainability Reserve. There will be no contribution to the General Fund for 2024/2025.

5.1.43 The budget gap for 2025/2026 based on current assumptions is £8.3m.

5.1.44 **General Revenue Reserves – Current Position**

5.1.45 The provisional reserves (subject to external Audit) of the Council as at 31 March 2023 were:

- General Fund Reserve - £13m
- Earmarked Revenue Reserves - £30.5m

5.1.46 General Reserves have increased over the medium term, addressing the improvement needed in reserves which was highlighted by Audit Wales in 2018, strengthening the financial resilience of the Council. However, the General Reserve did not increase during 2022/2023, and Council agreed to utilise £300,000 from this reserve during 2023 to fund the provision of free school meals during the summer holiday period thereby reducing the balance to £12.7m.

5.1.47 Reserves and balances are monitored and reviewed during the financial year and it is currently estimated that based on the December 2023 Revenue Budget forecast, usable revenue earmarked reserves will reduce by in excess of £6.5m (including £3.6m for Schools) to fund the budget, planned expenditure and unplanned cost pressures which have emerged during the financial year.

5.1.48 The impact on utilising usable revenue reserves to balance the budget and based on 2023/2024 forecast (at quarter 3) is shown in the table below.

5.1.49 **Table 8 – Impact on Usable Revenue Reserves**

Reserve	Provisional Balance 31/3/2023 £'000	Forecast Draw 2023/2024 £'000	Estimated Balance 31/3/2024 £'000	Estimated Balance 31/3/2025 £'000
General Reserve	13,067	(300)	12,767	12,767
Usable Earmarked Reserves	19,733	(2,517)	17,216	15,150
School Balances	4,790	(3,600)	1,190	0
Unusable Earmarked Revenue Reserves	2,292	(132)	2,160	2,160
Revenue Grants & Contributions Unapplied	3,751	(152)	3,599	3,599
Total	43,663	(6,701)	36,932	33,676

5.1.50 The estimated balance as at March 2025 takes into account the use of reserves to balance the budget in 2024/2025 and assumes:

- 2024/2025 outturn breaks even – no unplanned draw from General Reserves
- School balances are fully utilised by March 2025
- No further draw from specific reserves during 2024/2025
- Bridging the Gap proposals, totalling a minimum of £6.27m are approved and implemented to deliver the full savings during 2024/2025.

5.1.51 If the budget gap increases as a result of Council not agreeing all the Bridging the Gap proposals, this additional budget pressure will need to be funded from the General Reserve in the short term.

5.2 Risk including Mitigating Actions

5.2.1 MTFS Assumptions

5.2.2 MTFS Outcomes are not delivered as expected. High inflation, increasing interest rates, increasing utility costs and pay awards are having a major impact on Council costs and whilst it is expected that these will reduce over the short to medium term, there is increased uncertainty when budget planning.

5.2.3 This risk will be mitigated by regular monitoring of proposals, which will also be reported through the all member quarterly budget monitoring briefings to Corporate Overview & Performance Scrutiny Committee and reports to Cabinet.

5.2.4 Use of Reserves

5.2.5 The Council is faced with significant financial challenges in meeting the funding gap of £34m over the next 5 years and will need to continue to develop proposals to deliver budget cuts to address this funding gap. Whilst this report proposes utilising £2m reserves in 2024/2025, this is the second year that reserves have been relied upon to balance the budget. This is a temporary solution only, and there is a risk that savings proposals in future years will not address the funding gap. Further reliance on reserves to balance the budget in future years will impact on the financial sustainability of the Council and may lead to the S.151 Officer issuing a Section 114 Notice.

5.2.6 Bridging the Gap proposals of £8.3m (over and above £6.27m already proposed) will need to be developed, approved, and implemented by 31 March 2025 if the Council is to set a balanced budget for 2025/2026.

5.2.7 Bridging the Gap Proposals

5.2.8 There is a risk that the Bridging the Gap proposals will not deliver the level of budget cuts identified, particularly the Business Case proposing that every portfolio finds between 1% and 2% efficiency savings/budget cuts resulting in year cost pressures, budget overspends or having an impact on service delivery.

5.2.9 This risk will be mitigated by regular monitoring of proposals, which will also be reported through the all member quarterly budget monitoring briefings to Corporate Overview & Performance Scrutiny Committee and reports to Cabinet. Action Plans will be developed and implemented where appropriate during the year to mitigate these risks.

5.2.10 Council may fail to set a balanced budget within the legal timeframe. This will be mitigated by ensuring that Members consider the final budget report (including statutory resolutions) on 6 March 2024.

5.2.11 If grant funding does not continue at the current level, there is a risk that cost pressures will emerge particularly where grants are used to support core services, e.g. sustainable social services grant. This can be mitigated by close monitoring of the budget and consultation with Welsh Government/WLGA on service pressures.

5.2.12 If Welsh Government does not provide indicative figures for Revenue Support Grant into the medium / longer term, there is a risk that budget planning will be adversely affected. This risk can be mitigated somewhat by robust medium term financial planning.

5.3 **Legal**

5.3.1 The Council has a legal duty to set a balanced budget and agree the rate of Council Tax.

5.4 **Human Resources**

5.4.1 There will be service change /service reduction arising from the Strategic Business Reviews included within the Bridging the Gap programme which may impact upon staff.

6. **Supporting Evidence**

6.1 *Performance Information and Data*
N/A

6.2 **Expected outcome for the public**

6.2.1 The proposed budget will enable the Council to protect front line services in delivering its priority areas and to continue its work to become a more commercial and resilient organisation. All these proposals will have some impact on the public, some people will be impacted more than others depending on what services they are in receipt of. To ensure we remain in budget, the potential impacts may include a reduction in the Council's ability to respond or react to requests from the public or elected members.

6.3 **Involvement (consultation, engagement, participation)**

6.3.1 To support the Council to set a budget for 2024/25, there has been an engagement process carried out to inform people of the situation and get them involved. The information presented aimed to raise awareness of what may have to be done to set a balanced budget from April 2024, and to provide the opportunity for people to feedback on key issues to help decision-making, e.g. prioritising services, setting council tax, and potential saving proposals for now and the future.

6.3.2 Headteachers raised a number of concerns during consultation with the School Budget Forum regarding the budget proposals relating to school budgets:

- Schools are facing significant financial challenges with increased costs for utilities, pay and general inflation, with an increasing number of schools forecasting significant deficits for 2024/2025 and beyond.

- Learners with complex needs are increasing and reducing staff capacity to balance the budget will have a detrimental impact on staff, learners and the school environment, affecting the most vulnerable learners.
- Could lead to increasing class sizes and non-compliance with Welsh Government guidance.

6.3.3 A series of engagement events were held around the borough for people to attend in person, and an online session via Microsoft Teams was conducted. People were able to discuss the situation with elected members and senior managers from the Council. All those attending were encouraged to participate in a survey (available until Friday 9th February 2024), which was also shared on social media, with the intention to get as many people as possible participating and sharing their views.

6.3.4 As of Monday 12th February 2024, a total of 680 questionnaires were returned to the Council which equates to around 1% of the area's population. This response rate is a drop from last year when over 3,700 responses were received. This does however fall more in-line with expected response rates for budget engagement processes from previous years and is the second highest response rate carried out by the Council.

6.3.5 The final results from the public engagement will be available following survey close and will be shared with Members by Friday 16^h February 2024. They will be included at Appendix 6 to this report.

6.4 **Thinking for the Long term (forward planning)**

6.4.1 The Council continues its move to medium to long term financial planning. This is evidenced by:-

- Budget proposals being considered on a five year rolling programme basis.
- The MTFS covers the period 2024/2025 to 2028/2029 and will roll forward one year, every year. The MTFS will be reviewed and updated during 2024/2025.
- The Bridging the Gap programme will continue to identify opportunities for development in the medium to long term.
- The current approved capital programme covers the period 2019/2020 to 2025/2026 in line with the 21st Century schools programme. This will be reviewed and updated during 2024/2025.

6.5 **Preventative focus**

6.5.1 The Council invests in services to deliver the best outcomes for the most vulnerable individuals including establishing a Children's Residential Home and increasing the number of Resources Bases for learners with additional learning

needs, with the aim of reducing reliance on out of county placements. This will reduce costs in the medium to long term.

6.6 Collaboration / partnership working

6.6.1 The report and accompanying information has been developed in partnership with budget holders across all service areas.

6.7 Integration(across service areas)

N/A

6.8 EqlA(screening and identifying if full impact assessment is needed)

6.8.1 Integrated Impact Assessments have been completed where required and are attached to the detailed Business Cases at Appendix 4.

7. Monitoring Arrangements

7.1 Wider Corporate Leadership Team, political groups, Corporate Overview & Performance Scrutiny, Cabinet and Council.

Background Documents /Electronic Links

- *Appendix 1 – Written Statement*
- *Appendix 2 – Cost Pressures*
- *Appendix 3 – Summary of Bridging the Gap Proposals*
- *Appendix 4 – Business Cases*
- *Appendix 5 – Medium Term Financial Strategy*
- *Appendix 6 – Public Engagement Results (To follow)*
- *Appendix 7 – Capital Programme*



Llywodraeth Cymru
Welsh Government

WRITTEN STATEMENT BY THE WELSH GOVERNMENT

TITLE **Provisional Local Government Settlement 2024-25**

DATE **20 December 2023**

BY **Rebecca Evans MS, Minister for Finance and Local Government**

In 2024-25, local authorities will receive £5.7bn from the Welsh Government Revenue Support Grant (RSG) and non-domestic rates (NDR) to spend on delivering key services. This means the core revenue funding for local government in 2024-25 will increase by 3.1% on a like-for-like basis compared to the current year.

Additional funding of £1.3m is being provided to ensure no authority will receive less than a 2.0% increase.

The Welsh Government's budget is worth up to £1.3bn less in real terms than when it was set in 2021. Our settlement, which comes largely from the UK Government in the form of a block grant, is not sufficient to meet all pressures public services face as a result of persistently-high inflation and rising demand. As we have developed the draft Budget 2024-25, which was published yesterday, we have prioritised protecting core frontline public services as far as possible; supporting the hardest hit households and prioritising jobs, where we can.

We have therefore protected the indicative rise of 3.1% in the local government settlement, and in line with our focus on supporting households, this also continues to protect vulnerable and low-income households from any reduction in support through the Council Tax Reduction Scheme (CTRS). We will continue to maintain full entitlements in 2024-25 by providing £244m in the settlement.

In addition to the core settlement, I am publishing indicative information on specific revenue and capital grants planned for 2024-25, which amount to more than £1.3bn for revenue and more than £960m for capital at this provisional stage.

We have worked closely with local government throughout the year, and understand the pressures local government is facing. I am proud of the working relationship Welsh Government and local government share in Wales and we will continue to engage closely through the WLGA.

Demand for services, alongside cost pressures, caused by persistently-high inflation, means local authorities will need to make difficult decisions about services, efficiencies, and council tax as they set their budgets. It is important they engage meaningfully with their local communities as they consider priorities for the forthcoming year.

It is not appropriate for the Welsh Government to set an arbitrary level of council tax increase. Local authorities will need to take account of the full range of funding sources available to them, as well as the pressures they face. I encourage them to continue to carefully balance the impact of increases on household finances with the loss of support and services. I know that across Wales, leaders, elected members and officers alike will be striving to find ways to make the best use of their resources to make the most difference for their communities.

I am providing a package of non-domestic rates support which will benefit every ratepayer in Wales. I set this package out as part of the draft Budget yesterday. We will cap the increase to the non-domestic rates multiplier for 2024-25 to 5%, at a recurring annual cost of £18m. This is lower than the 6.7% increase that would otherwise apply. We will also be investing an additional £78m to provide a fifth successive year of support for retail, leisure and hospitality businesses with their non-domestic rates bills. We also continue to support ratepayers with increased liabilities following the 2023 non-domestic rates revaluation. Our transitional relief scheme continues to phase in changes for eligible ratepayers at a cost of £38m in 2024-25.

I set out the position on capital funding as part of the draft Budget. I have maintained the general capital funding for local authorities at £180m, the indicative level that was set last year. With soaring inflationary costs in the construction sector, I know this will mean local authorities will have to look carefully at and prioritise their capital programmes to continue to invest to best effect in the provision of public services. I have also continued to provide £20m in each year to enable authorities to respond to our joint priority of decarbonisation, to continue the focus on contributing to the Net Zero Wales plan.

Attached to this statement is a summary table setting out the settlement allocations (Aggregate External Finance (AEF)) by authority. They are derived using the formula agreed with local government.

As part of our Programme of Government we are committed to ensuring that local authorities are not hampered by unnecessary bureaucracy. In our discussions, local authorities overwhelmingly highlighted grants management and administration as the most burdensome administrative overhead, and the area with the greatest opportunity for change to achieve mutual benefit.

A programme of work is underway to reduce the number of separate grants paid to local authorities from 2024-25 and to consider moving grants into the de-hypothecated settlement if the wider context makes this appropriate. Some areas have already been identified for change and the draft budget sets out how we are rationalising and refocusing education specific grants. Where changes have already been worked through, these are set out in the grant tables published as part of the settlement. This work continues and I expect more changes to be presented at part of the final settlement. I am committed to complete transparency about the movements so local authorities and others can clearly see any changes in funding.

Further details will be sent to all local authorities and published on the [Welsh Government's website](#)

Summary Table

2024-25 Provisional Settlement compared to 2023-24 adjusted final AEF

	2023-24 AEF (£000) ¹	2024-25 AEF including floor (£000)	Change (£000)	% change	Rank
Isle of Anglesey	123,866	126,973	3,107	2.5%	17
Gwynedd	227,541	232,092	4,551	2.0%	21
Conwy	198,736	202,710	3,975	2.0%	21
Denbighshire	187,785	194,743	6,958	3.7%	4
Flintshire	251,959	257,555	5,596	2.2%	20
Wrexham	224,722	231,963	7,241	3.2%	8
Powys	228,558	234,940	6,381	2.8%	11
Ceredigion	129,341	132,715	3,373	2.6%	14
Pembrokeshire	212,626	217,999	5,372	2.5%	16
Carmarthenshire	338,439	349,441	11,002	3.3%	7
Swansea	417,588	433,590	16,002	3.8%	3
Neath Port Talbot	276,915	284,624	7,708	2.8%	12
Bridgend	250,557	257,978	7,422	3.0%	10
The Vale of Glamorgan	202,631	208,901	6,270	3.1%	9
Rhondda Cynon Taf	471,049	484,111	13,062	2.8%	13
Merthyr Tydfil	118,886	122,923	4,037	3.4%	5
Caerphilly	340,037	347,726	7,689	2.3%	19
Blaenau Gwent	139,809	143,433	3,624	2.6%	15
Torfaen	172,265	177,988	5,723	3.3%	6
Monmouthshire	122,561	125,355	2,794	2.3%	18
Newport	289,306	302,972	13,667	4.7%	1
Cardiff	594,712	618,958	24,246	4.1%	2
Total unitary authorities	5,519,889	5,689,689	169,800	3.1%	

Note: Total may not sum correctly due to rounding

1. 2023-24 AEF adjusted for the latest 2024-25 tax base.



Ein cyf/Our ref

To:
Leaders of County and County Borough Councils in Wales

Copied to:
Chief Executives and Directors of Finance, County and County Borough Councils in Wales
Chief Executive and Director of Finance, Welsh Local Government Association

7 February 2024

Dear Colleagues,

On 24 January, the UK Government announced it would increase funding to local authorities in England by £600m. I am expecting a consequential allocation for Wales of around £25m for 2024-25 will be confirmed at the UK Spring Budget on 6 March.

Given the difficult choices I know you are all facing as part of your budget processes, I wanted to write to you following Cabinet discussions about the allocation of this funding.

As part of addressing the challenges we faced in the Draft Budget, the Minister for Health and Social Services reduced the social care workforce grant by £10.6m – from £45m to £35m. This was not an easy decision, particularly given the challenges facing social care. Leaders have expressed concern at this and it has also been a theme in the Senedd scrutiny sessions on the Draft Budget. I am pleased that I can reverse this and return the grant to £45m for 2024-25.

The remaining £14.4m will be allocated to the revenue support grant in 2024-25 to support pressures in both social care and education, including teachers' pay, as local need dictates. This supports one of our key principles in developing the 2024-25 Draft Budget: to protect core public services as far as possible. The original funding floor remains and the increased funding in the settlement now means no individual authority has an increase lower than 2.3%.

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:
0300 0604400

Bae Caerdydd • Cardiff Bay
Caerdydd • Cardiff
CF99 1SN

Correspondence.Rebecca.Evans@gov.wales
Gohebiaeth.Rebecca.Evans@llyw.cymru

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

This funding will be formally allocated at our Final Budget on 27 February and will form part of the Final Local Government Settlement.

Yours sincerely,

A handwritten signature in black ink that reads "Rebecca". The script is cursive and fluid.

Rebecca Evans AS/MS

Y Gweinidog Cyllid a Llywodraeth Leol
Minister for Finance and Local Government

Portfolio	Service Area	Description	2024/2025 £'000	2025/2026 £'000	2026/2027 £'000	2027/2028 £'000
Education	ISB - Pupil Demographics	Increase in pupil population at September 2023 of 112.5. Estimated to decrease from September 2024	537	(539)	(497)	(328)
	ALN / Resource Bases/Wellbeing Provision	New Resource Bases within Schools - Business Case agreed 4 September 2023	180	110	0	0
	Home to School Transport	Increase in demand and contract prices	406			
	New Welsh School	Phased implementation to capacity - school opening Spring 25	147	75	50	
	Sub Total - Education		1,270	(354)	(447)	(328)
Social Services	Children's Residential Placements	Cost pressure to meet current demand and complexity	250			
	Community Care	To meet anticipated cost increases (over and above assumed inflation of 4%) in commissioned services due to the Living Wage and wider inflationary increases	1,100			
	Social Care	Reinstatement of Budget re: Temporary Staffing Savings 2024/2025 & 2025/2026			56	
	Sub Total - Social Services		1,350	0	56	0
Environment	Coroners Court	Regional Service - Cost Increases as a result of service review	34			
	Fire Levy - 4.03% Uplift	Levy increase above inflation assumption	23	0	0	0
	Sub Total - Environment		57	0	0	0
Corporate Services	SRS - Management Fee	Increase in Management Fee over and above 4% inflation assumption	56			
	Transformation Fund	Reinstatement of Budget - Temporary savings for 2024/2025		250		
	Sub Total - Corporate Services		56	250	0	0
Leisure	Management Fees	Management Fee Increase based on September 2023 CPI (6.7%)	87	0	0	0
TOTAL - COST PRESSURES			2,820	(104)	(391)	(328)

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BRIDGING THE GAP PROPOSALS 2024/2025				
Business Case Ref:	Portfolio	Summary of Proposal	2024/2025 Financial Impact	
			High £	Low £
CS01	Corporate Services	Members Allowances - To reduce the Budget for Employers Superannuation Contributions	12,000	12,000
CS03	Corporate Services	Resources Department - Review of Staffing Structures	157,000	157,000
CS04	Cross Cutting	Budget reductions to Inflationary Increases & Transformation Budgets, reduction to inflationary uplifts to supplies & services across all portfolio budgets and increase to grant income for Universal free school meals	1,946,000	1,946,000
CS05	Corporate Services	CCTV - Budget Review and reduction to staffing budget & supplies and services to reflect expenditure	50,000	9,090
CS07	Corporate Services	Corporate Services / Commercial and Customer - Departmental Review of staffing Structures	347,100	347,100
CS09	Corporate Services	Corporate & Performance - Review and reduction of staffing budgets to reflect reduced contractual hours.	22,100	22,100
CS10	Cross Cutting	Every Service will be required to achieve budget reductions of between 1% and 2% in addition to the other budget proposals	2,000,000	1,000,000
CS11	Cross Cutting	Increase Discretionary Fees & Charges by a minimum of 5%	100,000	0
CS12	Council Tax	Increase council tax by a minimum of 5%	380,000	0

Business Case Ref:	Portfolio	Summary of Proposal	2024/2025 Financial Impact	
			High £	Low £
CS14	Corporate Services	Copted Members Allowances - Reduce budget to reflect expenditure	12,000	12,000
ECON01	Development & Estates	Estates - Review of Staffing Structures	60,170	60,170
ECON02	Business & Regeneration	Economy / Business & Regeneration – maximisation of grant funding	17,000	17,000
ECON03	Business & Regeneration	Review of Service Delivery / Alternative Service Delivery / Income Generation	50,000	50,000
ED02	Education	10% reduction in the contribution to the EAS	34,000	34,000
ED04	Education	Cash flat Management Fee to Anuerin Leisure Trust	135,670	135,670
ED05	Education	Schools Budget - Cash flat / Budget cut to Individual Schools Budget (ISB)	3,000,000	1,051,000
ED06	Education	Review of Staffing Budgets & maximisation of grant funding	107,460	107,460
ENV01	Environment	Public Protection - Review of Staffing Structures	100,000	100,000
ENV09	Environment	Trade Waste - Increasing Trade Waste prices to Businesses between 5% and 20%	54,856	2,220
ENV11	Environment	Waste Services - Charging an Admin Fee related to delivering replacement Residual Bins and Recycling Bags	27,410	3,662

Business Case Ref:	Portfolio	Summary of Proposal	2024/2025 Financial Impact	
			High £	Low £
ENV12	Environment	Household Waste Recycling Centres - Review of operating days / hours	110,000	34,000
ENV15	Environment/Economy/Planning	Review of Staffing Budget - Budget reduction relating to a deleted post	45,000	45,000
SS01	Social Services	Adult Services - Newly created Social Care and Housing Support Commissioning Service	57,000	57,000
SS02	Social Services	Adult Services - Rationalisation/Reduction of Staffing Levels	113,000	113,000
SS04	Social Services	Adult Services - Reduction in domicillary care Packages through improved quality assurance measures	250,000	250,000
SS05	Social Services	Provider Services - Reduction in Community Options and Day Centre Transport	153,560	7,000
SS06	Social Services	Provider Services - Rationalisation/Reduction of Staffing Levels	110,000	110,000
SS07	Social Services	Children's Services - Temporary Reduction of Staffing Levels in Placement Team	56,000	56,000
SS08	Social Services	Children's Services - Rationalisation/Reduction of Staffing Levels in Early Years Team	73,000	73,000
SS10	Social Services	Children's Services - Rationalisation/Reduction of Staffing Levels in Supporting Change Team	114,000	114,000

Business Case Ref:	Portfolio	Summary of Proposal	2024/2025 Financial Impact	
			High £	Low £
SS11	Social Services	Children's Services - Rationalisation/Reduction of Staffing Levels in Safeguarding Team	113,900	113,900
TOTAL - BUSINESS CASES PRESENTED			9,808,226	6,039,372
Other Efficiencies Identified and Implemented during 2023/2024			224,000	224,000
TOTAL CUTS IDENTIFIED			10,032,226	6,263,372

Business Case

To support better spending and investment decisions and better procurement

Members Allowances - Additional Superannuation Budget

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Sarah King
Project Manager:	Sarah King
Organisation:	BGCBC – Governance and Partnerships

	Name	Signature	Date
Prepared by:	Gemma Wasley	Gemma Wasley	29/08/23
Reviewed by:	Sarah King		
Approved by:			

1.	INTRODUCTION
	The purpose of the business case is to provide options for realigning/reducing the budget for Member Allowances to deliver cost reductions (as part of the Council's Bridging the Gap programme) in support of attaining a balanced budget.
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5 year period, with an estimated funding gap of £10m in 2024/2025.</p> <p>In accordance with the requirements of the Independent Remuneration Panel Wales, the Council allocates budget to all Elected Members as part of the Member Remuneration. Payments made in respect of Members' salaries and superannuation are paid from this allocated budget. A review of historical trends identifies that there has been limited take up of the identified budget for Members joining the superannuation scheme, therefore there is a projected underspend against the budget in 23/24, continuing the trend from previous years. A budget reduction in this area could contribute to identifying savings to mitigate the estimated Council funding gap.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Do Nothing / Business as Usual</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Budget would be available for additional Members to join the superannuation scheme. • Reduced likelihood of a cost pressure arising against the identified budget in future periods. <p>Disbenefits:</p> <ul style="list-style-type: none"> • No budget reduction to contribute towards the Council's Bridging the Gap programme. <p>Option 2 – Budget reduction of £12,000</p> <p>£12,000 would be the maximum budget that could be removed without it impacting the overall annual spend and creating a cost pressure based on historical trends within the budget.</p>

	<p>Benefits:</p> <ul style="list-style-type: none"> • Budget reduction would contribute towards the Council's Bridging the Gap programme. • Budget would be aligned to historical spend data. <p>Disbenefits:</p> <ul style="list-style-type: none"> • There would be less contingency within the budget to allow Members to join the superannuation scheme without resulting in an overspend against the budget. <p>Risks:</p> <ul style="list-style-type: none"> • Reduction of budget could be perceived to be discouraging Members from joining the superannuation scheme. • Members joining the superannuation scheme could result in an overspend against the budget. <p>Mitigating Actions:</p> <ul style="list-style-type: none"> • The Council will not discourage any Members from joining the superannuation scheme and all Members will continue to be provided with this opportunity. • Historical spend evidence supports the level of budget reduction without resulting in a cost pressure. <p>Option 3 – Budget reduction of a value below £12,000</p> <p>A budget reduction of less than £12,000 could be implemented without it impacting the overall spend and creating a cost pressure based on historical trends within the budget.</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Budget reduction would contribute towards the Council's Bridging the Gap programme. • Budget would be more aligned to historical spend data. <p>Disbenefits:</p> <ul style="list-style-type: none"> • There is less contingency within the budget to allow Members to join the superannuation scheme without resulting in an overspend against the budget. Although more contingency would remain than if the maximum £12,000 were to be removed. <p>Risks:</p> <ul style="list-style-type: none"> • Reduction of budget could be perceived to be discouraging Members from joining the superannuation scheme. • Members joining the superannuation scheme could result in an overspend against the budget.
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	<p>Mitigating Actions:</p> <ul style="list-style-type: none"> • The Council will not discourage any Members from joining the superannuation scheme and all Members will continue to be provided with this opportunity. • Historical spend evidence supports the level of budget reduction without resulting in a cost pressure. 														
3.2	Recommended option														
	To be determined as part of consideration and engagement process.														
3.3	Sources and assumptions														
	The above proposals outline the savings and potential risks to the Council and specifically the Members Allowances budget, however the proposal has been based upon historical spend data and forecast expenditure.														
4.	PROCUREMENT ROUTE														
	Not relevant at this point.														
5.	FUNDING AND AFFORDABILITY														
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £12,000 - Option 3 Budget reduction of a value below £12,000 <table border="1" data-bbox="461 1310 919 1615"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£12,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£12,000</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£12,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£12,000
Year	Potential Saving														
2024/2025	£12,000														
2025/2026	£0														
2026/2027	£0														
2027/2028	£0														
2028/2029	£0														
Total	£12,000														
6.	DELIVERY ARRANGEMENTS														
	<ul style="list-style-type: none"> • This is a proposal to reduce an existing budget which is traditionally underspent year on year as a number of Members have chosen to not opt into the Superannuation Fund. • If approved, a budget reduction could be implemented from 2024/25. • Principal councils must maintain an annual schedule of member remuneration detailing the payments it will make to members in the coming municipal year. 														

Business Case

To support better spending and investment decisions and better procurement

Resources Department – Proposed Cost Reductions

SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K VALUE OF PROCUREMENT)

SRO:	Rhian Hayden
Project Manager:	Gina Taylor
Organisation:	Resources Department

	Name	Signature	Date
Prepared by:	Gina Taylor		
Reviewed by:	Rhian Hayden		
Approved by:	Rhian Hayden		

1.	INTRODUCTION
	<p>The purpose of the Business Case is to provide options for delivering cost reductions for 2024/2025 onwards (as part of the council's Bridging the gap programme) in support of attaining a balanced budget.</p> <p>This business case will detail the options identified to deliver a reduction in staff costs of £157,000 (3.5 fte) following a review of the Resources Division which includes a review of:</p> <ul style="list-style-type: none"> • Vacant posts • Potential downsizing and reducing or ceasing aspects of service delivery whilst maintaining a core service.
2.	THE CASE FOR CHANGE
	<p>The current economic climate is challenging for both the public and private sector as the cost of living crisis continues into 2023 with inflation remaining high at 6.7% (September 2023), higher than anticipated pay costs, increased borrowing costs, increased energy and fuel costs, all continuing to put pressure on budgets and the cost of delivering services to our residents.</p> <p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.</p> <p>Across the Council service delivery methods are being reviewed including, staffing structures, external costs to identify budget cuts to contribute to mitigating the Council's budget gap.</p> <p>The Resources Budget is predominantly staffing and therefore proposals to reduce costs will impact on the staff numbers and impact on the level of service provided.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Do Nothing / Business as Usual</p> <p>This option would not deliver financial efficiencies but would ensure that capacity is maintained to continue existing service delivery levels.</p>

Option 2 – Review and downsize Resources to reduce Staffing costs by 5% - £157,000.

The Resources Division, headed by the Chief Officer Resources, comprises 3 services:

- **Accountancy**
Providing expert financial advice and support in relation to all aspects of financial management across the Council including:
 - Quarterly Budget Monitoring reports to Members
 - Developing, reviewing & updating the Council's Medium Term Financial Strategy
 - Preparation of the Council's Budget
 - Statutory Statement of Accounts

- **Revenues**
Responsible for the administration and collection of the Council's Income streams, namely Council Tax, Sundry Accounts, Miscellaneous Income, Social Service Charges Income and the collection of Non-Domestic Rates on an agency basis for Welsh Government.

The service is responsible for collecting in the region of £71M per annum.

- **Internal Audit & Risk Management**
Responsible for providing an internal audit service and providing an opinion on the level of assurance provided by the Council's systems of internal control, supporting the Council with risk management responsibilities and ensuring the appropriate insurance coverage as well as undertaking claims handling in-house.

Table 1 below details the Employee information for the

Table 1 – Resources Employee Data

Directorate	No of Employees	Employee Budget £'000	5% Efficiency Savings £'000	Current No. of Vacant Posts
Accountancy	34	1,566	78	1
Revenues	28	1,098	55	2
Internal Audit & Risk Management	9	480	24	0
Total	71	3,144	157	3

This option proposes reviewing the structures and services delivered to identify those services which will cease to enable staff downsizing to deliver financial efficiencies.

Accountancy

Downsizing the workforce by 2 fte will achieve annual cost reductions of approximately £78,000 (depending on the job roles identified).

The reduced capacity will impact upon the level of financial advice and support available to the Council and whilst the core financial responsibilities will continue to be provided, the performance of the team will be reduced as follows: -

- Financial information will only be provided on a quarterly basis and will be less timely as it will take longer to produce. To mitigate some of the impact, self-service options through Civica Financials will be developed / implemented for budget holders.
- Reduced capacity to attend meetings, support the development of projects/business cases/ reports etc.
- Delay in payments to Suppliers
- The administration of Members Grants – there will no longer be capacity to support this function. Alternative administrative arrangements will need to be identified elsewhere within the Council or Members Grants to cease (non-statutory activity)
- System administration responsibilities are transferring from the SRS to the Council. Undertaking these activities within Accountancy will further reduce available capacity to undertake core functions. The Council will either accept this impact or identify alternative arrangements for undertaking the System Administration role.

Revenues

Downsizing the workforce by approximately 1.5 fte will achieve annual cost reductions of approximately £60,000 (depending on the job roles identified).

The review of the service will require a reallocation of duties within the remaining staff however the reduced capacity will impact upon the performance of the team. Specific impacts include: -

- Reduction in hours available to deal with public enquiries.
- Increases in response times to mail/change of circumstances (currently this is averaging at 14 days)
- Potential to further reduce collection rates of income.
- System administration responsibilities transferring from the SRS will further reduce available capacity and there will be a reduced ability to undertake system upgrades and enhancements in a timely manner to ensure that the systems are in place to undertake revenue recovery for the Council.

Digital transactions between the public and the Council will be encouraged where possible to mitigate some of the impact from the downsizing.

In the longer-term collaboration opportunities will be explored.

	<p>Internal Audit & Risk Management</p> <p>The Internal Audit Service has previously undergone service reviews and rationalisation reducing the workforce to current levels. A budget of £19,000 has previously been identified within the Resources Budget to enable an Apprentice role to be introduced to the service as part of succession planning arrangements for Risk and Insurance, however given the financial challenge, it is proposed to release this budget to contribute towards the budget cut.</p>
3.2	<p>Recommended option</p>
	<p>To be determined as part of the consideration and engagement process.</p>
3.2.1	<p>Accountancy</p> <p>To downsize by 2 FTE across the Section. This will impact on:</p> <p><u>Core Accountancy Functions</u></p> <ul style="list-style-type: none"> • Financial information will only be provided on a quarterly basis and will be less timely as it will take longer to produce. • Reduced capacity to support projects/business cases. <p><u>Supplier Payments</u></p> <ul style="list-style-type: none"> • Delay in payments to Suppliers <p><u>Other</u></p> <ul style="list-style-type: none"> • The administration of Members Grants – there will no longer be capacity to support this function. • System administration responsibilities are transferring from the SRS to the Council. Undertaking these activities within Accountancy will further reduce available capacity to undertake core functions. The Council will either accept this impact or identify alternative arrangements for undertaking the System Administration role. • Increased response times to FOIs <p>Downsizing will be achieved by deleting the vacant Business Partner post and a review of the apprenticeship scheme and/or through (seeking voluntary) redundancy. This will lead to current employees changing job roles / responsibilities through restructuring, with roles and responsibilities aligning to the priority areas of core accountancy functions and payments to suppliers.</p> <p><u>Risks</u></p> <ul style="list-style-type: none"> • Loss of expertise through retirement / redundancy • Reduced service resilience and succession planning arrangements will be impeded. • Downsizing could impact on future collaboration model. • Unable to meet statutory deadlines leading to reputational damage with regulators and potential delays in claiming grant income.

	Members may not agree to cease members grants and therefore unable to deliver full financial efficiency.
3.2.2	<p>Revenues To downsize by 1.5 FTE across the service. The impact will include: -</p> <p><u>Customer Contact</u></p> <ul style="list-style-type: none"> • Reduction in hours available to deal with public enquiries. • Increases in response times to mail/change of circumstances (currently this is averaging at 14 days) <p><u>Other</u></p> <ul style="list-style-type: none"> • System administration responsibilities are transferring from the SRS to the Council. Undertaking these activities within Revenues will further reduce available capacity to undertake core functions. The Council will either accept this impact or identify alternative arrangements for undertaking the System Administration role. <p>Downsizing will be achieved by deleting 1.5 posts across the service either by deleting current vacant and/or through (seeking voluntary) redundancy. This will lead to current employees changing job roles / responsibilities through restructuring, with roles and responsibilities aligning to the priority areas.</p> <p><u>Risks</u></p> <ul style="list-style-type: none"> • Loss of expertise through retirement / redundancy • Reduced service resilience • Downsizing could impact on future collaboration model. • <u>Negative impact on collection & recovery rates</u> • Unable to meet statutory deadlines leading to reputational damage with regulators. <p>In addition to termination costs (in instances of redundancy) there will be system development costs required to enhance the digital transaction ability for the public to interact with the service.</p>
3.2.3	<p>Internal Audit & Risk Management To cut the budget by £19,000 and lose the opportunity to consider appointing an apprentice to support the Service.</p> <p><u>Risks</u></p> <ul style="list-style-type: none"> • Lack of service resilience and succession planning impeded • Limited capacity to meet increased demands e.g., insurance claims, investigations and ad hoc audits.
3.3	Sources and assumptions
	Pay assumptions within the Medium-Term Financial Strategy has been utilised to assess the financial impact of the proposals.

4.	PROCUREMENT ROUTE														
	Not relevant at this point.														
5.	FUNDING AND AFFORDABILITY														
	<p>Where downsizing cannot be achieved through vacant posts and where redeployment opportunities cannot be identified, there will be termination costs incurred e.g., redundancy and pension strain costs. These costs will be one off, funding for these is currently being considered.</p> <p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £157,000 <table border="1" data-bbox="448 898 903 1200" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£157,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£157,000</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£157,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£157,000
Year	Potential Saving														
2024/2025	£157,000														
2025/2026	£0														
2026/2027	£0														
2027/2028	£0														
2028/2029	£0														
Total	£157,000														
6.	DELIVERY ARRANGEMENTS														
	<p>This proposal will be delivered through a structure review and downsizing of the current staffing structure and will include:</p> <ul style="list-style-type: none"> • Engagement with staff, the Trade Union and Organisation Development. 														

Blaenau Gwent County Borough Council - Integrated Impact Assessment

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Rhain Hayden	Gina Taylor Dave Elias Louise Rosser	Accountancy Revenues Internal Audit, Risk Management & Insurance	08/02/2024

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

The proposal identifies options to deliver a reduction in staff costs of £157,000 (3.5 fte) following a review of the Resources Division which includes a review of:

- Vacant posts
- Potential downsizing and reducing or ceasing aspects of service delivery whilst maintaining a core service.
-

If agreed the proposal will result in changes to service delivery levels, the Revenues proposal may impact directly on individuals transacting with the Council for Council Tax & NNDR, specifically the time to resolve / respond to queries may lengthen.

Section 1 Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information Equality Act 2010: guidance - GOV.UK (www.gov.uk) and the EHRC guidance The Essential Guide to the Public Sector Equality Duty: EHRC Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.			
Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<i>Age (people of all ages)</i>	No	Yes	<p>The proposal will reduce capacity within Revenues to respond to individuals / businesses. This may result in people having to wait longer for their queries to be resolved and change in circumstances etc to be actioned.</p> <p>The service will be developing / enhancing digital means of transacting with the Council for Council Tax and NNDR e.g. Self Service functionality.</p>

			For those who are unable to transact digitally, the Community Hubs will continue to provide the service.
Disability (<i>people with disabilities/ long term conditions</i>)	No	Yes	As above
Gender Reassignment (<i>anybody who's gender identity or gender expression is different to the sex they were assigned at birth</i>)	No	Yes	As above
Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	No	Yes	As above
Pregnancy and Maternity (<i>women who are pregnant and/or on maternity leave</i>)	No	Yes	As above
Race (<i>people from black, Asian and minority ethnic communities and</i>	No	Yes	As above

<i>different racial backgrounds)</i>			
Religion or Belief <i>(people with different religions and beliefs including people with no beliefs)</i>	No	Yes	As above
Sex <i>(women and men, girls and boys and those who self-identify their gender)</i>	No	Yes	As above
Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	No	Yes	As above

NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

Section 2

Socio-economic Duty (Strategic Decisions Only)

The Welsh Governments [Socio-economic Duty](#) provides a framework in order to ensure tackling inequality is at the forefront of decision making.

.Please consider the below vulnerable groups and consider how the proposal could affect them:

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people
- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances
- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system


Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>			
Low and/or No Wealth <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i>			
Material Deprivation <i>(unable to access basic goods and services i.e. financial products like life</i>			





<p><i>insurance, repair/replace broken electrical goods, warm home, hobbies etc.)</i></p>			
<p>Area Deprivation <i>(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i></p>			
<p>Socio-economic Background <i>(social class i.e. parents education, employment and income)</i></p>			
<p>Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i></p>			

Section 3-Corporate Plan
 Please outline any Corporate Plan linkages of the proposal - [BG Corporate Plan 22-27](#)

Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	
Priority 2 - Respond to the nature and climate crisis and enable connected communities	
Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place	
Priority 4 - Empowering and supporting communities to be safe, independent and resilient	

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)
 Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Tern</p> 	<p><i>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</i></p>

<p>Prevention</p> 	<p><i>Consider how the proposal is preventing problems from occurring or getting worse</i></p>
<p>Integration</p> 	<p><i>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</i></p>
<p>Collaboration</p> 	<p><i>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</i></p>
<p>Involvement</p> 	<p><i>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</i></p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES ...** an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

n/a

2. **A RESILIENT WALES ...** a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

n/a

3. **A HEALTHIER WALES ...** a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

n/a

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

n/a

5. **A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.

n/a

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

n/a

7. **A GLOBALLY RESPONSIBLE WALES ...** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

n/a



Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. [Welsh Language Standards](#))

Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
<p>Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i></p>	No		
<p>What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i></p>	No		
<p>What opportunities are there for a person or person to use the Welsh Language? <i>e.g. staff, residents and visitors</i></p>	No		
<p>Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?</p>	No		

Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Participation (child or young person as someone who actively contributes to society as a citizen)	No	No	
Provision (the basic rights of children and young people to survive and develop)	No	No	
Protection (children and young people are protected against exploitation, abuse or discrimination)	No	No	

Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)	No	No	
Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)	No	No	

Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)	No	No	
Re-offending (Think young people and adults, victims, families, communities)	No	No	
Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)	No	No	
Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)	No	No	
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)	No	No	

Section 8- Armed Forces Covenant Duty [AFC Draft Statutory Guidance - Final.pdf](#)

Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<p>Health</p> <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals <p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. 	No	No	

<ul style="list-style-type: none"> • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> • Admissions • Educational attainment and curriculum • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is,</p>	<p>No</p>	<p>No</p>	

<p>primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>			
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 	<p>No</p>	<p>No</p>	

Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.

Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
<p>The Council’s Medium Term Financial Strategy has identified budget gaps of in excess of £30m over the next 5 years.</p> <p>Services have identified cuts to support the Council achieve a balanced budget for 24/25.</p>	<p>The current financial climate has seen higher than expected pay awards (est 5%), continuing high inflation (4%) and increasing demand for some Council services has resulted in significantly higher costs.</p> <p>70% of the income to fund service provision comes from WG in the Local Government Settlement, this funding is increasing by 2.8% for 2024/25, when compared to pay & price increases this represent a real term cut to income.</p> <p>Resources identified a number of vacant posts that could be deleted necessitating a review of structures and tasks that could be stopped or delayed whilst continuing to deliver statutory services at a reasonable level.</p> <p>Benchmarking undertaken with other Council’s suggested that public response times within Revenues compared favourable with other local authorities.</p>	<p>Data / evidence suggests that staff downsizing could be accommodated and although service levels will reduce, statutory responsibilities will continue to be delivered.</p>

Are there any data or information gaps and if so what are they and how do you intend to address them?

Specific impact of proposals have been assessed, monitoring of impact will need to be undertaken.

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Consultation on the business case for this proposal has been undertaken with elected Members, Trade Unions, Town and Community Councils and the public of Blaenau Gwent.

Section 11-Monitoring and Review

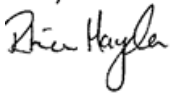
How will the implementation of the proposal be monitored, including the impacts or changes made?	Financial impact will be monitored and reported as part of the Financial Management Framework. The impact on services & the public will be monitored via the Council's Business Planning arrangements.
What monitoring tools will be used?	Financial Reports / presentations to Members / Business Plans
How will the results be used for future development?	Outcomes will inform future service delivery arrangements.
How and when will it be reviewed?	During 2024/2025 financial year in consultation with CLT, wider CLT, Budget Holders and Members
Who is responsible for ensuring this happens?	Rhian Hayden / Gina Taylor / Dave Elias / Louise Rosser

Section 12 - Decision

Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

Continue with the proposal in its current form	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name of person completing the IIA	
Name:	Rhian Hayden
Job Title:	Chief Officer Resources
Date:	8 February 2024

Head of Service Approval			
Name:	Rhian Hayden		
Job Title:	Chief Officer Resources		
Signature:		Date:	8/2/2024

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk.

Business Case

To support better spending and investment decisions and better procurement

Budget Management & Third Party Spend

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Rhian Hayden
Project Manager:	Gina Taylor
Organisation:	Resources Department

	Name	Signature	Date
Prepared by:	Gina Taylor		
Reviewed by:	Rhian Hayden		
Approved by:	Rhian Hayden		

1.	INTRODUCTION
	<p>The purpose of the Business Case is to provide options for managing, reviewing and realigning the Council's budget for 2024/2025 onwards (as part of the council's Bridging the Gap programme) in support of attaining a balanced budget.</p> <p>This business case will detail the options identified following a review of budget management across all Portfolios budgets including a review of:</p> <ul style="list-style-type: none"> • Underspending budgets • The inflationary Uplift of 4% applied in the MTFS. • Impact of a blanket uplift of 4% on Fees & Charges budgets • Universal Free Schools Meals Welsh Government Grant
2.	THE CASE FOR CHANGE
	<p>The current economic climate is challenging for both the public and private sector as the cost of living crisis continues into 2023 with inflation remaining high at 6.7% (September 2023), higher than anticipated pay costs, increased borrowing costs, increased energy and fuel costs, all continuing to put pressure on budgets and the cost of delivering services to our residents.</p> <p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2027/2028 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Do Nothing / Business as Usual</p> <p>This option would not deliver budget reductions towards Bridging the Gap and would result in the Council having to use Reserves to balance the budget for 2024/2025, having a significant impact on the financial resilience of the Council.</p> <p>Option 2 – Budget Management Review across all Portfolios</p> <p><u>Underspending Budgets</u> The financial forecast for 2023/2024 (based on quarter 1) is reporting a favourable variance of £0.97m assuming a draw from specific reserves of £3.8m.</p>

Within the forecast there are a number of underspending budgets across all portfolios, the most significant being within Corporate Services which is reporting a favourable variance of £1.1m.

The main areas of underspend are:

- **Council Tax Reduction Scheme - £0.66m (2022/23 Underspend £0.53m)**
The assumption in the Medium-Term Financial Strategy for 2024/2025 is a cash flat budget, reducing the funding gap by £0.4m. Should claims remain at the current level, a cash flat budget should be sufficient for 2024/2025. This has already been built into the MTFS assumptions.

- **Non-Distributed Costs - £0.18m (2022/2023 Underspend £0.16m)**
This budget funds contributions to the pension strain costs resulting from early termination. It is proposed to reduce this budget by £50,000.

Reducing this budget will reduce the flexibility to mitigate in year cost pressures.

- **Contingency Inflation - £0.58m**
A budget £1.2m was established in 2023/2024 by not allocating the full inflationary uplift to general supplies & services budgets thereby encouraging a culture of strong budget and contract management. The budget is available to fund in year cost pressures arising from inflationary increases and is currently funding the utility cost pressure within street lighting of £0.62m.

The inflationary uplift for 2024/2025 applied to third party budgets within the MTFS is 4% (£2.8m) and there is a Bridging the Gap proposal relating to Third Party Spend of £0.1m.

It is proposed to reduce the contingency budget by £0.6m. The remaining budget of £0.6m to remain as a contingency to mitigate in year cost pressure such as street lighting energy pressure during 2024/2025.

- **Transformation Budget - £0 (2022/2023 £0.5m)**
This budget was established to provide funding to implement transformation projects. The budget was cut by 50% in 2023/2024 to £0.27m.

For the current financial year, the budget is fully committed to the development of Station Square proposal at the General Offices. Given the financial challenge for 2024/2025, it is proposed to temporarily remove this budget for 2024/2025 and contribute a one-off £0.27m towards the funding the gap. This budget would be reinstated in 2025/2026 to provide funding for transformational projects.

Should funding be required to support transformational projects/investment during 2024/2025, a request can be made to the Invest to Save Specific Reserve (this currently stands at £1m).

- **Catering - £0.06m**

During the budget setting process for 2023/2024, the budget for catering services to schools was increased by £0.5m to roll out universal free school meals (UFSM) to all primary aged learners from September 2023. This service is funded through a specific grant from Welsh Government and this proposal is to increase the grant funding already built into the budget by £600,000 (based on the full roll out and take up of meals at September 2023).

Review of Inflationary Uplift

The MTFS includes the assumption of 4% uplift to all non-employee budgets (excluding energy and the CTRS) of £2.83m, and this has been based on the current high inflation rate, which whilst reducing, it is not decreasing as quickly as economists had predicted. The Bank of England's latest forecast (August 23) is that inflation will fall to around 5% by the end of the 2023 and reach 2% by early 2025.

Included within the Bridging the Gap programme there is a proposal to deliver financial efficiencies of £100,000 for 2024/2025 and 2025/2026 and this is included within this proposal.

This proposal is to remove inflation from general supplies and services budgets and only increase those budgets where either:

- The Council has a contractual obligation to increase contract costs / SLAs.
- Existing or emerging cost pressure
- The Council has no direct control e.g., Fire levy.

This proposal would generate financial efficiencies of £0.5m and Appendix 1 attached shows the financial impact per portfolio and those services where inflation at 4% will be applied.

This would be the 5th year where a number of budgets have not received an inflationary uplift and with inflation remaining high, there is a risk of cost pressures emerging. However, given the financial challenge and the need to make significant budget cuts, strong budget management and controlling non-essential spend is critical in the current environment.

Good financial management controls are in place across the Council. Quarterly financial monitoring and reporting identifies emerging cost pressures and Action Plans are developed to mitigate the cost pressure in year.

Review of Fees & Charges Budgets

The MTFS assumes an increase to all income budgets of 4% (£0.63m). However increasing number of income budgets could create a cost pressure for 2024/2025

The following budgets have been increased, but income is not currently achieving the target and/or Charges cannot be increased for 2024/2025 (subject to statutory levels):

Service	Budget Increase £	
Cemeteries	19,800	Income not achieving target
Meals on Wheels	7,790	Income not achieving target
Markets	1 210	Income not achieving target
Civil Parking Enforcement	4,200	Income not achieving target
Social Services – In House Care Provision	28,620	Income not achieving target
Planning & Building Control Fees	12,360	Fixed Fees
TOTAL	73,980	

To avoid creating a cost pressure, it is proposed that the above income budgets are restated to the 2023/2024 level and the financial impact would be to reduce the budget cuts identified in this business case by £73,980.

3.2 Recommended option

The recommended option is option 2 which will deliver £1.9m budget cuts summarised below:

Budget	£'000
NDC Budget Cut	50
Contingency Inflation Budget Cut	600
Transformation Budget Cut	270
UFSM WG grant	600
Removal of Inflation uplift 2024/25	500
Fees & Charges budget restatement	(74)
Total Budget Cut	1,946

This Business Case delivers the BtG proposal for Third Party Spend of £100,000.

3.3 Sources and assumptions

The assumptions within the Medium-Term Financial Strategy have been utilised to assess the financial impact of the proposals along with historical budget trends.

It has been assumed that there will be no additional call on the Contingency Inflation budget.

4. PROCUREMENT ROUTE

Not relevant at this point.

5.	FUNDING AND AFFORDABILITY																														
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £1.84m (as detailed below) <table border="1" data-bbox="389 517 1134 824"> <thead> <tr> <th>Budget</th> <th>£'000</th> </tr> </thead> <tbody> <tr> <td>NDC Budget Cut</td> <td>50</td> </tr> <tr> <td>Contingency Inflation Budget Cut</td> <td>600</td> </tr> <tr> <td>Transformation Budget Cut</td> <td>270</td> </tr> <tr> <td>UFSM WG grant</td> <td>600</td> </tr> <tr> <td>Removal of Inflation uplift 2024/25</td> <td>500</td> </tr> <tr> <td>Fees & Charges budget restatement</td> <td>(74)</td> </tr> <tr> <td>Total Budget Cut</td> <td>1,946</td> </tr> </tbody> </table> <table border="1" data-bbox="475 875 1023 1178"> <thead> <tr> <th>Year</th> <th>Potential Saving £'000</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>1,946</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>1,946</td> </tr> </tbody> </table>	Budget	£'000	NDC Budget Cut	50	Contingency Inflation Budget Cut	600	Transformation Budget Cut	270	UFSM WG grant	600	Removal of Inflation uplift 2024/25	500	Fees & Charges budget restatement	(74)	Total Budget Cut	1,946	Year	Potential Saving £'000	2024/2025	1,946	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	1,946
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6.	DELIVERY ARRANGEMENTS																														
	<p>The proposal will be delivered by a reduction in the identified budgets when set for 2024/2025, and achievement will be monitored and reported through the Council's standard budgetary control procedures reviewing income and expenditure against budgets.</p>																														

ANALYSIS OF INFLATION IN THE MTFS 2024/2025

CS04

Appendix 1

Portfolio	Current Position	Deductions As per below:- Specific Inflation	
		£	£
Financial Management & Strategy	49,568	32,783	16,785
Corporate Services	180,960	134,220	46,740
Social Services	1,376,373	1,192,331	184,042
Education	338,781	249,730	89,051
Economy	7,833	0	7,833
Infrastructure	99,126	2,612	96,514
Leisure	135,670	135,670	0
Environment	637,577	571,187	66,390
Planning	9,744	0	9,744
Licensing	885	0	885
TOTAL	2,836,517	2,318,533	517,984

MTFS - Inflation Analysis

		£	
Provided in the MTFS		2,836,517	
Less Inflation for:			
Fire Levy	ENV	157,304	Uncontrollable cost
Pensions (Education)	EDUC	79,740	Uncontrollable cost
Festival Park	CORP	4,590	Uncontrollable cost
Archives	CORP	6,270	Uncontrollable cost
Coroners Court	ENV	5,405	Cost pressure
<u>Contracts</u>			
Home to School / College	EDUC	125,170	
Waste	ENV	235,500	
Corporate Landlord	ENV	88,280	Maint. Contracts / NNDR / Cleaning SLA / Refuse SLAs
Community Care	SS	956,639	Cost Pressure for 24/25
Children's Placements	SS	223,422	Cost Pressure for 24/25
Out County Placements/Recoupment	EDUC	44,820	
<u>SLAs / Joint Service</u>			
SRS	CORP	123,360	
Leisure Trust	LEIS	135,670	
Legal services - SLA Caerphilly	SS	12,270	
Parking Enforcement SLA	INF	2,612	
Catering/Cleaning	ENV	39,882	
<u>Other</u>			
Transport - Fuel	ENV	44,816	
Apprenticeship Levy	FM&S	14,337	
Audit & Treasury Management Fees	FM&S	18,446	
Sub Total - Deductions		2,318,533	

Business Case

To support better spending and investment decisions and better procurement

CCTV – Budget Review

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Sarah King
Project Manager:	Andrew Parker
Organisation:	Blaenau Gwent County Borough Council

	Name	Signature	Date
Prepared by:	Andrew Parker		12/09/23
Reviewed by:	Sarah King		20/09/23
Approved by:			

1.	INTRODUCTION
	<p>The purpose of the business case is to provide options for realigning/reducing the budget for CCTV to deliver cost reductions (as part of the Council's Bridging the Gap programme) in support of attaining a balanced budget.</p>
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funding gap of £10m in 2024/2025.</p> <p>The Council operates an overt Public Space CCTV system which is a non-statutory service provision that supports the organisation in meeting our wider statutory duties in relation to the Crime and Disorder Act 1998, whereby the Council is a responsible authority and key partner organisation.</p> <p>The Council has already carried out two financial efficiency projects within the last 10 years on CCTV associated to delivering a different operating model for CCTV. In 2013/14 the Council moved from an in-house 24 /7 provision (costing approximately £420,000 annually) to a Service Level Agreement with Newport for a 24/7 provision outsourced and delivered operationally via the control room in Newport (costing approximately £149,000 annually with a £28,000 annual overspend by the last financial year). Furthermore, during this five-year period there was little investment or upkeep in the technology and camera infrastructure and as a consequence, significant proportions of the system was not fit for purpose.</p> <p>In 2017/18, with the end of the agreement with Newport due in 2019 it was agreed that a further financial efficiency project be explored, with a focus on investing capital in improving the technology and the infrastructure but moving away from 24/7 monitoring to a low revenue/staffing option (£86,000). The focus of the proposal was moving away from more expensive broadband options and delivering a service on a reactive basis. Theoretically, this seemed viable but in practice from the Autumn of 2019 there were several associated issues and problems with the system/infrastructure in terms of reliability, and furthermore the organisation's ability to be appropriately compliant due to the indirect issues with resources (staffing) and unforeseen requirements associated with the Council's policy expectation from the Codes of Practice issues by the Biometrics and Surveillance Camera Commissioner.</p> <p>Due to the on-going issues associated the new system, CLT and Executive in Autumn 2021, on technical and policy advice, agreed a further alternative model, which focused on improving existing communication infrastructure e.g., broadband to PSBA, and investing in a new Service Level Agreement for operational (day-to-day oversight) of the CCTV system with Caerphilly</p>

	<p>County Borough Council. This investment would see an uplift of investment in revenue for the CCTV budget from 2022/23 to £208,000. This would cover a new operational agreement with Caerphilly, which includes: numerous day-to-day improvements including testing, monitoring, review and extraction; improved maintenance arrangements with the CCTV contractor; investment in sustainability of the system tied to the annual DPIA process; power and other technical provision; and revenue capacity to facilitate the overall process and ensure the policy framework and compliance expectations of the Biometrics and Surveillance Camera Commissioner are met on a journey towards compliance (e.g. Policies, Plans, Annual Reporting, Assessments and Data Privacy Impact Assessment, overseeing SLA and maintenance contract management)</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Do Nothing / Business as Usual Continue with the current level of service and operate for 24/25.</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Current level of CCTV would be delivered within Blaenau Gwent. • Opportunity to consider any future opportunities for improvements, efficiencies and external investments beyond the 24/25 financial year. • Allows Council to support its wider Community Safety expectations. • Recently incepted current contracts (SLA and maintenance) can be reviewed in order to determine their value for money over a relevant period of time. • Allow the opportunity to identify external sources of finance to support the service area (i.e., partners or grant sources). <p>Disbenefits:</p> <ul style="list-style-type: none"> • No budget reduction to contribute towards the Council’s Bridging the Gap programme for 24/25. <p>Risks:</p> <ul style="list-style-type: none"> • As current contract arrangements have not been in place for a full year, therefore no historical evidence is available to support whether financial efficiencies could be realised within the budget in future years. • Unforeseen cost pressures could arise in relation to the budget during the 24/25 financial year. <p>Mitigating Actions:</p> <ul style="list-style-type: none"> • Regular and ongoing review of the current system and the ongoing contracts in place.

	<ul style="list-style-type: none"> • Consider metered power usage, and associated inter-dependencies/supported infrastructure (e.g., Town Wi-Fi) • Review the two associated contracts after a year of operation to understand value for money (CCBC for operations and IDS for maintenance) • Consider long term staffing revenue consideration and wider CCTV operations overseen by the Council. <p>Option 2 – Provide a CCTV Service but with the following options:</p> <p>2a – Revised delivery cost only (no contingency or sustainability funding) £19,930 (saving to be realised in 2024/25) Unutilised CCTV budget has no liabilities committed against it (currently) and could be offered as a saving against CCTV with no direct consequence as this underspend is typically committed to reserve and not utilised in year.</p> <p>2b - Maintenance Saving on Supplies and Services £9,090 (saving to be realised in 2024/25)</p> <p>2c – Reduced delivery on staffing £21,118 (potentially realised in 2024/25) By reducing the Policy Officer hours to 22.20 (3 Days a week) could achieve an estimated saving of (Full Time Cost of £52,795 – Part Time Cost of £31,677).</p> <p>Options 2a, 2b and 2c could be considered individually or together.</p> <p><u>Considerations</u></p> <ul style="list-style-type: none"> • Saving achieved against reduction in hours is subject to change pending outcome of pay award. • Unknown impact of inflationary/ beyond inflation increases against IDS Maintenance Contract and SLA with Caerphilly. Worth considering budget realignment from unspent areas within Supplies & Services to Premises Expenses to futureproof against contract uplifts before putting forward S&S savings. • As yet unknown outturn of full FY in SLA and IDS Maintenance Contract. Reactive spend reduced by £1,322 compared to same point last FY. Mindful of costs we might incur with IDS not covered by contract that could add pressure on reactive spend.
3.2	Recommended option
	To be determined as part of the consideration and engagement process.
3.3	Sources and assumptions

	The Policy Team have developed this Business Case and have been involved in the delivery of the CCTV service since Autumn 2019 and have direct experience in the creation and operation of the current arrangements in place for the service.																												
4.	PROCUREMENT ROUTE																												
	No further procurement recommendations at this stage.																												
5.	FUNDING AND AFFORDABILITY																												
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2a Budget reduction of £19,930 - Option 2b Budget reduction of £9,090 - Option 2c Budget reduction of £21,118 <table border="1" data-bbox="368 927 1091 1234"> <thead> <tr> <th>Year</th> <th>Option 2a</th> <th>Option 2b</th> <th>Option 2c</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£19,930</td> <td>£9,090</td> <td>£21,118</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> <td>£0</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> <td>£0</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> <td>£0</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> <td>£0</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£19,930</td> <td>£9,090</td> <td>£21,118</td> </tr> </tbody> </table>	Year	Option 2a	Option 2b	Option 2c	2024/2025	£19,930	£9,090	£21,118	2025/2026	£0	£0	£0	2026/2027	£0	£0	£0	2027/2028	£0	£0	£0	2028/2029	£0	£0	£0	Total	£19,930	£9,090	£21,118
Year	Option 2a	Option 2b	Option 2c																										
2024/2025	£19,930	£9,090	£21,118																										
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Total	£19,930	£9,090	£21,118																										
6.	DELIVERY ARRANGEMENTS																												
	If approved the proposal will be delivered through a budget reduction within the identified areas, monitoring of this will be completed through the quarterly budget monitoring processes of the Council. Engagement with staff, internal support services, and Trade Unions may be required.																												

Blaenau Gwent County Borough Council - Integrated Impact Assessment

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Andrew Parker	Sarah King	Corporate Services	Dec/Jan 2023/24

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

It is proposed for the CCTV Service for revised delivery cost with limited contingency or sustainability funding (reduction £19,930 saving to be realised in 2024/25).

Estimates from Finance on monitoring previous budgets suggest that there is unutilised CCTV budget which has no liabilities committed against it (currently) and could be offered as a saving against CCTV with no direct consequence on the service provision.

Furthermore, proposal is considering reducing BGCBC staffing capacity (**£21,118 to be realised in 2024/25**) by reducing the Policy Officer hours to 22.20 (3 Days a week).

Section 1 Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information Equality Act 2010: guidance - GOV.UK (www.gov.uk) and the EHRC guidance The Essential Guide to the Public Sector Equality Duty: EHRC Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.			
Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (<i>people of all ages</i>)	No	Anticipated to no negative impacts.	<p>As the reduction in service will not directly effect the provision of the existing CCTV service there should be limited impact on the outcomes for crime prevention and community safety on the public.</p> <p>Even so, there is often research to suggest a negative age relationship with fear of crime and increasing age, therefore it will be important to communicate effectively the preceived level of impact by the service change.</p> <p>As the Officer is not directly overseeing the provision of footage there should only be a policy and sustainability consideration for changed BGCBC staffing.</p>
Disability (<i>people with disabilities/ long term conditions</i>)	No	Anticipated to no negative impacts.	As above.

			<p>Even so, there is a negative relationship with fear of crime and those people with disability, therefore it will be important to communicate effectively the perceived level of impact by the service change.</p> <p>www.equalityhumanrights.com/sites/default/files/research-report-90-crime-and-disabled-people.pdf</p>
Gender Reassignment <i>(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)</i>	No	No	No perceived impacts.
Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i>	No	No	No perceived impacts.
Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i>	No	No	No perceived impacts.
Race <i>(people from black, Asian and minority ethnic)</i>	No	Anticipated to no negative impacts.	As above due to no direct changes in provision.

<i>communities and different racial backgrounds)</i>			
Religion or Belief <i>(people with different religions and beliefs including people with no beliefs)</i>	No	No	No perceived impacts.
Sex <i>(women and men, girls and boys and those who self-identify their gender)</i>	No	Anticipated to no negative impacts.	As above. As above due to no direct changes in provision.
Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	No	No	No perceived impacts.

NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.




Section 2			
Socio-economic Duty (Strategic Decisions Only)			
The Welsh Governments Socio-economic Duty provides a framework in order to ensure tackling inequality is at the forefront of decision making.			
.Please consider the below vulnerable groups and consider how the proposal could affect them:			
<ul style="list-style-type: none"> ➢ Single parents and vulnerable families ➢ People with low literacy/numeracy ➢ Pensioners ➢ Looked after children ➢ Homeless people ➢ Carers ➢ Armed Forces Community ➢ Students ➢ Single adult households ➢ People misusing substances ➢ People who have experienced the asylum system ➢ People of all ages leaving a care setting ➢ People living in the most deprived areas in Wales (WIMD) ➢ People involved in the criminal justice system 			
Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	No	No	There is a no direct changes to the camera infrastructure, therefore there should be no impacts on the general public.
Low and/or No Wealth <i>(enough money to meet basic living costs)</i>	No	No	As above



<i>and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i>			
Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)	No	No	As above
Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)	No	No	As above
Socio-economic Background (<i>social class i.e. parents education, employment and income</i>)	No	No	As above
Socio-economic Disadvantage (<i>What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged</i>)	No	No	As above

Section 3-Corporate Plan

Please outline any Corporate Plan linkages of the proposal -[BG Corporate Plan 22-27](#)

<p>Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent</p>	
<p>Priority 2 - Respond to the nature and climate crisis and enable connected communities</p>	
<p>Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place</p>	
<p>Priority 4 - Empowering and supporting communities to be safe, independent and resilient</p>	<p>The CCTV infrastructure supports the Council to meet its responsible authority duties associated with the Crime and Disorder duties.</p>

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)	
<i>Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)</i>	
Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Tern</p> 	<p><i>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</i></p> <p>There are considerations associated with removing budgets associated with contingency and sustainability, and consideration moving forward will need to be given to external funding opportunities to support CCTV improvements.</p>
<p>Prevention</p> 	<p><i>Consider how the proposal is preventing problems from occurring or getting worse</i></p> <p>Initially there should be no direct impacts on prevention, but sustainability issue could arise if no alternative funding models are viable for upgrading the system.</p>
<p>Integration</p> 	<p><i>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</i></p> <p>The Council is operating the existing system with the opportunity to support council services who are deemed responsible authorities, as well as policing organisation, mainly Gwent Police.</p>

<p>Collaboration</p> 	<p><i>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</i></p> <p>In previous years, to deliver a CCTV service has been developed and moved to a provision in collaboration with Caerphilly County Borough Council. There is a Memorandum of Understanding also in place with Gwent Police, and furthermore contracts in place with Maintenance Contractor, IDS.</p>
<p>Involvement</p> 	<p><i>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</i></p> <p>Outlined partners have been made aware of the financial saving proposals for 24/25, and consequences discussed.</p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

N/A due to no change in provision.

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

N/A due to no change in provision.

3. **A HEALTHIER WALES** ... a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

N/A due to no change in provision.

4. **A MORE EQUAL WALES** ... A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

N/A due to no change in provision.

5. **A WALES OF COHESIVE COMMUNITIES** ... attractive, viable, safe and well-connected communities.

N/A due to no change in provision.

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

N/A due to no change in provision.

7. **A GLOBALLY RESPONSIBLE WALES ...** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

N/A due to no change in provision.



Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. [Welsh Language Standards](#))

Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
<p>Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i></p>	No	No	
<p>What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i></p>	No	No	
<p>What opportunities are there for a person or person to use the Welsh Language? <i>e.g. staff, residents and visitors</i></p>	No	No	
<p>Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?</p>	Yes, considered service meets the Standards		

Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Participation (child or young person as someone who actively contributes to society as a citizen)	No	No	
Provision (the basic rights of children and young people to survive and develop)	No	No	
Protection (children and young people are protected against exploitation, abuse or discrimination)	No	No	

Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)	Yes, the unchanged on-going provision of the service will be positive		Feedback from police and elected members in 23/24 has suggested further communication to the general public relating to the CCTV provision within the town centre zones.
Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)	Yes, the unchanged on-going provision of the service will be positive		Feedback from police and elected members in 23/24 has suggested further communication to the general public relating to the CCTV provision within the town centre zones.

<p>Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)</p>	<p>Yes, the unchanged on-going provision of the service will be positive</p>		<p>Feedback from police and elected members in 23/24 has suggested further communication to the general public relating to the CCTV provision within the town centre zones.</p>
<p>Re-offending (Think young people and adults, victims, families, communities)</p>	<p>Yes, the unchanged on-going provision of the service will be positive</p>		<p>Feedback from police and elected members in 23/24 has suggested further communication to the general public relating to the CCTV provision within the town centre zones.</p>
<p>Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)</p>	<p>Yes, the unchanged on-going provision of the service will be positive</p>		<p>Feedback from police and elected members in 23/24 has suggested further communication to the general public relating to the CCTV provision within the town centre zones.</p>
<p>Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)</p>	<p>Yes, the unchanged on-going provision of the service will be positive</p>		<p>Feedback from police and elected members in 23/24 has suggested further communication to the general public relating to the CCTV provision within the town centre zones.</p>
<p>Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)</p>	<p>Yes, the unchanged on-going provision of the service will be positive</p>		<p>Feedback from police and elected members in 23/24 has suggested further communication to the general public relating to the CCTV provision within the town centre zones.</p>

Section 8- Armed Forces Covenant Duty AFC Draft Statutory Guidance - Final.pdf			
Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<p>Health</p> <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals <p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services 	No	No	

<p>and public health screening services.</p> <ul style="list-style-type: none"> • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> • Admissions • Educational attainment and curriculum • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the</p>	<p>No</p>	<p>No</p>	

<p>Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>			
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 	<p>No</p>	<p>No</p>	

Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.

Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
<p>Financial data has been assessed by Resources colleagues to recommend potential savings.</p> <p>On-going consideration of the data provided against use of the CCTV service.</p>	<p>That there was scope within the budget , with the following assumptions:</p> <ul style="list-style-type: none"> • Saving achieved against reduction in hours is subject to change pending outcome of pay award. • Unknown impact of inflationary/ beyond inflation increases against IDS • Maintenance Contract and SLA with Caerphilly. Worth considering budget realignment from unspent areas within Supplies & Services to Premises • Expenses to futureproof against contract uplifts before putting forward S&S savings. • As yet unknown outturn of full FY in SLA and IDS Maintenance Contract. Reactive spend reduced by £1,322 compared to same point last FY. Mindful of costs we might incur with IDS not covered by contract that could add pressure on reactive spend. 	<p>It outlined the potential options for consideration</p>

Are there any data or information gaps and if so what are they and how do you intend to address them?

Current plans to carry out survey with general public on CCTV provision in 2024/45 on perception of the CCTV service.

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Consultation carried out using existing established partnership arrangements for CCTV.

Furthermore, the proposal is being considered as part of the wider budget engagement programme being carried out in Jan/Feb 24.

Section 11-Monitoring and Review

How will the implementation of the proposal be monitored, including the impacts or changes made?	Via the existing arrangements for CCTV e.g. IDS contract management, SLA management, CCTV SIRO quarterly meeting and also regular pathways into the Council’s democratic processes.
What monitoring tools will be used?	Data (impact/outcome and financial) and reporting monitoring
How will the results be used for future development?	On-going monitoring
How and when will it be reviewed?	Quarterly via the SIRO meeting.
Who is responsible for ensuring this happens?	Policy Team, BGCBC


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Section 12 - Decision

Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

Continue with the proposal in its current form	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Name of person completing the IIA	
Name:	Andrew Parker
Job Title:	Service Manager: Policy and Partnerships
Date:	06/02/24

Head of Service Approval			
Name:	Sarah King		
Job Title:	Head of Governance and Partnerships		
Signature:		Date:	06/02/24

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.

Business Case

To support better spending and investment decisions and better procurement

Commercial and Customer Services - Staff Reductions

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Bernadette Elias
Project Manager:	
Organisation:	BGCBC

	Name	Signature	Date
Prepared by:	Bernadette Elias	B Elias	24/01/2024
Reviewed by:			
Approved by:			

1.	INTRODUCTION
1.1	The purpose of the Business Case is to provide options for delivering cost reductions for 2024/2025 onwards (as part of the council's Bridging the Gap programme) in support of attaining a balanced budget.
2.	THE CASE FOR CHANGE
2.1	<p>The current economic climate is challenging for both the public and private sector as the cost of living crisis continues into 2023 with inflation remaining high at 6.7% (September 2023), higher than anticipated pay costs, increased borrowing costs, increased energy and fuel costs, all continuing to put pressure on budgets and the cost of delivering services to our residents.</p> <p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.</p> <p>Across the Council service delivery methods are being reviewed including, staffing structures, external costs to identify budget cuts to contribute to mitigating the Council's budget gap.</p> <p>The Customer and Commercial division budget is predominantly staffing and therefore proposals to reduce costs will impact on the staff numbers and impact on the level of service provided both internally within the organisation and for more front facing services.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
3.1.1	Collectively the Commercial and Customer services support whole organisational design and business change programmes that support our staff, infrastructure and operations to deliver high quality outcomes for our communities.
3.1.2	<p>The Commercial and Customer Division is headed by the Chief Officer Commercial and Customer and comprises of the following service areas:</p> <p>Organisational Development which includes:</p> <ul style="list-style-type: none"> • Human Resources • Payroll • Business support • Health and Safety

	<ul style="list-style-type: none"> • Joint Social Care Workforce Development Service Blaenau Gwent/Caerphilly <p>Customer Experience and Digital Transformation which includes:</p> <ul style="list-style-type: none"> • Benefits Section • Community Hubs • Contact centre • Digital Transformation • ICT infrastructure <p>Commercial Business Development & Procurement</p> <ul style="list-style-type: none"> • Strategic oversight of the Council's 3rd party commissioning and procurement activities • Contract and client management support to service areas • Commercial strategy and supporting commercial and business development opportunities. <p>Communication and Marketing Corporate communications function including media relations, crisis management and internal and external communication.</p>
3.1.3	<p>Option 1 – Do Nothing / Business as Usual</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Capacity is maintained to continue existing service delivery levels. <p>Disbenefits:</p> <ul style="list-style-type: none"> • No budget reduction to contribute towards the Council's Bridging the Gap programme.
3.1.4	<p>Option 2 – Review and downsize all service areas under Chief Officer Commercial and Customer Service to meet the target of 5% reduction of staff costs - £347,000.</p>
3.1.5	<p>This option would deliver the required financial efficiencies against the 5% reduction target and would impact across all service areas of the Council including a number of front-line services.</p>
3.1.6	<p>The aim would be to deliver the savings by other methods to avoid compulsory redundancies as much as possible. The proposal equates to a reduction of 7 FTE.</p>
3.1.7	<p>Business Support</p> <p>Restructure and rationalisation will achieve annual cost reductions of £162,179.</p>

	<p>The function supports services across the organisation including as part of legal frameworks and has realised an approximate 35% or £780,000 reduction over recent years (mainly as part of the former Financial Efficiency Projects programme).</p> <p>A live review approach is adopted so that the function flexes to meet organisational need, including taking on additional responsibilities as identified e.g., recent establishment of a facilities management function. There is a self-service model in place for some functions which impacts on wider staff capacity across the organisation.</p> <p>As part of the digital transformation strategy solutions are being explored and tested which include opportunities to reduce effort needed for tasks currently supported by the function. This will need to be implemented as part of the live review process as the solutions come on stream.</p> <p>The Specific impact/risks include: -</p> <ul style="list-style-type: none"> • 0.50 FTE post - £13,800. This reduction will result in the support currently provided by the post holder ceasing. However, the Business Support service will endeavour to provide some support at peak times, from the wider service. • 0.60 FTE - £22,682. This reduction will result in some of the support currently provided by the post holder ceasing and other elements being transferred to the wider team. The result would be that where support for functions is ceasing, Council Officers would be required to carry out them out themselves (with instructions) and where the functions are being redistributed to the wider Business Support team, there will be a delay in the timescales. • 1 FTE - £35,363. This reduction can only be achieved through reviewing and implementing more automated processes that can be picked up in the wider Business Support team. • 0.50 FTE post - £13,865. This reduction can be achieved through streamlining current processes and integrating them with other functions delivered within the team. • 0.50 FTE - £19,679. This reduction would result in all bulk and large scale scanning ceasing, resulting in paper records remaining in situ within buildings that could hinder future accommodation consolidation. • 1 FTE Vacant post - £37,680. New system developments will support the reduction of this vacant post. • 0.60 FTE post - £19,110. This reduction can be achieved through natural wastage, possible due to a change in systems and processes.
3.1.8	<p>Customer Experience and Digital Transformation</p> <p>Restructure and downsizing the workforce across the contact centre, digital and benefits team will achieve annual cost reductions of £104,608.</p>

	<p>The review of the service will require a reallocation of duties within the remaining staff and changes to process to mitigate impact have and will continue to be developed. However, it is anticipated the reduced capacity will impact on the performance of the team and service delivery levels. Mitigating impact on the front facing service elements has been a key focus, securing delivery capacity and reducing management capacity.</p> <p>Specific impact/risks include:</p> <p>Benefits Team</p> <ul style="list-style-type: none"> • Reduced capacity overall within the Benefits team • Impact on the customer will be mitigated through redesign of Benefit Service provision <p>Contact Centre</p> <ul style="list-style-type: none"> • Reduced capacity within the Contact Centre team • Impact on service delivery will be mitigated by ensuring a similar level of call handlers being available where possible <p>Digital Transformation</p> <ul style="list-style-type: none"> • Increased organisational demand for digital innovation and solutions as part of our digital strategy and programme will need to be carefully prioritised as capacity will be reduced.
3.1.9	<p>Commercial Business Development & Procurement</p> <p>Restructure and downsize the workforce which will achieve annual cost reductions of £24,642. The restructure will focus on securing delivery capacity and reducing more senior management capacity.</p> <p>The review of the service will require a reallocation of duties within the remaining staff, it is however anticipated the reduced capacity will impact upon the performance of the team and the support available to directorates. Streamlining processes to mitigate impact on service delivery is planned.</p> <p>Specific impacts/risks include:</p> <ul style="list-style-type: none"> • Potentially a longer lead in time to deliver the annual procurement plan, however the organisational oversight will be maintained. • Increased need for service-based staff to lead on reactive high value sourcing activities. • Less support and advice for directorates on procurement and commissioning legislative requirements, however this would be prioritised to focus on key Council projects. Advice and guidance on national changes to legislation would still be communicated and reflected in policy and practice. • Increased risk of non-compliant 3rd party spend.

3.1.10	<p>Communications</p> <p>Restructure and downsize the workforce by 1 FTE reducing managerial capacity.</p> <p>The review of the service will require a reallocation of duties within the remaining staff however the reduced capacity will impact upon the performance of the team and service delivery levels. Options to mitigate the impact are currently being explored which could include a restructure and/or a collaborative model.</p> <p>Specific impacts/risks include: •</p> <p>Reputational – There will be some impact with the reduction in management resource to deal with reputational management or crisis management. However, there remains experience and skill within the delivery team.</p> <ul style="list-style-type: none"> • Less support and advice for Directorates on marketing and communications. • Reduced Communications campaigns, the focus will be on key Council, priorities. • Less control of brand, however clear corporate guidelines are in place and should be followed by directorates. • Fragmented (silo) approach to delivering corporate communications. <p>However there is a corporate communications strategy in place supported by a clear delivery plan and approach and advice and guidance is provided by the communications team. .</p>
3.2	Recommended Option
	To be determined as part of the consideration and engagement process.
3.3	Sources and Assumptions
	Pay assumptions within the Medium Term Financial Strategy has been utilised to assess the financial impact of the proposals.
4.	PROCUREMENT ROUTE
	Not relevant at this point.
5.	FUNDING AND AFFORDABILITY
	Where downsizing cannot be achieved through vacant posts and where redeployment opportunities cannot be identified, there will be termination costs incurred e.g. redundancy and pension strain costs. These costs will be one off, funding for these is currently being considered.

	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction <table border="1" data-bbox="403 504 861 846"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£347,100</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£347,100</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£347,100	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£347,100		
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Total	£347,100																
6.	DELIVERY ARRANGEMENTS																
6.1	<p>This proposal will be delivered through a review and downsizing of the current staffing structure and will include:</p> <ul style="list-style-type: none"> • Engagement with staff, Trade Unions and Organisation Development. 																

Integrated Impact Assessment (IIA)

The Integrated Impact Assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of statutory legislation, such as the Equality Act 2010. It consists of 10 main sections as outlined below:

- Section 1 - Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2 - Welsh Language (Wales) Measure 2011 and Welsh Language Standards
- Section 3 - Socio-economic Duty
- Section 4 - Children’s Rights Approach – The Right Way
- Section 5 - Data
- Section 6 - Consultation
- Section 7 - Decision

Lead Officer	Head of Service	Service Area & Department	Date
Bernadette Elias	Andrea Prosser Leanne Roberts Lee Williams Hannah Meyrick Sean Scannell	Corporate Services / Commercial and Customer departmental review of staffing structures	Jan 2024

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this. **What is the proposal that needs to be assessed?**

The current economic climate is challenging for both the public and private sector as the cost of living crisis continues into 2024 with inflation remaining high at 4.2% (January 2024), higher than anticipated pay costs, increased borrowing costs, increased energy and fuel costs, all continuing to put pressure on budgets and the cost of delivering services to our residents.

The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.

Across the Council, service delivery methods are being reviewed including, staffing structures, external costs to identify budget cuts to contribute to mitigating the Council's budget gap.

The Commercial and Customer division budget is predominantly staffing and therefore, proposals to reduce costs will impact on the staff numbers and impact on the level of service provided both internally within the organisation and for more front facing services.

The Commercial and Customer service areas support whole organisational design and business change programmes that support our staff, infrastructure and operations to deliver high quality outcomes for our communities.

The Commercial and Customer Division is headed by the Chief Officer Commercial and Customer and the proposal is to undertake a departmental review of staffing structures across the division to meet the £347,100 budget target.

The following service areas are included within this Integrated Impact Assessment:

Business Support;

The proposal for the Business Support Service is to downsize the workforce to achieve a cost reduction of £162,179. The proposals will be achieved through streamlining or introducing new systems and processes in some areas, by reallocating some duties to the wider team and by ceasing to support

certain functions for the Council's Services. It is anticipated that the proposals will be achieved by voluntary redundancy means. The proposals are as follows: -

- 0.50 FTE post. This reduction will result in the support currently provided by the post holder ceasing. However, the Business Support service will endeavour to provide some support at peak times, from the wider service.
- 0.60 FTE - This reduction will result in some of the support currently provided by the post holder ceasing and other elements being transferred to the wider team. The result would be that Council Officers would be required to carry out the functions themselves (with instructions) and where the functions are being redistributed to the wider Business Support team, there will be a delay in the timescales.
- 1 FTE - This reduction can only be achieved through reviewing and implementing more automated processes that can be picked up in the wider Business Support team.
- 0.50 FTE post This reduction can be achieved through streamlining current processes and integrating them with other functions delivered within the team.
- 0.50 FTE This reduction would result in all bulk and large-scale scanning ceasing, resulting in paper records remaining in situ within buildings that could hinder the consolidation of accommodation in the future.
- 1 FTE Vacant post - New system developments will support the reduction of this vacant post.
- 0.60 FTE post This reduction can be achieved through natural wastage, possible due to a change in systems and processes.

The impact of this proposal will lead to the deletion and cessation of Business Support effort, which will directly impact upon Directorates. The potential impact on any process change and service delivery will need to be further assessed by Directorates.

Benefits Section

Contact Centre

Digital Transformation

The proposal is to review and downsize the workforce to achieve annual cost reductions of £104,608.00. The review of the service will require a reallocation of duties within the remaining staff.

Benefits Team - reduction of 1 Vacant FTE post

Contact Centre - saving achieved from a management restructure.

This will also impact on the management role within the Community Hubs however will be mitigated by a restructure within this area and realignment of duties

Digital Transformation saving achieved from a restructure

Commercial Business Development & Procurement

Providing strategic oversight of the Council's 3rd party commissioning and procurement activities and supporting commercial and business development opportunities

Saving achieved through a restructure. The proposal will require a reallocation of duties to the remaining staff.

The restructure will focus on securing delivery capacity and reducing more senior management capacity.

Communication and Marketing

Providing a corporate communications function including media relations and internal and external communication.

Restructure and downsize the workforce by 1 FTE , with a focus on securing delivery capacity.

Section 1 – Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 <i>Briefly outline below if there will be any positive or negative impacts, on any groups of people with protected characteristics, who are covered by the Equality Act 2010, as a result of the proposal being considered.</i>			
Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age <i>(people of all ages)</i>	All Ages	<p><i>Negative</i> – reduced capacity within the teams <i>Positive</i> – New ways of working provide a more streamlined approach to service delivery</p> <p>No impact on those with a protected characteristic in terms of the potential communications re-structure. <i>Positive</i> – opportunity for development and progression for members of the team.</p>	<p><u>Benefits Service</u> <i>Negative</i> - The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p> <p><u>Contact Centre</u> Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team. <i>Positive</i> - function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre service freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Management role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected.</p>

Section 1 – Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 <i>Briefly outline below if there will be any positive or negative impacts, on any groups of people with protected characteristics, who are covered by the Equality Act 2010, as a result of the proposal being considered.</i>			
Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p><u>Communications</u> <i>Negative</i> – There will be a reduction in management capacity in Communications. <i>Positive</i> - This should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management experience. However, there is an opportunity for a member of the team to take more responsibility and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Business Support</u> <i>Negative</i> – The Business Support service has a comparatively high number of staff who are in the 55 and over age category. Therefore, the reductions in the service could impact upon the workforce that falls into this age category, depending in the posts identified. Also, where workload will need to be redistributed to the wider service when the</p>

Section 1 – Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 <i>Briefly outline below if there will be any positive or negative impacts, on any groups of people with protected characteristics, who are covered by the Equality Act 2010, as a result of the proposal being considered.</i>			
Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p>reductions to capacity are implemented, this will impact upon the staff in the higher age group range. Where support for services will cease, there will be an impact upon the wider Council. Officers will be expected to carry out the functions themselves, which could potentially impact upon staff in the higher age ranges. It is not anticipated that the reductions will impact upon the customers who fall within this category.</p> <p><u>Commercial Business Development & Procurement</u> <i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.</p>
Disability <i>(people with disabilities/ long term conditions)</i>	Yes	<i>Negative</i> – reduced capacity within the teams <i>Positive</i> – New ways of working provide a more	<u>Benefits Service</u> <i>Negative</i> – The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit administration could take longer, this would have an effect

Section 1 – Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 <i>Briefly outline below if there will be any positive or negative impacts, on any groups of people with protected characteristics, who are covered by the Equality Act 2010, as a result of the proposal being considered.</i>			
Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
		<p>streamlined approach to service delivery</p> <p>No impact on those with a disability in terms of the potential communications re-structure.</p> <p><i>Positive</i> – opportunity for development and progression for members of the team.</p>	<p>on residents who are reliant on the services and ultimately reputational damage.</p> <p><u>Contact Centre</u> Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team. <i>Positive</i> - function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre service freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Mangement role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected</p> <p><u>Communications</u></p>

Section 1 – Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 <i>Briefly outline below if there will be any positive or negative impacts, on any groups of people with protected characteristics, who are covered by the Equality Act 2010, as a result of the proposal being considered.</i>			
Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p><i>Negative</i> – There will be a reduction in management capacity in Communications.</p> <p><i>Positive</i> – This should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management experience. However, there is an opportunity for a member of the team to take more responsibility and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Business Support</u></p> <p><i>Negative</i> – The Business Support service has a small number of staff with disabilities who could be affected by the reductions to the workforce and a resulting increased workload. The same would apply to the wider Council, where functions will be redistributed and staff falling into this category could be affected.</p> <p>It is not anticipated that members of the community who fall into this category would be affected by the proposals.</p>

Section 1 – Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 <i>Briefly outline below if there will be any positive or negative impacts, on any groups of people with protected characteristics, who are covered by the Equality Act 2010, as a result of the proposal being considered.</i>			
Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<u>Commercial Business Development & Procurement</u> <i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.
Gender Reassignment <i>(anybody who’s gender identity or gender expression is different to the sex they were assigned at birth)</i>	Yes	<i>Negative</i> – reduced capacity within the teams <i>Positive</i> – New ways of working provide a more streamlined approach to service delivery The proposed communications re-structure will have no impact on this.	<u>Benefits Service</u> <i>Negative</i> – The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage. <u>Contact Centre</u> Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team. <i>Positive</i> - function to self serve for benefit queries where possible, basic telephone calls taken within the Contact

Section 1 – Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 <i>Briefly outline below if there will be any positive or negative impacts, on any groups of people with protected characteristics, who are covered by the Equality Act 2010, as a result of the proposal being considered.</i>			
Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p>Centre service freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Management role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected</p> <p><u>Communications</u> <i>Negative</i> – There will be a reduction in management capacity in Communications. <i>Positive</i> - This should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management experience. However, there is an opportunity for a member of the team to take more responsibility and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p>

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Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p><u>Business Support</u> The reduction in staff within the Business Support service will have an impact upon the service, the wider Council and its staff. At this stage it is not anticipated that the changes will impact negatively on our Residents.</p> <p><u>Commercial Business Development & Procurement</u> <i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.</p>
<p>Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i></p>	Yes	<p><i>Negative</i> – reduced capacity within the teams <i>Positive</i> – New ways of working provide a more streamlined approach to service delivery</p>	<p><u>Benefits Service</u> <i>Negative</i> - The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p> <p><u>Contact Centre</u></p>

Section 1 – Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
 Briefly outline below if there will be any positive or negative impacts, on any groups of people with protected characteristics, who are covered by the Equality Act 2010, as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
		<p>The proposed communications re-structure will have no impact on this.</p>	<p>Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team.</p> <p><i>Positive</i> - function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre service freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u></p> <p>Whilst there will be an impact on the Mangement role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected</p> <p><u>Communications</u></p> <p><i>Negative</i> – There will be a reduction in management capacity in Communications.</p> <p><i>Positive</i> - This should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management experience. However, there is an opportunity for a member</p>

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 Briefly outline below if there will be any positive or negative impacts, on any groups of people with protected characteristics, who are covered by the Equality Act 2010, as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p>of the team to take more responsibility and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Business Support</u> The reduction is staff within the Business Support service will have an impact upon the service, the wider Council and its staff. At this stage it is not anticipated that the changes will impact negatively on our Residents.</p> <p><u>Commercial Business Development & Procurement</u> <i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.</p>
Pregnancy and Maternity	Yes	<i>Negative</i> – reduced capacity within the teams	<p><u>Benefits Service</u> <i>Negative</i> - The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit</p>

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Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<i>(women who are pregnant and/or on maternity leave)</i>		<p><i>Positive</i> – New ways of working provide a more streamlined approach to service delivery</p> <p>The proposed communications re-structure will have no impact on this.</p>	<p>administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p> <p><u>Contact Centre</u> Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team. <i>Positive</i> - – function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre service freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Mangement role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected</p> <p><u>Communications</u></p>

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			<p><i>Negative</i> – There will be a reduction in management capacity in Communications.</p> <p><i>Positive</i> - This should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management experience. However, there is an opportunity for a member of the team to take more responsibility and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Business Support</u></p> <p><i>Negative</i> – The Business Support service has a relatively high number of staff within the 29 and under and 30-45 age ranges. Therefore, there are staff who fall within this category who would be affected by the staffing reductions. The impact would be where functions are being redistributed to the wider team and staff having to take on a larger workload. The same applies to the wider Council, where the Business Support service will no longer be in a</p>

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Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p>position to support certain functions and these will need to be picked up elsewhere.</p> <p>It is not anticipated at this stage that the reductions will impact upon the customers who fall within this category.</p> <p><u>Commercial Business Development & Procurement</u> <i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.</p>
<p>Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i></p>	Yes	<p><i>Negative</i> – reduced capacity within the teams <i>Positive</i> – New ways of working provide a more streamlined approach to service delivery</p> <p>The proposed communications re-structure will have no impact on this.</p>	<p><u>Benefits Service</u> <i>Negative</i> – The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p> <p><u>Contact Centre</u> Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team.</p>

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			<p><i>Positive</i> – function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Management role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected</p> <p><u>Communications</u> <i>Negative</i> – There will be a reduction in management capacity in Communications. <i>Positive</i> – This should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management experience. However, there is an opportunity for a member of the team to take more responsibility and provide management and direction for the team. There</p>

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Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p>would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Business Support</u> The reduction is staff within the Business Support service will have an impact upon the service, the wider Council and its staff. It is not anticipated at this stage that the reductions will impact upon the customers who fall within this category.</p> <p><u>Commercial Business Development & Procurement</u> <i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.</p>
Religion or Belief <i>(people with different religions and beliefs including people with no beliefs)</i>	Yes	<i>Negative</i> – reduced capacity within the teams <i>Positive</i> – New ways of working provide a more streamlined approach to service delivery	<p><u>Benefits Service</u> <i>Negative</i> – The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p>

Section 1 – Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 <i>Briefly outline below if there will be any positive or negative impacts, on any groups of people with protected characteristics, who are covered by the Equality Act 2010, as a result of the proposal being considered.</i>			
Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
		<p>The proposed communications re-structure will have no impact on this.</p>	<p><u>Contact Centre</u> Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team. <i>Positive</i> – function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Management role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected</p> <p><u>Communications</u> <i>Negative</i> – There will be a reduction in management capacity in Communications. <i>Positive</i> – This should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic</p>

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			<p>management experience. However, there is an opportunity for a member of the team to take more responsibility and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Business Support</u></p> <p>The reduction is staff within the Business Support service will have an impact upon the service, the wider Council and its staff. It is not anticipated at this stage that the reductions will impact upon the customers who fall within this category.</p> <p><u>Commercial Business Development & Procurement</u></p> <p><i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.</p>
<p>Sex <i>(women and men, girls and boys and</i></p>	<p>Yes</p>	<p><i>Negative</i> – reduced capacity within the teams</p>	<p><u>Benefits Service</u></p> <p><i>Negative</i> – The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit</p>

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Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<i>those who self-identify their gender)</i>		<p><i>Positive</i> – New ways of working provide a more streamlined approach to service delivery</p> <p>The proposed communications re-structure will have no impact on this.</p>	<p>administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p> <p>Contact Centre Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team.</p> <p><i>Positive</i> – function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre freeing up more complex queries to be resolved in the service area.</p> <p>Community Hubs Whilst there will be an impact on the Management role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected.</p> <p>Communications <i>Negative</i> – There will be a reduction in management capacity in Communications.</p>

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Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p><i>Positive</i> – This should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management experience. However, there is an opportunity for a member of the team to take more responsibility and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Business Support</u></p> <p><i>Negative</i> - The Business Support Service’s staffing complement is 90% female and a number of them are in part time positions. Therefore, the reductions to the staffing complement will impact upon the workforce that falls into this category. Also, where workload will need to be redistributed to the wider service when the reductions to capacity are implemented, this will impact upon the female members of staff.</p> <p>Where support for services will cease, there will be an impact upon the wider Council. Officers will be expected to</p>

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Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p>carry out the functions themselves, which could potentially impact upon staff who fall within this category. It is not anticipated at this stage that the reductions will impact upon the customers who fall within this category.</p> <p><u>Commercial Business Development & Procurement</u> <i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.</p>
Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	Yes	<p><i>Negative</i> – reduced capacity within the teams <i>Positive</i> – New ways of working provide a more streamlined approach to service delivery</p> <p>The proposed communications re-structure will have no impact on this.</p>	<p><u>Benefits Service</u> <i>Negative</i> - The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p> <p><u>Contact Centre</u> Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team.</p>

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			<p><i>Positive</i> - function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Mangement role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected.</p> <p><u>Communications</u> <i>Negative</i> – There will be a reduction in management capacity in Communications. <i>Positive</i> – This should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management experience as provided in the current team strucure but a revised strucutre and model would look to provide an appropriate level of leadership and management.</p> <p><u>Business Support</u></p>

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Protected characteristics	Will the proposal have any positive impacts on those with protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
			<p>The reduction is staff within the Business Support service will have an impact upon the service, the wider Council and its staff. It is not anticipated at this stage that the reductions will impact upon the customers who fall within this category.</p> <p><u>Commercial Business Development & Procurement</u></p> <p><i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.</p>

Section 2 - Welsh Language (Wales) Measure 2011 and Welsh Language Standards

The Welsh Language Measure 2011 and the [Welsh Language Standards](#) require the Council to have 'due regard' for any positive or negative impacts that proposal may have on opportunities to use the Welsh language.

Requirements	Does the proposal have any positive, negative, or neutral impacts with regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
<p>Compliance with the Welsh Language Standards. <i>For example, Standards 88 - 93 – policy development and review of existing policies)</i></p>	<p>A neutral impact as same level of support for residents will be delivered as a result of this proposal. No impact on Welsh Language delivery from service perspective Community Hub staff are undergoing welsh language training – 3 members of staff have basic skills in this area and will be able to converse in Welsh once beginners course ends in Feb.</p> <p>The proposed changes to structures within Communications, Procurement and Business Support will have no impact on Welsh Language standards compliance .</p>	<p>No negative impacts in this area as far as compliance.</p>	<p>Training is ongoing within Customer Services areas, staff from Benefits, Contact Centre and Community Hubs are undertaking Welsh language beginners' course to support the delivery of Customer Services across a wide range of services in the medium of welsh.</p> <p>Lanyards are worn by welsh speakers within a front facing environment.</p> <p>All Customer Services posters are bilingual.</p> <p>IVR message is bilingual.</p> <p>All Customer Service staff meet and greet bilingually.</p>

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Requirements	Does the proposal have any positive, negative, or neutral impacts with regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
			<p>The proposals contained within this IIA have no impact on the continuation of this approach.</p> <p>The communications structure changes have no proposals to change operational delivery or reduce capacity within the team. All communications will continue to be promoted bilingually.</p> <p>The proposed changes to the Business Support and Procurement Services will have a neutral impact on the compliance with the Welsh Language Standards.</p>
<p>What opportunities are there to promote the Welsh Language? <i>For example, status, use of Welsh language services, use of Welsh in everyday life in work / community</i></p>	<p>A neutral impact as same level of support for residents in the delivery of Customer Service and the promotion of the Welsh Language.</p>	<p>No negative impacts in this area as far as compliance is concerned.</p>	<p>Training is ongoing within Customer Services areas, staff from Benefits, Contact Centre and Community Hubs are undertaking Welsh language beginners' course to support the delivery of</p>

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Requirements	Does the proposal have any positive, negative, or neutral impacts with regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
	<p>The proposed changes to structures within Communications, Procurement and Business Support will have no impact on Welsh Language standards compliance</p>		<p>Customer Services across a wide range of services in the medium of Welsh.</p> <p>Lanyards are worn by Welsh speakers within a front-facing environment.</p> <p>All Customer Services posters are bilingual.</p> <p>IVR message is bilingual.</p> <p>All Customer Service staff meet and greet bilingually.</p> <p>The proposals contained within this IIA have no impact on the continuation of this approach.</p> <p>Welsh language training courses will be promoted on all internal and external communications channels.</p>

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Requirements	Does the proposal have any positive, negative, or neutral impacts with regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
<p>What opportunities are there for a person to use the Welsh Language? <i>For example, staff, residents and visitors</i></p>	<p>Neutral impact. Customer Service staff will offer the same Welsh language services.</p>	<p>No negative impacts in this area as far as compliance is concerned.</p>	<p>Training is ongoing within Customer Services areas, staff from Benefits, Contact Centre and Community Hubs are undertaking Welsh language beginners' course to support the delivery of Customer Services across a wide range of services in the medium of Welsh.</p> <p>Lanyards are worn by Welsh speakers within a front-facing environment.</p> <p>All Customer Services posters are bilingual.</p> <p>IVR message is bilingual.</p> <p>All Customer Service staff meet and greet bilingually.</p> <p>The proposals contained within this IIA have no impact on the continuation of this approach.</p>

Section 2 - Welsh Language (Wales) Measure 2011 and Welsh Language Standards

The Welsh Language Measure 2011 and the [Welsh Language Standards](#) require the Council to have 'due regard' for any positive or negative impacts that proposal may have on opportunities to use the Welsh language.

Requirements	Does the proposal have any positive, negative, or neutral impacts with regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
			The proposed changes to structure within Communications will have no impact on Welsh Language standards compliance . Welsh language training courses will be promoted on all internal and external communications channels.
Is the Welsh language being treated no less favourably than the English language?	Yes Welsh speakers will be treated no less favourably under the proposals to change the team structures within the Communications, Business Support and Procurement services.	Some Community Hub staff have a basic understanding of the Welsh language and further training is in the process of being undertaken with 3 of the Officers - proposal does not affect delivery of services through the Welsh language.	No impact on the delivery of services from a welsh language perspective by the proposal contained within this IIA.

Section 2 - Welsh Language (Wales) Measure 2011 and Welsh Language Standards

The Welsh Language Measure 2011 and the [Welsh Language Standards](#) require the Council to have 'due regard' for any positive or negative impacts that proposal may have on opportunities to use the Welsh language.

Requirements	Does the proposal have any positive, negative, or neutral impacts with regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
		The proposed changes to structure within Communications, Business Support and Procurement will have no impact on Welsh Language standards compliance.	

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Section 3 - Socio-economic Duty (Strategic Decisions Only – Please refer to our Corporate Reporting Guidance)

Welsh Government's [Socio-economic Duty](#) provides a framework to ensure tackling inequality of outcome is at the forefront of decision making.

Please consider how your proposal could affect the following groups:

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people
- Carers
- Armed Forces Community
- Students
- Single adult households
- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system
- People misusing substances

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Socio Economic Disadvantages	Will the proposal have a positive, negative, or neutral impact?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered (quantitative or qualitative)
<p>Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i></p>	<p><i>Negative</i> – reduced capacity within the teams & also single person households could be affected by the proposals.</p> <p><i>Positive</i> – New ways of working provide a more streamlined approach to service delivery. Community Hubs located in town centres.</p>	<p><u>Benefits Service</u> <i>Negative</i> – The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p> <p><u>Contact Centre</u></p>	<p><u>Benefits Service, Contact Centre and Community Hubs</u> Community Hub footfall Community Hub case studies on range of queries residents attend face to face hubs Volumes of telephone calls – benefits / contact centre / types of calls Volumes of benefit applications</p> <p><u>Communications</u> The impact should be limited as the proposal is to delete a</p>

Socio Economic Disadvantages	Will the proposal have a positive, negative, or neutral impact?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered (quantitative or qualitative)
	<p>The proposed changes in structure in Communications and Procurement will have no impact.</p>	<p>Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team.</p> <p><i>Positive</i> – function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Management role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face</p>	<p>managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management experience. However, there is an opportunity for a member of the team to take more responsibility and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Business Support</u> Some of the staff within the service are single person households, or the only earners in the household. Therefore, reductions to the staffing structure could impact negatively on the staff who fall within this category. A large proportion of</p>

Socio Economic Disadvantages	Will the proposal have a positive, negative, or neutral impact?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered (quantitative or qualitative)
		service remains unaffected.	our staff are Residents of Blaenau Gwent and live locally.
<p>Low and/or No Wealth (enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</p>	<p><i>Negative</i> – reduced capacity within the teams</p> <p><i>Positive</i> – New ways of working provide a more streamlined approach to service delivery. Community Hubs located in town centres.</p>	<p>Benefits Service <i>Negative</i> – The reduction in staff within the Benefit Service would reduce overall capacity within the Team, benefit administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p> <p>Contact Centre Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team</p>	<p>Benefits Service, Contact Centre and Community Hubs The impact should be limited as the proposal is to delete a managerial position and not reduce the operational delivery. Community Hub footfall Community Hub case studies on range of queries residents attend face to face hubs will continue to support this approach in addition to the volumes of telephone calls – benefits / contact centre / types of calls and volumes of benefit applications</p> <p>Communications The impact should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of</p>

Socio Economic Disadvantages	Will the proposal have a positive, negative, or neutral impact?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered (quantitative or qualitative)
		<p><i>Positive</i> - function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Management role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected.</p> <p><u>Procurement and Communications</u> The proposed changes in structure in Communications and</p>	<p>campaigns. There will be a loss of strategic management experience. However, there is an opportunity for a member of the team to take more responsibility and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Business Support</u> Some of the staff within the service are single person households, or the only earners in the household. Therefore, reductions to the staffing structure could impact negatively on the staff who fall within this category.</p> <p><u>Commercial Business Development & Procurement</u> <i>Negative</i> – Whilst the restructure will focus on securing delivery</p>

Socio Economic Disadvantages	Will the proposal have a positive, negative, or neutral impact?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered (quantitative or qualitative)
		Procurement will have no impact.	capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.
<p>Material Deprivation (<i>unable to access basic goods and services i.e., financial products like life insurance, repair/replace broken electrical goods, are located in warm home, hobbies etc.</i>)</p>	<p><i>Negative</i> – reduced capacity within the teams</p> <p><i>Positive</i> – New ways of working provide a more streamlined approach to service delivery.</p> <p>Community Hubs located in town centres.</p> <p>The proposed changes in structure in Communications and Procurement will have no impact.</p>	<p><u>Benefits Service</u></p> <p><i>Negative</i> - The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p> <p><u>Contact Centre</u></p> <p>Reduction in management within the Contact Centre will have no direct impact on service delivery, will</p>	<p><u>Benefits Service, Contact Centre and Community Hubs</u></p> <p>Community Hub footfall Community Hub case studies on range of queries residents attend face to face hubs</p> <p>Volumes of telephone calls – benefits / contact centre / types of calls Volumes of benefit applications</p> <p><u>Communications</u></p> <p>The impact should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management</p>

Socio Economic Disadvantages	Will the proposal have a positive, negative, or neutral impact?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered (quantitative or qualitative)
		<p>impact support available for staff within the team <i>Positive</i> - function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Management role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected.</p>	<p>experience. However, there is an opportunity for a member of the team to take more responsibility and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Business Support</u> Some of the staff within the service are single person households, or the only earners in the household. Therefore, reductions to the staffing structure could impact negatively on the staff who fall within this category.</p> <p><u>Commercial Business</u> <u>Development & Procurement</u> <i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will</p>

Socio Economic Disadvantages	Will the proposal have a positive, negative, or neutral impact?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered (quantitative or qualitative)
			be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.
<p>Area Deprivation <i>(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i></p>	<p><i>Negative</i> – reduced capacity within the teams</p> <p><i>Positive</i> – New ways of working provide a more streamlined approach to service delivery Positive Community Hubs located in town centres.</p> <p>The proposed changes in structure in Communications, Business Support and Procurement will have no impact.</p>	<p><u>Benefits Service</u> <i>Negative</i> The reduction in staff within the Benefit Service would reduce overall capacity within the team, benefit administration could take longer, this would have an effect on residents who are reliant on the services and ultimately reputational damage.</p> <p><u>Contact Centre</u> Reduction in management within the Contact Centre will have no direct impact on service delivery, will impact support available for staff within the team</p>	<p><u>Benefits Service, Contact Centre and Community Hubs</u> Community Hub footfall Community Hub case studies on range of queries residents attend face to face hubs Volumes of telephone calls – benefits / contact centre / types of calls Volumes of benefit applications</p> <p><u>Communications</u> The impact should be limited as the proposal is to delete a managerial position and not reduce the operational delivery of campaigns. There will be a loss of strategic management experience. However, there is an opportunity for a member of the team to take more responsibility</p>

Socio Economic Disadvantages	Will the proposal have a positive, negative, or neutral impact?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered (quantitative or qualitative)
		<p><i>Positive</i> - function to self serve for benefit queries where possible, basic telephone calls taken within the Contact Centre freeing up more complex queries to be resolved in the service area.</p> <p><u>Community Hubs</u> Whilst there will be an impact on the Management role within the Community Hubs, the service delivery is unaffected by proposal, therefore face to face service remains unaffected.</p>	<p>and provide management and direction for the team. There would also be strategic leadership for communications within the proposed revised structure for the team.</p> <p><u>Commercial Business Development & Procurement</u> <i>Negative</i> – Whilst the restructure will focus on securing delivery capacity and reducing senior management capacity, there will be a reduction in overall staff resources, which will result in longer lead times and prioritisation of workloads.</p>
<p>Socio-economic Background <i>(social class i.e., parents' education, employment and income)</i></p>	<p>Neutral</p>	<p>N/A</p>	<p>N/A</p>
<p>Socio-economic Disadvantage</p>	<p>Neutral</p>	<p>N/A</p>	<p>N/A</p>

Socio Economic Disadvantages	Will the proposal have a positive, negative, or neutral impact?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered (quantitative or qualitative)
<i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i>			

Section 4 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Participation (child or young person as someone who actively contributes to society as a citizen)	N/A	No	
Provision (the basic rights of children and young people to survive and develop)	N/A	No	
Protection (children and young people are protected against exploitation, abuse or discrimination)	N/A	No	

Section 5 - Data

Please outline any data or evidence that has been used to develop the proposal. For example, this can be previous consultations, national/regional/local data, pilot projects, reports, feedback from clients etc.

What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
<p>Customer service data – there are a lot of different data sets gathered across the Customer Services teams. Data has been analysed to ensure no area outlined within this IIA is adversely affected by the proposal. The proposals set out within the Customer Service areas have opportunities to streamline service delivery to support the customer service delivery moving forward.</p>	<p>Streamline of services – self serve where possible but still offering telephony / face to face support to those who need / require these services.</p>	<p>Supported the streamlining of services, looking at basic enquiries v complex needs to ensure issues are resolved for residents.</p>

Are there any data or information gaps and if so what are they and how do you intend to address them?

We can monitor footfall pre and post proposal and also see if impact is seen in any of the customer service functions, Community Hubs, telephone calls and also benefits services.

Section 6 - Consultation.

Using the questions below please provide details of any planned consultations or consultations that have been undertaken to support the proposal, referring to the Gunning Principles as appropriate:

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Please consider the following questions:

1. Who did you consult?
2. When did the consultation take place and was adequate time given for a response?
3. Was there enough information provided to respond effectively?
4. What were the findings?
5. Have the findings been considered with regards to the decision?

A consultation process will take place with staff and the Trade Unions at the appropriate juncture, to ensure that they are clear on the proposals and how they will be affected.

Section 7 - Decision

Using the information, you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

Continue with the proposal in its current form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.

Business Case

To support better spending and investment decisions and better procurement

Governance and Partnerships – Proposed Cost Reductions

SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K VALUE OF PROCUREMENT)

SRO:	Sarah King
Project Manager:	Gemma Wasley
Organisation:	Governance and Partnerships

	Name	Signature	Date
Prepared by:	Gemma Wasley	Gemma Wasley	30/10/23 06/11/23 20/11/23
Reviewed by:	Sarah King	Sarah King	20/11/23
Approved by:	Sarah King	Sarah King	20/11/23

1.	INTRODUCTION
1.1	The purpose of the Business Case is to provide options for delivering cost reductions for 2024/2025 onwards (as part of the council's Bridging the gap programme) in support of attaining a balanced budget.
1.2	This business case will detail the options identified to deliver a reduction in staff costs following a review of the Governance and Partnership Section. There are no vacant posts within the section and a number of posts are grant funded, therefore, the review is considering the potential downsizing and reducing or ceasing aspects of service delivery whilst maintaining a core service.
2.	THE CASE FOR CHANGE
2.1	The current economic climate is challenging for both the public and private sector as the cost of living crisis continues into 2023 with inflation remaining high at 6.7% (September 2023), higher than anticipated pay costs, increased borrowing costs, increased energy and fuel costs, all continuing to put pressure on budgets and the cost of delivering services to our residents.
2.2	The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.
2.3	Across the Council, service delivery methods are being reviewed including, staffing structures, external costs to identify budget cuts to contribute to mitigating the Council's budget gap.
2.4	<p>The Governance and Partnership Budget is predominantly staffing, and therefore proposals to reduce costs will impact on the staff numbers and impact on the level of service provided.</p> <p>Member Allowances are included within the budget and aspects of this have been put forward as additional business cases:</p> <ul style="list-style-type: none"> • Members Allowances - Additional Superannuation Budget - £12,000 • Co-opted Members Allowance Budget - £12,000 • Members Carers Allowance Budget - £6,500
2.5	<p>Employee information for the Governance and Partnership Section:</p> <ul style="list-style-type: none"> • Total number of staff – 46 • 5% Savings from staff - £72,000 • There are no current vacancies within the service • Of the 46 employees, 7 FTE are grant funded and therefore out of scope. The £72,000 is against fully funded Blaenau Gwent employees
2.5.1	The Governance and Partnership Section, headed by the Head of Democratic Services, Governance and Partnerships, comprises of a number of services:

2.5.2	<p>Policy Providing expert advice and support in relation to all aspects of policy across the Council. Also, development and implementation by the team of policy areas on behalf of the Council in the following areas:</p> <ul style="list-style-type: none"> • Strategic Partnerships <ul style="list-style-type: none"> ○ Town and Community Council's ○ Public Service Board ○ Local Delivery Group ○ Assessments, Engagement, Plans, Annual Reports, Partnerships/Groups • Equalities <ul style="list-style-type: none"> ○ The Equality Act 2010: the Public Sector Equality Duty ○ Strategic Equality Plan ○ Anti-Racism Action Plans Wales ○ LGBTQ+ Action Plans ○ Disability Action Plans ○ Equality and Human Rights Commission ○ Socio-economic Duty ○ Integrated Impact Assessments ○ Engagement, Plans and Action Plans, Annual Reports, Policy development • Welsh Language <ul style="list-style-type: none"> ○ Welsh Language (Wales) Measure 2011 and Welsh language standards ○ The Council is subject to the Compliance Notice – Section 44 Issue Date: 30/09/2015 ○ Assessments, Engagement, Plans and Action Plans, Annual Reports, guidance policies, liaison, and investigation and enforcement. • Participation <ul style="list-style-type: none"> ○ United Nations Convention on the Rights of the Child (UNCRC) ○ Youth forum ○ Youth mayor and deputy ○ Facilitating representing on regional forums ○ Youth Member of Parliament (UK/Wales) ○ School Grand Council ○ National Principles for Engagement in Wales • Climate Change <ul style="list-style-type: none"> ○ Paris Agreement is a legally binding international treaty on climate change ○ Net Zero 2030 in Wales ○ Net Zero 2050 - The Environment (Wales) Act 2016 ○ Assessments, Engagement, Plans and Action Plans, Annual Reports, performance management, guidance, policy development • CCTV <ul style="list-style-type: none"> ○ CCTV surveillance used to help tackle community safety issues such as crime and anti-social behaviour
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	<ul style="list-style-type: none"> ○ Impact Assessments, Codes of Practice, Plans and Action Plans, Annual Reports, guidance policies, liaison, and contract management.
2.5.3	<ul style="list-style-type: none"> ● Community Safety <ul style="list-style-type: none"> ○ Responsible for leading on the Council's approach to Community Safety including advice and support. Community safety is a partnership approach to reduce crime and disorder in local communities. Work includes: ○ Anti Social Behaviour ○ Public Space Protection Orders ○ Domestic Abuse / Domestic Homicide Review (VAWDASV) ○ Community Safety Partnership ○ Prevent ○ Substance Misuse ○ Strategic Needs Assessment ○ Community Safety Action Plan to support delivery of statutory functions ○ Implementation of the Serious Violence Duty ○ CONTEST: Protect, Prepare and Prevent ○ Community Cohesion
2.5.4	<ul style="list-style-type: none"> ● Performance Providing expert data, analytics and system development across Council Services. Provision of advice and support in relation to all aspects of performance across the Council. Development and implementation by the team of strategies and documentation on behalf of the Council. Development of meaningful, accurate and balanced reporting mechanisms. Supporting the organisation to effectively operate systems to collate and utilise data and intelligence. ● Social Services <ul style="list-style-type: none"> ○ Social Services Data - The analysis and production of management information for Adults and Children's Social Services, and Education Services with a focus on Children Looked After (CLA) personal education planning. They are responsible for the monitoring, data validation, quality assurance and presentation of performance information, including the submission of statutory returns to the Welsh Government. ○ SSWB Act - Production of performance and monitoring indicators and metrics. Children's and Adults censuses ○ Collation and development of the ACRF ○ WCCIS - The development, implementation and technical support of information technology systems within the Social Services Directorate. Providing formal training to system users for new system modules, functionality changes and the roll out of upgrades to the WCCIS system. Contributes to SQL server maintenance and develops SQL reporting systems via Microsoft Reporting Services, Microsoft SQL Server Management Studio and Microsoft Business Intelligence Studio. ○ On an annual basis, the children looked after data ○ Response plans and working arrangements in place to avoid continuity issues ○ Robust working links with SRS to ensure system upgrades and network infrastructure is in place

- Creating and reporting of national data requirements in a timely manner.
- To provide continued support and training to 'Superusers'
- Explore WCCIS functionality and identify opportunities to fully utilise systems capabilities. Mapping processes and legislative requirements to undertake service reviews
- Support system upgrades and testing and respond to any service continuity issues
- Develop and maintain forms to ensure they are fit for purpose to record data items used in the production of performance indicators to monitor and evaluate service delivery and to limit duplication of effort
- Helpdesk support
- **Education**
 - Education Data – eFSM, Attendance, exclusions, attainment etc.
 - Education Director's Report
 - Schools support
 - Undertake quarterly / annual statutory reporting e.g. PLASC, NDC, NT, SWAC, Attendance
 - Provide accurate and timely information to service areas and partners e.g. LHB, Dental Service, Youth Offending Service, Early Identification Tool, Wellbeing Data Packs
 - Development of basic and dynamic data extraction reporting and exception reporting
 - Implementation of Capita and supporting frameworks ensuring information reflects other systems in order to minimise the use of data sources outside the Capita ONE environment.
 - Support areas to improve processes, recording and reporting of information.
 - Provide access to automated, timely and relevant reports for staff.
 - Provide technical support for the schools' SIMS systems to ensure continuity of access to the system.
 - Ensure that staff are able to access and utilise systems to support them in school related work activity - e.g. HWB, DEWi, FFT and Aspire.
 - Undertake quality control activities to validate the data held within SIMS and other systems e.g. FSM reconciliation, PLASC analyses.
 - Provide support to schools in the development and use of systems to record and track pupil attainment and progress, timetabling, target setting, exam functions, use of the Fischer Family Trust platform to review performance v estimates, record targets.
- **Community Services and Regeneration**
 - Community Services Data
 - Regeneration Data
 - Director Report
 - Evolutive
 - Waste Data Flow
 - Street Cleansing
- **Corporate**
 - Corporate Data

	<ul style="list-style-type: none"> ○ Complaints and compliments ○ Welsh ○ Equalities ○ Climate Change ○ Community Safety ○ Safeguarding Report <ul style="list-style-type: none"> ● Governance <ul style="list-style-type: none"> ○ Corporate Planning ○ Self Assessment ○ Peer Assessment ○ Business planning ○ Performance Management Framework ○ Working across directorates to ensure all data requirements are captured and embedded into practice. ○ Implementation of the Council responsibilities against the Well-being of Future Generations Act ○ Implementation of the Local Government & Elections Act ○ Development of the statutory Well-being Objectives and Corporate Plan including establishment of performance indicators and regular monitoring arrangements ○ Joint Report ○ Data Maturity Assessment ○ Data Strategy ● Auditors and Regulators <ul style="list-style-type: none"> ○ Regular engagement with Auditors & across the Council on Performance Audits ○ Management of all Audit Wales audits including management of responses and monitoring proposals for improvement ○ Leading on the report tracker for external audits ○ Administering documentation and interviews for Audit Wales ○ Development of the Annual Governance Statement ● Data, Analysis, Statistics & Geographical Information Systems <ul style="list-style-type: none"> ○ Local Land and Property Gazetteer ○ Data Co-operation Agreement (DCA) ○ Statistical analysis across the Council ○ Mapping of services across the Council ○ Acorn Data ○ Strategic Needs Assessment ○ Power BI ○ Assessments, Analysis Plans and Action Plans, Statutory daily and monthly returns, data integration, liaison and representation, and investigation and enforcement.
2.5.5	<ul style="list-style-type: none"> ● Democratic Services <ul style="list-style-type: none"> ○ Responsible for management of democratic services and all related member functions. Development and embedding of the democratic arrangements of

	<p>the Council to effectively support members and modernise and manage the function effectively</p> <ul style="list-style-type: none"> ○ Leadership, Cabinet Support and Presiding Member support ○ Support to Committees ○ Provision of advice and guidance to officers and members ○ Provision of advice at meetings ○ Providing the statutory scrutiny function ○ Further development and refinement to manage and modernise the democratic function ○ Member development ○ Constituency work ○ Support to members on outside bodies ○ Support to member champions ○ Requirements under the Local Government and Elections Act – Live broadcasting, Participation in the democratic function, Petitions ○ Induction Programme ○ Supporting and embedding partnership committee arrangements ○ Provision of PDRs, Competency Framework, Member Reports ○ Amendments and revisions to guidance, documents and protocols
2.5.6	<ul style="list-style-type: none"> ● Resettlement <ul style="list-style-type: none"> ○ Responsible for the management and coordination of accommodation requirements in line with requirements under WG Homes requirements. ○ Resettlement Programmes - Management & Co-ordination of the Blaenau Gwent Homes for Ukraine Scheme participation & Asylum Dispersal ○ Meeting the Home Office expectations relating to resettlement programmes e.g. Refugee Programmes and Asylum Dispersal ○ Provide a key advisory role to LA's in Wales with Initial Accommodation to support with continuous move on, and provide additional operational resource and expertise to support move on ahead of IA closures. ○ Work with Pan Wales resettlement teams and housing teams to develop move on plans and options for all guests arriving into BG through the Wales super sponsor route.
3.	OPTIONS ANALYSIS
3.1	Main options
3.2	Option 1 – Do Nothing / Business as Usual
3.2.1	This option would not deliver financial efficiencies but would ensure that capacity is maintained to continue existing service delivery levels.
3.3	<p>Option 2 – Review and downsize Governance and Partnerships to reduce Staffing costs by:</p> <p>A. £43,100 if choice 1a, 2, 3 and 4 is supported (approximately 60% of the saving target); or</p> <p>B. £22,100 if only choices 2, 3 and 4 are supported (rejecting option 1), (approximately 30% of the savings target).</p>

	C.
3.3.1	<p>1. CCTV –</p> <p><i>Note – as part of the savings options of the CS05 business case on CCTV, there is an option to reduce the staffing capacity of a Policy Officer.</i></p> <ul style="list-style-type: none"> 1a. Reduced hours to 22.20hrs (3 days per week) (should a reduction in CCTV provision be identified) would be a saving of £21,000. <p>Saving achieved against reduction in hours is subject to change pending outcome of pay award.</p>
3.3.2	<p>2. Reduce the staffing budget of 1 FTE scale 9 post (37hrs) to 0.86 FTE (32hrs) saving approximately £9,000</p> <ul style="list-style-type: none"> The post is funded as 1 FTE at a scale 9 The current officer in post works 32hrs per week The option is to reduce the allocation to this post to 32hrs only There is a risk that the officer will request to go back to full time hours which will create a cost pressure in future Should the current officer leave, the post could only be put out as 32hrs in future
3.3.3	<p>3. Reduce the staffing budget of 1 FTE scale 7 post (37hrs) to 0.81% FTE (30hrs) saving approximately £10,200</p> <ul style="list-style-type: none"> The post is funded as 1 FTE at a scale 7 The current officer in post works 30hrs per week The option is to reduce the allocation to this post to 30hrs only There is a risk that the officer will request to go back to full time hours which will create a cost pressure in future Should the current officer leave, the post could only be put out as 30hrs in future <p>4. Saving of £2,900 for a scale 9 Officer at the beginning of the spinal point.</p>
3.3.4	
3.3	<p>Option 3 – Review and downsize Governance and Partnerships to reduce Staffing costs by £72,000 (5%)</p> <ol style="list-style-type: none"> Should option B above be supported the Governance and Partnership Section would need to find an additional £28,900 (an additional 40% to make the target) Should option C above be supported the Governance and Partnership Section would need to find an additional £49,900 (an additional 69% to make the target)
	In order to fully achieve the 5% staffing reduction of £72,000 a full review of the service will need to be undertaken.

	<p>As mentioned earlier in the proposal, the section has a total of 46 staff members, and, of these, 7 FTE are grant funded and therefore out of scope, leaving only 39 staff. There are also no current vacancies within the service, therefore, additional staffing proposals would need to be scoped and would require for the canvassing of voluntary or even compulsory redundancy in order to make the savings.</p> <p>With any restructure all associated risks on service delivery and service continuity would need to be considered as well as discussions with OD. A reduction in staff will result in a reduced service.</p> <p>The additional amount to be saved will be dependent on:</p> <ul style="list-style-type: none"> • The amount of savings achieved as part of option 2; • the level of restructure to take place; and • considering all associated risks and service impacts. <p>As downsizing cannot be achieved through vacant posts there will be termination costs incurred e.g., redundancy and pension strain costs. These costs will be one off, funding for these is currently being considered.</p>
3.5	Recommended option
3.5.1	To be determined as part of consideration and engagement process.
3.6	Sources and assumptions
3.6.1	Pay assumptions within the Medium Term Financial Strategy have been utilised to assess the financial impact of the proposals.
4.	PROCUREMENT ROUTE N/A
5.	FUNDING AND AFFORDABILITY
5.1.1	As downsizing cannot be achieved through vacant posts there will be termination costs incurred e.g. redundancy and pension strain costs. These costs will be one off, funding for these is currently being considered.
5.1.2	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2a Budget reduction of £43,100 (£21,000 included within separate CCTV business case) - Option 2b Budget reduction of £22,100

	Year	Potential Saving		
		Option 2a	Option 2b	
	2024/2025	£43,100	£22,100	
	2025/2026	£0	£0	
	2026/2027	£0	£0	
	2027/2028	£0	£0	
	2028/2029	£0	£0	
	CCTV BC (Considered Separately)	(£21,000)		
	Total	£22,100	£22,100	
6.	DELIVERY ARRANGEMENTS			
6.1	<p>This proposal will be delivered through a review and downsizing of the current staffing structure and will include:</p> <ul style="list-style-type: none"> Engagement with staff, Trade Unions and Organisation Development. 			

Business Case

To support better spending and investment decisions and better procurement

All Portfolios – Proposed Budget Cut

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Rhian Hayden
Project Manager:	Gina Taylor
Organisation:	Resources Department

	Name	Signature	Date
Prepared by:	Gina Taylor		
Reviewed by:	Rhian Hayden		
Approved by:	Rhian Hayden		

1.	INTRODUCTION
1.1	The purpose of the Business Case is to provide options for delivering budget reductions for 2024/2025 onwards (as part of the council's Bridging the gap programme) in support of attaining a balanced budget.
1.2	This business case will detail the options identified to deliver budget cuts including: <ul style="list-style-type: none"> • 1% budget cut across all budgets / Portfolios • 2% budget cut across all budgets / Portfolios
1.3	This proposal is additional to the individual business cases also under consideration.
2.	THE CASE FOR CHANGE
2.1	The current economic climate is challenging for both the public and private sector as the cost of living crisis continues into 2023 with inflation remaining high at 6.7% (September 2023), higher than anticipated pay costs, increased borrowing costs, increased energy and fuel costs, all continuing to put pressure on budgets and the cost of delivering services to our residents.
2.2	The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.
2.3	Across the Council service delivery methods are being reviewed including, staffing structures, external costs to identify budget cuts to contribute to mitigating the Council's budget gap.
3.	OPTIONS ANALYSIS
3.1	Main options
3.1.1	After applying the assumptions included within the Medium-Term Financial Strategy to the 2023/2024 Portfolio Budgets, it is proposed to:
3.1.2	Option 1 – Cut the uplift applied to all Portfolio Budgets by 1% for 2024/2025 (based on the adjusted estimate for 2023/2024)
3.1.3	Option 2 - Cut the uplift applied to all Portfolio Budgets by 2% for 2024/2025 (based on the adjusted estimate for 2023/2024)
3.1.4	The tables below show the financial impact per portfolio of the 2 options. The Individual Schools Budget (ISB) and Leisure Services have not been included as there are separate Business Cases.

Table 1: Option 1 – 1% Budget Cut

Portfolio	Uplift included in the MTFS £'000	Option 1 – 1% Cut £'000	Adjusted Uplift £'000
Corporate Services	1,165	142	1,023
Social Services	2,767	498	2,269
Education	476	89	387
Economy	38	7	31
Environment	1,801	253	1,548
Planning	59	11	48
Licensing	10	1	9
Total	6,316	1,001	5,315

Table 2: Option 2 – 2% Budget Cut

Portfolio	Uplift included in the MTFS £'000	Option 2 – 2% Cut £'000	Net Uplift £'000
Corporate Services	1,165	284	881
Social Services	2,767	996	1,771
Education	476	178	298
Economy	38	14	24
Environment	1,801	506	1,295
Planning	59	22	37
Licensing	10	2	8
Total	6,316	2,002	4,314

3.1.5

Risks identified for all 2 Options:

- Services maybe have insufficient budget to deliver services to the current level with the impact of high inflation and pay awards.
- This proposal does not consider the impact of other business cases presented for consideration.
- There may be significant cost pressures emerging during 2024/2025
- Emergency measures including a freeze on non-essential spend recruitment to vacant posts may need to be implemented to avoid an unplanned draw from Reserves at year end.

3.1.6

Mitigating Actions:

- Budget Holders will prioritise their budgets on essential expenditure.
- Regular budget monitoring and reporting should identify cost pressures as they emerge to allow actions to be put in place to address the cost pressure.

	Emergency measures including a freeze on non-essential spend and filling vacant posts may need to be in place throughout 2024/2025 to bring the spend in line with the budget.
3.2	Recommended option
3.2.1	To be determined as part of consideration and engagement process
3.3	Sources and assumptions
3.3.1	<p>The proposed cut has been based on the adjusted estimate for 2023/2024 and does not take into account any other Business Cases under consideration.</p> <p>The calculation of the adjusted estimate excludes:</p> <ul style="list-style-type: none"> • The Fire Levy • Apprenticeship Levy • Pension costs • Cross Cutting Budgets • Reverses a number of internal recharges including central support, Administration Buildings, IT and Insurance
4.	PROCUREMENT ROUTE
4.1	Not relevant at this point.
5.	FUNDING AND AFFORDABILITY
5.1	<p>If approved the financial impact on the funding gap for 2024/2025 in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 Budget reduction of £1m - Option 2 Budget reduction of £2m
6.	DELIVERY ARRANGEMENTS
6.1	This proposal will be delivered through the Portfolio budget being reduced during the budget setting process.

Business Case

To support better spending and investment decisions and better procurement

All Portfolios – Increase in Fees & Charges by a Minimum of 5%

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Rhian Hayden
Project Manager:	Gina Taylor
Organisation:	Resources Department

	Name	Signature	Date
Prepared by:	Gina Taylor		
Reviewed by:	Rhian Hayden		
Approved by:	Rhian Hayden		

1.	INTRODUCTION
	<p>The purpose of the Business Case is to provide options for increasing income for 2024/2025 onwards (as part of the council's Bridging the gap programme) in support of attaining a balanced budget.</p> <p>This business case will propose increasing discretionary Fees & Charges by a minimum of 5%.</p>
2.	THE CASE FOR CHANGE
	<p>The current economic climate is challenging for both the public and private sector as the cost of living crisis continues into 2023 with inflation remaining high at 6.7% (September 2023), higher than anticipated pay costs, increased borrowing costs, increased energy and fuel costs, all continuing to put pressure on budgets and the cost of delivering services to our residents.</p> <p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.</p> <p>Across the Council service delivery methods are being reviewed including, staffing structures, external costs to identify budget cuts to contribute to mitigating the Council's budget gap.</p> <p>The Council has previously agreed a policy of full cost recovery therefore all fees & charges must be reviewed on a regular basis to ensure where appropriate the costs of providing the services are reflected in the fees & charges agreed and implemented.</p> <p>For 2024/25 employee costs are expected to increase by at least 5% with other costs anticipated to increase by an average 4% (CPI assumption MTFs). Given these estimated higher costs of delivering services to the public, where charged income levels should be considered / revised.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>The budget assessment of income generated from all Fees & Charges for 2023/2024 is £14.5m and this includes:</p> <ul style="list-style-type: none"> • £10m from Discretionary Fees & Charges • £4.2m from fees & charges set nationally (e.g., Planning & Building Control Fees, Fixed Penalty Notices, Fairer Charging etc) • £0.2m from Consortia arrangements

	<p>Option 1 – Do not increase discretionary Fees & Charges for 2024/2025.</p> <p>The assumption in the Medium-Term Financial Strategy (MTFS) is to increase all income budgets by 4% in line with the assumption for inflation. This will increase income budgets by £0.6m.</p> <p>If individual discretionary fees & charges are not increased by a minimum of 4% there is a risk that this will result in a cost pressure in 2024/2025 as fees & charges will not increase in line with budget targets.</p> <p>Option 2 – Increase discretionary Fees & Charges by 4% in line with the assumption within the Medium-Term Financial Strategy</p> <p>Increasing all discretionary fees & charges by 4% should generate the income required to meet the proposed income budgets for 2024/2025, however will not generate additional income to contribute to the current identified budget gap within the MTFS.</p> <p>Option 3 – Increase discretionary Fees & Charges by 5% (as a minimum)</p> <p>This proposal is to increase discretionary charges by an additional 1% over and above the assumption within the MTFS. This option would deliver an increase in income of approximately £100,000 and would include increasing internal SLAs (with Schools, Corporate Landlord etc) by 5%.</p> <p>Risks identified for Options 2 and 3:</p> <ul style="list-style-type: none"> • Demand may drop off when prices are increased resulting in lower income levels being generated and budget cost pressures emerging as a consequence. • Increasing the costs to both external and internal customers resulting in increased pressures facing schools and other budgets. • Schools may consider withdrawing from the SLAs. <p>Mitigating Actions:</p> <ul style="list-style-type: none"> • Regular monitoring of fees and charges should identify cost pressures as they emerge and allow actions to be put in place to address the cost pressure.
3.2	Recommended option
	To be determined as part of consideration and engagement process.
3.3	Sources and assumptions

	An analysis of income budgets and forecast income (at quarter 2) have formed the basis of the calculations within this proposal.														
4.	PROCUREMENT ROUTE														
	Not relevant at this point.														
5.	FUNDING AND AFFORDABILITY														
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 Will increase the budget gap identified in the MTFS by £0.6m - Option 2 No financial impact on the budget gap identified in the MTFS. - Option 3 Increased income and a reduction in the budget gap of £0.1m <table border="1" data-bbox="454 824 911 1167"> <thead> <tr> <th>Year</th> <th>Potential Income Generation</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£0.1m</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£0.1m</td> </tr> </tbody> </table>	Year	Potential Income Generation	2024/2025	£0.1m	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£0.1m
Year	Potential Income Generation														
2024/2025	£0.1m														
2025/2026	£0														
2026/2027	£0														
2027/2028	£0														
2028/2029	£0														
Total	£0.1m														
6.	DELIVERY ARRANGEMENTS														
	Council will consider Fees & Charges as part of the budget setting process and the review of the Fees & Charges Register for 2024/2025.														

Blaenau Gwent County Borough Council - Integrated Impact Assessment

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Rhain Hayden	Gina Taylor	All Services	08/02/2024

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

It is proposed to increase discretionary fees & charges for 2024/2025 by a minimum of 5%, this would generate additional income in excess of £100,000 towards the Council's budget gap for 2024/2025. The current assumption within the Medium Term Finance Strategy is an increase of 4%.

Section 1 Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information Equality Act 2010: guidance - GOV.UK (www.gov.uk) and the EHRC guidance The Essential Guide to the Public Sector Equality Duty: EHRC Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.			
Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (<i>people of all ages</i>)	No	Yes	There will be a financial impact from increased fees on residents who access Council Services for which there is a discretionary charge including social care, meals on wheels, school meals, Planning Fees etc. In most instances the services provided are discretionary and people have the option to not procure the services offered.
Disability (<i>people with disabilities/ long term conditions</i>)	No	Yes	As above
Gender Reassignment (<i>anybody who's gender identity or gender expression is</i>	No	Yes	As above

<i>different to the sex they were assigned at birth)</i>			
Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	No	Yes	As above
Pregnancy and Maternity (<i>women who are pregnant and/or on maternity leave</i>)	No	Yes	As above
Race (<i>people from black, Asian and minority ethnic communities and different racial backgrounds</i>)	No	Yes	As above
Religion or Belief (<i>people with different religions and beliefs including people with no beliefs</i>)	No	Yes	As above
Sex (<i>women and men, girls and boys and those who self-identify their gender</i>)	No	Yes	As above

Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	No	Yes	As above
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NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.




Commented [RH1]: I agree section 2 does not need to be completed - the Council's agreed policy is full cost recovery (unless decision is made to subsidise)



Section 2 Socio-economic Duty (Strategic Decisions Only) <i>The Welsh Governments Socio-economic Duty provides a framework in order to ensure tackling inequality is at the forefront of decision making.</i>			
.Please consider the below vulnerable groups and consider how the proposal could affect them:			
<ul style="list-style-type: none"> ➢ Single parents and vulnerable families ➢ People with low literacy/numeracy ➢ Pensioners ➢ Looked after children ➢ Homeless people ➢ Carers ➢ Armed Forces Community ➢ Students ➢ Single adult households ➢ People misusing substances ➢ People who have experienced the asylum system ➢ People of all ages leaving a care setting ➢ People living in the most deprived areas in Wales (WIMD) ➢ People involved in the criminal justice system 			
Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>			
Low and/or No Wealth <i>(enough money to meet basic living costs and pay bills but have no savings)</i>			

<i>to deal with any unexpected spends and no provisions for the future)</i>			
Material Deprivation <i>(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)</i>			
Area Deprivation <i>(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?)</i>			
Socio-economic Background <i>(social class i.e. parents education, employment and income)</i>			
Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i>			

Section 3-Corporate Plan <i>Please outline any Corporate Plan linkages of the proposal - BG Corporate Plan 22-27</i>	
Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	
Priority 2 - Respond to the nature and climate crisis and enable connected communities	
Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place	Income from Fees & Charges generates £14m per annum towards the Council's budget, providing funding to support the delivery of services.
Priority 4 - Empowering and supporting communities to be safe, independent and resilient	

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)
Sustainable development principles. The WCFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Tern</p> 	<p><i>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</i></p>
<p>Prevention</p> 	<p><i>Consider how the proposal is preventing problems from occurring or getting worse</i></p>
<p>Integration</p> 	<p><i>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</i></p>

Collaboration 	<i>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</i>
Involvement 	<i>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</i>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

n/a

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

n/a

3. **A HEALTHIER WALES** ... a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

n/a

4. **A MORE EQUAL WALES** ... A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

n/a

5. **A WALES OF COHESIVE COMMUNITIES** ... attractive, viable, safe and well-connected communities.

n/a

6. A WALES OF VIBRANT CULTURE AND THRIVING ... a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.
n/a
7. A GLOBALLY RESPONSIBLE WALES ... a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.
n/a



Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards <i>(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards)</i>			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	No		
What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	No		
What opportunities are there for a person or person to use the Welsh Language? <i>e.g. staff, residents and visitors</i>	No		
Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?	No		

Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Participation (child or young person as someone who actively contributes to society as a citizen)	No	No	
Provision (the basic rights of children and young people to survive and develop)	No	No	
Protection (children and young people are protected against exploitation, abuse or discrimination)	No	No	

Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)	No	No	
Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)	No	No	

Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)	No	No	
Re-offending (Think young people and adults, victims, families, communities)	No	No	
Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)	No	No	
Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)	No	No	
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)	No	No	

Section 8- Armed Forces Covenant Duty [AFC Draft Statutory Guidance - Final.pdf](#)

Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<p>Health</p> <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals <p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. 	No	No	

<ul style="list-style-type: none"> • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> • Admissions • Educational attainment and curriculum • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is,</p>	No	No	

<p>primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>			
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 	<p>No</p>	<p>No</p>	

Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.		
Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
<p>The Fees & Charges Register and ongoing monitoring of fee income compared to budgets.</p> <p>The need to identify budget cuts / increased income to balance the budget for 2024/2025.</p>	<p>For 2023/2024, the Council is forecasting achieving in excess of the overall estimate for all Fees & Charges.</p> <p>Cost of providing these discretionary services are increasing significantly.</p> <p>Council has an agreed policy of full cost recovery although they have determined that some services have been subsidised.</p>	<p>This proposal will generate additional income in excess of £100,000 towards the budget gap for 2024/2025 <u>and move some fees / charges towards full cost recovery.</u></p>

Commented [RH2]: Why this finding ?

Are there any data or information gaps and if so what are they and how do you intend to address them?

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

This proposal has been included within the Budget Consultation and Engagement with Members, Trade Unions, Town & Community Councils and residents and other stakeholders within Blaenau Gwent.

Where relevant consultation has / will be undertaken with businesses impacted by proposal e.g. taxi's, gambling.

Section 11-Monitoring and Review	
How will the implementation of the proposal be monitored, including the impacts or changes made?	This will be monitored and reported as part of the Financial Management Framework.
What monitoring tools will be used?	Financial Reports / presentations to Members
How will the results be used for future development?	Outcomes will inform the review of the Medium Term Financial Strategy and assumptions applied.
How and when will it be reviewed?	During 2024/2025 financial year in consultation with CLT, wider CLT, Budget Holders and Members
Who is responsible for ensuring this happens?	Rhian Hayden / Gina Taylor

Section 12 - Decision	
<i>Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.</i>	
Continue with the proposal in its current form	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name of person completing the IIA	
Name:	Gina Taylor

Job Title:	Service Manager Accountancy
Date:	8/2/2024

Head of Service Approval			
Name:	Rhian Hayden		
Job Title:	Chief Officer Resources		
Signature:		Date:	8/2/2024

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk .

Business Case

To support better spending and investment decisions and better procurement

Increase Council Tax

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Rhian Hayden
Project Manager:	Dave Elias
Organisation:	Resources Department

	Name	Signature	Date
Prepared by:	Rhian Hayden		
Reviewed by:			
Approved by:	Rhian Hayden		

1.	INTRODUCTION
	<p>The purpose of the Business Case is to provide options for increasing income for 2024/2025 onwards (as part of the council's Bridging the gap programme) in support of attaining a balanced budget.</p> <p>This business case will propose increasing Council Tax by 5% for 2024/25.</p>
2.	THE CASE FOR CHANGE
	<p>The current economic climate is challenging for both the public and private sector as the cost of living crisis continues into 2023 with inflation remaining high at 6.7% (September 2023), higher than anticipated pay costs, increased borrowing costs, increased energy and fuel costs, all continuing to put pressure on budgets and the cost of delivering services to our residents.</p> <p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.</p> <p>Across the Council service delivery methods are being reviewed including, staffing structures, external costs to identify budget cuts to contribute to mitigating the Council's budget gap.</p> <p>The Council's revenue budget is funded by Welsh Government (WG) Revenue Support Grant, income from fees & charges and Council Tax.</p> <p>For 2024/25 the revenue support grant received from WG is estimated to increase across Wales by an average of 3.1% however the Council's costs to deliver the current level of services to the Blaenau Gwent public is significantly out stripping the expected increase in this funding resulting in the forecast budget gap over the next 5 years.</p> <p>The Council has the option to raise additional income by increasing Council Tax to help set a balanced budget for 2024/25.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>The Medium-Term Financial Strategy (MTFS) assumes a Council Tax increase of 4% for 2024/25 which if agreed will result in an additional £1.52m compared to 2023/24.</p> <p>Options for Consideration: -</p>

	<p>Option 1 – Increase Council Tax by 4% for 2024/2025, in line with the assumption within the Medium-Term Financial Strategy</p> <p>Increasing Council Tax by 4% in line with the assumption for inflation, will increase income by £1.52m. The increase on Band D (before considering precepts) would be an increase of approx. £73 per annum.</p> <p>Option 2 – Increase Council Tax by 5% for 2024/2025</p> <p>Increasing council tax by 5% is estimated to increase income / yield by £1.9m This is £0.38m above the current assumption within the MTFs and if agreed will reduce the budget gap by £0.38m in 2024/25 and £0.45m over the next 5 years. The increase on Band D (before considering precepts) would be approx. £91 per annum.</p> <p>Option 3 – Increase Council Tax by more than 5%</p> <p>Any additional increase to Council Tax will generate higher levels of income. Every 1% increase will result in an additional £0.38m to contribute towards the budget gap forecast for 2024/25 and future years and support the achievement of a balanced budget.</p> <p>Risks identified for all Options:</p> <ul style="list-style-type: none"> • Affordability of the residents of Blaenau Gwent to pay increased costs leading to increased council tax debt. <p>Mitigating Actions:</p> <ul style="list-style-type: none"> • This proposal will form part of public consultation and engagement.
3.2	Recommended option
	To be determined as part of consideration and engagement process.
3.3	Sources and assumptions
	The assumption in the Medium-Term Financial Strategy is to increase council tax by 4% per annum over the life of the strategy. A 1% increase will increase Council Tax income by £380,000.
4.	PROCUREMENT ROUTE
	Not relevant at this point.

5.	FUNDING AND AFFORDABILITY
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No impact on the budget gap for 2024/2025 - Option 2 Reduce the gap by £0.38m - Option 3 Not known.
6.	DELIVERY ARRANGEMENTS
	Council will consider Council Tax Charges as part of the budget setting process.

Business Case Templates

To support better spending and investment decisions and better procurement

Co-opted Members Allowance Budget

SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K VALUE OF PROCUREMENT)

SRO:	
Project Manager:	Sarah King
Organisation:	BGCBC – Governance and Partnerships

	Name	Signature	Date
Prepared by:	Gemma Wasley	Gemma Wasley	29/08/23
Reviewed by:	Sarah King		
Approved by:			

1.	<p>INTRODUCTION</p> <p>1.1 The proposal is to cut or reduce the budget aligned to Co-opted Member Allowances. Following a recent review of the budget it has been identified that £12,000 could be removed from the budget in line with forecast expenditure and historical spend data. Currently, Blaenau Gwent Co-optees are not claiming expenses.</p> <p>1.2 The IRPW has determined that a daily or half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights. Recognising the important role that co-opted members discharge, payment must be made for travel and preparation time; committee and other types of meetings as well as other activities, including training.</p>
2.	<p>THE CASE FOR CHANGE</p> <p>2.1 Alongside the requirements of the IRPW, the Council allocates monies to support Co-opted Members for travel and preparation time; committee and other types of meetings as well as other activities, including training.</p> <p>2.2 To date, Co-opted Members have not claimed for Allowances. This has created an underspend in the budget.</p>
3.	<p>OPTIONS ANALYSIS</p>
3.1	<p>Main options</p> <p>3.1.2 Option 1 – Full Allocation £12,000 is the maximum amount available in the Co-optee Members Allowance Budget.</p> <p>3.1.3 Option 2 – Alternative Amounts Alternative amounts, lower than £12,000 could also be considered.</p> <p>3.1.4 Risks to Option 1 and 2 For Option 1 and 2 there is a risk of Co-opted Members claiming for Allowances.</p> <p><i>Note: we cannot discourage or stop any Co-opted Member from claiming allowances and it is a statutory right.</i></p> <p>3.1.5 Option 3 – Do Nothing If no monies are taken, then the underspend has traditionally been used to cover overspends in other Council budgets.</p>

3.2	<p>Recommended option</p> <p>3.2.1 Reduction or removal of the Co-optee Member Allowance would support cost savings across the Council. It is suggested that the monies could be removed from the budget from 2023/24. This assumption is in line with forecast expenditure and historical spend data.</p> <p>There is a risk if the budget is reduced by £12,000 or less should Co-opted Members claim Allowances in future years:</p> <ul style="list-style-type: none"> • Option 1 and 2 would put the budget in an overspend situation, with monies needing to be identified from elsewhere. <p><i>Note: we cannot discourage or stop any Co-opted Member from claiming allowances as it is a statutory right.</i></p>
3.3	<p>Sources and assumptions</p> <p>The assumption is in line with forecast expenditure and historical spend data.</p>
4.	<p>PROCUREMENT ROUTE</p> <p>N/A</p>
5.	<p>FUNDING AND AFFORDABILITY</p> <p>At this present time, this budget is not claimed for by Co-opted Members. This proposal will deliver financial efficiencies of £12,000 for 2024/2025.</p>
6.	<p>DELIVERY ARRANGEMENTS</p>
	<ul style="list-style-type: none"> • This is a proposal to remove or reduce an existing budget which has not been utilised this year as Co-opted Members have chosen to not claim for Allowances. • If approved, the budget can be reduced from 2023/24. • Risks are identified above. • Principal councils must maintain an annual schedule of member remuneration detailing the payments it will make to members in the coming municipal year. Principal councils must also publish a Statement of Payments by 30th September each year. This document details all payments made to elected members in the previous municipal year.

Business Case

To support better spending and investment decisions and better procurement

Estates – Review of Staffing Structure

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Ellie Fry
Project Manager:	Steve Smith
Organisation:	BGCBC

	Name	Signature	Date
Prepared by:			
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	The purpose of the business case is to provide options for reducing the budget for Estates to deliver cost reductions through a decrease in FTE (as part of the Council's Bridging the Gap programme) in support of attaining a balanced budget.
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5 year period, with an estimated funding gap of £10m in 2024/2025.</p> <p>All budget areas across the Council are being reviewed to support the delivery of the MTFs. The service area comprises Planning, Building Control and Estates, the team comprises of a mix of professional services vital to the Council's corporate objectives and includes several statutory services. The Property Assets and Review Officer post identified is in a non-statutory area of work and therefore is proposed as a budget reduction to support the mitigation of the estimated Council funding gap.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Do Nothing / Business as Usual</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Service level remains at current levels. • New CATs proposals continue to be considered and support can be provided to existing CATs. <p>Disbenefits:</p> <ul style="list-style-type: none"> • No budget reduction to contribute towards the Council's Bridging the Gap programme. <p>Option 2 - Redundancy of Property Assets and Review Officer</p> <p>Planning and Building Control are statutory services and cutting below present service levels risks reducing service capacity to below acceptable standards. The Estates team is similarly positioned with the exception of this post which is largely responsible for delivery of CATS and assisting in their ongoing viability. This is a non-statutory function. The redundancy of this post would result in a budget reduction of £60,170.</p>

	<p>Benefits:</p> <ul style="list-style-type: none"> Budget reduction would contribute to the Council's Bridging the Gap programme. <p>Disbenefits:</p> <ul style="list-style-type: none"> The post is a single point of failure and there is no capacity to share existing workload amongst colleagues. The proposal will therefore result in cessation of this area of work in its entirety for the service area, impacting upon consideration of new CAT proposals and ongoing liaison with existing CATs. There will be a loss of capacity to support some corporate priorities such as community gardens and impact upon the timescales of other areas such as the Strategic Asset Management Plan. <p>Risks:</p> <ul style="list-style-type: none"> New CAT proposals cannot be considered and progressed by the service area to support future service delivery. Existing CATs that require ongoing support may become unsustainable and assets returned to the Council, with unknown resource/financial impact. <p>Mitigating Actions:</p> <ul style="list-style-type: none"> A few difficult cases aside; the delivery of CATs is nearing completion. This post is therefore considered to have the least impact on day to day service delivery.
3.2	Recommended option
	To be determined as part of the consideration and engagement process.
3.3	Sources and assumptions
	The above proposals outline the savings and potential risks to the Council and specifically the Estates budget, however the proposal has been based in the knowledge of the overall service area and the deliverability of a budget reduction through FTE reduction. Pay assumptions within the Medium-Term Financial Strategy has been utilised to assess the financial impact of the proposal.
4.	PROCUREMENT ROUTE
	Not applicable
5.	FUNDING AND AFFORDABILITY
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> Option 1 No Impact

	- Option 2 Budget reduction of £60,170														
	<table border="1"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£60,170</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£60,170</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£60,170	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£60,170
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2028/2029	£0														
Total	£60,170														
6.	DELIVERY ARRANGEMENTS														
	<p>This proposal will include:</p> <ul style="list-style-type: none"> • Engagement with staff, the Trade Union and Organisation Development. • An exit plan for dealing with outstanding work would be agreed with the post holder but no new CAT cases will be possible. 														

Business Case

To support better spending and investment decisions and better procurement

Business & Regeneration – Income Generation

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Ellie Fry
Project Manager:	Owen Ashton
Organisation:	

	Name	Signature	Date
Prepared by:	Owen Ashton		
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	The purpose of this Business Case is to provide options to identify alternative income streams within the Business & Regeneration service area to deliver overall cost reductions (as part of the Council's Bridging the Gap programme) in support of attaining a balanced budget.
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5 year period, with an estimated funding gap of £10m in 2024/2025.</p> <p>For a number of years, the Business & Regeneration Division has secured external grant funding to support the delivery of regeneration projects across Blaenau Gwent and to fund technical delivery teams within the Authority to oversee projects. The significant costs and expertise of the Business & Regeneration teams have in the main been absorbed and covered within the departmental budget but have in some instances been covered by external funding sources.</p> <p>In order to develop further income streams for the authority, there is a need and an opportunity for staff to fee earn by charging their time against projects and programmes, and the most appropriate way of doing this is through the UK Government's Shared Prosperity Fund over 2023-24 and 2024-25.</p> <p>Business & Regeneration have already committed to securing £30,000 per annum income and the identification of additional income of £17,000 for 2024/25 is being proposed.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Do Nothing / Business as Usual</p> <p>Benefits:</p> <ul style="list-style-type: none"> • There is no impact upon current service delivery or how employees are funded. <p>Disbenefits:</p> <ul style="list-style-type: none"> • No budget reduction to contribute towards the Council's Bridging the Gap programme.

	<p>Option 2 – Additional income generation</p> <p>Generation of an additional £17,000 through the charging of employee costs against specific grants and schemes. Staff within Business & Regeneration will charge their time where relevant against projects, mainly focussed on the Shared Prosperity Fund.</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Additional income will contribute towards the Council’s Bridging the Gap programme. <p>Disbenefits:</p> <ul style="list-style-type: none"> • There will be additional workload in monitoring and evidencing allocations of staff time against specific projects/grants. • There is a future need for the continuation of the income streams, alternative funding may be needed should the primary income stream/grant scheme should cease. <p>Risks:</p> <ul style="list-style-type: none"> • Grant schemes may cease, and no alternative funding streams introduced that can replace it, resulting in a potential future cost pressure for 2026/2027 if no further grant funding programmes are secured. • Timescales of grants may result in time pressures for the allocation of staff time to specific grants (i.e., late notification of underspending grant schemes meaning additional resource needed to complete appropriate administration tasks). <p>Mitigating Action:</p> <ul style="list-style-type: none"> • Close monitoring of grant spending/planning in order to ensure eligible expenditure in the form staff time allocations are appropriately charged against the grant schemes. • The Council has experience of managing multiple grant schemes and the charging of eligible expenditure against specific schemes including staff time allocations/
3.2	Recommended option
	To be determined as part pf the consideration and engagement process.
3.3	Sources and assumptions
	The main source of funding for this proposal is through the UK Government’s Shared Prosperity Fund and the assumption is that the funding can be used to cover staff costs and suitable grant schemes will be available to charge staff time allocations against, where staff costs are an eligible expenditure.

4.	PROCUREMENT ROUTE														
	Not applicable at this point.														
5.	FUNDING AND AFFORDABILITY														
	<p>The income will be funded through the UK Shared Prosperity Fund.</p> <p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £17,000 <table border="1" data-bbox="491 752 948 1055"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£17,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£17,000</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£17,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£17,000
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2028/2029	£0														
Total	£17,000														
6.	DELIVERY ARRANGEMENTS														
	Staff will charge their time against relevant projects within the Shared Prosperity Fund programme.														

**Business & Regeneration – Review of Service Delivery /
Alternative Service Delivery / Income Generation**

SRO:	Ellie Fry
Project Manager:	Owen Ashton
Organisation:	BGCBC

	Name	Signature	Date
Prepared by:	Owen Ashton		Nov 2023
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	The purpose of the business case is to propose utilisation of grant during 2024/24 to deliver elements of the Destination Management function alongside the exploration of future alternative delivery opportunities for this service in the medium / long term.
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funding gap of £10m in 2024/2025.</p> <p>As part of the efficiency measures, staff savings are being considered across the whole Council. The proposal will look at reviewing the service delivery model within the Business and Regeneration service.</p> <p>The following options have been developed using this case and this Business Case proposes savings of £50,000 for 2024/25.</p>
3.	OPTIONS ANALYSIS
3.1	<p>Main options <i>2 Options</i> <i>1 – Do Nothing – No revenue saving achieved</i> <i>2 – Subject to Member Agreement – undertake the changes proposed to achieve the required savings.</i></p>
	<p>Option 1 – Do Nothing This option does not render any savings for the authority.</p> <p>Option 2 Service review of Business and Regeneration including consideration of income generation to produce financial efficiencies of £50,000. This business case is based on Income Generation and maximisation of grant funding for 2024/25 to deliver the elements of the service, alongside the exploration of future alternative delivery opportunities, including a regional or joint approach for future years.</p> <p>Service Impact: for this year the service will not be impacted, the funding will enable many of the existing and planned activities to continue either unchanged or changed slightly to ensure funding compliance.</p> <p>If the external funding is not utilised the risks are:</p> <ul style="list-style-type: none"> • There is no spare resource in the Business and Regeneration service to take on these duties, and so any ongoing work/support will not continue. • The CJC will be taking forward some elements of work and the Council may need to take on some temporary resource to manage the BG element of the work.

3.2	Recommended option To be determined as part of consideration and engagement process
3.3	Sources and assumptions
	The proposal has been based on the assumptions in the MTFS and 2024/2025 draft estimates.
4.	PROCUREMENT ROUTE <i>Not applicable at this stage.</i>
5.	FUNDING AND AFFORDABILITY
	This proposal, if approved will deliver financial efficiencies of £50,000 for 2024/2025.
6.	DELIVERY ARRANGEMENTS

Business Case

To support better spending and investment decisions and better procurement

EAS – Reduction in Contribution

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	
Project Manager:	Luisa Munro-Morris
Organisation:	Education Directorate

	Name	Signature	Date
Prepared by:	Luisa Munro-Morris	<i>L. Munro-Morris</i>	20.09.23
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	The purpose of the business case is to provide options with regards Blaenau Gwent's annual contribution to the Education Achievement Service (EAS) and to deliver cost reductions over the medium term (as part of the Council's Bridging the Gap programme) in support of attaining a balanced budget.
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.</p> <p>The Council currently contributes £332,000 per annum towards their share in the EAS, which is a school improvement service formed in 2012 in partnership with the 5 local authorities in the former Gwent area.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Do nothing / Business as Usual To continue with the annual contributions to the service.</p> <p>Benefits</p> <ul style="list-style-type: none"> • The contribution Blaenau Gwent makes to the EAS is smaller than other LAs in the SEWC region, due to its size, however we are able to access the same level of support, including school improvement, professional learning opportunities, governor support and school improvement grant management. • Blaenau Gwent has developed a positive working relationship with the EAS and its senior leaders, and this has enabled progress to be made in many of our schools. The positive relationship was also recognised in the recent Estyn inspection of the LA. <p>Disbenefits</p> <ul style="list-style-type: none"> • This option would not deliver budget reductions towards the Council's Bridging the Gap proposals over the medium to long term. <p>Option 2 - Reduce contribution to EAS in 2024/25 by a further 10% The Local Authority commissions the EAS with the other SEWC LAs to undertake school improvement roles and responsibilities. This includes support for school governance and the management of Welsh Government grants linked to school improvement e.g., the Education Improvement Grant (EIG) and the Pupil Deprivation Grant (PDG). The proposal is to cut Blaenau Gwent's contribution to this commissioning arrangement by 10% which would</p>

	<p>realise a saving of around £34,000. This will be the second year of cuts as the contribution for 2023/2024 was cut by 10%. Other LAs in the SEWC region are also considering a 10% cut to their EAS contributions for 2024/2025.</p> <p>Benefits:</p> <ul style="list-style-type: none"> • This would create a saving to the Local Authority's core budget. <p>Disbenefits:</p> <ul style="list-style-type: none"> • This may lead to a reduction in services from the EAS, in particular if all LAs in the SEWC region make similar cuts. • This could result in less support for schools and negatively impact on pupil outcomes. <p>Mitigating factors:</p> <ul style="list-style-type: none"> • All LAs in the SEWC region reduced their contribution to the EAS by at least 10% in 2023/24 and the EAS was able to make savings so that there was no reduction to the services they provide to the LAs.
3.2	Recommended option
	To be determined as part of the consideration and engagement process.
3.3	Sources and assumptions
	<p>The financial information is based on the 2023/2024 contribution.</p> <p>The above proposal outlines the savings and the potential risks to the Education Directorate however the assumption is that they can be achieved, should the council feel it necessary in order to make the budgetary savings required.</p> <p>Informal discussions with the EAS have indicated that they are expecting all LAs to request a 10% cut and are currently working on this premise and planning accordingly. If cuts are identified to achieve a 10% reduction across all LAs this could potentially lead to redundancies.</p>
4.	PROCUREMENT ROUTE
	Not relevant at this point.
5.	FUNDING AND AFFORDABILITY
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £34,000

Year	Potential Saving
2024/2025	£34,000
2025/2026	£0
2026/2027	£0
2027/2028	£0
2028/2029	£0
Total	£34,000

6. **DELIVERY ARRANGEMENTS**

If the above proposal is approved, arrangements would need to be made to:

- Continue to engage with staff in DLT about proposed reduction.
- Engage with the schools about proposed reduction (if ASOS allows).
- Engage with the trade unions!
- Liaise with EAS and SEWC

Business Case

To support better spending and investment decisions and better procurement

Aneurin Leisure Trust – Review of Management Fee

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	
Project Manager:	Luisa Munro-Morris
Organisation:	Education Directorate

	Name	Signature	Date
Prepared by:	Luisa Munro-Morris	<i>L. Munro-Morris</i>	20.09.23
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	The purpose of the business case is to provide options for reviewing the Management Fee provided to Aneurin Leisure Trust (ALT) and Awen for 2024/2025 as part of the Council's budget planning in attaining a balanced budget.
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2027/2028 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.</p> <p>The Council commissions ALT to deliver leisure services to the residents of Blaenau Gwent through a Management Fee of £3.16m per annum and Awen to manage the Metropole Theatre for £0.22m per annum. The Management Fees are increased year on year in line with CPI as determined in the contractual arrangements included in the Funding and Management Agreement.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Do nothing / Business as Usual Increase the Management Fee for 2024/2025 in line with CPI (as at September 2023 CPI is 6.7%). The current assumed inflationary uplift included within the Medium-Term Financial Strategy is 4%.</p> <p>The increase in the Management Fee at:</p> <ul style="list-style-type: none"> • 4% is £135,670. • 6.7% is £223,000. <p>An uplift based on current CPI of 6.7%, will be a cost pressure of £87,000.</p> <p>Benefits:</p> <ul style="list-style-type: none"> • The Trust have forecast by the end of this financial year its reserves will have significantly reduced due to utility cost pressures of circa £1.1 million and additional staff costs, doing nothing would be a contributing mitigating factor. • This option would enable new cost related projects such as Trinity Chapel to be actioned.

	<p>Option 2 – Cash Flat Management Fee for 2024/2025</p> <p>Service Impact This would provide the Council with a financial efficiency of £135,670 towards the Council’s funding gap for 2024/2025.</p> <p>Like the Council, the Trust is faced with significant cost increases, largely due to increased utility bills, inflation and pay awards. Consequently, the Trust are currently undertaking a review of all services to identify potential areas that can be cut. The review will cover services that are:</p> <ul style="list-style-type: none"> • Income generating – and reviewing if further income can be generated. • Non-income generating – review of how much it costs to run each service. • Grant funded services. <p>The Trust will then present a range of proposals for the Council to consider e.g., the closure of Blaina Library and the area to be served by the mobile library service instead which would realise savings of approximately £30,000. All proposed cuts to services would need to be considered and approved by the Council.</p> <p>Benefits:</p> <ul style="list-style-type: none"> • This would create a saving to the Local Authority’s core budget. <p>Disbenefits:</p> <ul style="list-style-type: none"> • These savings would lead to significant cuts in the services the Leisure Trust is able to provide to the community. • This could put certain people at risk e.g., reduction to library services may negatively impact on people who are isolated or at risk of becoming isolated, and reduction in leisure services may increase anti-social behaviour. • By the end of this financial year the Trust has forecast to have wiped out all reserves due to utility cost pressures of circa £1.1 million and additional staff costs. • Any new projects, in particular Trinity Chapel, will be put at risk. <p>Mitigating factors:</p> <ul style="list-style-type: none"> • NA
3.2	Recommended option
	To be determined as part of the consideration and engagement process.

3.3	Sources and assumptions														
	The inflation assumption within the Medium-Term Financial Strategy has been utilised to assess the financial impact of the proposals.														
4.	PROCUREMENT ROUTE														
	Not relevant at this point.														
5.	FUNDING AND AFFORDABILITY														
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £135,670 <table border="1" data-bbox="496 884 954 1189" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£135,670</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£135,670</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£135,670	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£135,670
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6.	DELIVERY ARRANGEMENTS														
	<p>If the above proposal is approved, arrangements would need to be made to:</p> <ul style="list-style-type: none"> • Continue to engage with staff in DLT about proposal. • Support the Leisure Trust in their review of all service areas. • Engage with relevant staff, OD, Trade Unions and other key stakeholders. 														

Business Case

To support better spending and investment decisions and better procurement

Reduction to Individual Schools Budget (ISB)

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	
Project Manager:	Luisa Munro-Morris
Organisation:	Education Directorate

	Name	Signature	Date
Prepared by:	Luisa Munro-Morris	<i>L. Munro-Morris</i>	20.09.23
Reviewed by:			
Approved by:			

1.	INTRODUCTION																																																										
	The purpose of the business case is to provide options for reviewing the funding provided to schools as part of the Council's budget planning in attaining a balanced budget for 2024/2025.																																																										
2.	THE CASE FOR CHANGE																																																										
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.</p> <p>The 2023/2024 Individual Schools Budget (ISB) which is the funding delegated to schools is £52.6m, this equates to 76% of the total Education Portfolio's budget of £68.9m and 28.9% of the Council's overall budget.</p> <p>The WG Statistical Bulletin for Local Authority Budgeted Expenditure on Schools 2023-2024 indicates that Blaenau Gwent's funding per pupil across all sectors is £6,606 and is ranked the highest in Wales (Welsh average was £5,998). The table below shows the break down per sector and the ranking for both 2022/2023 and 2023/2024:</p> <p>Table 1: Total Schools Budgeted Expenditure per Pupil</p> <table border="1" data-bbox="284 1151 1334 1397"> <thead> <tr> <th rowspan="2">Sector</th> <th colspan="3">2022/2023</th> <th colspan="3">2023/2024</th> </tr> <tr> <th>BG</th> <th>Wales</th> <th>Ranking</th> <th>BG</th> <th>Wales</th> <th>Ranking</th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td>5,725</td> <td>5,059</td> <td>1</td> <td>6,006</td> <td>5,380</td> <td>1</td> </tr> <tr> <td>Middle</td> <td>6,097</td> <td>5,628</td> <td>3</td> <td>6,368</td> <td>6,046</td> <td>4</td> </tr> <tr> <td>Secondary</td> <td>6,062</td> <td>5,806</td> <td>6</td> <td>6,427</td> <td>6,192</td> <td>6</td> </tr> <tr> <td>Special</td> <td>26,006</td> <td>24,795</td> <td>7</td> <td>26,070</td> <td>26,041</td> <td>10</td> </tr> <tr> <td>All Sectors</td> <td>6,300</td> <td>5,617</td> <td>1</td> <td>6,606</td> <td>5,998</td> <td>1</td> </tr> </tbody> </table> <p>When comparing the Standard Spending Assessment (SSA), (which informs the Revenue Support Grant) for 2023/2024 of £60.5m to the Education budget of across Education services of £66.45m indicates that Education is funded £5.9m above SSA.</p> <p>In addition to potentially reducing levels of funding, schools are also experiencing significant cost pressures largely due to increased utility bills, inflation and teachers pay awards. For 2024/2025 these are estimated as follows:</p> <p>Table 2: School Cost Pressures</p> <table border="1" data-bbox="284 1800 1181 2033"> <tbody> <tr> <td>Teachers Pay Award – assumed at 5%</td> <td>£835,000</td> </tr> <tr> <td>Non-Teachers Pay Award</td> <td>£321,000</td> </tr> <tr> <td>Third Party Expenditure – assumed 4% inflationary increase</td> <td>£19,000</td> </tr> <tr> <td>Energy (based on 2023/2024 forecast)</td> <td>£1,335,540</td> </tr> <tr> <td></td> <td>£2,510,540</td> </tr> </tbody> </table>	Sector	2022/2023			2023/2024			BG	Wales	Ranking	BG	Wales	Ranking	Primary	5,725	5,059	1	6,006	5,380	1	Middle	6,097	5,628	3	6,368	6,046	4	Secondary	6,062	5,806	6	6,427	6,192	6	Special	26,006	24,795	7	26,070	26,041	10	All Sectors	6,300	5,617	1	6,606	5,998	1	Teachers Pay Award – assumed at 5%	£835,000	Non-Teachers Pay Award	£321,000	Third Party Expenditure – assumed 4% inflationary increase	£19,000	Energy (based on 2023/2024 forecast)	£1,335,540		£2,510,540
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	At the start of 2022/23 school balances were £6.214m, by the end of the financial year they had reduced to £4.821m a reduction of £1.393m. During 2023/24 there is one school currently forecasting a deficit year end position. However, overall surplus balances are expected to significantly reduce by March 2024.
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Do nothing / Business as Usual Increase the ISB budget for 2024/2025 in line with the proposed uplift in the Revenue Support Grant, as included within the Medium-Term Financial Strategy of 2%.</p> <p>The increase to the ISB at 2% is £1.051m - see table 3 below for the financial impact on schools per sector.</p> <p>Benefits</p> <ul style="list-style-type: none"> • Increasing the ISB will assist schools in managing to achieve a balanced budget at the end of 2024/2025. Schools in a deficit position would need to consider redundancies as staff costs represent a significant proportion of a school budget. • Would provide funding towards addressing school cost pressures. • An increase in budgets is likely to impact positively on school's ability to deliver high quality teaching and learning which should impact positively on pupil outcomes. • The LA received a positive outcome in its inspection of Education Services in February 2023, an increase to ISBs is likely to enable services that were recognised by Estyn as good to continue to be delivered by schools. <p>Disbenefits</p> <ul style="list-style-type: none"> • This option would not deliver budget reductions towards the Council's Bridging the Gap proposals over the medium to long term. • Insufficient funding to mitigate all school cost pressures as identified in table 2 below. <p>Option 2 – Cash flat ISB in 2024/2025 Do not provide an uplift of 2% to the ISB. This proposal would deliver financial efficiencies of £1.051m towards the funding gap. - see table 3 below for impact on schools per sector</p> <p>Option 3 – Cut the ISB in 2024/2025 by £2m. Cut the ISB by £2m, this would equate to a 4% reduction (after allowing for 2% uplift as per the assumption in the MTFs). The financial impact is shown in the table 3 below.</p>

Option 4 – Cut the ISB in 2024/2025 by £3m.

Cut the ISB by £3m, this would equate to a 6% reduction (after allowing for 2% uplift as per the assumption in the MTFs). The financial impact is shown in the table 3 below.

Impact on Schools:

The following table illustrates the average impact on each of the sectors:

Table 3 – Average Financial Impact of Options per Sector

Sector	Option 1 2% Increase in funding	Option 2 Cash Flat	Option 3 Cut of 4%	Option 4 Cut of 6%
Primary	£24,389	0	(£46,399)	(£69,599)
Secondary	£78,002	0	(£148,398)	(£222,596)
Middle	£171,782	0	(£326,815)	(£490,223)
Special	£44,150	0	(£83,994)	(£125,991)

Options 2-4 have similar benefits / disbenefits as follows:

Benefits:

- This would contribute to reducing the Council's funding gap.

Disbenefits:

- Cutting the ISB will lead to schools being in a deficit position and having to implement deficit reduction plans to balance the budget as funding will be insufficient to meet rising costs of inflation, pay award, utility costs etc. This will include reductions to staffing which will impact on teaching and learning and pupil outcomes and could incur significant redundancy costs.
- Cutting the ISB is likely to impact negatively on school's ability to deliver high quality teaching and learning due to the need to make savings which could impact negatively on pupil outcomes.
- The LA received a positive outcome in its inspection of Education Services in February 2023, cuts to ISB may impact negatively on the services delivered to children and young people by schools, which were recognised by Estyn to be good.

Mitigating factors:

- Schools currently have surplus balances of £4.8m. at the end of 2022/2023. However, it is expected that these will significantly reduce during the current financial year as schools fund increasing costs in relation to utilities, pay etc.

3.2	Recommended option																																
	To be determined as part of the consideration and engagement process.																																
3.3	Sources and assumptions																																
	The above proposals have been based on the assumptions in the MTFS and outlines the savings and the potential risks to Schools and the Education Directorate however the assumption is that they can be achieved, should the council feel it necessary in order to make the budgetary savings required.																																
4.	PROCUREMENT ROUTE																																
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5.	FUNDING AND AFFORDABILITY																																
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £1.051m - Option 3 Budget reduction of £2m - Option 4 Budget reduction of £3m <table border="1" data-bbox="411 1149 1238 1453"> <thead> <tr> <th data-bbox="411 1149 619 1189">Year</th> <th colspan="3" data-bbox="620 1149 1238 1189">Potential Saving</th> </tr> <tr> <td data-bbox="411 1191 619 1227"></td> <th data-bbox="620 1191 826 1227">Option 2</th> <th data-bbox="828 1191 1034 1227">Option 3</th> <th data-bbox="1035 1191 1238 1227">Option 4</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 1229 619 1265">2024/2025</td> <td data-bbox="620 1229 826 1265">£1,051,000</td> <td data-bbox="828 1229 1034 1265">£2,000,000</td> <td data-bbox="1035 1229 1238 1265">£3,000,000</td> </tr> <tr> <td data-bbox="411 1267 619 1303">2025/2026</td> <td data-bbox="620 1267 826 1303">£0</td> <td data-bbox="828 1267 1034 1303">£0</td> <td data-bbox="1035 1267 1238 1303">£0</td> </tr> <tr> <td data-bbox="411 1305 619 1341">2026/2027</td> <td data-bbox="620 1305 826 1341">£0</td> <td data-bbox="828 1305 1034 1341">£0</td> <td data-bbox="1035 1305 1238 1341">£0</td> </tr> <tr> <td data-bbox="411 1344 619 1379">2027/2028</td> <td data-bbox="620 1344 826 1379">£0</td> <td data-bbox="828 1344 1034 1379">£0</td> <td data-bbox="1035 1344 1238 1379">£0</td> </tr> <tr> <td data-bbox="411 1382 619 1417">2028/2029</td> <td data-bbox="620 1382 826 1417">£0</td> <td data-bbox="828 1382 1034 1417">£0</td> <td data-bbox="1035 1382 1238 1417">£0</td> </tr> <tr> <td data-bbox="411 1420 619 1453">Total</td> <td data-bbox="620 1420 826 1453">£1,051,000</td> <td data-bbox="828 1420 1034 1453">£2,000,000</td> <td data-bbox="1035 1420 1238 1453">£3,000,000</td> </tr> </tbody> </table>	Year	Potential Saving				Option 2	Option 3	Option 4	2024/2025	£1,051,000	£2,000,000	£3,000,000	2025/2026	£0	£0	£0	2026/2027	£0	£0	£0	2027/2028	£0	£0	£0	2028/2029	£0	£0	£0	Total	£1,051,000	£2,000,000	£3,000,000
Year	Potential Saving																																
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6.	DELIVERY ARRANGEMENTS																																
	<p>If the above proposal is approved, arrangements would need to be made to:</p> <ul style="list-style-type: none"> • Continue to engage with staff in DLT about proposed reduction. • Engage with the schools about proposed reduction (if ASOS allows). • Engage with the trade unions. 																																

Business Case

To support better spending and investment decisions and better procurement

Staffing Reduction - Education Directorate

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	
Project Manager:	Luisa Munro-Morris
Organisation:	Education Directorate

	Name	Signature	Date
Prepared by:	Luisa Munro-Morris	<i>L. Munro-Morris</i>	19.11.23
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	The purpose of the business case is to provide a review of the Education Directorate staffing provision and options for efficiencies, with a view of delivering cost reductions (as part of the Bridging the Gap programme) in support of attaining a balanced budget whilst also retaining key frontline services where required.
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funding gap of £10m in 2024/2025.</p> <p>As part of the efficiency measures a 5% staff saving across the whole Council is one of the proposals being put forward across each Directorate. Many posts in the Education Directorate are funded through grants and therefore cannot form part of the overall 5% saving. When these posts are disaggregated, a 5% saving equates to £107,460.</p> <p>It is proposed that a departmental re-structure would realise the 5% saving. This would include some posts moving from core funding to grant funding, and some posts moving from full time to part time. It would also include income generation from Capital Funding and through Communities for Work Plus funding, to part fund some posts. In particular, £11,000 of income generation could be costed against 21st Century funding for the work of the Service Manager for Inclusion for the ongoing work on ALN reform, including additional resource bases, proposed observation classroom and support for the Welsh medium seedling provision. In addition, income generation from Communities for Work Plus could be utilised to part fund youth work posts which are currently being 100% core funded.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Do nothing / Business as Usual</p> <p>Benefits</p> <ul style="list-style-type: none"> • The directorate would continue to operate under its current staffing structure, this would provide a level of stability in the directorate. <p>Disbenefits</p> <ul style="list-style-type: none"> • This option would not deliver budget reductions towards the Councils Bridging the Gap programme over the medium to long term.

	<p>Option 2 – Undertake a Departmental Restructure</p> <p>Benefits:</p> <ul style="list-style-type: none"> • The proposed re-structure would realise a 5% saving across core funded posts in the Education Directorate. • The proposed re-structure would not result in any additional redundancy costs as it is not proposed to make any posts redundant. <p>Disbenefits:</p> <ul style="list-style-type: none"> • Moving posts from core funding to grant funding creates a level of instability in the directorate due to the possibility that grants could come to an end. • The ability to generate income may not be a long-term solution, so the costs may need to be covered by core funding again at a future date. • One full time post is being considered to move to part time hours on a permanent basis. This may make it hard to recruit to this post if it becomes permanently part time if the post was to become vacant in the future. This is a statutory post, and it is currently being covered by someone on a part time basis. 								
3.2	Recommended option								
	To be determined as part of consideration and engagement process								
3.3	Sources and assumptions								
	The above proposal outlines the savings and the potential risks to the Education Directorate however the assumption is that they can be achieved, should the council feel it necessary in order to make the budgetary savings required.								
4.	PROCUREMENT ROUTE								
	Not relevant at this point.								
5.	FUNDING AND AFFORDABILITY								
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £107,460 <table border="1" data-bbox="555 1821 1010 2004"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£107,460</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£107,460	2025/2026	£0	2026/2027	£0
Year	Potential Saving								
2024/2025	£107,460								
2025/2026	£0								
2026/2027	£0								

		2027/2028	£0
		2028/2029	£0
		Total	£107,460
6.	DELIVERY ARRANGEMENTS		
	<p>If the above proposal is approved, arrangements would need to be made to:</p> <ul style="list-style-type: none"> • Continue to engage with staff in DLT about proposal. • Engage with the trade unions. • Engage with finance and OD. 		

Public Protection Staff Reduction Proposals 2024-2025

SRO:	
Project Manager:	Ellie Fry
Organisation:	BGCBC

	Name	Signature	Date
Prepared by:	Ellie Fry		Jan 2024
Reviewed by:			
Approved by:			

1.	<p>INTRODUCTION</p> <p>The purpose of this proposal is to achieve budget savings for 2024/25 onwards as part of the Council's Bridging the Gap programme) in support of attaining a balanced budget corporately. This proposal seeks to achieve a target of £100,000.</p>
2.	<p>THE CASE FOR CHANGE</p> <p>The current economic climate is challenging for both the public and private sector as the cost-of-living crisis continues into 2023/24 with inflation remaining high at 7.9% (June 2023), higher than anticipated pay costs, increased borrowing costs, increased energy and fuel costs, all continuing to put pressure on budgets and the cost of delivering services to our residents.</p> <p>2.1 The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funded gap of £10m in 2024/2025.</p>
3.	<p>OPTIONS ANALYSIS</p>
3.1	<p>Main options <i>2 Options</i></p> <p><u>Option 1 – Do Nothing/Business As Usual</u></p> <p>Benefits:</p> <ul style="list-style-type: none"> • the Council will retain the current levels of services in Public Protection that are revenue funded. <p>Dis-benefits:</p> <ul style="list-style-type: none"> • No budget reduction to contribute towards the Council's Bridging the Gap programme.
3.2	<p><u>Option 2 – Service restructure and reductions in statutory programmed inspections and other statutory work.</u></p> <p>To meet the £100,000 target outlined in section 1, the proposal is to undertake a small service restructure of Public Protection, with the added potential to consider other structural changes to facilitate further expressions of interest in voluntary redundancy. This option rationalises the senior level team from 4 to 3, with remaining posts to take on additional responsibility. An expression of interest for Voluntary redundancy for the post that would be deleted from the structure and made redundant.</p> <p>The restructure will enable management changes/staff reductions, and future succession planning. Core statutory responsibilities will continue to be delivered however the proposed changes will lead to some reductions of statutory programmed inspections and other statutory work. The key changes will include:</p>

	<ul style="list-style-type: none"> • Rationalisation of 4 senior leader roles to 3 – an expression of interest has been submitted for Voluntary redundancy from one of the post holders affected which may avoid a compulsory redundancy situation. • Management Restructure and other role changes to enable resilience and succession planning • Deletion/Changes to 2 No. Vacant Posts • Procuring specialist services as needed • Changes & reallocation of Supplies & Services Budgets • Minimisation of service reductions, but reduced capacity will result in less proactive work being done in programmed services with reactive work only <p>Below sets out what will continue and what will need to be reduced or stopped. Generally, the statutory work will continue and non-statutory work will either continue at a lower level, or stop.</p>
3.2.1	<p>The majority of the Public Protection Service will remain, with the two areas of Environmental Health and Trading Standards continuing to provide statutory inspections and continue to respond to issues and emergencies. The Housing Solutions Team remain as existing. The following reductions are being made:</p> <p><u><i>Reduce programmed Commercial Health & Safety activities - reactive and priority work only.</i></u> BG is an enforcing Authority under the Health & Safety at work Act 1974 section 18 (4). In 2022/23 - 61 inspections and 176 advice requests were dealt with. As a result of the proposed change, proactive intelligence-led work will be reduced, and reflected in the statutory annual work plan. The Authority will continue to respond to accidents/incidents.</p> <p><u><i>Reduce statutory programmed food hygiene and food standards inspections annually</i></u> Under EU Regulation 2017/16 Article 9, Food Authorities must perform official food controls on all operators regularly, on a risk basis and frequently. During 2022/23, 322 Hygiene and 214 Standards inspections visits were completed in accordance with regulations and the FSA post covid recovery plan. The number of inspections will reduce as a result of this proposal.</p> <p><u><i>Discontinue food and other sampling programmes</i></u> The Authority is required to outline its food sampling programme as part of its food law service delivery plan in 2022/23 - 124 were undertaken. Under this proposal, the Authority will discontinue proactive/programmed regional and national food sampling surveys due to loss of posts (i.e. Wales Food Microbiological Forum Survey or Trading Standards/Other).</p> <p><u><i>Reduced ability to respond to outbreaks of infectious disease (temporary additional support would be needed for medium/large outbreaks)</i></u> Reduction in ability to respond to outbreaks of communicable disease. During 2022/23, Officers responded to 155 notifications of infectious disease and 5 outbreak/cluster incidents.</p> <p><u><i>Discontinue proactive housing inspections (except programmed HMO Licensing visits).</i></u></p>

BG responds to approx. 250 complaints a year relating to poor conditions in private sector housing, this will continue. However, as part of this proposal proactive inspections (e.g, requested by clients, internal departments or outside agencies/partners) will be discontinued. (i.e. NEST (energy efficiency – pre-inspections; Immigration inspections (regular home office); Refugee related inspections (Ukraine hosting, other)). The above inspections could be undertaken on a voluntary overtime basis (Saturdays) if specific funding is available/fee earning.

Review regulation and inspection regime of Permitted Polluting Industrial Processes that fall under the Local Authority regulatory regime.

BG is responsible for the regulating Pollution from [Part A\(2\) & Part B](#) industrial processes, currently there are 21 such businesses in BG. This can increase or decrease dependent on economic climate/investment (e.g. Ciner).

Regularity of inspections will be reviewed within the legislation. Consideration will be given to externalising these inspections at reduced cost offset against staff savings. This would mitigate legal and reputational risks, but this proposal would reduce the capacity and resilience in the current team for the remaining work.

Reduce programmed Trading Standards activities as part of the response plan to the annual Strategic Assessment and other work plans

Trading Standards activities are already scaled back and reprioritised to be intelligence-led. They continue to maintain statutory consumer protection; provide safety responses and prevention work to protect the most vulnerable clients.

In addition, Trading Standards staff visit/inspect approximately 400 town centre/high street retail premises, inspections of manufacturers, online businesses and car traders. The service deals with approximately 600 consumer complaints a year, 40 trade advice requests and supports approx. 100 vulnerable scam victims. This proposal will further reduce programmed Trading Standards activities as part of the response plan in the annual Strategic Assessment.

Reduce Housing Solutions Budgets – Supplies & Services

This proposal will reduce Supplies & Services Budgets

The Benefits, Disbenefits & Risks of the proposal are:-

Benefits:

- Budget reduction would contribute towards the Council's Bridging the Gap programme albeit some monies would need to be retained to buy-in inspections from Agencies/Consultants. There will still be a need to respond to complaints relating to these premises.

Dis-benefits:

- Reduction in staff capacity resilience in the wider team members (including the reduction in expertise to pick up this work in short notice going forward along with other work).
- Proactive intelligence-led work will be reduced.

- The Authority will continue to respond to accidents/incidents where appropriate. The risk is that these will increase as programmed interventions reduce.
- Reduction in ability to respond to outbreaks of communicable disease without the need for temporary additional support - especially for medium/large outbreaks (including the ability to scale up for any Covid new variants).
- Advice requests from new/existing businesses (outside of inspection visits) have been scaled back in previous years and will be reduced further or discontinued completely. Also, internal advice requests will be either charged for or scaled back/discontinued.
- Reductions will/may also impact on the Authority's ability to implement new legislation (WG programme for Government - i.e. Special Procedures).
- Discontinuation of proactive product (non-food) sampling. Samples will only be taken in response to reactive/complaints/investigations.
- Reduction in food hygiene and standards inspection (albeit there will remain scope to buy-in inspections from external contractors)
- Food Complaints will need to be risk assessed with only high-risk complaints receiving a full response/inspection visit etc.
- Reduced ability to deliver the statutory National Food Hygiene Rating Scheme (Scores on the Doors) as part of the above hygiene inspections
- Agency/consultants will need to be instructed/managed to undertake the permit inspections, including management of subsequent follow-up work.
- Staff reduction will lead to a significant reduction in resilience of specialist Health and safety enforcement areas and prejudice the ability to train graduates/apprenticeships/new members of staff.
- Reduction in Supplies & Service budgets in order enable the goals of the re-structure and savings targets to be met.

Risks:

- The Council will need to tolerate the reputational risks associated with reducing this work to a minimum and the reduction in compliance standards in food businesses. WG and the HSE will need to be informed, where necessary.
- The Food Standards Agency (FSA) will need to be informed.
- The Wales Communicable Disease Outbreak Control Plan has been reviewed post pandemic with the outcome that local government will be involved as part of Outbreak Control Teams dealing with a wider range of infections (Food, Water and Environmental). Public Health Wales will need to be informed that the Authority's resources have been reduced that may reduce the ability to respond as expected under the new plan.
- Reduced ability to proactively intervene to protect public health where programmed sampling indicates a local/regional/national problem.
- Non-compliance levels are likely to increase in a need for enforcement action and increased risk to the public with the above reductions in inspections
- There may be additional impact on Public Protection as a result of the proposed WG Workplace Recycling regulations (to be determined).
- Following a recent (Sep 2023) Audit, the Food Standards Agency (FSA) stated that the Food Safety & Standards service had a shortfall in resources that the Authority was working to bridge. This proposal would affect the ability to do that, and the level of assurance (moderate) awarded by the FSA is dependent on

	<p>having the necessary resources to deliver the Food Law recovery plans, post Covid, and the regulated inspection frequencies which results in a risk to the Authority.</p> <p>Risks will be minimised as far as practicable and mitigated against relevant grant income, where possible.</p>														
	<p>Recommended option This is a savings proposal involving the changes to statutory and residual non-statutory services and a service restructure against the backdrop of the budget setting challenges for 2024/25.</p>														
	<p>Sources and assumptions To meet the £100,000 target, the proposal is to undertake a service restructure of Public Protection. The restructure will enable management changes/staff reductions and future succession planning and will lead to reductions of statutory programmed inspections and other statutory work.</p>														
3.3	<p>If Option 2 is approved then the changes will be delivered in accordance with the advice, guidance and consolation, as appropriate, from/with CLT, Director of Regeneration & Community Services, Organisational Development, Accountancy, Public Protection Staff, Trades unions and relevant others. This draft proposal and savings target has not taken into account any relevant severance costs.</p>														
3.4	<p>PROCUREMENT ROUTE Subject to approval of the proposal, any necessary buying in of support will be undertaken in accordance with corporate procurement rules.</p>														
3.4.2	<p>FUNDING AND AFFORDABILITY The proposal is to make revenue budget savings for 2024/25. No additional funding is required. Should the elected members choose to make the savings then a financial strategy will be included as part of the required business case.</p>														
3.4.3	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £100.000 <table border="1" data-bbox="513 1662 970 1966"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£100,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£100,000</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£100,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£100,000
Year	Potential Saving														
2024/2025	£100,000														
2025/2026	£0														
2026/2027	£0														
2027/2028	£0														
2028/2029	£0														
Total	£100,000														

5.	DELIVERY ARRANGEMENTS <i>Subject to elected Member agreement of the proposed changes (in full or in part) and risks etc, The Director will work with relevant PP, OD & Accountancy colleagues to deliver the restructure and service changes by 31st March 2024 or as soon as practicable thereafter.</i>

Blaenau Gwent County Borough Council - Integrated Impact Assessment

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
E Fry	D Thompson	Public Protection	Feb 2024

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

To meet the £100k target outlined in section 1, the proposal is to undertake a small service restructure of Public Protection, with the added potential to consider other structural changes to facilitate further expressions of interest in voluntary redundancy. This option rationalises the senior level team from 4 to 3, with remaining posts to take on additional responsibility. An expression of interest for VR for the post that would be deleted from the structure and made redundant.

The restructure will enable management changes/staff reductions, and future succession planning. Core statutory responsibilities will continue to be delivered however the proposed changes will lead to some reductions of statutory programmed inspections and other statutory work.

Section 1
Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and the EHRC guidance [The Essential Guide to the Public Sector Equality Duty: EHRC](#)
Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (<i>people of all ages</i>)	No	Yes	Potential for a reduced response in relation to infections disease outbreaks, work place health and safety investigations (e.g, accidents, dangerous occurrences), Food, reduction in food inspections in relevant premises, reduction in proactive/non statutory housing inspections.Reduction in Trading Standards responses.
Disability (<i>people with disabilities/ long term conditions</i>)	No	Yes	As above
Gender Reassignment (<i>anybody who's gender identity or gender expression is different to the sex they were assigned at birth</i>)	No	Yes	As Bove



Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	No	Yes	As above
Pregnancy and Maternity (<i>women who are pregnant and/or on maternity leave</i>)	No	Yes	,AS above
Race (<i>people from black, Asian and minority ethnic communities and different racial backgrounds</i>)	No	Yes	As above
Religion or Belief (<i>people with different religions and beliefs including people with no beliefs</i>)	No	Yes	As above
Sex (<i>women and men, girls and boys and those who self-identify their gender</i>)	No	Yes	As above
Sexual Orientation (<i>lesbian, gay, bisexual, heterosexual, other</i>)	No	Yes	As above




NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

Section 2 Socio-economic Duty (Strategic Decisions Only) <i>The Welsh Governments Socio-economic Duty provides a framework in order to ensure tackling inequality is at the forefront of decision making.</i>			
.Please consider the below vulnerable groups and consider how the proposal could affect them:			
<ul style="list-style-type: none"> ➢ Single parents and vulnerable families ➢ People with low literacy/numeracy ➢ Pensioners ➢ Looked after children ➢ Homeless people ➢ Carers ➢ Armed Forces Community ➢ Students ➢ Single adult households ➢ People misusing substances ➢ People who have experienced the asylum system ➢ People of all ages leaving a care setting ➢ People living in the most deprived areas in Wales (WIMD) ➢ People involved in the criminal justice system 			
Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	neutral		
Low and/or No Wealth <i>(enough money to meet basic living costs and pay bills but have no savings)</i>	neutral		

<i>to deal with any unexpected spends and no provisions for the future)</i>			
Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)	neutral		
Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)	neutral		
Socio-economic Background (<i>social class i.e. parents education, employment and income</i>)	neutral	Hard to measure	
Socio-economic Disadvantage (<i>What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged</i>)	neutral		

Section 3-Corporate Plan <i>Please outline any Corporate Plan linkages of the proposal -BG Corporate Plan 22-27</i>	
Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	N/A
Priority 2 - Respond to the nature and climate crisis and enable connected communities	The proposal will have a small negative impact on this priority
Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place	The proposal will have some negative effect on the delivery of quality services.
Priority 4 - Empowering and supporting communities to be safe, independent and resilient	The proposal will have some negative impact on this priority

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)	
<i>Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)</i>	
Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Tern</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>The proposal will reduce the amount of public health and consumer protection interventions and advice which may prejudice levels of regulatory compliance in the longer term. Hard to measure.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>The proposal will reduce preventive interventions by the service.</p>

<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p> <p>The proposal will reduce the amount of public health and consumer protection advice provided to other services in our communities.</p>
<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>The proposal will reduce the amount of public health and consumer protection advice provided to other internal departments.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p> <p>Corporate consultation on the proposals.</p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

The proposal will reduce the amount of public health and consumer protection interventions and advice provided to business (that the contributes to a level playing field for business) and the general public at large

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

No notable impact

3. **A HEALTHIER WALES ...** a society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

The proposal will reduce the amount of public health and consumer protection interventions and advice provided to business (that the contributes to a level playing field for business) and the general public at large

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

The proposal will reduce the amount of public health and consumer protection interventions and advice provided to the general public

5. **A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.


The proposal will reduce the amount of public health and consumer protection interventions and advice provided to communities

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

No direct impact

7. **A GLOBALLY RESPONSIBLE WALES** ... a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

The proposal will reduce the amount of public health and consumer protection interventions and advice provided to the general public and business. Many of the services regulatory activities contribute to wider environmental improvement and well-being.

Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards			
<i>(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards)</i>			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	neutral		

What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	neutral		
What opportunities are there for a person or person to use the Welsh Language? <i>e.g. staff, residents and visitors</i>	neutral		
Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?	neutral		

Section 6 – Children’s Rights Approach - The Right Way			
<p>The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.</p>			
Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.

Participation (child or young person as someone who actively contributes to society as a citizen)	No	No	
Provision (the basic rights of children and young people to survive and develop)	No	No	
Protection (children and young people are protected against exploitation, abuse or discrimination)	No	No	

Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)	No	Yes	Increase in non-compliance in food premises and other businesses regulated by the service.. Mitigated as far as possible by intelligence/complaint led responses based on risk rated programmed interventions and responses to complaints.
Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)	No	No	
Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)	No	Minor impacts on the illegal selling of counterfeit/illegally imported or otherwise illegal tobacco/vapes	Intelligence led work based on annual strategic assessments/ intervention priorities

Re-offending (Think young people and adults, victims, families, communities)	No	No	
Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)	No	No	
Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)	No	No	
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)	No	No	

Section 8- Armed Forces Covenant Duty [AFC Draft Statutory Guidance - Final.pdf](#)

Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<p>Health</p> <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals <p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, 	No	No	

<p>mental health services, and additional needs services (as applicable).</p> <ul style="list-style-type: none"> Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> Admissions Educational attainment and curriculum Child wellbeing Transport Attendance Additional needs support Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early</p>	<p>No</p>	<p>No</p>	

years education), higher education, or other voluntary adult education settings			
Housing <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 	No	No	

Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.		
Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
Budget reduction targets. Current staffing levels/vacant posts Delayed required service restructure Reassessment of priorities Alternative approaches to service delivery	As per the Outline savings proposals	Yes

Are there any data or information gaps and if so what are they and how do you intend to address them?

None

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions; -

- 1. Who did you consult?**
- 2. When did the consultation take place and was adequate time given for a response?**
- 3. Was there enough information provided to respond effectively?**
- 4. What were the findings?**
- 5. Have the findings been considered in regards to the decision?**

To date, consultation has been undertaken in accordance with Corporate Leadership Team processes and with the Lead Cxbinet Member, Director and HR colleagues

Section 11-Monitoring and Review

How will the implementation of the proposal be monitored, including the impacts or changes made?	Reports to Corporate Leadership Team and Council, as required
What monitoring tools will be used?	Reports
How will the results be used for future development?	
How and when will it be reviewed?	Outcomes to be monitored in accordance with corporate requirements
Who is responsible for ensuring this happens?	Director of Regeneration & Community Services.

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Section 12 - Decision

Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

Continue with the proposal in its current form	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name of person completing the IIA	
Name:	
Job Title:	
Date:	

Head of Service Approval			
Name:	E Fry		
Job Title:	Director of regeneration & Community Services		
Signature:		Date:	Feb 2024

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or kate.james@blaenau-gwent.gov.uk.

Business Case

To support better spending and investment decisions and better procurement

Trade Waste Price Increases

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Ellie Fry
Project Manager:	Matthew Stent
Organisation:	BGCBC – Neighbourhood Services

	Name	Signature	Date
Prepared by:	Lisa Jones		02/10/23
Reviewed by:	Matthew Stent		02/10/23
Approved by:			

1.	INTRODUCTION
	The purpose of the business case is to provide options for reviewing Trade Waste charges in order to generate additional income (as part of the Council's Bridging the Gap programme) in support of attaining a balanced budget.
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5 year period, with an estimated funding gap of £10m in 2024/2025.</p> <p>The collection of trade waste is a statutory service; however the Council do not have to provide it and can sign post to private operators.</p> <p>The service recovers its costs through charging customers and fully recovers the direct costs in delivering the service. The trade waste service has direct costs of approximately £295,000.</p> <p>Collection of trade waste covers both external customers and internal customers including schools and corporate landlord buildings. This Business Case provides options for increasing the trade waste prices for all customers and external customers only which would generate additional income that could contribute to the mitigating the estimated funding gap. Any price increase over 4% for internal customers will create a budget cost pressure for those services. External customers make up approximately 47% of the income generated by the service.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Business as usual – increase all customer charges in line with the assumption in the Medium Term Financial Strategy of 4%.</p> <p>Option 2 – Do minimum – increase customer prices by 5%. This would achieve an estimated annual income increase of £4,749, based on current customer base.</p> <p>Option 2 a - Do minimum – increase external customer prices by 5%. This would achieve an estimated annual income increase of £2,220, based on current customer base.</p> <p>Option 3 - increase the customer prices by 10%. This would achieve an estimated annual income increase of £21,452, based on current customer base.</p>

Option 3a - increase the external customer prices by 10%. This would achieve an estimated annual income increase of £10,063, based on current customer base.

Option 4 – increase the customer prices by 15%. This would achieve an estimated annual income increase of £38,154, based on current customer base.

Option 4a – increase the external customer prices by 15%. This would achieve an estimated annual income increase of £17,907, based on current customer base.

Option 5 – increase the customer prices by 20%. This would achieve an estimated annual income increase of £54,856, based on current customer base.

Option 5a – increase the external customer prices by 20%. This would achieve an estimated annual income increase of £25,750, based on current customer base.

Increases applied to the whole customer base returns:				
5%	10%	15%	20%	
£4,749	£21,452	£38,154	£54,856	
Increases applied to the external customers only returns:				
5%	10%	15%	20%	45%
£2,220	£10,063	£17,907	£25,750	£64,968

Impact / Risks:

- Reputational damage
- Reduction in customer base as increasing costs will likely lead to customers going elsewhere for the service.
- No scope for re-investment in the service.
- Expected loss of customers and therefore income.
- Any additional charges above 4% for internal customers will generate cost pressures for their service areas (such as schools, catering and corporate landlord).
- The Authority operates a compliant service which is a USP in the current marketplace for attracting/retaining customers, as it is currently operating at above market average pricing.

3.2 Recommended option

To be determined as part of the consideration and engagement process.

3.3	Sources and assumptions														
	The financial impact included within the options is over and above the 4% increase included within the MTFS assumptions and based on the current client base.														
4.	PROCUREMENT ROUTE														
	Not applicable at this stage.														
5.	FUNDING AND AFFORDABILITY														
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £2,220 - £54,856 through increased income. <table border="1" data-bbox="488 943 999 1211"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£2,220 – £54,856</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£2,220 – £54,856</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£2,220 – £54,856	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£2,220 – £54,856
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2028/2029	£0														
Total	£2,220 – £54,856														
6.	DELIVERY ARRANGEMENTS														
	The proposal will be delivered by an increase in the identified income budgets when set for 2024/2025, and achievement will be monitored and reported through the Council's standard budgetary control procedures reviewing income and expenditure against budgets.														

Business Case

To support better spending and investment decisions and better procurement

Charging for Residual Bins and Recycling Bags

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Ellie Fry
Project Manager:	Matthew Stent
Organisation:	BGCBC – Neighbourhood Services

	Name	Signature	Date
Prepared by:	Lisa Jones		02/10/23
Reviewed by:	Matthew Stent		02/10/23
Approved by:			

1.	INTRODUCTION
	To consider the options for charging residents for replacement wheeled bins and charging residents for green waste recycling bags which would generate additional income (as part of the Council's Bridging the Gap programme) in support of attaining a balanced budget.
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5 year period, with an estimated funding gap of £10m in 2024/2025.</p> <p>To combat the rising costs of waste and recycling receptacles and to bring services in line with other Welsh local authorities who are charging residents for replacement bins and green waste collections, BG are proposing options of this potential revenue generating practice.</p> <p>There is evidence that a number of other authorities already have this as general practice. BG would be an outlier if some charges to cover costs were not introduced.</p> <p>The proposals would therefore generate additional income that could contribute to mitigating the estimated Council funding gap.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Business as usual – continue to supply all bins and bags free of charge.</p> <p>Option 2 – charge residents for replacement and first issue wheeled bins and green waste recycling bags. Many local authorities in Wales charge an administration and delivery charge for wheeled bins to residents and many charge for the green waste service. BG are proposing to introduce administration and delivery charge of £20 for replacement wheeled bins and an administration and delivery charge of £2 for green waste recycling bags.</p> <p>Option 3 – charge residents for replacement wheeled bins only. - £20 each</p> <p>Option 4 – charge residents for first issue and replacement wheeled bins. - £20 each</p> <p>Option 5 – Do minimum - charge residents for green waste recycling sacks. - £2</p>

	<p>a) Potential Income: Based on £2 per request: Total No. of requests for green sacks [2022/23] – 1831 x £2 = £3,662.00</p> <p>b) However, a number of requests were for more than 1 green sack. Total No. of green sacks requested [2022/23] – 4275 x £2 = £8,550.00</p> <p>No of requests for wheeled bins [2022/23] – 943 x £20 = £18,860.00</p> <p>What did we spend on both in 2022/23 –</p> <ul style="list-style-type: none"> • Wheeled bins - £11,520.00 • Green Waste sacks - £10,680.00 <p>The charges are only for administration / delivery, not the actual cost of the bin or sack. By only charging for admin / delivery we retain the right to make certain stipulations i.e., where the bin is stored (if it's causing an obstruction, no excess waste etc.).</p> <p>Impact / Risks:</p> <ul style="list-style-type: none"> • Reputational damage • Dis-incentivises recycling behaviour [green sacks] • Wheel bins are not mandatory so would likely lead to more resident placing bags for collection rather than pay for a replacement wheeled bin. <p>The charging administered by other Local Authorities has been considered and attached at Appendix 1.</p>
3.2	Recommended option
	To be determined as part of the consideration and engagement process.
3.3	Sources and assumptions
	The above proposal has been based upon the assumptions in the MTFs, the historical spend data of the department and the service requests received by the service area.
4.	PROCUREMENT ROUTE
	Not applicable at this stage.
5.	FUNDING AND AFFORDABILITY
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £27,410

	<ul style="list-style-type: none"> - Option 3 Budget reduction of less than £18,860 - Option 4 Budget reduction of £18,860 - Option 5a Budget reduction of £3,662 - Option 5b Budget reduction of £8,550 <table border="1" data-bbox="491 427 1002 696" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£3,662 - £27,410</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£3.662 - £27,410</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£3,662 - £27,410	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£3.662 - £27,410
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2028/2029	£0														
Total	£3.662 - £27,410														
6.	DELIVERY ARRANGEMENTS														
	<p>The proposal will be delivered by an increase in the identified income budgets when set for 2024/2025, and achievement will be monitored and reported through the Council's standard budgetary control procedures reviewing income and expenditure against budgets.</p>														

Replacement charges for residual and recycling containers

LA	Charges for replacements?	Exemptions?	Additional info
Anglesey	A charge for new or replacement residual bins	No charge for recycling and food waste containers	
Blaenau Gwent	No charge	N/A	
Bridgend	No charge	N/A	
Caerphilly	They charge for replacement residual and recycling bins. They currently charge £25.50 for a new replacement and £10.20 for a reconditioned replacement if available.	The only exemptions they make is if they have damaged the bin or the bin has gone in the back of one of their vehicles.	The same applies for commercial, the only difference being the cost of the replacement based on the size of the receptacle.
Cardiff	Cardiff charge for replacement/additional garden waste containers and for replacement black wheeled bins, reviewing their prices on an annual basis.	If the bin is damaged they will exchange free of charge. Green bags for comingled recycling – free Food caddy liners – free Kerbside food caddies – free	The following fees and charges are applicable from May 2021: Green Garden Waste Bin (240 l) - £35 (currently £25) Black Residual Waste Bin (140l) - £25 Reusable Garden Waste Sack (Bag areas only) - £3.50 (currently £3.00)
Carmarthenshire	No charge	N/A	Run a bag service, only food and garden waste have containers
Ceredigion	No charge	They charge for garden waste bags (£1.50 per bag) and the larger food waste bags. Residual waste is bag collection, but they can buy a wheelie bin	Recycling mainly bag collection service and bags are provided
Conwy	No charge	N/A	
Denbighshire	They are about to implement charges for new and replacement recycling bins and residual bins at £25 (supply and delivery). Charges for communal 4 wheeled bins to property management companies and landlords will also apply (rental or outright purchase).	Any new containers required as part of their future service change (as they move to a source segregated service) will be supplied free of charge initially but charges will apply for replacements longer term. Kitchen and kerbside Caddies and sacks will continue to be free.	Will be implemented once the delegated decision report and policy is finalised and ICT are preparing the CRM forms
Flintshire	Will charge for a residual bin replacement unless they can prove it was damaged during collection.	No charge for recycling containers	
Gwynedd	No charges listed on website		
Merthyr Tydfil	From 1st April £15 administration and delivery charge for any new and replacement wheeled bins for residual waste.	Recycling containers are free	
Monmouthshire	No charge		They don't charge for replacement recycling containers but they are a bag collection authority for residual so n/a to bins.
Neath Port Talbot	Only green waste sacks have £1 charge	All other replacement items are free	
Newport	No charge	Last year they introduced a new fee for new developments so that they charge for the first set of bins/boxes delivered to new properties.	
Pembrokeshire	No charge	Only 23 litre food bags cost £6.70 per roll	
Powys	No charge	N/A	They don't charge for replacements, but they do make checks if residual wheeled bins are requested to ensure they are not simply trying to get additional capacity.
RCT	They charge for replacement residual bins unless their Collection team has damaged the bin or the bin has been stolen and reported to the Police. Cost £29.35	No charge for food bins, nappy bins and recyclings bags	
Swansea	The only charge for recycling containers is for garden sacks.	Food caddys and recycling bags are provide/replaced for free	Swansea don't use domestic residual bins, they operate a bag system.
Torfaen	They charge £5 for a replacement residual bin, other recycling containers are free of charge.	No charge for residual bin if damaged during collection.	
Vale of Glamorgan	No charge	N/A	They currently provide recycling bags and boxes free of charge to Vale of Glamorgan residents but there is no provision for residual containers, residents are expected to provide black bags at their own expense.
Wrexham	They charge for residual and garden waste containers	They don't charge for recycling containers.	

Business Case

To support better spending and investment decisions and better procurement

Partial / Full Closure of Household Waste Recycling Centres

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Ellie Fry
Project Manager:	Matthew Stent
Organisation:	Blaenau Gwent CBC [Neighbourhood Services]

	Name	Signature	Date
Prepared by:	Matthew Stent		02/10/23
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	Blaenau Gwent has 2 Household Waste Recycling Centres; Roseheyworth [RH] in Abertillery and New Vale [NV] in Ebbw Vale, both are open 6 days a week with RH being closed on a Tuesday and NV on a Thursday.
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5 year period, with an estimated funding gap of £10m in 2024/2025.</p> <p>The purpose of this business case is to provide options for part closure / full closure of HWRC's to realise savings from 2024/25 and onwards.</p> <p>An additional consideration within the proposal is also included for the reintroduction of scheduling public visits [booking system] to HWRC's to enable the Council to manage staff numbers more efficiently.</p> <p>The estimated cost of delivering the HWRC services in 2024/25 is £699,000.</p>
3.	OPTIONS ANALYSIS
3.1	Main options
	<p>Option 1 – Business as Usual Continuation of current operations with both sites open 6 days per week, however this option does not contribute to identifying budget reductions in support of the Bridging the Gap programme.</p> <p>Option 2 - Full closure of New Vale HWRC - £100,000 [4-5 FTE] Saving mainly associated with staffing [the site would still need to be maintained etc for any future re-opening]. The remaining site would need to revert to 7 day opening to meet Statutory Requirements and this is included in the saving calculation. This option will avoid imminent capital costs associated with retrospective engineering of the site to comply with Fire prevention and mitigation requirements that will be Statutorily enforced by the Regulator, NRW. Potential alternative use of site for Council purposes or income value for sale of land / rental opportunity. It should be noted that we have received £180,000 WG capital funding to develop a Bulky Re-Use Shop at New Vale, works are at an advanced stage, so access to this new facility would need to be maintained in line with the Terms & Conditions of the grant.</p> <p>Option 3 - Both sites closed an extra weekday - £34,000 [1 FTE] i.e., 5 day opening.</p>

Option 4 - Both sites closed one day on the weekend - £62,000 [2-3 FTE]

For example, one site closes Saturday, the other closes Sunday.

Option 5 - 1 site open 4 days a week / another site open 3 days a week - £110,000 [4-5 FTE]

For example, NV HWRC Mon to Wed (or Sun to Wed) / RH HWRC Thu to Sun (or Thu to Sat), this pattern being required to continue servicing RRV cardboard deliveries that have recently been introduced to alleviate capacity issues at the kerbside. Minimal savings associated with running costs. The decision around the operational pattern of the sites will need to be determined upon the available evidence in respect of site usage (including usage data from when the booking system was previously operational in order to anticipate potential demand) and specific operational considerations such as the cardboard deliveries identified above.

All the above options will have the following impact to differing degree...

- HWRC access allow for residents to dispose of their waste correctly themselves, this proposal diminishes this and will potentially encourage fly tipping, although historically this has not been proven to the case under similar scenarios.
- Reduced recycling performance – leading to increased risk of WG fines for not meeting Statutory Recycling Targets, which could offset some or all of the savings offered by the proposed reduction in service provision, this risk could be mitigated by restoration of booking service to improve focus on recycling activities at the site(s)
- Increase volumes of waste at the kerbside / residential properties potential increase in vermin / disease – Pest Control Service likely to be affected.
- Increase in the demand on kerbside collection capacities which are already at or nearing full capacity – Potential need to purchase additional RRV to deal with any materialising capacity increase at the kerbside.
- Potential geographical inconvenience and additional traveling requirement for some Constituents, based on proximity to the open site.
- Potential loss of sites for ongoing RRV cardboard deliveries
- Minor civils works required to provide physical demarcation between HWRC operations and Reuse Shop, to allow the latter to continue opening (also Education Centre at RH HWRC) on proposed days of HWRC closure.
- Reputational Damage.
- Increase intruder activity and vandalism during non-manned hours.
- Return of the booking system will be required to help deal with increased traffic volumes and mitigate any negative impact on recycling performance levels – Elected Members requested removal of the booking system so it's reinstatement could lead to reputational damage and possible disincentive to use the site[s]

	<ul style="list-style-type: none"> Return to full bag sorting requirements at the site(s) to mitigate any negative impact on recycling performance levels. <p>Alongside any of these options, we can also reintroduce booking systems for both HWRCs. A number of other local authorities did not stop their booking arrangements post-pandemic. By using a booking system, we will have the data on how many members of the public will visit per day and also the booking system gives the service the benefit of having those visits spaced out across the day. By doing this the number of staff can correspond to the needs rather than putting on more staff to cover H&S needs when many members of the public all turn up at once. It should however be noted that the booking system was removed Post-Pandemic following requests from the public and Elected Members who wanted a to return to access without booking.</p> <p>The HWRC centres administered by other Local Authorities has been considered and included at Appendix 1.</p>
3.2	Recommended option
	To be determined as part of consideration and engagement process.
3.3	Sources and assumptions
	This proposal includes the assumptions from the MTFS and is based upon historical operational data.
4.	PROCUREMENT ROUTE
	Not applicable at this stage.
5.	FUNDING AND AFFORDABILITY
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £100,000 - Option 3 Budget reduction of £34,000 - Option 4 Budget reduction of £62,000 - Option 5 Budget reduction of £110,000

Year	Potential Saving – Option 2	Potential Saving – Option 3	Potential Saving – Option 4	Potential Saving – Option 5
2024/2025	£100,000	£34,000	£62,000	£110,000
2025/2026	£0	£0	£0	£0
2026/2027	£0	£0	£0	£0
2027/2028	£0	£0	£0	£0
2028/2029	£0	£0	£0	£0
Total	£100,000	£34,000	£62,000	£110,000

6. **DELIVERY ARRANGEMENTS**

If the above proposal is approved, arrangements would need to be made to:

- Engage with staff as a matter of urgency.
- Engage with the Trade Unions
- Engage with Organisational Development

HWRC

Authority	No. Of Sites	Opening Hours	Booking System?	Any Restrictions?	Additional Info
Anglesey	2	10am - 4:30pm	Only at one site	Booking required at one site. Permits needed for a pickup, small van, short wheel base transit van, small mini bus or a private car with a medium sized trailer between 1.8m and 3m bed length, a car with sign writing.	One site closes Monday and Tuesday, the other site closes Wednesday and Thursday
Blaenau Gwent	2	9am - 5:30pm	No	Van permit required [booking systems have been removed]	Recently offered trade waste collections at HWRC on a permit basis only at Roseheyrworth, customers can have one off permits or up to 24 per 12 months at a cost. Roseheyrworth closed on Tuesdays and the New Vale closed on Thursdays
Bridgend	3	9am - 4pm	No	Permits needed for vans and pick ups and for vehicles with a trailer between 5ft and 6ft 6in at two sites. Tipping permit needed for asbestos.	All sites open 7 days a week
Caerphilly	6	Summer - 9am to 5:30pm Winter - 9am to 4:30pm	No	Permits needed for vans and trailers.	4 Sites shut 2 days a week 2 sites shut 1 day a week
Cardiff	2	Summer - 7:30am to 6:30pm Winter 9am to 6pm	Yes	f you are visiting in a car, you can use your allowance flexibly but cannot visit more than three times per day.If you are visiting in a van, or a car with a trailer, you can only book 1 visit per month	Offer a trade service at HWRC's Open 7 days a week
Carmarthenshire	4	Summer - 8:30 to 6pm Winter 8:30am to 4pm	Yes	Booking required. Vans, pickups and trailers require permits. Proof of residency	one site open 7 days a week. 2 Sites closed on a Tuesday and the other site closed Wednesday and Thursday. Only 26 visits allowed per year for residents
Ceredigion	4	Monday - Friday 9am to 5pm Saturday and Sunday 10am to 3pm	No	No Trade Waste No Builders waste, gas cylinders or tyres allowed. Proof of residency	On site is only open 3 days a week 10am to 5pm
Conwy	2	Summer- 9am to 5pm and 9 to 4pm on Sunday Winter - 9am to 4pm all days	Yes	Permits needed for vans and trailers. Bookings are required	
Denbighshire	3	Summer- 9am to 5pm and 9 to 4pm on Sunday Winter - 9am to 4pm all days	Yes	Permit needed for trailer with more than one axle or using a commercial-type vehicle. Booking required. Proof of residency	
Flintshire	5	9am to 5pm Daily	Partly	Booking required for: tyres mattresses and asbestos. Permits are required for trailers and vans. Proof of residency	
Gwynedd	8	9am - 4pm	Yes	Booking required. Van permit needed.	No site open on a Sunday. Two only open Monday/Friday and Saturday
Merthyr	2	Summer - 9am to 8pm Winter - 9am to 4:30pm	No	Van and trailer permit needed. Proof of residency	Open 7 days a week
Monmouthshire	3	8am to 4pm	Yes	Booking required. Booking form for vans and trailers.	All sites are closed 2 days a week on different days
NPT	3 (1 is shared with powys)	Website not working to check	Yes	A time slot is required to be made before visiting HWRC with integrated booking system for vans and trailers which are restricted to 12 permits per year.	
Newport	1	7:30am to 6pm Mon-Fri 8am to 6pm Sat + Sun	Yes	15 minute limit on site, Commercial vehicles and any size van designed or used for the carriage of goods will be not given access	Commercial vans etc can use their landfill site
Pembrokeshire	6	Summer 8:30am to 5:30pm Winter 8:30am to 4pm	Yes	ID check to match the booking	Businesses can book slots up to 12 a year. Varied site closures throughout all 6 sites

Powys	5	9am to 5pm through weekdays 10am to 4pm Weekends	No	Permits needed for commercial vehicles and trailers	Varied closures through the week, no site is closed on the weekend
RCT	6	Summer - 8am to 7:30pm Winter 8am to 5:30 pm	No	Proof of residency Permits for vans through a booking	All sites are open 7 days a week
Swansea	5	8:30am to 5pm	Only at one site	Proof of residency Permits for vans only allowed at 2 centres	
Torfaen	1	Summe - 8am to 5:45pm Mon - Sat and 9am to 5:45 pm Sunday Winter - 10am to 3:45pmm all week	No	Vans need to pre book. Van and trailer permit needed and costs £5.	
VofG	2	One site open 8am to 6pm the other site open 10am to 5pm	Yes	Booking required. Permits required for vans and trailers charge of £15.50.	Residents must show proof of residency with their booking email on site
Wrexham	3	Varied	No	Proof of residency	One site is open 8-8 all year round. The other two sites Vary from 9-4 9-6 and 9-8 at different stages of the year

Business Case

To support better spending and investment decisions and better procurement

Environment Department – Staff Reduction Proposals 2024-25

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK
(£0 TO £250K VALUE OF PROCUREMENT)**

SRO:	Elli Fry
Project Manager:	
Organisation:	BGCBC

	Name	Signature	Date
Prepared by:			Nov 2023
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	<p>The purpose of the business case is to provide a review of the current Directorate staffing provision and options for efficiencies, with a view of delivering cost reductions (as part of the Bridging the Gap programme) in support of attaining a balanced budget whilst also retaining key frontline services where required.</p>
2.	THE CASE FOR CHANGE
	<p>The Council has significant financial challenges over the next few years in delivering services to meet the needs of residents. The Council's Medium Term Financial Strategy 2024/2025 to 2028/2029 indicates a budget gap of £34m over the 5-year period, with an estimated funding gap of £10m in 2024/2025.</p> <p>As part of the efficiency measures, a 5% staff saving across the whole Council is one of the proposals being put forward across each Directorate. For Environment, Economy, Planning & Licensing, a 5% reduction would equate to a proposal to deliver £730,000 and assess:</p> <ul style="list-style-type: none"> • the resources in each delivery area, • Service and staff reduction Business Case proposals already identified with associated staff implications • existing single points of failure and areas already merged that perform multi-disciplinary work supporting more than one service area with minimal staff, • those staff funded through external grant (fully and partially), • the current use of agency staff to undertake shift cover for teams with minimal/insufficient staff already. <p>Not included in the Savings Target: Catering has not been included as the service is part funded through SLAs with schools and is currently rolling out Universal Free School Meals and additional WG grant funding is included in a separate Business Case.</p> <p>Cleaning has not been included as this service is funded through SLAs with Schools and Corporate Landlord. A review of Property & Assets will include the Cleaning Service.</p> <p>Fee earning staff within Technical Services have also been excluded to ensure the income stream from both internal and external professional fees is maintained.</p> <p>The following options have been developed using this case and this Business Case proposes savings of £45,000</p>

3.	OPTIONS ANALYSIS
3.1	<p>Main options <i>2 Options</i> <i>1 – Do Nothing – No revenue saving achieved</i> <i>2 – Subject to Member Agreement – undertake the changes proposed to achieve the required savings.</i></p>
	<p>Option 1 – Do Nothing This option does not render any savings for the authority.</p> <p>Option 2 – Identification of potential efficiencies</p> <p>Economy - £45,000 An employee budget of £45,000 in the departmental budget for Regeneration has been held for match funding purposes and to support a future restructure of the Department.</p> <p>Service Impact: Relinquishing this budget should have minimum service impact, however it may affect the amount of revenue funding that can be attracted where match funding is required.</p> <p>Further reviews will be carried out to identify financial efficiencies over the short to medium term on the use of agency staff currently employed to support front line services within Environment including Refuse Collection, Grounds Maintenance and the Integrated Front Line</p>
3.2	<p>Recommended option</p> <p>To be determined as part of consideration and engagement process .</p>
3.3	<p>Sources and assumptions</p> <p>The proposal has been based on the assumptions in the MTFS and 2024/2025 draft estimates.</p>

3.3.1	<p>Other Proposals containing staffing reductions</p> <p>For context to Option 2, there are already a number of Business Cases for consideration proposing staff reductions totalling between £300,000 and £380,000 and these include:</p> <ul style="list-style-type: none"> • ENV05 - School Crossing Patrollers - £80,000 to £189,000 • ENV03 - Flexible retirement - £20,000 • ENV01 - Public Protection - £100,000 • ENV12 - Partial or full closure of HWRCs - £34,000 to £110,000 • ECON01 – Reduction of staff in Estates - £61,000 <p>These proposals include the school crossing patrol changes; changes put forward to the Public Protection Team that includes deletion of a Management Post; deletion of posts in both Estates and Regeneration; and further fee income generation in regeneration.</p>														
4.	PROCUREMENT ROUTE														
	<i>Not applicable at this stage.</i>														
5.	FUNDING AND AFFORDABILITY														
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £45,000 <table border="1" data-bbox="676 1272 1074 1615" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th> <th>Potential Saving – Option 2</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£45,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£45,000</td> </tr> </tbody> </table>	Year	Potential Saving – Option 2	2024/2025	£45,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£45,000
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Total	£45,000														
6.	DELIVERY ARRANGEMENTS														
	<p>This proposal will be delivered through a budget reduction to the identified budget. Monitoring will be completed through the Council's quarterly budget monitoring processes. There will be appropriate engagement with staff, internal support services and Trade Unions where appropriate.</p>														

Business Case Templates

To support better spending and investment decisions and better procurement

Newly created Social Care and Housing Support Commissioning Service

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K
VALUE OF PROCUREMENT)**

SRO:	Alyson Hoskins
Project Manager:	Andrew Day
Organisation:	Adult Services Social Services

	Name	Signature	Date
Prepared by:	Alyson Hoskins		10/09/23
Reviewed by:			
Approved by:			

1.	<p>INTRODUCTION</p>
	<p>These proposals are being considered as an outcome of the council budget deficit and the requirement for each directorate to make significant budget savings for 24/25 and future years.</p> <p>The proposals below are identified within the Social Services bridging the gap theme of workforce rationalisation and collaboration opportunities, as it proposes the option of merging the two teams of the Supporting People Team and the Social Care Commissioning Team and develops one core commissioning team with a streamlined management structure.</p> <p>Blaenau Gwent's commissioning teams (both social care and housing support) have an excellent reputation for providing high quality services. Both teams are regularly asked to support with regional and national initiatives and have led in the implementation and testing of new guidance etc for the Gwent region and often Wales wide.</p> <p>The teams consist of (as of September 23): -</p> <p>Supporting People Team:</p> <p>Team Manager – scale 10 Commissioning Officers x 2 – scale 7 Gateway Officer x1 – scale 5 (HSG grant funded) Regional Supported Housing (RPB) lead – scale 7 (WG funded)</p> <p>Social Care Commissioning Team:</p> <p>Team Manager – scale 10 Commissioning Officers x 3– scale 7 Brokerage Officers – x 2 scale 5</p>
2.	<p>THE CASE FOR CHANGE</p>
	<p>Social Services currently has two teams that undertake distinct but similar functions:</p> <ul style="list-style-type: none"> • Supporting People Team who commission, monitor and provide housing related support services via the Welsh Government Housing Support programme (HSG). This team also contains the Housing Related Support Gateway service which matches requests for housing related support service with available support providers. This team also leads on assistive technology support to enable people to remain at home as independently as possible. • Social Care Commissioning Team who functions across both Children and Adult Services who oversee a framework to support all areas of the social services Directorate and the Council in adopting a consistent, comprehensive legal and robust approach to commissioning, decommissioning, commercial activity, and income and charging and

	<p>encourage long-term strategic planning. The commissioning team also contains the Brokerage Service that is a vital and critical component of matching domiciliary care providers with care and support plans that have been created as part of the social work assessments (SSWB Act 2014).</p> <p>In addition, both teams:</p> <ul style="list-style-type: none"> • Engage with social care / housing support providers and where necessary take steps to develop the third sector and private sector to deliver services for including market shaping and market influencing processes for social care. • Ensure all commissioning decisions are based on local need and the views of residents and services users adhering to necessary legislation and regulations. • Promote commissioning, procurement, and contract management as a driver for the transformation of council services and encourages challenge of existing methods of service delivery. • Set out how we will work with partners to develop our strategic commissioning and commercial approach across service groups. • Provides transparency to the Strategic Procurement Board on the social care commissioning activity and spend. • Promotes partnership and collaboration working across internal and external stakeholders. • Provide a valuable link with Welsh Government leading on the implementation of new guidance and policy relating to social care and supported housing. • Collaboratively support the Regional Partnership Board and regional sub-groups in delivering the health, housing, and social care responsibilities for Gwent citizens. <p>During recent years several authorities in Wales have recognised the similarities in the functions of the two teams and many have aligned the housing support grant element of commissioning and contract monitoring with that of their social care commissioning service as this not only provides additional resilience to the team management structure but also provides service efficiencies.</p> <p>This proposal is therefore recommending the merger of the Blaenau Gwent Supporting People Team with the Social Care Commissioning Team. It is also proposing that the complement of the new Social Care and Housing Support Commissioning Service is reviewed, and a revised structure implemented from April 2024. The review will also consider the potential impact of the loss of HSG grant funding for the Gateway post should WG funding for the HSG be reduced in future financial settlement announcements.</p>
<p>3.</p>	<p>OPTIONS ANALYSIS</p>
<p>3.1</p>	<p>Main options</p> <p>There are 3 main options within this report:</p>

	<p>Option 1 is to do nothing and continue to have 2 separate teams from April 2024</p> <p>Option 2 merge the two teams with their existing staff structures and delete team manager x1 post to create a new team Social Care and Housing Support Commissioning Service.</p> <p>Option 3 to merge the 2 existing teams of Social Care Commissioning and Supporting People Team. Delete a team manager post x 1 and create a new team with a revised structure namely the Social Care and Housing Support Commissioning Service which includes senior commissioning officer post – which will require job evaluation. The new team structure will include a robust brokerage / gateway function which will also support the commercial opportunities that are proposed within the business case for the review of the community options team and the new function of developing work / training and volunteering opportunities and looking to develop opportunities to commission and implement technology-based solutions to meet care and support assessed needs.</p> <p>The current service manager for Commissioning and Safeguarding will provide line management oversight – both strategically and operationally to this newly created team.</p> <p>Cost saving of approximately £57,000 – subject to redundancy costs.</p> <p>Provides a structure that includes ability to have a senior officer structure which enables there to be delegation of responsibility in the absence of the team manager. It also enables the team to meet the increasing social care commissioning demand and better manage staff absence.</p> <p>Deliverability by April 2024 enabling there to be full years savings for 2024/25 – subject to redundancy costs.</p> <p>Ability to align the working of this team to the newly proposed model of Community Options and alternative ways of meeting day activities for vulnerable adults through training, work, and volunteering options. It is proposed that the Service Manager for Commissioning and Safeguarding will also oversee the Community Options service and have a focus on alternative models of day activity delivery through social enterprise opportunities and the 5 principles of the SSWB Act 2014 of:</p> <ul style="list-style-type: none"> • Wellbeing • Co-production • Asset based approach. • Prevention • Early intervention
3.2	Recommended options
	To be determined as part of consideration and engagement process.

3.3	Sources and assumptions														
	<p>This proposal has been developed by the Departmental Management Team in Adult Service via discussions and research of good practice models of delivery across Welsh Local Authorities.</p> <p>It has also been developed alongside plans to review the current model of operations within the Community Options Team and create increased joint working across the new Social Care and Housing Support Commissioning Service and Community Options Team and Direct Payments service to meet the assessed care and support outcomes of vulnerable adults in a more preventative and community-based way - which in addition will provide additional service efficiencies and cost savings / cost avoidance.</p>														
4.	PROCUREMENT ROUTE														
	Not relevant at this point.														
5.	FUNDING AND AFFORDABILITY														
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 No Impact - Option 2 Budget reduction of £57,000 - Option 3 Budget reduction of £57,000 <table border="1" data-bbox="483 1193 940 1498"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£57,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£57,000</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£57,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£57,000
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Total	£57,000														
6.	DELIVERY ARRANGEMENTS														
	<p>Day to day operational lead for the merger of the teams will be Service Manager Safeguarding and Commissioning as project lead.</p> <p>A project board will be created to oversee the merger with representatives from the staff team / AS DMT / OD / Finance etc.</p>														

Blaenau Gwent County Borough Council - Integrated Impact Assessment

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Andrew Day/Michelle Church	Alyson Hoskins	Social Services – Adult Services	23/1/24

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

The proposals below are identified within the Social Services bridging the gap theme of workforce rationalisation and collaboration opportunities, as it proposes the option of merging the two teams of the Supporting People Team and the Social Care Commissioning Team and develops one core commissioning team with a streamlined management structure.

Blaenau Gwent is commissioning teams (both social care and housing support) have an excellent reputation for providing high quality services. Both teams are regularly asked to support with regional and national initiatives and have led in the implementation and testing of new guidance etc for the Gwent region and often Wales wide.

The teams consist of (as of September 23) :

Supporting People Team:

Team Manager – scale 10

Commissioning Officers x 2 – scale 7

Gateway Officer x1 – scale 5 (HSG grant funded)

Regional Supported Housing (RPB) lead – scale 7 (WG funded)

Social Care Commissioning Team:

Team Manager – scale 10

Commissioning Officers x 3– scale 7

Brokerage Officers – x 2 scale 5

The proposal is to merge the 2 existing teams of Social Care Commissioning and Supporting People Team. Delete a team manager post x 1 and create a new team with a revised structure namely the Social Care and Housing Support Commissioning Service which includes senior commissioning officer post – which will require job evaluation. The new team structure will include a robust brokerage / gateway function which will also support the commercial opportunities that are proposed within the business case for the review of the community options team and the new function of developing work / training and volunteering opportunities and also looking to develop opportunities to commission and implement technology-based solutions to meet care and support assessed needs.

The current service manager for Commissioning and Safeguarding will provide line management oversight – both strategically and operationally to this newly created team.

The purpose of the SSWBA is to foster integration between Health, Social Services and commissioned services. By working in partnership with key stakeholders in re-modelling service provision the department is able to plan for the future as spend, risk and performance is continuously reported on and provides a baseline of where it needs to be in the future to support a sustainable and viable service.

Section 1

Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and the EHRC guidance [The Essential Guide to the Public Sector Equality Duty: EHRC](#)

Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (<i>people of all ages</i>)	No	No	There is no anticipated impact on the services in the community. There will be continuation of Multi-agency partnership working with health board, third sector, carers and regional partnership board to deliver support and services to improve outcomes for citizens.
Disability (<i>people with disabilities/ long term conditions</i>)	No	No	
Gender Reassignment (<i>anybody who's gender identity or gender expression is different to the sex they were assigned at birth</i>)	No	No	

Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	No	No	
Pregnancy and Maternity (<i>women who are pregnant and/or on maternity leave</i>)	No	No	
Race (<i>people from black, Asian and minority ethnic communities and different racial backgrounds</i>)	No	No	
Religion or Belief (<i>people with different religions and beliefs including people with no beliefs</i>)	No	No	
Sex (<i>women and men, girls and boys and those who self-identify their gender</i>)	No	No	
Sexual Orientation (<i>lesbian, gay, bisexual, heterosexual, other</i>)	No	No	

NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.




Section 2			
Socio-economic Duty (Strategic Decisions Only)			
<i>The Welsh Governments Socio-economic Duty provides a framework in order to ensure tackling inequality is at the forefront of decision making.</i>			
.Please consider the below vulnerable groups and consider how the proposal could affect them:			
<ul style="list-style-type: none"> ➢ Single parents and vulnerable families ➢ People with low literacy/numeracy ➢ Pensioners ➢ Looked after children ➢ Homeless people ➢ Carers ➢ Armed Forces Community ➢ Students ➢ Single adult households ➢ People misusing substances ➢ People who have experienced the asylum system ➢ People of all ages leaving a care setting ➢ People living in the most deprived areas in Wales (WIMD) ➢ People involved in the criminal justice system 			
Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>			
Low and/or No Wealth <i>(enough money to meet basic living costs and pay bills but have no savings)</i>			



<p><i>to deal with any unexpected spends and no provisions for the future)</i></p>			
<p>Material Deprivation <i>(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)</i></p>			
<p>Area Deprivation <i>(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i></p>			
<p>Socio-economic Background <i>(social class i.e. parents education, employment and income)</i></p>			
<p>Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i></p>			

Section 3-Corporate Plan

Please outline any Corporate Plan linkages of the proposal -[BG Corporate Plan 22-27](#)

<p>Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent</p>	
<p>Priority 2 - Respond to the nature and climate crisis and enable connected communities</p>	
<p>Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place</p>	
<p>Priority 4 - Empowering and supporting communities to be safe, independent and resilient</p>	

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)	
<i>Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)</i>	
Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Tern</p> 	Consider the long-term impact of the proposal on the ability of communities to secure their well-being.
<p>Prevention</p> 	Consider how the proposal is preventing problems from occurring or getting worse
<p>Integration</p> 	Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)

<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.


3. **A HEALTHIER WALES** ... a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

5. **A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

7. **A GLOBALLY RESPONSIBLE WALES ...** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards			
(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards)			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	n/a		
What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>			
What opportunities are there for a person or person to use the Welsh			

Language? <i>e.g. staff, residents and visitors</i>			
Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?			

Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Participation (child or young person as someone who actively contributes to society as a citizen)	No	No	

Provision (the basic rights of children and young people to survive and develop)	No	No	
Protection (children and young people are protected against exploitation, abuse or discrimination)	No	No	

Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime	No	No	

(consider impact on each: victims, offenders and neighbourhoods)			
Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)	No	No	
Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)	No	No	
Re-offending (Think young people and adults, victims, families, communities)	No	No	
Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)	No	No	

Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)	No	No	
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)	No	No	

Section 8- Armed Forces Covenant Duty AFC Draft Statutory Guidance - Final.pdf			
Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Health <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals 	No	No	

<p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> • Admissions 	<p>No</p>	<p>No</p>	

<ul style="list-style-type: none"> • Educational attainment and curriculum • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>			
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness 	<p>No</p>	<p>No</p>	

<ul style="list-style-type: none"> • Disabled Facilities Grants 			
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Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.		
Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
<p>Social Services currently has two teams that undertake distinct but similar functions:</p> <ul style="list-style-type: none"> • Supporting People Team who commission, monitor and provide housing related support services via the Welsh Government Housing Support programme (HSG). This team also contains the Housing Related Support Gateway service which matches requests for housing related support service with available support providers. This team also leads on assistive technology support to enable people to remain at home as independently as possible. • Social Care Commissioning Team who function across both Children and Adult Services who oversee a framework to support all areas of the social services Directorate and the Council in adopting a consistent, 	<p>During recent years several authorities in Wales have recognised the similarities in the functions of the two teams and many have aligned the housing support grant element of commissioning and contract monitoring with that of their social care commissioning service as this not only provides additional resilience to the team management structure but also provides service efficiencies.</p>	<p>Engage with social care / housing support providers and where necessary take steps to develop the third sector and private sector to deliver services for including market shaping and market influencing processes for social care</p> <p>Ensure all commissioning decisions are based on local need and the views of residents and services users adhering to necessary legislation and regulations</p> <p>Promote commissioning, procurement and contract management as a driver for the transformation of council services and encourages challenge of existing methods of service delivery.</p>

<p>comprehensive legal and robust approach to commissioning, decommissioning, commercial activity and income and charging and encourage long-term strategic planning. The commissioning team also contains the Brokerage Service that is a vital and critical component of matching domiciliary care providers with care and support plans that have been created as part of the social work assessments (SSWB Act 2014)</p>		<p>Set out how we will work with partners to develop our strategic commissioning and commercial approach across service groups. Provides transparency to the Strategic Procurement Board on the social care commissioning activity and spend Promotes partnership and collaboration working across internal and external stakeholders.</p> <p>Provide a valuable link with Welsh Government leading on the implementation of new guidance and policy relating to social care and supported housing.</p> <p>Collaboratively support the Regional Partnership Board and regional sub groups in delivering the health, housing and social care responsibilities for Gwent citizens.</p>
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Are there any data or information gaps and if so what are they and how do you intend to address them?

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions; -

1. Who did you consult?

Service Managers/ Team managers for both teams - Consultation took place with the Supporting People and Commissioning Team, Adults DMT and Social Services SLT

Currently also subject to public consultation

2. When did the consultation take place and was adequate time given for a response?

Dec 23 – service managers / team managers

3. Was there enough information provided to respond effectively?

Yes

4. What were the findings?

They have been reflected in the development of the proposal

5. Have the findings been considered in regards to the decision?

Yes

Section 11-Monitoring and Review

How will the implementation of the proposal be monitored, including the impacts or changes made?	Via Adults SLT, Departmental Business Plan, Finance and Performance Activity of the Team
What monitoring tools will be used?	Business Plan, supervisions, and appraisals
How will the results be used for future development?	Through continuous monitoring to measure the impact and the outcomes to support future service delivery
How and when will it be reviewed?	Quarterly basis and through Policy and Performance Workshops
Who is responsible for ensuring this happens?	Adults DMT

Section 12 - Decision

Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

Continue with the proposal in its current form

Yes X

No

Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal

Yes

No

Name of person completing the IIA

Name: Andrew Day and Michelle Church

Job Title: Service Managers Adult Services

Date: 23.1.24

Head of Service Approval

Name: Alyson Hoskins

Job Title: Head of Adult Services

Signature: A Hoskins

Date: 23.1.24

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.

Business Case Templates

To support better spending and investment decisions and better procurement

Rationalization / Reduction of staffing levels

SRO:	Tanya Evans
Project Manager:	Alyson Hoskins
Organisation:	Social Services Department

	Name	Signature	Date
Prepared by:	Alyson Hoskins		31/08/2023
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	<p>These proposals are being considered as an outcome of the council budget deficit and the requirement for each directorate to make significant budget savings for 24/25 and future years.</p> <p>The proposals below are identified within the Social Services bridging the gap theme – WORKFORCE RATIONALISATION</p>
2.	THE CASE FOR CHANGE
	<p>The proposal is to reduce the Adult Services workforce through the reduction/ deletion of posts across the care management service including:</p> <p>14.5 hrs of scale 9 social work senior practitioner hours (vacant)</p> <p>Approx 30 hrs of scale 6 and 8 – combination of both grades (ad hoc hours tbc)</p> <p>37 hrs of scale 5 service specific post (not vacant) or equivalent similar contracted hours / vacant hours in structure</p> <p>30 hrs of scale 4 service specific post (not vacant) or equivalent similar contracted hours / vacant hours in structure</p> <p>Cost avoidance – MH practitioner post (vacant)</p>
3.	OPTIONS ANALYSIS
3.1	<p><u>Methodology for savings:</u></p> <p>The Adult Services managers are currently reviewing their team budgets and staff configuration and have identified that the following hours can be deleted from the existing staff structure and core budget through the permanent reduction of staff team following:</p> <ul style="list-style-type: none"> • Option 1 - Scale 9 post – reduction of x1 post from 5 days to 3 days per week - £13,000 • Option 2 - Scale 8 post – (mental health team) cost avoidance due to health recruiting MH forensic post - £10,000 • Option 3 - Scale 5 – deletion of post - £42,000 but will incur redundancy costs. • Option 4 - Scale 4 – deletion of post - £28,000 but will incur redundancy costs. • Option 5 - Ad hoc care management hours as a result of staff requests to reduce hours / flexible working plans. Approx 30 hours - £30,000

	<p><u>Proposal:</u></p> <p><u>Savings to the budget:</u></p> <p>Total savings to budget across care management are £113,000 but there are redundancy costs associated with 2 of the posts unless redeployment options are available. There is also an additional cost avoidance / reduction in a cost pressure of £10,000.</p> <p><u>Benefits to proposal:</u></p> <p>Adult Services have identified several areas that can create savings across the care management functions that will have limited impact on service delivery at a time when we are seeing increasing complexity of demand.</p> <p><u>Risks identified to proposal:</u></p> <p>It is anticipated that the work of the two posts that are proposed as being deleted from the structure can be absorbed into the wider team roles as part of new preventative ways of working across health and social care and the trusted assessor model, we are developing in line with WG guidance.</p> <p><u>Mitigating factors:</u></p> <ul style="list-style-type: none"> • The reduction of the senior practitioner post scale 9 has already been approved and the staff member already works reduced hours. This has provided a part year budget saving for 23/24 and will provide a full year saving for 24/25. • The cost avoidance proposal for the scale 8 forensic mental health post has already been agreed with Aneurin Bevan University Health Board (ABUHB). We have agreed that the workload of this vacant post will be transferred back to Aneurin Bevan University Health Board (ABUHB) and they will employ the new worker. • The post holder scale 4 is a non-statutory post in this service area and has been deemed to be non-essential by the service area – this post can specifically be considered or equivalent vacant hours if also available. • Post holder scale 5 – is a non-statutory post but consideration will need to be taken on the distribution of some of the functions of this post across wider teams including any potential WG implementation plans that relate to this area of work. • Further discussions are required with staff teams / staff members in relation to current fixed term flexible working patterns to determine if staff are wanting these arrangements to be agreed on a permanent basis. This will be undertaken during the next few weeks as a number of staff have requested the opportunity to reduce their hours. A full risk assessment on posts / demand will be completed in line with LA policy.
3.2	Recommended option
	To be determined as part of the consideration and engagement sessions.

3.3	Sources and assumptions														
	The above proposals outline the savings and the potential risks to adult services however the assumption is that they can be achieved, should the council feel it necessary to make the budgetary cuts required.														
4.	PROCUREMENT ROUTE														
	Not relevant at this point.														
5.	FUNDING AND AFFORDABILITY														
	<p>If approved the financial impact of the above options for 2024/25 will be a financial efficiency of £113,000.</p> <table border="1" data-bbox="488 723 944 1025"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£113,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£113,000</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£113,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£113,000
Year	Potential Saving														
2024/2025	£113,000														
2025/2026	£0														
2026/2027	£0														
2027/2028	£0														
2028/2029	£0														
Total	£113,000														
6.	DELIVERY ARRANGEMENTS														
	<p>If the above proposal is approved, arrangements would need to be made to:</p> <ul style="list-style-type: none"> - Engage with staff as a matter of urgency. - Engage with the trade unions. - Engage with Organisational Development <p>The impact of these savings will be monitored via the Adult Services Departmental Management Team.</p>														

Business Case Templates

To support better spending and investment decisions and better procurement

Reduction in Domiciliary Care Packages

SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K VALUE OF PROCUREMENT)

SRO:	Alyson Hoskins
Project Manager:	tbc
Organisation:	Adult Services Social Services

	Name	Signature	Date
Prepared by:	Alyson Hoskins		10/09/23 – updated Jan 24
Reviewed by:			
Approved by:			

1.	<p>INTRODUCTION</p> <p>These proposals are being considered as an outcome of the council budget deficit and the requirement for each directorate to make significant budget savings for 24/25 and future years.</p> <p>The proposals below are identified within the Social Services bridging the gap theme of service reduction and transformation / practice change.</p>
2.	<p>THE CASE FOR CHANGE</p> <p>The Adult Services department promotes the principles of balancing rights and responsibilities for vulnerable adults and only providing statutory support to meet care and support outcomes, as a last resort. We focus on prevention and strengths-based assessments and outcomes.</p> <p>Provision of domiciliary care is often problematic, with availability a challenge and although Blaenau Gwent has developed a robust domiciliary care framework through our collaborative commissioning with Caerphilly CBC – over reliance on the domiciliary care market is needs to be addressed. Ensuring that we do not over prescribe domiciliary care following a care and support assessment is a priority for our BG assessment staff and we are working collaboratively with our Gwent neighbour LA's to have consistency in our practice and ensure that the limited domiciliary care resources are offered to those people most in need.</p> <p>Therefore, we have developed a number of proposals to restrict the reliance on domiciliary care packages and focus on reablement / enablement initiatives that promote independence.</p> <p>These include increased use of alternative solutions to meet care and support needs including :</p> <ol style="list-style-type: none"> 1. Increased use of assistive technology as a preventative measure 2. Promotion of single-handed (better care) care techniques and specialist equipment to promote dignity of care and reduce the need for double handed care packages 3. Increased quality assurance by service managers / team managers as part of care and support planning process 4. All new packages of care are considered via a rightsizing approach to avoid over prescribing dom care including promotion of reablement models. <p>During the bridging the gap discussions for 23/24 it was estimated that the application of the initiatives in 1 to 4 above would result in a savings target of £240,000 for 24/25.</p>
3.	<p>OPTIONS ANALYSIS</p>
3.1	<p>Main options</p> <p>There is one main option within this report:</p>

	<p>Option 1 is to continue to promote the use of alternative options to reduce the expenditure in relation to domiciliary care support at home with a saving target of £240,000 for 2024/25.</p> <p>There are no specific risks associated with this proposal as this is a continuation of the practice that staff are working to within Adult Services.</p>
3.2	<p>Recommended option</p> <p>To be determined as part of consideration and engagement process</p>
3.3	<p>Sources and assumptions</p> <p>This proposal has been developed by the Departmental Management Team in Adult Service.</p>
4.	<p>PROCUREMENT ROUTE N/A</p>
5.	<p>FUNDING AND AFFORDABILITY</p>
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <ul style="list-style-type: none"> - Option 1 Budget reduction of £240,000 for 2024/2025 -
6.	<p>DELIVERY ARRANGEMENTS</p> <p>Day to day operational lead for this proposal will be monitored via the Adult Services authorisation process and weekly care home placement panel.</p>

Blaenau Gwent County Borough Council - Integrated Impact Assessment

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Alyson Hoskins	Alyson Hoskins	Adult Services	15/01/24

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

The proposal is a planned reduction in staff hours across our care management teams within Adult Service. Approx saving £113k. The proposal does not include the deletion of any current occupied statutory posts (social workers etc) through compulsory redundancy.

This proposal will therefore include:

1. Potential deletion of non-statutory posts within the service area and / or consideration of voluntary redundancy requests and cross match opportunities across care management teams.
2. Deletion of any surplus / ad hoc uncommitted contracted hours we have within the care management structure including 1 x 14.5 hrs senior practitioner post and vacant mental health senior prac post hours.

Section 1

Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and the EHRC guidance [The Essential Guide to the Public Sector Equality Duty: EHRC](#)

Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (<i>people of all ages</i>)	No	Yes	There is the potential that with the reduced staffing within Adult Services that older people and vulnerable adults (including adult carers) , could be waiting for support from our Adult Services teams longer than previously. However in order to implement these changes, the department will ensure – as per our current working arrangements all new referrals to our prevention and longer term teams, requests for reassessments of existing care and support plans and reviews will be prioritised and the changes will therefore not impact on those who are in a crisis situation or require urgent care and support.
Disability (<i>people with disabilities/ long term conditions</i>)	No	Yes	There is the potential that with the reduced staffing within Adult Services that people with disabilities / long term conditions and vulnerable adults (including adult carers) , could be waiting for support from our Adult Services teams

			longer than previously. However in order to implement these changes, the department will ensure – as per our current working arrangements all new referrals to our prevention and longer term teams, requests for reassessments of existing care and support plans and reviews will be prioritised and the changes will therefore not impact on those who are in a crisis situation or require urgent care and support.
Gender Reassignment <i>(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)</i>	No	No	
Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i>	No	No	
Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i>	No	No	
Race <i>(people from black, Asian and minority ethnic communities and</i>	No	No	

<i>different racial backgrounds)</i>			
Religion or Belief <i>(people with different religions and beliefs including people with no beliefs)</i>	No	No	
Sex <i>(women and men, girls and boys and those who self-identify their gender)</i>	No	No	
Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	No	No	

NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

Section 2

Socio-economic Duty (Strategic Decisions Only)

The Welsh Governments [Socio-economic Duty](#) provides a framework in order to ensure tackling inequality is at the forefront of decision making.

.Please consider the below vulnerable groups and consider how the proposal could affect them:

<ul style="list-style-type: none"> ➤ Single parents and vulnerable families ➤ People with low literacy/numeracy ➤ Pensioners ➤ Looked after children ➤ Homeless people 	<ul style="list-style-type: none"> ➤ Carers ➤ Armed Forces Community ➤ Students ➤ Single adult households ➤ People misusing substances 	<ul style="list-style-type: none"> ➤ People who have experienced the asylum system ➤ People of all ages leaving a care setting ➤ People living in the most deprived areas in Wales (WIMD) ➤ People involved in the criminal justice system
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Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
<p>Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i></p>	<p>Potential negative impact</p>	<p>Through the use of a robust initial assessment and screening process which prioritises those referrals / support requests that require an urgent or immediate response and ensures that those who are having to wait for the allocation of an appropriate social care worker:</p> <ol style="list-style-type: none"> 1. Are notified of the period of wait 2. Are given contact details should their situation change whilst waiting so that the referrals / support request can be prioritised. 	<p>Knowledge and information from:</p> <ol style="list-style-type: none"> 1. Current demand and performance data 2. Team manager / senior practitioners allocation processes and case loads 3. Information on case load complexities and safeguarding alerts




		This includes referrals / support requests from fellow professionals including health etc	
Low and/or No Wealth (<i>enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future</i>)	Potential negative impact	As above	As above
Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)	Potential negative impact	As above	As above
Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)	No impact		
Socio-economic Background	Potential negative impact	As above	As above

<i>(social class i.e. parents education, employment and income)</i>			
Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i>	Potential negative impact	As above	As above

Section 3-Corporate Plan
Please outline any Corporate Plan linkages of the proposal -[BG Corporate Plan 22-27](#)

Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	
Priority 2 - Respond to the nature and climate crisis and enable connected communities	
Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place	
Priority 4 - Empowering and supporting communities to be safe, independent and resilient	Adult Social Services provide care and support assessments for our most vulnerable adults living within the communities of BG.

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)	
<i>Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)</i>	
Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Tern</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>With appropriate and safe mitigations via our care referral screening and allocations processes – as listed above - there will be a minimum impact on the wellbeing of people who access Adult Social Care. The reduction in staffing hours to support our most vulnerable adults will be carefully managed via robust initial assessment and screening processes and urgent and crisis interventions will not be impacted by these reductions. The deletion of current adhoc hours within our staffing structures will have no impact on current practice as they are already surplus to our staffing compliment. The deletion of any non-statutory posts will result in changes of practice in terms of business processes and support for some of our care management practitioners. This will be managed via our quality assurance and amended internal processes.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>As above</p>

<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p> <p>There may be an impact in relation to referrals and new contacts from our colleagues in ABUHB but as stated above with appropriate and safe mitigations via our care referral screening and allocations processes – as listed above - there will be a minimum impact on the wellbeing of people who access Adult Social Care. ABUHB colleagues will be communicated with and explanations given as to any delays in non urgent or crisis referrals.</p>
<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>Adult Service will continue to work collaboratively with our key partners and this will not be impacted by this budget proposal.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p> <p>Frontline staff / team managers and Service Managers will be actively involved in the implementation of any reductions in staffing across our care management teams and the mitigations that will be put in place to reduce the minimal impact on our communities.</p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

N/A

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

N/A

3. **A HEALTHIER WALES** ... a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

Adult Social Services provide care and support assessments for our most vulnerable adults living within the communities of BG

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

N/A

5. **A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.


N/A

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

N/A

7. **A GLOBALLY RESPONSIBLE WALES ...** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

N/A

Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards			
<i>(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards)</i>			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	No		
What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	No		
What opportunities are there for a person or person to use the Welsh	No		

Language? <i>e.g. staff, residents and visitors</i>			
Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?	No		

Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Participation (child or young person as someone who actively contributes to society as a citizen)	No	No	

Provision (the basic rights of children and young people to survive and develop)	No	No	
Protection (children and young people are protected against exploitation, abuse or discrimination)	No	No	

Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime	No	No	

(consider impact on each: victims, offenders and neighbourhoods)			
Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)	No	No	
Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)	No	No	
Re-offending (Think young people and adults, victims, families, communities)	No	No	
Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)	No	No	

Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)	No	No	
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)	No	No	

Section 8- Armed Forces Covenant Duty AFC Draft Statutory Guidance - Final.pdf			
Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Health <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals 	No	No	

<p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> • Admissions 	<p>No</p>	<p>No</p>	

<ul style="list-style-type: none"> • Educational attainment and curriculum • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>			
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness 	No	No	

<ul style="list-style-type: none"> • Disabled Facilities Grants 			
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Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.

Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
<p>Staffing profiles and reports from OD</p> <p>Team case load information from the LA performance team.</p> <p>Finance profile and team budgets</p> <p>Welsh Government Checkpoint data</p> <p>CIW review information</p>		<p>Both have enabled us to review the staffing compliment and case load activity within current care management</p>

Are there any data or information gaps and if so what are they and how do you intend to address them?

No

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions; -

1. Who did you consult?

Staff team managers and Service Managers

2. When did the consultation take place and was adequate time given for a response?

As part of preparing the budget proposal in August / September 2023.

3. Was there enough information provided to respond effectively?

Yes as was based on team structure information and case load knowledge/ data.

4. What were the findings?

The outcome was the detail provided in the budget proposal and resulted in the proposals to reduce staffing only where we have unused hours and reduce the non-statutory posts only . It was clear that we could not lose current staff who are carrying active case loads as this will destabilise the work force and the teams will then be unable to meet current demand.

5. Have the findings been considered in regards to the decision?

Yes

Section 11-Monitoring and Review

<p>How will the implementation of the proposal be monitored, including the impacts or changes made?</p>	<p>Adult Service management team (fortnightly) Team Managers ‘fishbowl’ discussions (weekly) Front line staff /Team Manager / Service Manager Supervisions</p>
<p>What monitoring tools will be used?</p>	<p>Structured meetings with data discussions and feedback Face to Face supervision sessions Quality assurance framework Workforce Strategy / Business plans</p>
<p>How will the results be used for future development?</p>	<p>Via performance reports</p>
<p>How and when will it be reviewed?</p>	<p>As above</p>
<p>Who is responsible for ensuring this happens?</p>	<p>Head of Adult Service and Service Managers</p>

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Section 12 - Decision

Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

<p>Continue with the proposal in its current form</p>	<p>Yes</p>
-------------------------------------------------------	-------------------

Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal

Name of person completing the IIA	
Name:	Alyson Hoskins
Job Title:	Head of Adult Services
Date:	28/01/24

Head of Service Approval			
Name:	Tanya Evans		
Job Title:	Interim Director SSD		
Signature:		Date:	

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.

Business Case Templates

To support better spending and investment decisions and better procurement

Reduction in Community Options / Day Centre transport

SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K VALUE OF PROCUREMENT)

SRO:	Alyson Hoskins
Project Manager:	Mary Welch / Mark Morris
Organisation:	Adult Services Social Services

	Name	Signature	Date
Prepared by:	Alyson Hoskins		10/09/23
Reviewed by:			
Approved by:			

1.	INTRODUCTION
1.	<p>These proposals are being considered as an outcome of the council budget deficit and the requirement for each directorate to make significant budget savings for 24/25 and future years.</p> <p>The proposals below are identified within the Social Services bridging the gap theme of service reduction/ capping of services.</p>
2.	THE CASE FOR CHANGE
	<p>The Adult Services department offers day activities / community options to adults at our Community Options bases at Lake View and Bert Denning Centre.</p> <p>Post COVID pandemic we have seen a significant reduction in vulnerable adults accessing our building-based day activity buildings and we now only have 2 buildings open each week- Lake View which offers building based activities for 15 people each day and is open Monday to Friday 8.30am to 5.30pm and Bert Denning Centre for 9 people each day and currently only opening 4 days a week.</p> <p>In 2019 the Council agreed to implement a revised transport policy which resulted in only 13 of attendees currently being eligible for transport to and from the day centre building as a result of exceptional circumstances, and the majority of people accessing via their own transport including their Motability vehicle, public transport, their family members or by arranging their own taxis.</p> <p>As part of the bridging the gap budget saving for 2023/24 it was agreed that the Community Options fleet would be reduced to 2 vehicles and that as a saving of £58,000 would be achieved by:</p> <ol style="list-style-type: none"> 1. Reducing transport fleet to 2 vehicles 2. Deleting transport manager lead officer post 37 hrs grade 4 3. Not replacing vacant driver hours (grade 3) <p>This was implemented with little impact on those who attended Community Options and the saving was made in full from April 23.</p> <p>During the summer of 2023 we have reviewed the current demand for transport and the following options are proposed.</p>
3.	OPTIONS ANALYSIS
3.1	<p>Main options</p> <p>There are 4 main options within this report:</p> <p>Option 1 keep the current fleet and staffing to support and not further reduce the provision on LA transport for Community Options but implement a charging methodology for people who use the bus – based on equivalent public transport –</p>

estimated income of £7,000 with each journey costing an average of £5.40 per return journey.

Option 2 keep the current fleet and staffing to support and not further reduce the provision on LA transport for Community Options but implement a full cost recovery methodology or subsidised fee methodology for people who use the bus estimated income will be £153,560, with each journey costing approximately £47.25 – if full cost recovery agreed.

Option 3 reduce the fleet by 1 vehicle ,1x Driver 20hrs and 1 x escort 15hrs with a saving of £45,000 and implement the options 1 or 2 above for those people who are continuing to access the transport. This figure will be subject to potential redundancy costs.

Option 4 reduce the fleet by 2 vehicles and 4 staff and no longer provide transport for the 1 attendee who is assessed as being eligible for transport as per the LA transport policy. Alternative transport will be sourced for the remaining 12 who are eligible only under exceptional circumstances and this will be commissioned by external providers / taxi etc. Estimated saving will be £107,000.

Risks

Option 1 – any method of charging will require the implementation of a means for collecting the charge and also a debt recovery system. This will need to be scoped as the collection of a nominal fee could cost more than the actual charge.

Option 2 – as per option 1 plus there is a risk that full cost recovery or a similar subsidised methodology, will not be affordable to those using the transport.

Option 3 – having only one bus will mean that routes will need to be reviewed alongside the days of attendance for those accessing services. In addition, numbers accessing the transport (up to 12 seated people maximum) will be dependent on how many wheelchair users are accessing the vehicle (maximum 4 wheelchairs) This option will be scoped alongside the capping / reduction of community options proposal including decisions as to the number of days that our building-based facilities will open. This option may reduce the numbers of people who can be offered support to reach their outcomes within Community Options.

Option 4 – the impact of withdrawing of all assisted transport will result in approximately 13 people being unable to access our community options activities without either being transported by family, accessing public transport or commissioning taxi provision etc. The costs of this will need to be scoped and factored into the cost savings proposal.

Mitigation

Attendees' routes and sessions available will need to be revised and this may result in days attending being changed / reduced which may impact friendship groups and

	<p>outcomes for those 13 people accessing transport and also on their wider family carers.</p> <p>Policy on charging will need to be revised and a formal impact assessment and consultation undertaken.</p> <p>Contingency planning will be required should only on vehicle require repairs etc and be out of use for any period of time.</p>																																			
3.2	Recommended option																																			
	To be determined as part of consideration and engagement process.																																			
3.3	Sources and assumptions																																			
	N/A																																			
4.	PROCUREMENT ROUTE																																			
	Not relevant at this point.																																			
5.	FUNDING AND AFFORDABILITY																																			
	<p>If approved the financial impact on the funding gap in relation to the above options would be:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Option 1</th> <th>Option 2</th> <th>Option 3</th> <th>Option 4</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£7,000</td> <td>£153,560</td> <td>£45,000</td> <td>£107,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> <td>£0</td> <td>£0</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> <td>£0</td> <td>£0</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> <td>£0</td> <td>£0</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> <td>£0</td> <td>£0</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£7,000</td> <td>£153,560</td> <td>£45,000</td> <td>£107,000</td> </tr> </tbody> </table>	Year	Option 1	Option 2	Option 3	Option 4	2024/2025	£7,000	£153,560	£45,000	£107,000	2025/2026	£0	£0	£0	£0	2026/2027	£0	£0	£0	£0	2027/2028	£0	£0	£0	£0	2028/2029	£0	£0	£0	£0	Total	£7,000	£153,560	£45,000	£107,000
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Total	£7,000	£153,560	£45,000	£107,000																																
6.	DELIVERY ARRANGEMENTS																																			
	<p>The Team Manager for Community Options will oversee this project and consultation will be required with:</p> <ol style="list-style-type: none"> 1. People who access transport 2. Staff / Trade Unions and OD 																																			

Blaenau Gwent County Borough Council - Integrated Impact Assessment Option1

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Mary Welch	Alyson Hoskins	Adult Services Community Options	29/1/2024

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

Option 1 keep the current fleet and staffing to support and not further reduce the provision on LA transport for Community Options but implement a charging methodology for people who use the bus which is currently 6 individuals– based on equivalent public transport – estimated income of £4,860 with each journey costing an average of £5.40 per return journey.

Currently 41 people access Community Options activity based facilities on a weekly basis

- There are 9 people registered to attend The Bert Denning Centre weekly with an average of 6 people daily of which 4 access via assisted transport.
- There are 32 people registered to attend The Lake View facility weekly with an average of 13 people daily of which 2 access via assisted transport.

Risks

Option 1 – any method of charging will require the implementation of a means for collecting the charge and also a debt recovery system. This will need to be scoped as the collection of a nominal fee could cost more than the actual charge.

Section 1 Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information Equality Act 2010: guidance - GOV.UK (www.gov.uk) and the EHRC guidance The Essential Guide to the Public Sector Equality Duty: EHRC Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.			
Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (<i>people of all ages</i>)	Yes	Yes	The positive impact means that individuals with protected characteristics could continue to access assisted transport to attend daytime opportunities in line with an assessment of need. However the implementation of a charging policy could have a negative impact due to the additional expense and may result in some people choosing not to access day

			provision and this could have a detrimental impact on their wellbeing and also that of any unpaid family carers.
Disability (<i>people with disabilities/ long term conditions</i>)	As above	As above	
Gender Reassignment (<i>anybody who's gender identity or gender expression is different to the sex they were assigned at birth</i>)	N/A	N/A	
Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	N/A	N/A	
Pregnancy and Maternity (<i>women who are pregnant and/or on maternity leave</i>)	N/A	N/A	
Race (<i>people from black, Asian and minority ethnic communities and</i>	N/A	N/A	

<i>different racial backgrounds)</i>			
Religion or Belief <i>(people with different religions and beliefs including people with no beliefs)</i>	N/A	N/A	
Sex <i>(women and men, girls and boys and those who self-identify their gender)</i>	N/A	N/A	
Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	N/A	N/A	

NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

Section 2

Socio-economic Duty (Strategic Decisions Only)

The Welsh Governments [Socio-economic Duty](#) provides a framework in order to ensure tackling inequality is at the forefront of decision making.

.Please consider the below vulnerable groups and consider how the proposal could affect them:

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people
- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances
- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system

Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
<p>Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i></p>	<p>The proposal is likely to have a negative impact due to the implementation of a charging policy, for a service which currently operated free of charge, Due to the disabilities of the individuals concerned it would be extremely challenging for them to access day opportunities using public transport.</p>	<p>The individuals concerned are already in receipt of Department of Work and Pensions benefits, either in the form of funding towards a vehicle to support the transport needs of the individual, or alternatively receive monetary support as part of their benefits.</p>	<p>Each individuals eligibility for assisted transport has been assessed against the Council's Transport Policy and found to be ineligible due to the fact that they are in receipt of support which is highlighted in the previous comment. Each individuals' circumstances has been assessed and it is determined that in each there are exceptional circumstances, which means that they are still able to access the Council's assisted transport, but MAY be subject to a charge.</p>

Low and/or No Wealth (<i>enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future</i>)	N/A	N/A	
Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)	N/A	N/A	
Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)			The general area is identified as one of the most deprived in Wales and those who are currently utilising the assisted transport live within an area where wheelchair accessible transport may be identified as an alternative however, the cost for this alternative may exceed the current mobility component. In addition Public transport can be sporadic, unreliable, and often difficult to traverse each of the valley communities.



Socio-economic Background <i>(social class i.e. parents education, employment and income)</i>	N/A	N/A	
Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i>	N/A	N/A	




Section 3-Corporate Plan
 Please outline any Corporate Plan linkages of the proposal -[BG Corporate Plan 22-27](#)

Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	
Priority 2 - Respond to the nature and climate crisis and enable connected communities	

<p>Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent</p>	
<p>Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place</p>	
<p>Priority 4 - Empowering and supporting communities to be safe, independent and resilient</p>	<p>Adult Social Services provide care and support assessments for our most vulnerable adults living within the communities of BG. Our Community Options service provide valuable support to vulnerable adults and their unpaid carers.</p>

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)
Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Tern</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>With appropriate care management/Financial assessment processes – there will be a minimum impact on the wellbeing of people who access the Community Options provision by means of assisted transport.</p> <p>This proposal will enable there to be sustainability of the provision of assisted transport to support vulnerable adults to access day activities and day support.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>Continued day support and day activities are critical in supporting and maintaining the wellbeing of vulnerable adults and their family / unpaid carers.</p>

<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p>
<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>Community Options will continue to work collaboratively with Care management teams and this will not be impacted by this budget proposal.</p> <p>There is an ongoing review of community transport across the wider services and it has been identified that our community options transport has the potential to be included in this work stream.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p> <p>The Council are actively engaging with the general public on the proposals.</p> <p>Community Options management team will be actively involved in the implementation of any charge , ensuring those citizens who are impacted are fully consulted with prior to any implementation. In addition, the Council are actively engaging with the general public on the proposals.</p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

N/A

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

N/A

3. **A HEALTHIER WALES** ... a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

N/A


5. **A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.

N/A

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

N/A

7. **A GLOBALLY RESPONSIBLE WALES ...** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards			
<i>(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards</i>			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	No		
What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	No		
What opportunities are there for a person or person to use the Welsh Language? <i>e.g. staff, residents and visitors</i>	No		

<p>Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?</p>	<p>No</p>		
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Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

<p>Protected characteristics</p>	<p>Will the proposal have any positive impacts on the Children’s Rights Approach?</p>	<p>Will the proposal have any negative impacts on the Children’s Rights Approach?</p>	<p>Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.</p>
<p>Participation (child or young person as someone who actively contributes to society as a citizen)</p>	<p>No</p>		
<p>Provision</p>	<p>N/A</p>		

(the basic rights of children and young people to survive and develop)			
Protection (children and young people are protected against exploitation, abuse or discrimination)	N/A		

<p>Section 7– Community Safety</p> <p>Duty to Consider Crime and Disorder Implications</p> <p>Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.</p>			
Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)	No		

<p>Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)</p>	<p>N/A</p>		
<p>Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)</p>	<p>N/A</p>		
<p>Re-offending (Think young people and adults, victims, families, communities)</p>	<p>N/A</p>		
<p>Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)</p>	<p>N/A</p>		
<p>Counter Terrorism</p>	<p>N/A</p>		

(People and places that are vulnerable to terrorism or violent extremism)			
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)	N/A		

Section 8- Armed Forces Covenant Duty AFC Draft Statutory Guidance - Final.pdf			
Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Health <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals 	N/A		

<p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> • Admissions • Educational attainment and curriculum 	<p>N/A</p>		

<ul style="list-style-type: none"> • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>			
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 	<p>N/A</p>		

Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.		
Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
<p>Consultation was held in 2019 where eligibility and charging were widely discussed with citizens, families and advocacy groups..</p>	<p>Many individuals found alternative transport arrangements, those who didn't were generally accepting on the implementation of a charging policy and were happy that they could still access assisted transport.</p>	<p>Previously the assisted transport policy was approved by full council which included the option of implementing a charging policy.</p>
Are there any data or information gaps and if so what are they and how do you intend to address them?		
Empty space for data gaps		

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions:

1. Who did you consult?

Proposal currently subject to public consultation. Staff have been consulted on this proposals when developing them and are aware of the options for consideration.

2. When did the consultation take place and was adequate time given for a response?

Currently ongoing

3. Was there enough information provided to respond effectively?

N/K at this stage of consultation

4. What were the findings?

TBC

5. Have the findings been considered in regards to the decision?

TBC

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Section 11-Monitoring and Review	
How will the implementation of the proposal be monitored, including the impacts or changes made?	Via the AS management team
What monitoring tools will be used?	Regular service updates from CO managers Attendance figures from CO services
How will the results be used for future development?	May provide options for consideration in relation to future service developments
How and when will it be reviewed?	Monthly via supervision with CO team manager
Who is responsible for ensuring this happens?	Head of Adult Services

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Section 12 - Decision

Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

Continue with the proposal in its current form	Yes
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	Yes

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Name of person completing the IIA

Name:	Mary Welch		
Job Title:	Team Manager CO		
Date:	27/01/24		

Head of Service Approval

Name:	Alyson Hoskins		
Job Title:	Head of Adult Services		
Signature:	Alyson Hoskins	Date:	28/01/24

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.

Blaenau Gwent County Borough Council - Integrated Impact Assessment Option 2

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
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- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Mary Welch	Alyson Hoskins	Adult Services Community Options	29/1/2024

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

Option 2 keep the current fleet and staffing to support and not further reduce the provision on LA transport for Community Options but **implement a full cost recovery methodology or subsidised fee methodology** for people who use the bus estimated income will be £153,560, with each return journey costing approximately £180.00 per return journey if full cost recovery agreed

Option 2 – as per option 1 plus there is a risk that full cost recovery or a similar subsidised methodology, will not be affordable to those using the transport

Section 1

Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and the EHRC guidance [The Essential Guide to the Public Sector Equality Duty: EHRC](#)

Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.

<p>Age (<i>people of all ages</i>)</p>	<p>Assisted Transport would continue be a reliable and available form of transport for the citizen, who would continue to have the appropriate level of support to travel safely.</p>	<p>Due to the decreased numbers of citizens accessing the Assisted Transport who are deemed as exceptional circumstances,full cost recovery could be too great – potentially outweighing the citizen’s personal mobility allowance.</p> <p>Potentially we will see people withdraw from service which could have a adverse impact on their wellbeing and place additional pressures on the family/carers.</p>	<p>People who have an assessed need to access the Assisted Transport will continue to do so free of charge (currently we do not have any eligible citizens) - However, those who have been deemed as exceptional circumstances will continue to access this form of transport at a charge which could potentially be at a detriment to their financial situation. The full cost recovery charge would be in excess of £180.00 per return journey per day. On average individuals who access assisted transport attend day services three days per week, therfore the full cost recovery charge would be in excess of £540.00 per week, this is based on 17 individual jorneyes per week based on 50 weeks per year,and may result in some people chosing not to access day provision and this could have a detrimental impact on their wellbeing and also that of any unpaid family carers.</p>
<p>Disability (<i>people with disabilities/ long term conditions</i>)</p>		<p>As above.</p>	
<p>Gender Reassignment (<i>anybody who’s gender identity or gender expression is different to the sex</i>)</p>	<p>N/A</p>		

<i>they were assigned at birth)</i>			
Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	N/A		
Pregnancy and Maternity (<i>women who are pregnant and/or on maternity leave</i>)	N/A		
Race (<i>people from black, Asian and minority ethnic communities and different racial backgrounds</i>)	N/A		
Religion or Belief (<i>people with different religions and beliefs including people with no beliefs</i>)	N/A		
Sex (<i>women and men, girls and boys and those who self-identify their gender</i>)	N/A		

Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	N/A		
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NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the [Preparing for the Commencement of the Socio-economic Duty](#) Welsh Government Guidance.

Section 2 Socio-economic Duty (Strategic Decisions Only) <i>The Welsh Governments Socio-economic Duty provides a framework in order to ensure tackling inequality is at the forefront of decision making.</i>			
<p>.Please consider the below vulnerable groups and consider how the proposal could affect them:</p> <ul style="list-style-type: none"> ➢ Single parents and vulnerable families ➢ People with low literacy/numeracy ➢ Pensioners ➢ Looked after children ➢ Homeless people ➢ Carers ➢ Armed Forces Community ➢ Students ➢ Single adult households ➢ People misusing substances ➢ People who have experienced the asylum system ➢ People of all ages leaving a care setting ➢ People living in the most deprived areas in Wales (WIMD) ➢ People involved in the criminal justice system 			
Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	There will be a charge for this service which will incur an additional cost to the person who is not eligible for free assisted transport in line with the assisted		

	<p>transport policy. Due to the number of citizens currently accessing as exceptional circumstances now standing at 6, the full cost recovery could be substantially higher than their personal mobility benefits. The full cost recovery charge would be in excess of £540.00 per week, this is based on 17 individual journeys per week based on 50 weeks per year.</p>		
<p>Low and/or No Wealth (<i>enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future</i>)</p>	<p>As above</p>		
<p>Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken</i>)</p>	<p>N/A</p>		



<i>electrical goods, warm home, hobbies etc.)</i>			
Area Deprivation <i>(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?)</i>	N/A		
Socio-economic Background <i>(social class i.e. parents education, employment and income)</i>	N/A		
Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i>	Due to the high cost of accessing Assisted Transport, Citizens will not have the finances to cover the full cost recovery, and become isolated at home, putting further pressure on carers/parents and potentially put at risk.	Explore public transport/taxi – less cost to the citizen.	




Section 3-Corporate Plan

Please outline any Corporate Plan linkages of the proposal -[BG Corporate Plan 22-27](#)

<p>Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent</p>	
<p>Priority 2 - Respond to the nature and climate crisis and enable connected communities</p>	
<p>Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place</p>	
<p>Priority 4 - Empowering and supporting communities to be safe, independent and resilient</p>	<p>Adult Social Services provide care and support assessments for our most vulnerable adults living within the communities of BG. Our Community Options service provide valuable support to vulnerable adults and their unpaid carers</p>

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)
Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Tern</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>This proposal will enable there to be sustainability of the provision of assisted transport to support vulnerable adults to access day activities and day support.</p> <p>With appropriate care management/Financial assessment processes – there will be a minimum impact on the wellbeing of people who access the Community Options provision by means of assisted transport.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>Continued day support and day activities are critical in supporting and maintaining the wellbeing of vulnerable adults and their family / unpaid carers.</p>

<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p>
<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>There is an ongoing review of community transport across the wider services and it has been identified that our community options transport has the potential to be included in this work stream.</p> <p>Community Options will continue to work collaboratively with Care management teams and this will not be impacted by this budget proposal.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p> <p>The Council are actively engaging with the general public on the proposals.</p> <p>Community Options management team will be actively involved in the implementation of any charge , ensuring those citizens who are impacted are fully consulted with prior to any implementation. In addition, the Council are actively engaging with the general public on the proposals.</p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

N/A

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

3. **A HEALTHIER WALES** ... a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

N/A

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

N/A


5. **A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.

N/A

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

7. **A GLOBALLY RESPONSIBLE WALES ...** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

N/A

Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards			
(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards)			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	N/A		
What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	N/A		
What opportunities are there for a person or person to use the Welsh	N/A		

Language? e.g. staff, residents and visitors			
Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?	N/A		

Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Participation (child or young person as someone who actively contributes to society as a citizen)	N/A		

Provision (the basic rights of children and young people to survive and develop)	N/A		
Protection (children and young people are protected against exploitation, abuse or discrimination)	N?A		

Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime	N/A		

(consider impact on each: victims, offenders and neighbourhoods)			
Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)	N/A		
Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)	N/A		
Re-offending (Think young people and adults, victims, families, communities)	N/A		
Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)	N/A		

Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)	N/A		
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)	N/A		

Section 8- Armed Forces Covenant Duty AFC Draft Statutory Guidance - Final.pdf			
Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Health <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals 	N/A		

<p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> • Admissions 	<p>N/A</p>		

<ul style="list-style-type: none"> • Educational attainment and curriculum • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>			
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness 	<p>N/A</p>		

<ul style="list-style-type: none"> • Disabled Facilities Grants 			
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Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.

Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
	<p>Many individuals found alternative transport arrangements, those who didn't were generally accepting on the implementation of a charging policy and were happy that they could still access assisted transport.</p>	<p>Previously the assisted transport policy was approved by full council which included the option of implementing a charging policy.</p>

Are there any data or information gaps and if so what are they and how do you intend to address them?

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Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions:

1. Who did you consult?

Proposal currently subject to public consultation. Staff have been consulted on this proposals when developing them and are aware of the options for consideration.

2. When did the consultation take place and was adequate time given for a response?

Currently ongoing

3. Was there enough information provided to respond effectively?

N/K at this stage of consultation

4. What were the findings?

TBC

5. Have the findings been considered in regards to the decision?

TBC

Section 11-Monitoring and Review

How will the implementation of the proposal be monitored, including the impacts or changes made?	Via the AS management team
What monitoring tools will be used?	Regular service updates from CO managers Attendance figures from CO services
How will the results be used for future development?	May provide options for consideration in relation to future service developments
How and when will it be reviewed?	Monthly via supervision with CO team manager
Who is responsible for ensuring this happens?	Head of AS / Service Manager for CO

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Section 12 - Decision

Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

Continue with the proposal in its current form	No
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Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal

Name of person completing the IIA

Name:	Mary Welch
Job Title:	CO team manager
Date:	28/01/24

Head of Service Approval

Name:	Alyson Hoskins		
Job Title:	Head of Adult Services		
Signature:	Alyson Hoskins	Date:	28/01/24

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.

Blaenau Gwent County Borough Council - Integrated Impact Assessment Option 3

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Mary Welch	Alyson Hoskins	Adult Services Community Options	29/1/2024

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

Option 3 reduce the fleet by 1 vehicle ,1x Driver 20hrs and 1 x escort 15hrs with a saving of £45,760 and implement the options 1 or 2 above for those people who are continuing to access the transport. This figure will be subject to potential redundancy costs.

Option 3 – having only one bus will mean that routes will need to be reviewed alongside the days of attendance for those accessing services. In addition, numbers accessing the transport (up to 12 seated people maximum) will be dependent on how many wheelchair users are accessing the vehicle (maximum 4 wheelchairs) This option will be scoped alongside decisions as to the number of days that our building-based facilities will open. This option may impact on the named days that current attendees may be attending our building-based facilities depending on the days that the transport will be provided in their home geographical area. For example person A attends currently on a Monday and Wednesday via transport from home area (X) and has done so since the service re-opened following the Covid pandemic , she has attended with the same 4 people who live in areas X/Y and Z. The impact of the reduction in transport may mean that the transport ‘run’ from home area (X) could be on a different day to that of people attending from areas Y and Z.

Section 1

Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and the EHRC guidance [The Essential Guide to the Public Sector Equality Duty: EHRC](#)

Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (people of all ages)	Assisted Transport would continue be a reliable and available form of transport for the citizen, who would continue to have the appropriate level of support to travel safely.	Pick up and drop off times and days may change – leading to potential for reduced service/shorter days. With only one vehicle there is the potential - in the event of transport breakdown – that there could be limited reliance on family/carers and this could negatively affect care and support arrangements.	To minimise a negative impact, Family would be required to support where unforeseen circumstances arise, assisted transport will continue to be an option for those deemed eligible free of charge and those who are deemed as exceptional circumstances at an agreed fee which are illustrated in options 1 and may result in some people choosing not to access day provision and this could have a detrimental impact on their wellbeing and also that of any unpaid family carers. The reduced co-hort of staff to support transport as back up in the event of staff absence, can be mitigated via the development of relief staff to be called on from other areas of the Council.

		A further negative impact would be having to cover driver/escort duties where sickness/annual leave/training occurs – utilising staff who are ordinarily on a higher rate of pay or arranging for relief staff to be brought in from other areas of the council.	
Disability (<i>people with disabilities/ long term conditions</i>)		As above	As above plus potential positive impact – as the proposal recommends people with a disability continue to access this service using an adapted vehicle with the correct level of support.
Gender Reassignment (<i>anybody who's gender identity or gender expression is different to the sex they were assigned at birth</i>)	N/A		
Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	N/A		

Pregnancy and Maternity (women who are pregnant and/or on maternity leave)	N/A		
Race (people from black, Asian and minority ethnic communities and different racial backgrounds)	N/A		
Religion or Belief (people with different religions and beliefs including people with no beliefs)	N/A		
Sex (women and men, girls and boys and those who self-identify their gender)	N/A		
Sexual Orientation (lesbian, gay, bisexual, heterosexual, other)	N/A		

NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

Section 2 Socio-economic Duty (Strategic Decisions Only) <i>The Welsh Governments Socio-economic Duty provides a framework in order to ensure tackling inequality is at the forefront of decision making.</i>			
.Please consider the below vulnerable groups and consider how the proposal could affect them:			
<ul style="list-style-type: none"> ➢ Single parents and vulnerable families ➢ People with low literacy/numeracy ➢ Pensioners ➢ Looked after children ➢ Homeless people ➢ Carers ➢ Armed Forces Community ➢ Students ➢ Single adult households ➢ People misusing substances ➢ People who have experienced the asylum system ➢ People of all ages leaving a care setting ➢ People living in the most deprived areas in Wales (WIMD) ➢ People involved in the criminal justice system 			
Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	N/A		
Low and/or No Wealth <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i>	N/A		

<p>Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)</p>	<p>N/A</p>		
<p>Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)</p>	<p>N/A</p>		
<p>Socio-economic Background (<i>social class i.e. parents education, employment and income</i>)</p>	<p>N/A</p>		
<p>Socio-economic Disadvantage (<i>What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged</i>)</p>	<p>N/A</p>		

Section 3-Corporate Plan




Please outline any Corporate Plan linkages of the proposal -[BG Corporate Plan 22-27](#)



Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	
Priority 2 - Respond to the nature and climate crisis and enable connected communities	
Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place	
Priority 4 - Empowering and supporting communities to be safe, independent and resilient	Adult Social Services provide care and support assessments for our most vulnerable adults living within the communities of BG. Our Community Options service provide valuable support to vulnerable adults and their unpaid carers

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)

Sustainable development principles. The WCFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
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<p>Long Term</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>This proposal will enable there to be sustainability of the provision of assisted transport to support vulnerable adults to access day activities and day support.</p> <p>With appropriate care management/Financial assessment processes – there will be a minimum impact on the wellbeing of people who access the Community Options provision by means of assisted transport.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>Continued day support and day activities are critical in supporting and maintaining the wellbeing of vulnerable adults and their family / unpaid carers.</p>
<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p>

<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>There is an ongoing review of community transport across the wider services and it has been identified that our community options transport has the potential to be included in this work stream.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p> <p>The Council are actively engaging with the general public on the proposals.</p> <p>Community Options management team will be actively involved in the implementation of any charge , ensuring those citizens who are impacted are fully consulted with prior to any implementation. In addition, the Council are actively engaging with the general public on the proposals.</p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.


3. **A HEALTHIER WALES** ... a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

5. **A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

7. **A GLOBALLY RESPONSIBLE WALES ...** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards			
<i>(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards)</i>			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>			
What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>			
What opportunities are there for a person or person to use the Welsh Language? <i>e.g. staff, residents and visitors</i>			

<p>Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?</p>			
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Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

<p>Protected characteristics</p>	<p>Will the proposal have any positive impacts on the Children’s Rights Approach?</p>	<p>Will the proposal have any negative impacts on the Children’s Rights Approach?</p>	<p>Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.</p>
<p>Participation (child or young person as someone who actively contributes to society as a citizen)</p>			
<p>Provision</p>			

(the basic rights of children and young people to survive and develop)			
Protection (children and young people are protected against exploitation, abuse or discrimination)			

<p>Section 7– Community Safety</p> <p>Duty to Consider Crime and Disorder Implications</p> <p>Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.</p>			
Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)	N/A		

<p>Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)</p>	<p>N/A</p>		
<p>Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)</p>	<p>N/A</p>		
<p>Re-offending (Think young people and adults, victims, families, communities)</p>	<p>N/A</p>		
<p>Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)</p>	<p>N/A</p>		
<p>Counter Terrorism</p>	<p>N/A</p>		

(People and places that are vulnerable to terrorism or violent extremism)			
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)	N/A		

Section 8- Armed Forces Covenant Duty AFC Draft Statutory Guidance - Final.pdf			
Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Health <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals 	N/A		

<p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> • Admissions • Educational attainment and curriculum 	<p>N/A</p>		

<ul style="list-style-type: none"> • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>			
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 	<p>N/A</p>		

Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.

Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
------------------------------------------------------------------	-----------------------------	---------------------------------------------------

<p>Consultation was held in 2019 where eligibility and charging were widely discussed with citizens, families and advocacy groups..</p>	<p>Many individuals found alternative transport arrangements, those who didn't were generally accepting on the implementation of a charging policy and were happy that they could still access assisted transport.</p>	<p>Previously the assisted transport policy was approved by full council which included the option of implementing a charging policy.</p>
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Are there any data or information gaps and if so what are they and how do you intend to address them?

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Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions:

1. Who did you consult?

Proposal currently subject to public consultation. Staff have been consulted on this proposals when developing them and are aware of the options for consideration.

2. When did the consultation take place and was adequate time given for a response?

Currently ongoing

3. Was there enough information provided to respond effectively?

N/K at this stage of consultation

4. What were the findings?

TBC

5. Have the findings been considered in regards to the decision?

TBC

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Section 11-Monitoring and Review	
How will the implementation of the proposal be monitored, including the impacts or changes made?	Via the AS management team
What monitoring tools will be used?	Regular service updates from CO managers

	Attendance figures from CO services
How will the results be used for future development?	May provide options for consideration in relation to future service developments
How and when will it be reviewed?	Monthly via supervision with CO team manager
Who is responsible for ensuring this happens?	Head of AS / Service Manager for CO

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Section 12 - Decision
Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

Continue with the proposal in its current form	Yes
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	Yes

Name of person completing the IIA

Name:	Mary Welch
Job Title:	Team Manager Community Options
Date:	27/01/24

Head of Service Approval			
Name:	Alyson Hoskins		
Job Title:	Head of Adult Services		
Signature:	Alyson Hoskins	Date:	28/01/24

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.

Blaenau Gwent County Borough Council - Integrated Impact Assessment Option 4

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Mary Welch	Alyson Hoskins	Adult Services Community Options	29/1/2024

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

Option 4 reduce the fleet by 2 vehicles and 4 staff and no longer provide transport. Alternative transport will be sourced for the remaining 6 who are eligible only under exceptional circumstances and this will be commissioned by external providers / taxi etc. Estimated saving will be £106, 773.

Option 4 – the impact of withdrawing of all assisted transport will result in approximately 6 people being unable to access our community options activities without either being transported by family, accessing public transport or commissioning taxi provision etc. The costs of this will need to be scoped and factored into the cost savings proposal.

Section 1
Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and the EHRC guidance [The Essential Guide to the Public Sector Equality Duty: EHRC](#)
Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (people of all ages)	None.	This proposal will significantly reduce the opportunity for community access for some, due to mobility, behavioural issues etc. Family/carers may decide on the persons behalf not to source other forms of transport, therefore there is a potential of isolation /potential family stressors/risk.	Community Options along with Care Management will support in exploring alternative transport for the person ie taxi's, and may result in some people chosing not to access day provision and this could have a detrimental impact on their wellbeing and also that of any unpaid family carers.
Disability (people with disabilities/ long term conditions)		As above	

<p>Gender Reassignment <i>(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)</i></p>	<p>N/A</p>		
<p>Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i></p>	<p>N/A</p>		
<p>Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i></p>	<p>N/A</p>		
<p>Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i></p>	<p>N/A</p>		
<p>Religion or Belief <i>(people with different religions and beliefs including people with no beliefs)</i></p>	<p>N/A</p>		

Sex (women and men, girls and boys and those who self-identify their gender)	N/A		
Sexual Orientation (lesbian, gay, bisexual, heterosexual, other)	N/A		

NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the [Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance](#).



<p>Section 2 Socio-economic Duty (Strategic Decisions Only) <i>The Welsh Governments Socio-economic Duty provides a framework in order to ensure tackling inequality is at the forefront of decision making.</i></p>			
<p>.Please consider the below vulnerable groups and consider how the proposal could affect them:</p> <ul style="list-style-type: none"> ➢ Single parents and vulnerable families ➢ People with low literacy/numeracy ➢ Pensioners ➢ Looked after children ➢ Homeless people ➢ Carers ➢ Armed Forces Community ➢ Students ➢ Single adult households ➢ People misusing substances ➢ People who have experienced the asylum system ➢ People of all ages leaving a care setting ➢ People living in the most deprived areas in Wales (WIMD) ➢ People involved in the criminal justice system 			
Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.




<p>Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i></p>	<p>N/A</p>		
<p>Low and/or No Wealth <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i></p>	<p>N/A</p>		
<p>Material Deprivation <i>(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)</i></p>	<p>N/A</p>		
<p>Area Deprivation <i>(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i></p>	<p>Lack of availability of wheelchair accessible taxis. Unreliable bus service, locality of bus stops.</p>	<p>Work with procurement to identify external transport provision – if available</p>	<p>We have existing knowledge of availability of private taxi / transport options</p>
<p>Socio-economic Background</p>	<p>Cost implications where personal benefits do not cover the cost of</p>		

<i>(social class i.e. parents education, employment and income)</i>	taxis. Possible impact on wider family circumstances.		
Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i>	N/A		

Section 3-Corporate Plan <i>Please outline any Corporate Plan linkages of the proposal -BG Corporate Plan 22-27</i>	
Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	
Priority 2 - Respond to the nature and climate crisis and enable connected communities	
Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place	
Priority 4 - Empowering and supporting communities to be safe, independent and resilient	Adult Social Services provide care and support assessments for our most vulnerable adults living within the communities of BG. Our Community

Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	
	Options service provide valuable support to vulnerable adults and their unpaid carers

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP) <i>Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)</i>	
Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
Long Tern 	Consider the long-term impact of the proposal on the ability of communities to secure their well-being.
Prevention 	Consider how the proposal is preventing problems from occurring or getting worse Continued day support and day activities are critical in supporting and maintaining the wellbeing of vulnerable adults and their family / unpaid carers.

<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p>
<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>There is an ongoing review of community transport across the wider services and it has been identified that our community options transport has the potential to be included in this work stream.</p> <p>Community Options will continue to work collaboratively with Care management teams and this will not be impacted by this budget proposal.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p>

	<p>Community Options management team will be actively involved in the implementation of any charge , ensuring those citizens who are impacted are fully consulted with prior to any implementation. In addition, the Council are actively engaging with the general public on the proposals.</p>
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How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.


3. **A HEALTHIER WALES** ... a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

4. **A MORE EQUAL WALES** ... A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

5. **A WALES OF COHESIVE COMMUNITIES** ... attractive, viable, safe and well-connected communities.

6. **A WALES OF VIBRANT CULTURE AND THRIVING** ... a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

7. **A GLOBALLY RESPONSIBLE WALES** ... a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards			
(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards)			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>			
What opportunities are there to promote the Welsh Language? <i>e.g. status, use of</i>			

<i>Welsh language services, use of Welsh in everyday life in work / community</i>			
What opportunities are there for a person or person to use the Welsh Language? e.g. staff, residents and visitors			
Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?			

Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
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Participation (child or young person as someone who actively contributes to society as a citizen)			
Provision (the basic rights of children and young people to survive and develop)			
Protection (children and young people are protected against exploitation, abuse or discrimination)			

Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)			
Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)			
Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)			
Re-offending (Think young people and adults, victims, families, communities)			

Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)			
Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)			
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)			

Section 8- Armed Forces Covenant Duty [AFC Draft Statutory Guidance - Final.pdf](#)

Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
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<p>Health</p> <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals <p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). 			

<ul style="list-style-type: none"> • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> • Admissions • Educational attainment and curriculum • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other</p>			

voluntary adult education settings			
Housing <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 			

Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.		
Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
Consultation was held in 2019 where eligibility and charging were widely discussed with citizens, families and advocacy groups..	Many individuals found alternative transport arrangements, those who didn't were generally accepting on the implementation of a charging policy and were happy that they could still access assisted transport.	Previously the assisted transport policy was approved by full council which included the option of implementing a charging policy.

<p>Are there any data or information gaps and if so what are they and how do you intend to address them?</p>		

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions:

1. Who did you consult?

Proposal currently subject to public consultation. Staff have been consulted on this proposals when developing them and are aware of the options for consideration.

2. When did the consultation take place and was adequate time given for a response?

Currently ongoing

3. Was there enough information provided to respond effectively?

N/K at this stage of consultation

4. What were the findings?

TBC

5. Have the findings been considered in regards to the decision?

TBC

Section 11-Monitoring and Review

How will the implementation of the proposal be monitored, including the impacts or changes made?	Via the AS management team
What monitoring tools will be used?	Regular service updates from CO managers Attendance figures from CO services
How will the results be used for future development?	May provide options for consideration in relation to future service developments
How and when will it be reviewed?	Monthly via supervision with CO team manager
Who is responsible for ensuring this happens?	Head of Adult Services

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Section 12 - Decision

Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

Continue with the proposal in its current form	No
------------------------------------------------	-----------

Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal

Yes

Name of person completing the IIA

Name: Mary Welch

Job Title: Team Manager

Date: 27/01/24

Head of Service Approval

Name: Alyson Hoskins

Job Title: Head of Adult Services

Signature: Alyson Hoskins

Date: 28/01/24

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.

Business Case Templates

To support better spending and investment decisions and better procurement

Rationalisation / Reduction of staffing Levels - Provider Services

SRO:	Tanya Evans
Project Manager:	Alyson Hoskins
Organisation:	SSD

	Name	Signature	Date
Prepared by:	Alyson Hoskins		31/08/2023
Reviewed by:			
Approved by:			

1.	<p>INTRODUCTION</p>
	<p>These proposals are being considered as an outcome of the council budget deficit and the requirement for each directorate to make significant budget savings for 2024/25 and future years.</p> <p>The proposals below are identified within the Social Services bridging the gap theme – WORKFORCE RATIONALISATION and service reduction/ capping of services.</p>
2.	<p>THE CASE FOR CHANGE</p>
	<p>The proposal is to reduce the existing staff team across our current services. Our Provider teams consist of the 4 services below:</p> <ul style="list-style-type: none"> • Cwrt Mytton • LD accommodation (Augusta and Supported Living) • Community Options • Home Care <p>The way in which the savings will be achieved will in the main focus on deleting existing vacant posts within the structure and:</p> <ol style="list-style-type: none"> 1. Capping the level of provision to the remaining budget envelope 2. Creating waiting lists for new service provision using a risk management process where new service applications can wait and also looking for alternative funded commissioned services (with capacity) to meet the demand. <p>The outcome of this will be:</p> <ol style="list-style-type: none"> 1. Cwrt Mytton – we will continue cap the level of service to current 25 beds (capacity of for 36) and continue the current review of Cwrt Mytton accommodation offer and alternative use of the facility as part of our income generation plans. 2. LD accommodation (Augusta and Supported Living) – continue the current review of the staff rotas / staff contracts to ensure we can continue to meet the current demand /outcomes for tenants and increase opportunities for staff to work across both Augusta and Supported Living as part of the newly developed LD accommodation service. We will also continue to the review of the BG offer for supported accommodation in with a targeted focus on how we can use the menu of support we offer including the BG PODS, Augusta and supported living bungalows to provide a promoting independence model of support as opposed to a home for life. This will include use of multi professionals and a multi-disciplinary approach across Social Care, Health and our third sector partners. 3. Community Options – continue the review of our current hours of support offered including our Outreach service and building based facilities to ensure that outcomes can be met but within the revised budget envelope. This may include reducing some hours of opening and also having waiting lists for new people who are looking for day activity support. It will also include

	<p>increased income generation options for increased use of our building outside of core hours etc.</p> <p>4. Home Care - review our current hours of support offered by our frontline workers and the office-based structure that support the service. The review will include potential revised operations for our emergency home care DASH service based on an analysis of current demand and types of requests for support that are required, review of the out of hours service (currently a pilot phase) and potential capping of the DASH provision to the current level of external funding with reduced reliance on the core home care budget.</p>
3.	OPTIONS ANALYSIS
3.1	<p><u>Methodology for savings:</u></p> <p>The Provider Services – service managers and team managers are currently reviewing their team budgets and staff configuration and have identified that there are a number of vacant posts that we may not be required to advertise IF we re-configure the services as outlined in the bullet points 1 to 4 above. This work is being undertaken alongside a number of other business case proposals and opportunities for increasing income generation by marketing our services to wider LA's and health board partners and also a number of collaboration opportunities.</p> <p><u>Proposal:</u></p> <p><u>Savings to the budget:</u></p> <p>It is estimated that the potential total savings to budget across the Provider Services by deleting vacant hours / posts and reconfiguring the service provision is approximately £100,000 to £110,000 – there are potential additional post savings that could be achieved by the potential reduction in current workforce contracts or hours but this will not be known until the full analytical review of the demand, supply, current profile of people accessing the services and potential service reconfiguration is completed by the end of December 23. This will exclude Cwrt Mytton where the review of the current accommodation and potential new build to meet needs for future years require potential application for Welsh Government capital funding and will take approximately 3 years to complete.</p> <p><u>Benefits to proposal:</u></p> <p>Adult Provider Services have identified a number of areas that can create savings across the 4 main services. These will have some impact on service delivery at a time when we are seeing increasing complexity of demand. The proposals will result in the deletion of any existing vacant posts – where we can safely do so within our required CIW registration and also a reconfiguration of the services base on the revised budget envelope. This will result in minimal – if any -redundancy situations and the services being able to retain our current highly valued staff teams.</p> <p><u>Risks identified to proposal:</u></p> <p>Cwrt Mytton – there are no risks associated with this proposal as all current vacant posts at Cwrt Mytton are being advertised and are not included within this proposal. The home is still reliant on use of some agency staff to cover vacant posts</p>

during recruitment period, ad hoc sickness and holidays. The service is registered with CIW and we have required levels of staffing based on residents complex needs and how we meet their outcomes. The home has already been reduced to 25 residents (from 36) due to ongoing pressures of recruitment and significant cost pressures due to high levels of sickness post COVID which are continuing to improve due to interventions by the care home leadership team.

LD accommodation (Augusta and Supported Living) – there are limited vacancies within this service and those that are vacant are currently required to meet current level of care and support for people who access the services. However, there is currently a review of the staff rota ongoing (due to be complete by the end of September) and it is likely that vacant hours may be identified which can be added to the estimated overall budget savings total. Both these services are registered with CIW and require a minimum safe staff complement to meet the needs of people who access them.

Community Options – the community options service has changed post COVID and previous budget savings have been made as part of the bridging the gap proposals for 23/24 (£143,000). Further reductions in staffing will reduce the availability of sessions for vulnerable adults and may result in new applications having to wait for available sessions. This will be risk assessed by the social work teams. The staff team are currently analysing the impact of availability of sessions at both the building-based services (Bert Denning / Lake View) and our Outreach Service so that we can measure the true impact of these proposals and quantify how many available sessions we will have each day / week with the reduced workforce.

Home Care – our home care team provide care and support at 2 external extra care schemes and also provide emergency domiciliary care (DASH) as a bridging service to support people in the community during a crisis until long term care can be provided by our externally commissioned services. We have a number of vacant posts/ hours within the service which we can delete, and this will reduce the current numbers of hours that the service provides. This may result in us having to ask families/ carers to provide additional support until a package of care becomes available as we may need to develop a waiting list for new packages. This will be risk assessed by the social work teams.

Mitigating factors:

- **Cwrt Mytton** – N/A
- **LD accommodation (Augusta and Supported Living)** – work has already commenced on a revised staff rota for this service area and staff and trade unions are part of the discussions. We have also asked our colleagues in ABUHB to undertake a review of the health and social care needs of tenants in the service so that we can ensure that correct levels of care are delivered at the services.
- **Community Options** – the leadership team at CO are developing robust systems to evaluate the levels of staff required to deliver safe care and support each day at our facilities. This work will be used to inform the future model of delivery that we can provide within the service and the maximum numbers of people we can support safely.

	<ul style="list-style-type: none"> • Home Care - the leadership team in Home Care are developing robust systems to evaluate the levels of staff required to deliver safe care and support each day across the teams. This work will be used to inform the future model of delivery that we can provide within the service and the maximum numbers of people we can support safely. In addition, we will carefully consider the current staff structure, hours of operation and model that the service will provide from April 24 based on the new budget envelope for Home Care and current grant income that is due to cease in March 25. This work will be completed by end of October 23 and will include savings options for both 24/25 and 25/26 when further posts may be required to be deleted at the end of the WG grant period (Reginal Integration Fund). During the period until April 24, we will work with our colleagues in Aneurin Bevan University Health Board (ABUHB) for them to be aware of the revised model of home care we can provide and look to other options to meet the demand in particular around speedy hospital discharges. This may include referring patients to the Aneurin Bevan University Health Board (ABUHB) Step Closer to Home (SCTH) temporary care home project as an alternative to remaining in hospital. 														
3.2	Recommended option														
	To be determined as part of consideration and engagement process.														
3.3	Sources and assumptions														
	The above proposals outline the savings and the potential risks to Provider Service however the assumption is that they can be achieved, should the council feel it necessary in order to make the budgetary savings required.														
4.	PROCUREMENT ROUTE														
	Not relevant at this point.														
5.	FUNDING AND AFFORDABILITY														
5.1	<p>If approved the financial impact of the above options for 2024/25 will be a financial efficiency of £110,000.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£110,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£110,000</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£110,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£110,000
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Total	£110,000														

6.	DELIVERY ARRANGEMENTS
	<p>If the above proposal is approved, arrangements would need to be made to:</p> <ul style="list-style-type: none">- Engage with staff as a matter of urgency.- Engage with the trade unions.- Engage with Organisational Development <p>The impact of these savings will be monitored via the Adult Services Departmental Management Team.</p>

Blaenau Gwent County Borough Council - Integrated Impact Assessment

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Alyson Hoskins	Alyson Hoskins	Adult Services	15/01/24

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

The proposal is a planned reduction in staff hours across our Provider Services teams within Adult Service. Approx saving £100k. The proposal does not include the deletion of any current provider services (occupied) posts through compulsory redundancy. This is with the exception of the bridging the gap proposals that relate to the transport proposals specifically for community options (see separate GTP proposal)

This proposal will therefore include:

- 1. Potential deletion of non-statutory posts within the service area and / or consideration of voluntary redundancy requests and cross match opportunities across other services – as appropriate**
- 2. Deletion of any surplus / ad hoc uncommitted (vacant) contracted hours we have within the provider services areas of Home Care and Community Options budgets and staffing structures.**

Section 1

Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and the EHRC guidance [The Essential Guide to the Public Sector Equality Duty: EHRC](#)

Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (people of all ages)	No	Yes	There is the potential that with the reduced staffing within Adult Services Provider Services that older people and vulnerable adults , could be waiting for support from our Adult Services teams longer than previously. However the hours that are to be deleted to implement these changes have been vacant on the rotas for several months, as we have left them vacant in prepration for planning the budget savings required and therefore they will not result in any reduction of current service levels but will reduce the ability of the service to increase capacity should demand increase.
Disability (people with disabilities/ long term conditions)	No	Yes	As above
Gender Reassignment (anybody who's gender identity or	No	No	

<i>gender expression is different to the sex they were assigned at birth)</i>			
Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	No	No	
Pregnancy and Maternity (<i>women who are pregnant and/or on maternity leave</i>)	No	No	
Race (<i>people from black, Asian and minority ethnic communities and different racial backgrounds</i>)	No	No	
Religion or Belief (<i>people with different religions and beliefs including people with no beliefs</i>)	No	No	
Sex (<i>women and men, girls and boys and</i>	No	No	

<i>those who self-identify their gender)</i>			
Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	No	No	

NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

<p>Section 2 Socio-economic Duty (Strategic Decisions Only) <i>The Welsh Governments Socio-economic Duty provides a framework in order to ensure tackling inequality is at the forefront of decision making.</i></p>			
<p>.Please consider the below vulnerable groups and consider how the proposal could affect them:</p> <ul style="list-style-type: none"> ➢ Single parents and vulnerable families ➢ People with low literacy/numeracy ➢ Pensioners ➢ Looked after children ➢ Homeless people ➢ Carers ➢ Armed Forces Community ➢ Students ➢ Single adult households ➢ People misusing substances ➢ People who have experienced the asylum system ➢ People of all ages leaving a care setting ➢ People living in the most deprived areas in Wales (WIMD) ➢ People involved in the criminal justice system 			
Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
Low Income / Income Poverty <i>(cannot afford to maintain regular</i>	Potential negative impact		

<p><i>payments such as bills, food, clothing, transport etc.)</i></p>		<p>Through the use of a robust initial assessment and screening process which prioritises those referrals / care and support requests that require an urgent or immediate response and ensures that those who are having to wait for the allocation of provider services:</p> <ol style="list-style-type: none"> 1. Are notified of the period of wait 2. Are given contact details should their situation change whilst waiting so that the referrals / support request can be prioritised. 3. Identify other methods of meeting care and support needs including externally commissioned capacity of dom care / direct payments / third sector day provision etc. <p>Maximisation of grant income to support the core budget – where appropriate</p>	<p>Knowledge and information from:</p> <ol style="list-style-type: none"> 1. Current demand and performance data 2. Team manager allocations of vacant hours / available places in both our home care and community options services 3. Information provided from OD and finance in relation to long standing (over 6 months) vacant hours and posts in both home care and community options 4. Use of additional income sources (grant income) to maximise the staffing arrangements in Provider services.
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Low and/or No Wealth (<i>enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future</i>)	Potential negative impact	As above	As above
Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)	Potential negative impact	As above	As above
Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)	No impact		
Socio-economic Background (<i>social class i.e. parents education, employment and income</i>)	Potential negative impact	As above	As above
Socio-economic Disadvantage			



<p><i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i></p>	<p>Potential negative impact</p>	<p>As above</p>	<p>As above</p>
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Section 3-Corporate Plan
 Please outline any Corporate Plan linkages of the proposal -[BG Corporate Plan 22-27](#)

<p>Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent</p>	
<p>Priority 2 - Respond to the nature and climate crisis and enable connected communities</p>	
<p>Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place</p>	
<p>Priority 4 - Empowering and supporting communities to be safe, independent and resilient</p>	<p>Adult Social Services provide care and support assessments and service provision - for our most vulnerable adults living within the communities of BG.</p>

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)
 Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Tern</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>With appropriate and safe mitigations via our existing service provision and allocations/ referral processes – as listed above - there will be a minimum impact on the wellbeing of people who access Adult Social Care. The reduction in staffing hours to support our most vulnerable adults will be carefully managed via robust referral and screening processes and the services are anticipated to be in a position to maintain their current level of service provision. The deletion of current vacant hours within our staffing structures will have no impact on current practice as they are already surplus to our staffing compliment.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>As above</p>
<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p> <p>There may be an impact in relation to referrals and new contacts from our colleagues in ABUHB but as stated above with appropriate management of referrals / new applications for services – as listed above - there will be a minimum impact on the wellbeing of people who access both our home care and community options services. ABUHB colleagues will be communicated with and explanations given as to why / how referrals are progressed.</p>

<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>Adult Service and Provider teams will continue to work collaboratively with our key partners and this will not be impacted by this budget proposal.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p> <p>Provider Team Managers and Service Managers will be actively involved in the implementation of any reductions in staffing across our Provider Teams and the mitigations that will be put in place to reduce the minimal impact on our ability to provider inhouse services.</p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

/A

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

N/A

3. **A HEALTHIER WALES** ... a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

Adult Social Services provide care and support assessments and provision for our most vulnerable adults living within the communities of BG

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

N/A

5. **A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.


N/A

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

N/A

7. **A GLOBALLY RESPONSIBLE WALES ...** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

N/A

Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards			
<i>(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards)</i>			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	No		
What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	No		
What opportunities are there for a person or person to use the Welsh Language? <i>e.g. staff, residents and visitors</i>	No		

<p>Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?</p>	<p>No</p>		
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Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

<p>Protected characteristics</p>	<p>Will the proposal have any positive impacts on the Children’s Rights Approach?</p>	<p>Will the proposal have any negative impacts on the Children’s Rights Approach?</p>	<p>Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.</p>
<p>Participation (child or young person as someone who actively contributes to society as a citizen)</p>	<p>No</p>	<p>No</p>	
<p>Provision</p>	<p>No</p>	<p>No</p>	

(the basic rights of children and young people to survive and develop)			
Protection (children and young people are protected against exploitation, abuse or discrimination)	No	No	

Section 7– Community Safety			
Duty to Consider Crime and Disorder Implications			
Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.			
Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)	No	No	

<p>Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)</p>	<p>No</p>	<p>No</p>	
<p>Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)</p>	<p>No</p>	<p>No</p>	
<p>Re-offending (Think young people and adults, victims, families, communities)</p>	<p>No</p>	<p>No</p>	
<p>Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)</p>	<p>No</p>	<p>No</p>	
<p>Counter Terrorism</p>	<p>No</p>	<p>No</p>	

(People and places that are vulnerable to terrorism or violent extremism)			
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)	No	No	

Section 8- Armed Forces Covenant Duty AFC Draft Statutory Guidance - Final.pdf			
Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Health <ul style="list-style-type: none"> • Provision of services • Planning and funding 	No	No	

<ul style="list-style-type: none"> • Co-operation between bodies and professionals <p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
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<p>Education</p> <ul style="list-style-type: none"> • Admissions • Educational attainment and curriculum • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>	<p>No</p>	<p>No</p>	
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing 	<p>No</p>	<p>No</p>	

<ul style="list-style-type: none"> • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 			
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Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.		
Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
Staffing profiles and reports from OD Activity information from the LA performance team. Finance profile and team budgets for Provider Services Grant funding approvals for services that are supporting in house provider staffing budgets		Both have enabled us to review the staffing compliment and activity for in house Provider teams
Are there any data or information gaps and if so what are they and how do you intend to address them?		

No

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions; -

1. Who did you consult?

Staff Provider managers and Service Managers plus OD and finance teams

2. When did the consultation take place and was adequate time given for a response?

As part of preparing the budget proposal in August / September 2023.

3. Was there enough information provided to respond effectively?

Yes as was based on provider structure information and staffing details

4.What were the findings?

The outcome was the detail provided in the budget proposal and resulted in the proposals to reduce staffing only where we have unused hours / vacant hours. It was clear that we could not lose current staff who are currently working in the service as this will destabilise the work force and the Provider teams will then be unable to meet current demand.

5. Have the findings been considered in regards to the decision?

Yes

Section 11-Monitoring and Review

<p>How will the implementation of the proposal be monitored, including the impacts or changes made?</p>	<p>Adult Service management team (fortnightly) Front line staff /Team Manager / Service Manager Supervisions Finance and OD meetings</p>
<p>What monitoring tools will be used?</p>	<p>Structured meetings with data discussions and feedback Face to Face supervision sessions Quality assurance framework Workforce Strategy / Business plans</p>
<p>How will the results be used for future development?</p>	<p>Via performance reports</p>
<p>How and when will it be reviewed?</p>	<p>As above</p>
<p>Who is responsible for ensuring this happens?</p>	<p>Head of Adult Service and Service Managers</p>

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Section 12 - Decision

Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

<p>Continue with the proposal in its current form</p>	<p>Yes</p>
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Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal

Name of person completing the IIA	
Name:	Alyson Hoskins
Job Title:	Head of Adult Services
Date:	28/01/24

Head of Service Approval			
Name:	Tanya Evans		
Job Title:	Interim Director SSD		
Signature:		Date:	

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.



Business Case Templates

To support better spending and investment decisions and better procurement

Rationalization / Reduction of Staffing Levels in the Placement Team

SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K VALUE OF PROCUREMENT)

SRO:	Alison Ramshaw
Project Manager:	Loredana Moruz
Organisation:	Children Social Services

	Name	Signature	Date
Prepared by:	Loredana Moruz		13.10.2023
Reviewed by:	Alison Ramshaw		13.10.2023
Approved by:			

1.	INTRODUCTION
	These proposals are being considered in light of the council budget deficit and the requirement for each directorate to make significant budget savings.
2.	THE CASE FOR CHANGE
	The proposal for children's services is to reduce children's services workforce through the radical reforming of service delivery across the sector.
3.	OPTIONS ANALYSIS
3.1	<p><u>Savings for 12 months from vacancy of a full time social worker post in The Placement Team</u></p> <p>The Placement Team in Blaenau Gwent is responsible for delivering all the recruitment, assessment, training and support activities for local authority foster carers. The team is also responsible for commissioning placements for children looked after with Independent Fostering Agencies and residential provision within and outside Blaenau Gwent boundaries. Currently the team comprises of:</p> <ul style="list-style-type: none"> - Fostering service component: 1 senior practitioner, 6 qualified social workers, 1 support worker, 1 placement officer. - SGO (Special guardianship Order) support service: ½ senior practitioner, 2 qualified social workers, 2 support workers. - Family Time Team (delivering contact sessions for children looked after and their birth families): ½ senior practitioner, 1 family time coordinator, 5 family time workers. <p>Over the past 2 years the team has faced significant challenges in terms of recruitment and retention of qualified social workers. Since April 2023 adverts have gone out twice for a fixed term full time social worker post with no success. The post holder is currently seconded into another post grant funded for the next 18 months. To mitigate against the poor recruitment issues an agency social worker has been contracted for 6 months and we have used external grant funding to commission independent social workers to complete assessments required by court.</p> <p><u>Proposal:</u> Offer the savings from 12 months vacancy for a full-time social worker post within the structure of the Placement Team.</p> <p><u>Savings to the budget:</u> £56,000 This proposal doesn't carry any redundancy costs.</p> <p><u>Benefits to proposal:</u> Creating savings for the Local Authority core budget</p>

	<p><u>Potential risks identified to proposal:</u></p> <ul style="list-style-type: none"> - Reduced capacity in the core service to support approved foster carers in compliance with Fostering Regulations - Increased workload for the remaining 5 social workers which may lead to retention difficulties. - Reduced capacity in the core service to complete Connected Persons Assessments as required by court and Form F assessments for new foster carer approvals - Compromised quality of support offered to approved foster carers, leading to placement breakdowns, instability and escalation of need for children currently looked after - Placement breakdown within house foster carers, leading to a likelihood of increased use of IFA (Independent Fostering Agencies) placements or residential placements. - Impact on LA's reputation due to compromised quality of support for LA foster carers - Foster carers leaving the Local Authority - LA being unable to attract new generic foster carers due to reduction of support available. - LA being unable to offer appropriate support to potential IFA foster carers who may want to transfer to Blaenau Gwent in the context of Eliminate Profit agenda drive forward by Welsh Government <p><u>Mitigating factors:</u></p> <ul style="list-style-type: none"> - The Placement team have functioned successfully without this post for the past six months due to use of time limited grants available for commissioning of fostering services. - The potential risks identified above have not been experienced during the last six months. - Ability to use any underspend from the Placement Team budget. (Recruitment/Panel/ISW budget line) to commission assessments from Independent Social Workers (ISW) - Fixed term use of Foster Wales funding to secure ISW Workers to complete assessments to relieve pressure on current core staff (funding confirmed until March 2025)
3.2	Recommended option
	It is recommended that there is a freeze on advertising this post pending the outcome of the cost saving proposal.
3.3	Sources and assumptions
	The above proposals outline the savings and the potential risks to children's services however the assumption is that they can be achieved, should the council feel it necessary in order to make the budgetary savings required.

4.	PROCUREMENT ROUTE														
	Not relevant at this point.														
5.	FUNDING AND AFFORDABILITY														
5.1	<p>If approved the financial impact of the above options for 2024/25 will be a financial efficiency of £56,000.</p> <table border="1" data-bbox="488 600 944 904"> <thead> <tr> <th data-bbox="488 600 699 672">Year</th> <th data-bbox="699 600 944 672">Potential Saving</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 672 699 712">2024/2025</td> <td data-bbox="699 672 944 712">£56,000</td> </tr> <tr> <td data-bbox="488 712 699 752">2025/2026</td> <td data-bbox="699 712 944 752">£0</td> </tr> <tr> <td data-bbox="488 752 699 792">2026/2027</td> <td data-bbox="699 752 944 792">£0</td> </tr> <tr> <td data-bbox="488 792 699 833">2027/2028</td> <td data-bbox="699 792 944 833">£0</td> </tr> <tr> <td data-bbox="488 833 699 873">2028/2029</td> <td data-bbox="699 833 944 873">£0</td> </tr> <tr> <td data-bbox="488 873 699 904">Total</td> <td data-bbox="699 873 944 904">£56,000</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£56,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£56,000
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6.	<i>DELIVERY ARRANGEMENTS</i>														
	<p>If the above proposal is approved, arrangements would need to be made to:</p> <ul style="list-style-type: none"> - Engage with staff as a matter of urgency. - Engage with the trade unions. - Engage with Organisational Development - 														


Business Case Templates

To support better spending and investment decisions and better procurement

Rationalization / Reduction of Staffing Levels in Early Years

SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K VALUE OF PROCUREMENT)

SRO:	Tanya Evans
Project Manager:	Alison Ramshaw
Organisation:	SSD

	Name	Signature	Date
Prepared by:	Alison Ramshaw		31/08/2023
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	These proposals are being considered in light of the council budget deficit and the requirement for each directorate to make significant budget savings.
2.	THE CASE FOR CHANGE
	The proposal for children's services is to reduce children's services workforce through the radical reforming of service delivery across the sector. The proposals outlined below will allow us to deliver the service with reduced officers as many childcare settings have now become Flying Start settings and the Childcare Team Leader in Flying Start also has a role in quality.
3.	OPTIONS ANALYSIS
3.1	<p>Main options</p> <p><u>Reduction of 3 X scale 6 posts within Early Years Childcare & Play (EYCP) to 2 and removal of specialised role of Integrated Childcare Centre (ICC) receptionist</u></p> <p>The 3 x scale 6 post and the 1 x Receptionist are currently funded through the Childcare Act RSG budget. We do realise the receptionist should be funded from Business Support portfolio.</p> <p>The roles to be discussed are; -</p> <ul style="list-style-type: none"> - 1 x Family Information Service - 1 x Childcare Quality Assurance - 1 x Childcare Business Development - 1 x receptionist for ICC <p>Under the Childcare Act 2006 (Local Authority Assessment) (Wales) Regulations 2016 which came into force on 1 April 2016. And their arrangements with childcare providers and charges for the provision of childcare under sections 23, 24 and 25 of the Childcare Act 2006, there is a requirement on Local Authorities to complete Childcare Sufficiency Assessments, secure sufficient high quality, sustainable childcare provision, for their area, and provide information about the provision of childcare in their area under Section 27. There is also a requirement for local authorities to put in place a programme to support high quality, affordable, sustainable new childcare places, start-up grants, a programme of sustainability grants, a family information service (FIS), and a programme of childcare training support.</p> <p><u>Proposal:</u></p> <p>It is proposed that by restructuring the 3 scale 6 roles can be reduced to 2 and the receptionist post be deleted.</p> <p>The proposal is; -</p> <ol style="list-style-type: none"> 1) Family Information Service (FIS), Receptionist and workforce development roles be combined into one post and will be based on ICC reception – this has been done in other authorities.

	<p>2) Combine Quality Assurance and Childcare Business Development into one post – Childcare Development Officer – this role was previously in place in BGCBC between years 2000-2010.</p> <p><u>Savings to the budget:</u></p> <p>£65,000 – £73,000</p> <p><u>Benefits to proposal:</u> Creating savings for the Local Authority core budget</p> <p><u>Risks identified to proposal:</u> No immediate risks identified as Flying Start and Childcare offer childcare is expanding, and we have grants for these elements and therefore we can move more of the quality responsibilities into the Flying Start team to free up RSG funding and we will be maintaining our statutory duties.</p> <p><u>Mitigating factors</u> N/A</p>														
3.2	Recommended option														
	To be determined as part of consideration and engagement process.														
3.3	Sources and assumptions														
	The above proposals outline the savings the assumption is that they can be achieved, should the council feel it necessary in order to make the budgetary savings required.														
4.	PROCUREMENT ROUTE														
	Not relevant at this point.														
5.	FUNDING AND AFFORDABILITY														
5.1	<p>If approved the financial impact of the above options for 2024/25 will be a financial efficiency of £73,000.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£73,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£73,000</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£73,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£73,000
Year	Potential Saving														
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2028/2029	£0														
Total	£73,000														

Blaenau Gwent County Borough Council - Integrated Impact Assessment

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Ceri Bird	Alison Ramshaw	Children’s Services, Social Services	01/02/24

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

The proposal is to not fill the vacancy of Childcare Quality Assurance Officer, made vacant by the staff member leaving her role for another in the service area, and make the scale 6 grade a saving to our RSG budget. Whilst the duties in Sections 22 and 26 of the 2006 Childcare Act require local authorities to shape and support the development of childcare provision in the local area to make it flexible, sustainable and responsive to the needs of the community, there is not a breakdown of the requirement to assess high quality childcare.

However, that said, the provision of high quality, part-time childcare is integral to the Flying Start programme and this can be seen in the Welsh Governments vision to roll out high quality part time childcare to all 2 year olds. Guidance states all staff working in childcare have a higher qualification than that required by NMS, also that LA’s should have a Flying Start Early Years Advisory Teacher as a statutory requirement of the Flying Start programme. The requirement and measures for quality Flying Start childcare is directly in line with WFGA goals relating to “A Healthier Wales” and “A more equal Wales” and so there is a requirement for LA’s to ensure this high quality childcare by assessing the level through the advisory teachers and childcare officer. As FS childcare grows and rolls out across BG then so will the FS Childcare Advisory Team, taking the pressure off RSG funding.

Blaenau Gwent has invested heavily in the sector and workforce and created its own Quality Assurance Programme “Quality Matters” that assures us of a settings quality above the National Minimum Standards (NMS), following research (EPPSE 2003) that poor quality childcare can be detrimental to the child, and often considered Best Practice by other Authorities.

Our FS Early Years Advisory Teacher was on secondment to Welsh Government for 2 years helping them write the new early year's curriculum.



flyng-start-childcare-
guidance.pdf

Section 1
Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and the EHRC guidance [The Essential Guide to the Public Sector Equality Duty: EHRC](#)
Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (<i>people of all ages</i>)	No	No	
Disability (<i>people with disabilities/ long term conditions</i>)	No	NO	
Gender Reassignment (<i>anybody who's gender identity or gender expression is different to the sex they were assigned at birth</i>)	No	NO	
Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	No	NO	

Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i>	NO	NO	
Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i>	NO	NO	
Religion or Belief <i>(people with different religions and beliefs including people with no beliefs)</i>	NO	NO	
Sex <i>(women and men, girls and boys and those who self-identify their gender)</i>	NO	NO	
Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	NO	NO	



NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.




Section 2 Socio-economic Duty (Strategic Decisions Only) <i>The Welsh Governments Socio-economic Duty provides a framework in order to ensure tackling inequality is at the forefront of decision making.</i>			
.Please consider the below vulnerable groups and consider how the proposal could affect them:			
<ul style="list-style-type: none"> ➢ Single parents and vulnerable families ➢ People with low literacy/numeracy ➢ Pensioners ➢ Looked after children ➢ Homeless people ➢ Carers ➢ Armed Forces Community ➢ Students ➢ Single adult households ➢ People misusing substances ➢ People who have experienced the asylum system ➢ People of all ages leaving a care setting ➢ People living in the most deprived areas in Wales (WIMD) ➢ People involved in the criminal justice system 			
Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	NO	NO	
Low and/or No Wealth <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i>	NO	NO	

<p>Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)</p>	<p>NO</p>	<p>NO</p>	
<p>Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)</p>	<p>NO</p>	<p>NO</p>	
<p>Socio-economic Background (<i>social class i.e. parents education, employment and income</i>)</p>	<p>NO</p>	<p>NO</p>	
<p>Socio-economic Disadvantage (<i>What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged</i>)</p>	<p>NO</p>	<p>NO</p>	

Section 3-Corporate Plan <i>Please outline any Corporate Plan linkages of the proposal -BG Corporate Plan 22-27</i>	
Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	Striving to give all children the Best Start in Life
Priority 2 - Respond to the nature and climate crisis and enable connected communities	
Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place	High Quality Childcare Provision
Priority 4 - Empowering and supporting communities to be safe, independent and resilient	

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)
Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Tern</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>Investing in high quality childcare and early years’ services can improve babies and young children’s later educational outcomes thus preventing problems later in life. By continuing the service through different funding stream means a saving to RSG whilst also ensuring services will continue to be delivered through an appropriate alternative funding stream.</p>

<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p>
<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

1. **A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

Giving children the best start in life leads to better life chances as adults. Hopefully our priority for high quality childcare leads to better outcomes for the child leading to a higher skilled and well educated population which in turn helps our Welsh economy to prosper.

2. **A RESILIENT WALES** ... a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.


3. **A HEALTHIER WALES ...** a society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

5. **A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

7. **A GLOBALLY RESPONSIBLE WALES** ... a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards			
<i>(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards)</i>			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	Yes – Welsh Language is a compulsory element of all early years programmes.		

<p>What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i></p>	<p>We use Welsh Language in all Early Years settings in BG</p>		
<p>What opportunities are there for a person or person to use the Welsh Language? <i>e.g. staff, residents and visitors</i></p>	<p>Both of our FS EY childcare coordinators are fluent Welsh speakers</p>		
<p>Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?</p>	<p>Ofcourse</p>		

<p>Section 6 – Children’s Rights Approach - The Right Way</p> <p>The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.</p>			
<p>Protected characteristics</p>	<p>Will the proposal have any positive impacts on the Children’s Rights Approach?</p>	<p>Will the proposal have any negative impacts on the Children’s Rights Approach?</p>	<p>Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.</p>

Participation (child or young person as someone who actively contributes to society as a citizen)	No	NO	
Provision (the basic rights of children and young people to survive and develop)	NO	NO	
Protection (children and young people are protected against exploitation, abuse or discrimination)	NO	NO	

Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)	NO	NO	
Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)	NO	NO	
Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)	NO	NO	
Re-offending (Think young people and adults, victims, families, communities)	NO	NO	

Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)	NO	NO	
Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)	NO	NO	
Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)	NO	NO	

Section 8- Armed Forces Covenant Duty [AFC Draft Statutory Guidance - Final.pdf](#)

Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
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<p>Health</p> <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals <p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). 	NO	NO	

<ul style="list-style-type: none"> Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> Admissions Educational attainment and curriculum Child wellbeing Transport Attendance Additional needs support Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other</p>	<p>NO</p>	<p>NO</p>	

voluntary adult education settings			
Housing <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 	NO	NO	

Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.		
Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?

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Are there any data or information gaps and if so what are they and how do you intend to address them?

I intend to use FS childcare funding to address any gaps in support to our childcare sector.

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Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -
Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.
Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions; -

1. Who did you consult?

Staff at risk

2. When did the consultation take place and was adequate time given for a response?

December 2023

3. Was there enough information provided to respond effectively?

Yes

4. What were the findings?

One of the staff members left their role

5. Have the findings been considered in regards to the decision?

Section 11-Monitoring and Review	
How will the implementation of the proposal be monitored, including the impacts or changes made?	
What monitoring tools will be used?	
How will the results be used for future development?	
How and when will it be reviewed?	
Who is responsible for ensuring this happens?	

Section 12 - Decision	
<i>Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.</i>	
Continue with the proposal in its current form	Yes <input type="checkbox"/> No <input type="checkbox"/>
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name of person completing the IIA	
Name:	Ceri Bird
Job Title:	Service Manager, Children's Services
Date:	31 st Jan 2024

Head of Service Approval			
Name:			
Job Title:			
Signature:		Date:	

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.


Business Case Templates

To support better spending and investment decisions and better procurement

Revised Proposal in relation to the Supporting Change Team- Childrens Social Services

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K VALUE
OF PROCUREMENT)**

SRO:	
Project Manager:	Rachel Price
Organisation:	Children Social Services

	Name	Signature	Date
Prepared by:	Loredana Moruz		23.01.2024
Reviewed by:			
Approved by:			

1.	<p>INTRODUCTION</p> <p>This proposal is being considered in light of the council budget deficit and the requirement for each directorate to make significant budget savings.</p>
2.	<p>THE CASE FOR CHANGE</p> <p>The proposal for children’s services is to reduce children’s services workforce through the radical reforming of service delivery across the sector.</p> <p>Initially two proposals were put forward by the department regarding “Disbanding the Support Change Team” and “ Restructure of 3 locality teams into 2 locality teams” to achieve savings by eliminating two team manager posts. Following consultation with staff and considering those expressions of interest in voluntary redundancy, an alternative proposal was proposed by the team and service managers, and this is subject of this business case.</p>
3.	<p>OPTIONS ANALYSIS</p>
3.1	<p><u>Restructure of the Supporting Change Team (SCT)</u></p> <p>The Supporting Change Team in Children’s services in Blaenau Gwent is responsible for delivering support for children and their families at “the edge of care” who are open to the care planning teams in Children’s Services. In 2017, in response to rising numbers of looked after children, work was undertaken developing a 3 year strategy to safely reduce the numbers of looked after children and the Supporting Change Team became operational in the same year.</p> <p>The Supporting Change Team currently consists of:</p> <ul style="list-style-type: none"> - 1 Team Manager – permanent, funded through core budget; - 1 senior practitioner – permanent, funded through core budget; - 6 support workers – permanent, funded through core budget; - 1 Education Support Worker - fixed term, funded through RIF Grant; - 2 Family Group Conference workers - fixed term, funded through RIF Grant; - 1 Support Worker - fixed term, funded through RIF Grant;

	<p>- 2 Support Workers - fixed term, funded through Radical Reform Grant;</p> <p>The SCT currently works with:-</p> <ul style="list-style-type: none"> • Children whose Integrated Assessments conclude that there is potential for them to become Looked After • Children whose names are on the Child Protection Register where, at point of the first review conference, there are concerns about lack of meaningful progress in respect of the child protection plan. • Children whose names are being included on the child protection register for a second time (or more) • Children who are subject to multi-agency discussion which concludes with a recommendation to seek legal advice in respect of threshold. • Children who are at risk of entering residential care.
3.2	<p><u>Proposal for savings:</u></p> <p>Delete the full time Education Support Worker post within the structure of the SCT.</p> <p>Delete the full time Senior Practitioner post within the structure of the SCT.</p> <p>Relocate two Family Group Conference Workers (funded via RIF grant funding) to the Safeguarding Team..</p>
3.3	<p><u>Savings to the budget:</u></p> <p>Deletion of scale 6 (top) Support Worker saves <u>£48.650/year. (This saving does not include any redundancy costs)</u> The Education Support Worker post which is proposed to be deleted from the structure is a grant funded post via the Regional Integrated Fund (RIF). The postholder requested voluntary redundancy.</p> <p>The savings for the LA will be achieved by reducing the SCT core budget with the budget associated to one full time support worker and offsetting the core budget with the money we currently have via RIF.</p> <p>Deletion of scale 8 (top) Senior Practitioner saves £64,900/year. (This saving does not include any redundancy costs). The Senior Practitioner postholder re-requested voluntary redundancy.</p>
3.4	<p><u>Benefits to proposal:</u></p>

3.5	<p>Compared with the previous savings proposals for Supporting Change and locality teams:</p> <ul style="list-style-type: none"> • This proposal keeps the current structure of locality teams in the current form with no risk of disruption in moving staff from 3 into 2 teams and no risk of team manager's workload increasing. • The Supporting Change Team will not be divided across two or three teams under the management of different managers and there will be consistency within the service provision. • The Supporting Change Team will continue to function as a standalone service which is cited as being of value to the Children and Families. • The support the staff receive in SCT will continue at close to the same level as is being received now and the team will continue to operate as a designated 'edge of care' service • The team will continue delivering therapeutically based interventions without the risk of the Support Worker roles becoming diluted within a Locality Team • There will be no requirement to upskill two or three Team Mangers in the work of the team, which would be very difficult to achieve in line of their other areas of responsibility • Staff retention in the Supporting Change Team is very high, with staff only tending to leave the team to pursue a secondment onto the Social Work degree. Relocating and dividing the team increases the risk of poor retention of staff, several of who are interested in pursuing a career in social work in the future; • Staff retention in locality teams has historically been difficult due to the nature of the work; maintaining the current structure will reduce staff anxiety and disruption of services, maintaining consistency of allocation, threshold for intervention and supervisory responsibilities. <p><u>Risks identified to proposal:</u></p> <ul style="list-style-type: none"> • Any additional interventions which have been created as SCT has developed over the years may need to be reduced and the remit of the work undertaken by the SCT may need revert back to working with those only on the 'Edge of Care'.
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<p>3.6</p>	<ul style="list-style-type: none"> • Reduction in capacity for the SCT team manager to attend vital meetings such as threshold or legal meetings and Child Protection Conferences • Increase of workload for the team manager and management oversight for the team in the absence of the team manager (due to removal of the senior practitioner post) • Loss of specific resource aiming to support children at the edge of care to remain and/or return into education <p><u>Mitigating factors:</u></p> <ul style="list-style-type: none"> • The Service Manager overseeing the SCT will deputise for the Team Manager when on planned leave. If the SCT manager is on unplanned leave for any length of time, other Team Manager across the service will provide support in relation to day to say decision making and staffing issues. This has been done on a number of occasions within he service to manage staff sickness and vacancies. • The education work would need to be absorbed by the other members of staff in the team. However, as this has been the case since the end of May 2023, as the current post holder has had periods of long-term sickness. • Increase in management workload would be more manageable for the Team Manager in SCT than it would be in increasing the workload pressure on the two Locality Team Managers. • In mitigating against the loss of the senior practitioner post, it is of note, the staff in The Supporting Change Team are only Secondary allocated and every child open to The Supporting Change Team are also open to the operational social work teams who maintain overall case responsibility. In the short-term absence of the Team Manager, it is expected the staff in the Supporting Change Team will report back any concerns or issues to the allocated Social Worker/Support Worker and their Team Managers and a Duty to Report will be submitted.
<p>3.7</p>	<p>Recommended option</p> <p>It is recommended this proposal is agreed The benefits of this new proposal far outweigh the benefits of the first two related to Supporting Change Team and locality teams and the risks identified area are easier to mitigate against within this new structure.</p>
<p>3.8</p>	<p>Sources and assumptions</p>

	The above proposals outline the savings and the potential risks to children’s services however the assumption is that they can be achieved, should the council feel it necessary in order to make the budgetary savings required.														
4.	PROCUREMENT ROUTE N/A														
5.	FUNDING AND AFFORDABILITY														
5.1	<p>If the above proposals are approved the approximate saving from children’s services core budget would total £114,000. This is £30,000 less than the initial 2 proposals. HOWEVER if this proposal is accepted it will not have the destabilising effect on this vulnerable service area, PLUS it would take time to implement the restructure of moving from 3 to 2 locality teams which would delay savings being realised. If the 2 posts in this proposal are deleted this could be realised quicker due to the expressions of voluntary redundancy.</p> <table border="1" data-bbox="486 875 943 1178"> <thead> <tr> <th>Year</th> <th>Potential Saving</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£114,000</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£114,000</td> </tr> </tbody> </table>	Year	Potential Saving	2024/2025	£114,000	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£114,000
Year	Potential Saving														
2024/2025	£114,000														
2025/2026	£0														
2026/2027	£0														
2027/2028	£0														
2028/2029	£0														
Total	£114,000														
6.	<p>DELIVERY ARRANGEMENTS</p> <p>If the above proposal is approved, arrangements would need to be made to:</p> <ul style="list-style-type: none"> - Engage with staff as a matter of urgency - Engage with the trade unions - Engage with Organisational Development 														

Blaenau Gwent County Borough Council - Integrated Impact Assessment

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Rachel Price	Alison Ramshaw	Supporting Change Team, Children's Services	30.01.24

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

What is the proposal that needs to be assessed?

This proposal is being considered in light of the council budget deficit and the requirement for each directorate to make significant budget savings. The proposal for children's services is to reduce children's services workforce through the radical reforming of service delivery across the sector.

A first proposal was initially put forward by the department regarding "Disbanding the Support Change Team" to achieve savings by eliminating the team manager post. Following consultation with staff, an alternative proposal was proposed by the team, and this is subject of a business case submitted and this Impact Assessment.

The Supporting Change Team in Children's services in Blaenau Gwent is responsible for delivering support for children and their families at "the edge of care" who are open to the care planning teams in Children's Services. In 2017, in response to rising numbers of looked after children, work was undertaken developing a 3 year strategy to safely reduce the numbers of looked after children and the Supporting Change Team became operational in the same year.

The Supporting Change Team currently consists of:

- 1 Team Manager – permanent, funded though core budget;**
- 1 senior practitioner – permanent, funded though core budget;**
- 6 support workers – permanent, funded though core budget;**
- 1 Education Support Worker - fixed term, funded through RIF Grant;**
- 2 Family Group Conference workers - fixed term, funded through RIF Grant;**
- 1 Support Worker - fixed term, funded through RIF Grant;**
- 2 Support Workers - fixed term, funded through Radical Reform Grant;**

The SCT currently works with:-

- Children whose Integrated Assessments conclude that there is potential for them to become Looked After
- Children whose names are on the Child Protection Register where, at point of the first review conference, there are concerns about lack of meaningful progress in respect of the child protection plan.
- Children whose names are being included on the child protection register for a second time (or more)
- Children who are subject to multi-agency discussion which concludes with a recommendation to seek legal advice in respect of threshold.
- Children who are at risk of entering residential care.

Proposal for savings:

Delete the full time Education Support Worker post within the structure of the SCT.

Delete the Senior Practitioner post in the SCT.

Relocate two Family Group Conference Workers (funded via RIF) to the Safeguarding Team.

Section 1 Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information Equality Act 2010: guidance - GOV.UK (www.gov.uk) and the EHRC guidance The Essential Guide to the Public Sector Equality Duty: EHRC Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.			
Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (<i>people of all ages</i>)	Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics	Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics.	
Disability (<i>people with disabilities/ long term conditions</i>)	Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics	Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics	

<p>Gender Reassignment <i>(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)</i></p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics</p>	
<p>Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i></p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics</p>	
<p>Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i></p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics</p>	
<p>Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i></p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated</p>	


	impact on people with protected characteristics	impact on people with protected characteristics	
Religion or Belief <i>(people with different religions and beliefs including people with no beliefs)</i>	Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics	Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics	
Sex <i>(women and men, girls and boys and those who self-identify their gender)</i>	Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics	Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics	
Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>	Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics	Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on people with protected characteristics	




NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.


Section 2			
Socio-economic Duty (Strategic Decisions Only)			
The Welsh Governments Socio-economic Duty provides a framework in order to ensure tackling inequality is at the forefront of decision making.			
.Please consider the below vulnerable groups and consider how the proposal could affect them:			
<ul style="list-style-type: none"> ➢ Single parents and vulnerable families ➢ People with low literacy/numeracy ➢ Pensioners ➢ Looked after children ➢ Homeless people ➢ Carers ➢ Armed Forces Community ➢ Students ➢ Single adult households ➢ People misusing substances ➢ People who have experienced the asylum system ➢ People of all ages leaving a care setting ➢ People living in the most deprived areas in Wales (WIMD) ➢ People involved in the criminal justice system 			
Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
<p>Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i></p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	

<p>Low and/or No Wealth (<i>enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future</i>)</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	
<p>Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	
<p>Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	

<p>Socio-economic Background <i>(social class i.e. parents education, employment and income)</i></p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	
<p>Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i></p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	<p>Service delivery will remain the same for all who receive a service from SCT and therefore there is no anticipated impact on the public.</p>	

<p>Section 3-Corporate Plan Please outline any Corporate Plan linkages of the proposal - BG Corporate Plan 22-27</p>	
<p>Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent</p>	
<p>Priority 2 - Respond to the nature and climate crisis and enable connected communities</p>	
<p>Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place</p>	<p>This proposal is a creative alternative identified within the Children Social Services Department to contribute to the savings needed by the council for FY 2024/2025</p>
<p>Priority 4 - Empowering and supporting communities to be safe, independent and resilient</p>	
<p>Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP) <i>Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)</i></p>	
<p>Five Ways of Working</p>	<p>How have you used the Sustainable Development Principles in forming the proposal?</p>
<p>Long Tern</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>The work of the Supporting Change Team will continue and the deletion of the 2 posts identified for cost savings will not impact on service delivery as the senior practitioner does not work directly with the community. The work of the Education Support worker has been on hold due to sickness and therefore absorbed by the team. This will continue to be absorbed by the team going forward. Services to the public will not be affected and therefore the wellbeing of those we work with will continue to be promoted.</p>

<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>The ethos of the team is to work with those children on the edge Of care. The plan is for this to continue and therefore work intensively with those families in need of support to prevent escalation which could result in those children becoming looked after. This service will continue.</p>
<p>Integration</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p> <p>The SCT is already integral to the work of children’s services and they work with operational teams this will continue and therefore there will be no impact.</p>
<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>Any work delivered by the SCT alongside other organisations as part of a child’s plan will continue therefore there will be no impact.</p>

<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p> <p>The team and other teams within children’s services who work alongside the SCT are aware of the proposal and this is the preferred option.</p>
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<p>How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.</p>	
<p>1. A PROSPEROUS WALES ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p>	<p>Not applicable.</p>

2. **A RESILIENT WALES ...** a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

Not applicable.

3. **A HEALTHIER WALES ...** a society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

The work of the Supporting Change team will continue to support children and their families to promote their physical and emotional wellbeing. The team has continued access to a clinical psychologist through Gwent Community Psychology.

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

5. **A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.

Not applicable.

6. **A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

The work of the SCT will support children and their families to enjoy family time together and promote physical well-being.

7. **A GLOBALLY RESPONSIBLE WALES ...** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Not applicable.



Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. [Welsh Language Standards](#))

Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
<p>Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i></p>	<p>The proposal has no impact in regard to the Welsh Language Standards.</p>		
<p>What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i></p>	<p>The proposal has no impact in regard to the Welsh Language Standards.</p>		
<p>What opportunities are there for a person or person to use the Welsh Language? <i>e.g. staff, residents and visitors</i></p>	<p>The proposal has no impact in regard to the Welsh Language Standards.</p>		
<p>Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?</p>	<p>The proposal has no impact in regard to the Welsh Language Standards.</p>		

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Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<p>Participation (child or young person as someone who actively contributes to society as a citizen)</p>	<p>No</p>	<p>The only impact may be capacity and timescales for work to start. The team is already operating a short waiting list and if the team is reduced by 1 support work this may cause a waiting list increase.</p>	<p>All families waiting for intervention will be prioritised according to need. Any families waiting will continue to have the full support of the social worker from the case holding team so will not go without a service.</p>

<p>Provision (the basic rights of children and young people to survive and develop)</p>	<p>No</p>	<p>The only impact may be capacity and timescales for work to start. The team is already operating a short waiting list and if the team is reduced by 1 support work this may cause a waiting list increase.</p>	
<p>Protection (children and young people are protected against exploitation, abuse or discrimination)</p>	<p>No</p>	<p>The only impact may be capacity and timescales for work to start. The team is already operating a short waiting list and if the team is reduced by 1 support work this may cause a waiting list increase.</p>	

Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)	There will be no impact in this area.	There will be no impact in this area.	
Anti-Social Behaviour and behaviour adversely affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)	There will be no impact in this area.	There will be no impact in this area.	

<p>Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)</p>	<p>There will be no impact in this area.</p>	<p>There will be no impact in this area.</p>	
<p>Re-offending (Think young people and adults, victims, families, communities)</p>	<p>There will be no impact in this area.</p>	<p>There will be no impact in this area.</p>	
<p>Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)</p>	<p>There will be no impact in this area.</p>	<p>There will be no impact in this area.</p>	
<p>Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)</p>	<p>There will be no impact in this area.</p>	<p>There will be no impact in this area.</p>	
<p>Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)</p>	<p>There will be no impact in this area.</p>	<p>There will be no impact in this area.</p>	

Section 8- Armed Forces Covenant Duty [AFC Draft Statutory Guidance - Final.pdf](#)

Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<p>Health</p> <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals <p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. 	<p>There will be no impact in this area.</p>	<p>There will be no impact in this area.</p>	

<ul style="list-style-type: none"> • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 			
<p>Education</p> <ul style="list-style-type: none"> • Admissions • Educational attainment and curriculum • Child wellbeing • Transport • Attendance • Additional needs support • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is,</p>	<p>There will be no impact in this area.</p>	<p>There will be no impact in this area.</p>	

<p>primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>			
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 	<p>There will be no impact in this area.</p>	<p>There will be no impact in this area.</p>	

<p>Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.</p>		
<p>Data/evidence –What data/evidence was used? - provide any links.</p>	<p>What were the key findings?</p>	<p>How has the data/evidence informed this proposal?</p>
<p>Local data regarding Blaenau Gwent financial deficit for FY 2024/2025.</p>		

Are there any data or information gaps and if so what are they and how do you intend to address them?

Not applicable.

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -

Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions; -

- 1. Who did you consult?**
- 2. When did the consultation take place and was adequate time given for a response?**
- 3. Was there enough information provided to respond effectively?**
- 4. What were the findings?**
- 5. Have the findings been considered in regards to the decision?**

Formal consultation was not undertaken due to the nature of the proposal. The Supporting Change Team staff and manager are aware of the proposal and accepted that savings have to be made by the Department within the context of the council's financial difficulties. They have been instrumental in offering suggestions to support this proposal.

Section 11-Monitoring and Review	
How will the implementation of the proposal be monitored, including the impacts or changes made?	Regular supervision of staff within the team and of the team manager. Consideration of data re waiting list times and outcomes of interventions allocated per worker and analysis of the budget.
What monitoring tools will be used?	As above.
How will the results be used for future development?	Consideration of impact on the team's capacity on a long term basis.
How and when will it be reviewed?	When appropriate and in line with budget reviews.
Who is responsible for ensuring this happens?	Service Manager for the SCT and Head of Service.

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Section 12 - Decision		
<i>Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.</i>		
Continue with the proposal in its current form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name of person completing the IIA	
Name:	Rachel Price
Job Title:	Interim Service Manager
Date:	31.01.24

Head of Service Approval			
Name:			
Job Title:			
Signature:		Date:	

Policy & Partnerships
01493 618

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.

Business Case Templates

To support better spending and investment decisions and better procurement

Rationalisation / Reduction in Staffing Levels in Safeguarding Team

SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K VALUE OF PROCUREMENT)

SRO:	Tanya Evans
Project Manager:	Alison Ramshaw
Organisation:	SSD

	Name	Signature	Date
Prepared by:	Beth Thomas		22/1/2024
Reviewed by:			
Approved by:			

1.	INTRODUCTION
	These proposals are being considered as a result of the council budget deficit and the requirement for each directorate to make significant budget savings.
2.	THE CASE FOR CHANGE
	<p>The proposal for children’s services is to reduce the children’s services workforce through the radical reforming of service delivery across the sector.</p> <p>An initial proposal was put forward to consider a “Restructure of the Safeguarding Team” which sought to achieve savings by outsourcing the IRO service, deleting the Children Looked After Education Mentors and transferring the Safeguarding Education Manager to the Education Directorate.</p> <p>Following consultation with politicians they have decided to take the proposal to delete the 2 education mentors off the table which totalled £68,000.</p> <p>Also following further consultation with the safeguarding team and managers an alternative to outsourcing the IRO function has been put forward which will increase the level of savings to be made.</p>
3.	OPTIONS ANALYSIS
3.1	<p><u>Restructure of the Safeguarding Team</u></p> <p>The Safeguarding Team currently combines safeguarding in education, safeguarding children’s statutory reviewing functions and corporate safeguarding.</p> <p>The Safeguarding Team consists of a part-time safeguarding team manager (30 hours), three full time Independent Reviewing Officer (IRO)’s and one part-time IRO (18.5 hours per week).</p> <p>The Education Safeguarding Team consists of a full-time education safeguarding manager, one full time Child Looked After (CLA) education coordinator and two CLA education mentors, working 37 hours per week, term-time only (39 weeks per year).</p> <p>Proposal for the Safeguarding Education Manager post to be split funded by Social Services and Education Directorates</p> <p>The original Service Level Agreement (SLA) upon the commencement of this post indicated that costs for the post would be met by education with children’s services hosting the post, however since the development of this post, funding has been met solely by the Children’s Social Services core budget.</p> <p>The original proposal sought to achieve an approximate saving of £32, 200 through a joint funding arrangement between Education and Children’s Services. The original proposal also sought to transfer the post to the Education Directorate.</p>

Following further consultation with the Education Directorate it has been considered that the Safeguarding Education Manager post should continue to sit within the Social Services Directorate whilst assuming additional roles and responsibilities from an education perspective, to be reflective of the part funding arrangement. In essence, the role would not fundamentally change rather the role will have more defined roles and responsibilities across both directorates. The Safeguarding Education Manager has interface with both directorates to fulfil the Local Authority's statutory obligations.

Should the updated proposal be accepted it is envisaged that the Social Services contribution to this post would be approximately £41,000 per annum thus identifying an approximate saving of £32,200.

It is acknowledged that the Education directorate financial contribution to this post is being proposed within their own business case linked to the deletion of the Strategic Education Improvement Manager post and being replaced with an Education Improvement Officer post at scale 6; thus, realising a saving of £32,200. This joint proposal will therefore offer an overall cost saving to the Local Authority if accepted.

Proposal to reduce the capacity of the Independent Reviewing Officers (IRO) by 1 Full Time Equivalent and Undertake a Job Evaluation of the Role

The Children Act 2004 outlines that Local Authorities have a duty to appoint an IRO, in the first place to 'monitor the performance of the child's review' and, in the event of a breach of the child or young person's human rights, to refer the child's case to Cafcass Cymru. Since the implementation of the Social Services and Well-being (Wales) Act 2014 in 2016, the duty now extends to monitoring the child's whole case, not just their review.

Blaenau Gwent currently employ 4 IRO's – 3.5 full time equivalent posts with a combined annual budget of £223, 320.

The original proposal sought to consider outsourcing the IRO function to an external provider therefore deleting the 4 permanent IRO posts from the Children's Services structure. The saving likely to be achieved via this initial proposal was approximately £50,000 - with the saving only being fully realised within the next financial year due to the need for redundancy settlements for the staff members due to accrued continuous service.

Revised Proposal for Savings

This proposal seeks to maintain the IRO service within Children's Services whilst reducing the capacity of the IRO service by 1 full time equivalent IRO post which would realise a saving of £67,500 per annum (based on 2023/2024 Budget). (This saving does not include any redundancy costs).

It is also proposed that the IRO role should be subject to a Job Evaluation to consider the associated pay grade. It is anticipated that this would result in a reduction in pay grade from a Scale 10 to a Scale 9. Should the Job Evaluation reflect this anticipated

outcome for the reduced IRO capacity of 2.5 FTE staff then there would be an approximate saving of £14, 200.

Total savings from this proposal therefore equates to £81,700 which is an increase of £31, 700 in comparison to the original IRO service proposal.

Benefits:

- Creating increased savings for the Local Authority core budget.
- Maintain a continuity of IRO for children/young people and families within their CLA reviews and throughout the Child Protection Process.
- Retain an in-house IRO service which will enable the continuation of the positive work being undertaken to ensure compliance with the IRO practice standards and good practice guide.
- Through maintaining a consistent IRO there is an improved quality of recommendations for key decisions about children's lives – such as plans for adoption, sibling separation, rehabilitation plans and care order revocation.
- Maintain compliance with timescales for Subject Access Requests (SAR).
- Maintain the responsibility of chairing stability meetings with the IRO's to reduce the likelihood of placement breakdowns (meaning improved outcomes for children and reducing need for more costly placements).
- The Local Authority will be clear on its Safeguarding Team budget expenditure year on year with this option. Whereas the initial proposal savings was calculated based on figures of CLA reviews and Child Protection Conferences from the previous year. Considering trends, we have seen an increase in the number of Child Protection Conferences being held over the past 2 consecutive years – meaning the total expenditure for outsourcing the IRO provision would not be identified until end of each financial year making budget forecasting more difficult for the LA. This proposal therefore resolves a risk identified in the original proposal whereby should CLA and child protection numbers rise in the future, expenditure via outsourced service could exceed the original costing of the IRO structure.
- This proposal would not be placing significant workload pressures on other areas of Childrens Services to complete tasks currently within the IRO portfolio inclusive of stability meetings and Subject Access Requests (SAR).

Risks:

- Care Leaver post 18 pathway plan reviews would lose an independent officer to monitor the progress of their care plan as in order to reduce IRO staffing capacity there

	<p>needs to be some reduction in workload. This will result in a reduction of 56 cases within the IRO combined caseload (as at 22/1/24).</p> <ul style="list-style-type: none"> - An increase in workload for IRO's due to a reduction in posts. <p>Mitigating Factors:</p> <ul style="list-style-type: none"> - There is not a statutory requirement for an IRO to chair post 18 Pathway Plan meetings however it is considered best practice. There is significant discrepancy in how and who are responsible for reviewing the required post 18 pathway plans across Wales however there are very few LA's who employ an IRO to do this task with the role of reviewing care leaver plans often being the responsibility of the Personal Advisor's (care coordinators), senior practitioners or team managers of leaving care services. This task can be absorbed elsewhere within Children's Services – primarily within the 14+ team who hold case responsibility for post 18 care leavers. <p>Savings to the budget:</p> <p>Should all the proposals in this business case be agreed there would be an approximate £113,900 cost saving for the Local Authority.</p>
3.2	Recommended option
	<p>The benefits of this new proposal, in particular the delivery of the IRO function, far outweigh the benefits of the original proposal for the Restructure of the Safeguarding Team.</p> <p>It is considered that the additional savings identified for the LA within this proposal would support the new business case put forward regarding maintaining the Supporting Change Team. The collective impact of maintaining both the IRO service and the Supporting Change Team, whilst still achieving necessary savings for the LA, is a much more palatable option than the original business cases put forward for these respective teams.</p>
3.3	Sources and assumptions
	<p>The above proposals outline the savings and the potential risks to children's services however the assumption is that they can be achieved, should the council feel it necessary in order to make the budgetary savings required.</p>
4.	PROCUREMENT ROUTE
	N/A

5.	FUNDING AND AFFORDABILITY														
5.1	<p>If approved the financial impact of the above options for 2024/25 will be a financial efficiency of £50,000.</p> <table border="1" data-bbox="464 416 938 680"> <thead> <tr> <th>Year</th> <th>Option 1</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>£113,900</td> </tr> <tr> <td>2025/2026</td> <td>£0</td> </tr> <tr> <td>2026/2027</td> <td>£0</td> </tr> <tr> <td>2027/2028</td> <td>£0</td> </tr> <tr> <td>2028/2029</td> <td>£0</td> </tr> <tr> <td>Total</td> <td>£113,900</td> </tr> </tbody> </table>	Year	Option 1	2024/2025	£113,900	2025/2026	£0	2026/2027	£0	2027/2028	£0	2028/2029	£0	Total	£113,900
Year	Option 1														
2024/2025	£113,900														
2025/2026	£0														
2026/2027	£0														
2027/2028	£0														
2028/2029	£0														
Total	£113,900														
6.	DELIVERY ARRANGEMENTS														
	<p>If the above proposal is approved, arrangements would need to be made to:</p> <ul style="list-style-type: none"> • Engage with staff as a matter of urgency. • Engage with the trade unions. • Engage with Organisational Development • Engage with Commissioning and Procurement Teams 														

Blaenau Gwent County Borough Council - Integrated Impact Assessment

All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

Lead Officer	Head of Service	Service Area & Department	Date
Beth Thomas	Alison Ramshaw	Children Social Service Department	31.01.2024

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.
What is the proposal that needs to be assessed?

Restructure of the Safeguarding Team

The Safeguarding Team currently combines safeguarding in education, safeguarding children’s statutory reviewing functions and corporate safeguarding.

The Safeguarding Team currently consists of a part-time safeguarding team manager (30 hours), three full time Independent Reviewing Officer (IRO)’s and one part-time IRO (18.5 hours per week). The Education Safeguarding Team consists of a full-time education safeguarding manager, one full time Child Looked After (CLA) education coordinator and two CLA education mentors, working 37 hours per week, term-time only (39 weeks per year).

Within the current context of financial difficulties for the council the following proposals have been put forward as savings to be offset against the financial deficit;

- **Entering into a joint funding arrangement with the Education Directorate to fund the Safeguarding Education Manager post** - in essence, the role would not fundamentally change rather the role will have more defined roles and responsibilities across both directorates. The Safeguarding Education Manager has interface with both directorates to fulfil the Local Authority’s statutory obligations.
- **Reducing the capacity of the Independent Reviewing Officers by 1 Full Time Equivalent**

Full details on the proposal to restructure the safeguarding team can be viewed within the associated business case.

Section 1
Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and the EHRC guidance [The Essential Guide to the Public Sector Equality Duty: EHRC](#)
Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.

Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Age (<i>people of all ages</i>)	This proposal will not impact positively nor negatively on any categories of people with protected characteristics as the Safeguarding Team will continue to offer the same services as they do currently.		
Disability (<i>people with disabilities/ long term conditions</i>)			
Gender Reassignment (<i>anybody who's gender identity or gender expression is different to the sex they were assigned at birth</i>)			
Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)			

Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i>		
Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i>		
Religion or Belief <i>(people with different religions and beliefs including people with no beliefs)</i>		
Sex <i>(women and men, girls and boys and those who self-identify their gender)</i>		
Sexual Orientation <i>(lesbian, gay, bisexual, heterosexual, other)</i>		

NOTE: Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

Section 2

Socio-economic Duty (Strategic Decisions Only)

The Welsh Governments [Socio-economic Duty](#) provides a framework in order to ensure tackling inequality is at the forefront of decision making.

.Please consider the below vulnerable groups and consider how the proposal could affect them:




- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people
- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances
- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system



Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	N/A for this proposal		
Low and/or No Wealth <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i>	N/A for this proposal		
Material Deprivation <i>(unable to access basic goods and services</i>	N/A for this proposal		

<p><i>i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)</i></p>			
<p>Area Deprivation <i>(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?)</i></p>	<p>N/A for this proposal</p>		
<p>Socio-economic Background <i>(social class i.e. parents education, employment and income)</i></p>	<p>N/A for this proposal</p>		
<p>Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i></p>	<p>N/A for this proposal</p>		

Section 3-Corporate Plan <i>Please outline any Corporate Plan linkages of the proposal -BG Corporate Plan 22-27</i>	
Priority 1 - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent	
Priority 2 - Respond to the nature and climate crisis and enable connected communities	
Priority 3 - An ambitious and innovative council delivering quality services at the right time and in the right place	This proposal is a creative alternative identified within the Children Social Services Department to contribute to the savings needed by the council for FY 2024/2025
Priority 4 - Empowering and supporting communities to be safe, independent and resilient	

Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP) <i>Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)</i>	
Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?

<p>Long Tern</p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p>It is considered that with the mitigating options available to support this proposal being a viable option that the long term impact of the ability of the IRO's to fulfil their statutory obligations will be minimal.</p>
<p>Prevention</p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p>N/A</p>
<p>Intregation</p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p> <p>The proposal will impact on capacity within the Safeguarding Team to provide the Independent Reviewing service as stipulated within legislation and practice guidance. The remaining IRO's will have a higher caseload of children looked and children on the child protection register to oversee, therefore other options are required to support in mitigating against this risk.</p>

<p>Collaboration</p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p>The Safeguarding Team remains integral to the structure of Children Social Services Department and will continue working with other teams within the region, other operational teams within the LA, court, health partners and education.</p>
<p>Involvement</p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p> <p>Social Services staff are aware of the savings that the council needs to make in the future. The council have set out to undertake a range of consultation events around savings proposals by way of face-to-face meetings, virtual meetings and surveys which are available to our communities and staff alike.</p>

How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.

- A PROSPEROUS WALES** ... an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

Not applicable

2. **A RESILIENT WALES ...** a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

Not applicable

3. **A HEALTHIER WALES ...** a society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

The IRO’s primary focus will continue to be to quality assure the care planning and review process for each child and to ensure that his/her current wishes and feelings are given full consideration. The IRO’s will also continue to chair case conferences for children who are identified as being at risk of/have suffered significant harm. This will include ensuring that any matter relating to their physical and mental wellbeing is considered within these meetings and that relevant support and opportunities are available to meet these identified needs. There will be no changes to this aspect of service delivery.

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

The IRO's primary focus will continue to be to quality assure the care planning and review process for each child and to ensure that his/her current wishes and feelings are given full consideration. IRO's will continue to make recommendations to the Local Authority to promote all children looked after being able to meet their potential through being afforded the support and opportunities they require to meet their individual needs/goals/ambitions. There will be no changes to this aspect of service delivery.

5. A WALES OF COHESIVE COMMUNITIES ... attractive, viable, safe and well-connected communities.

IRO's will continue to quality assure the care and support planning of children looked after and those children on the child protection register whereby recommendations can be made (where relevant) to ensure the children are afforded the opportunities to access their communities safely (i.e. extra curricular activities, support with access to transport to maintain important relationships).

6. A WALES OF VIBRANT CULTURE AND THRIVING ... a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

IRO's will continue to quality assure the care and support planning of children looked after and those children on the child protection register whereby recommendations can be made (where relevant) to ensure the children are afforded the opportunities to access their communities safely (i.e. provision of extra curricular activities, support with access to transport to maintain important relationships, engage with identified hobbies, support their cultural or religious beliefs).

7. A GLOBALLY RESPONSIBLE WALES ... a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Not applicable



Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards <i>(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. Welsh Language Standards)</i>			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	The proposal has no impact in regard to the Welsh Language Standards.		
What opportunities are there to promote the Welsh Language? <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>			
What opportunities are there for a person or person to use the Welsh Language? <i>e.g. staff, residents and visitors</i>			
Has the Welsh Language been considered in order to treat the Welsh			

language no less favourably than the English language?			
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Section 6 – Children’s Rights Approach - [The Right Way](#)

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Participation (child or young person as someone who actively contributes to society as a citizen)	No	The proposal may have some limited impact on the Children’s Rights Approach due to limitation of capacity in the team.	We propose that in order to streamline the IRO service we seek to focus more on delivering on statutory obligations and reducing the responsibilities the IRO’s currently have which are not statutory. In the main this will relate to no longer reviewing post 18 care leaver pathway plan reviews with this responsibility being absorbed elsewhere in children’s services.
Provision (the basic rights of children and young people to survive and develop)	No		

Protection (children and young people are protected against exploitation, abuse or discrimination)	No		
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Section 7– Community Safety

Duty to Consider Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

Impacts	Will the proposal have any positive impacts on crime and disorder?	Will the proposal have any negative impacts on crime and disorder?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Crime (consider impact on each: victims, offenders and neighbourhoods)	This proposal will not have either a positive or negative impact on crime and disorder.		
Anti-Social Behaviour and behaviour adversely			

<p>affecting the local environment (consider impact on each: victims, offenders, neighbourhoods and green spaces)</p>		
<p>Misuse of drugs, alcohol and other substances (Think vulnerable children, adults, families and communities)</p>		
<p>Re-offending (Think young people and adults, victims, families, communities)</p>		
<p>Serious Violence (Think vulnerable young people, vulnerable adults, victims, families, communities)</p>		
<p>Counter Terrorism (People and places that are vulnerable to terrorism or violent extremism)</p>		

Community Cohesion (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)		
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Section 8- Armed Forces Covenant Duty AFC Draft Statutory Guidance - Final.pdf			
Impacts	Will the proposal have any positive impacts on the armed forces community?	Will the proposal have any negative impacts on the armed forces community?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
Health <ul style="list-style-type: none"> • Provision of services • Planning and funding • Co-operation between bodies and professionals <p>These healthcare functions are within scope of the Duty in the following settings:</p>	<p>The proposal will not have either a positive or negative impact on the armed forces community.</p>		

<ul style="list-style-type: none"> • NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services. • NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable). • Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services 		
<p>Education</p> <ul style="list-style-type: none"> • Admissions • Educational attainment and curriculum • Child wellbeing • Transport • Attendance • Additional needs support 		

<ul style="list-style-type: none"> • Use of Service Pupil Premium funding (England only) <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and, for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>		
<p>Housing</p> <ul style="list-style-type: none"> • Allocations policy for social housing • Tenancy strategies (England only) • Homelessness • Disabled Facilities Grants 		

Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.

Data/evidence –What data/evidence was used? - provide any links.	What were the key findings?	How has the data/evidence informed this proposal?
Local data regarding Blaenau Gwent financial deficit for FY 2024/2025.		

Are there any data or information gaps and if so what are they and how do you intend to address them?

N/A

Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -
Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.

Please consider the following questions; -

- 1. Who did you consult?**
- 2. When did the consultation take place and was adequate time given for a response?**
- 3. Was there enough information provided to respond effectively?**
- 4. What were the findings?**
- 5. Have the findings been considered in regards to the decision?**

Formal consultation was not undertaken due to the nature of the proposal. The IRO's and Safeguarding Team manager are aware of the proposal and accepted that savings have to be made by the Department within the context of the council's financial difficulties.

Section 11-Monitoring and Review	
How will the implementation of the proposal be monitored, including the impacts or changes made?	<p>Regular supervision of IRO's and of the team manager.</p> <p>Monitoring the change to post 18 review responsibilities to 14+ team through performance data and supervision of the personal advisors, senior practitioners and team manager.</p>
What monitoring tools will be used?	As above
How will the results be used for future development?	Consideration of impact on the team's capacity on a long term basis – there may be requirements for periodic additional capacity should there be unforeseen rises in CLA and CP numbers within the council which would outstrip the capacity of the IRO's.
How and when will it be reviewed?	This will be monitored through quarterly reports on child protection conferences completed by the Safeguarding Manager, annual IRO report completed by Safeguarding Manager and through regular performance data scrutinised by safeguarding manager, service managers and head of service.
Who is responsible for ensuring this happens?	Safeguarding and 14+ Team Service Manager and Head of Service

Section 12 - Decision

Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.

Continue with the proposal in its current form	Yes
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	Yes

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Name of person completing the IIA	
Name:	Beth Thomas
Job Title:	Service Manager
Date:	31.01.2024

Head of Service Approval			
Name:			
Job Title:			
Signature:		Date:	

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via lissa.friel@blaenau-gwent.gov.uk or emma.scherptong@blaenau-gwent.gov.uk.



Cyngor Bwrdeistref Sirol

Blaenau Gwent

County Borough Council

MEDIUM TERM FINANCIAL STRATEGY

2024/2025 to 2028/2029

Contents

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1. **Introduction**

1.1 The Medium Term Financial Strategy (MTFS), the Council’s key financial planning document, is an integral part of the Council’s Corporate Business Planning arrangements. The Strategy is a rolling a 5 year plan and is updated, reviewed and approved annually by Council. The Strategy will change over time as new opportunities, or policy decisions affect the financial position of the Council.

1.2 The MTFS includes a forward look over the next five years to assess the spending requirements the Council is likely to face to deliver its priorities and the level of cuts i.e. reducing or stopping services that will need to be made to ensure the Council can set a balanced budget each year. It provides guidance for officers and Members on the short, medium and longer term financial challenges and enables advance financial planning to be carried out, assisting the Council to understand and meet future demands. Planning now to meet known or anticipated changes in the future provides greater opportunity to phase in the impact of the changes.

1.3 The Strategy sets out how the Council will finance its priorities, having regard for the Corporate Plan.

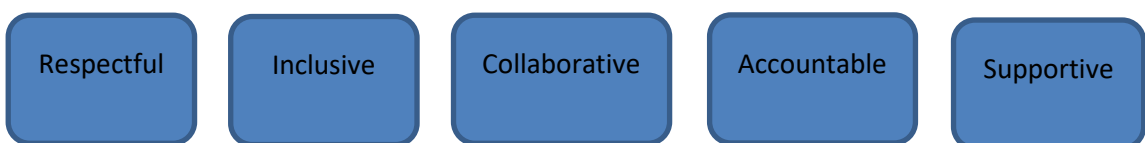
2. **Corporate Plan**

2.1 The Corporate Plan 2022/27 sets out an ambitious programme of activity for the Council to 2027. The priorities also referred to as Well-being Objectives, have been developed in order to support our communities to thrive and provide modern and high quality services which support economic growth and well-being.

Our Vision:

2.2 Blaenau Gwent – a place that is fair, open and welcoming to all by working with and for our communities

Our Core Values:



2.3 **Our Corporate Plan 2022/27 priorities are:**

- Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent
- Respond to the nature and climate crisis and enable connected communities
- An ambitious and innovative council delivering quality services at the right time and in the right place
- Empowering and supporting communities to be safe, independent and resilient.

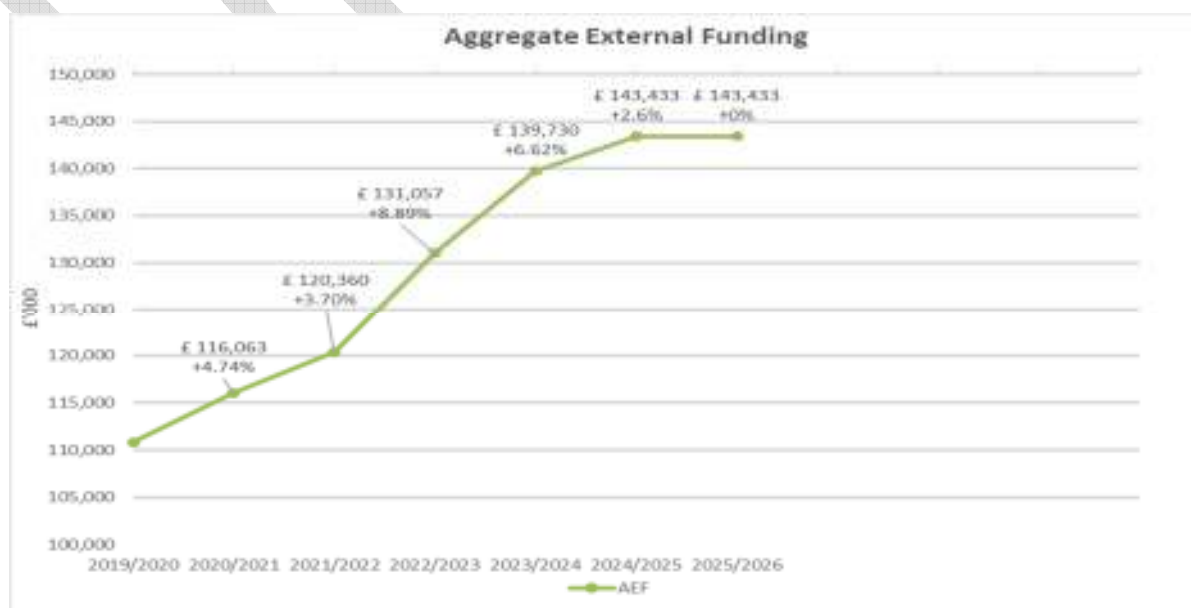
2.4 The Council has a responsibility to the people of Blaenau Gwent to help improve the social, economic and environmental well-being of the area. By setting a small number of strategic priorities within the Corporate Plan it will allow efforts to be concentrated on delivery in these areas and ultimately, help to improve the quality of the lives of residents.

3. Revenue Settlement – Recent Trends

3.1 2024/2025 provisional revenue settlement was the fourth consecutive year that the Council received a positive increase in the Revenue Support Grant (before transfers in and new responsibilities) from Welsh Government.

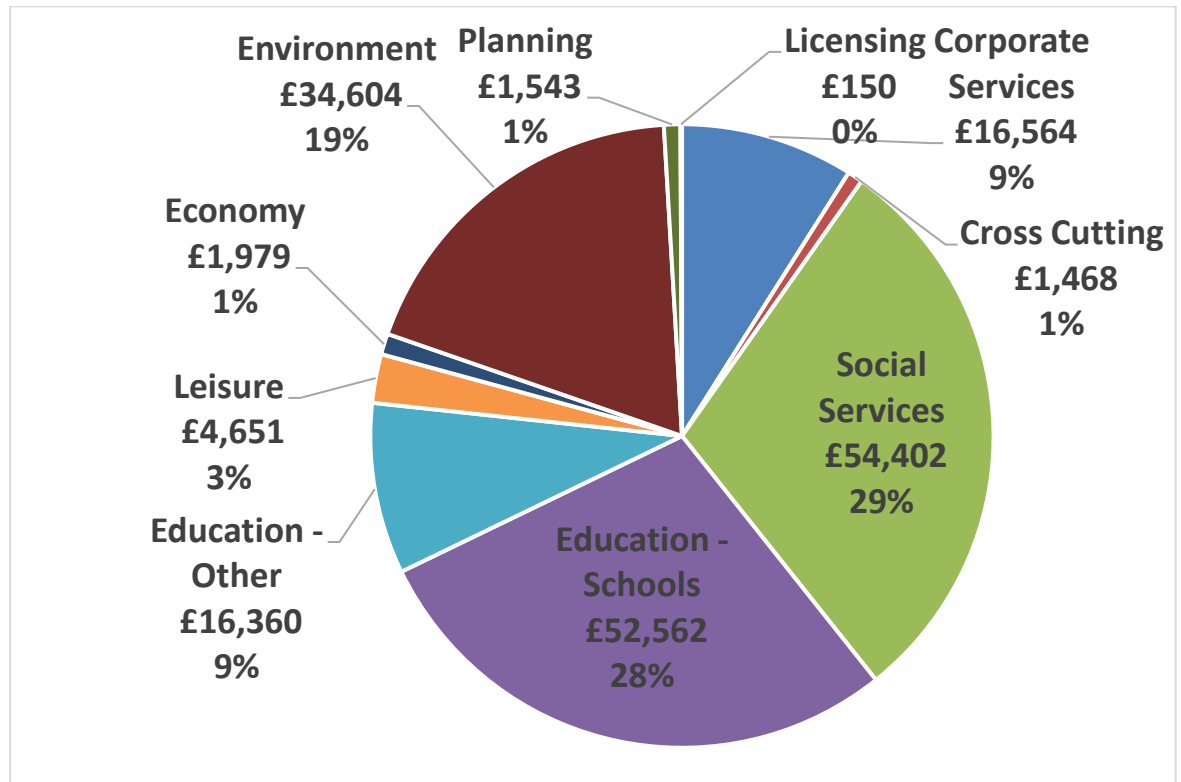
3.2 The Council’s revenue settlements for the period 2019/2020 to 2023/2024, the provisional settlement for 2024/2025 and forecast future settlement for 2025/2026 is shown in Figure 1.

Figure 1: Trend in Aggregate External Funding (AEF)



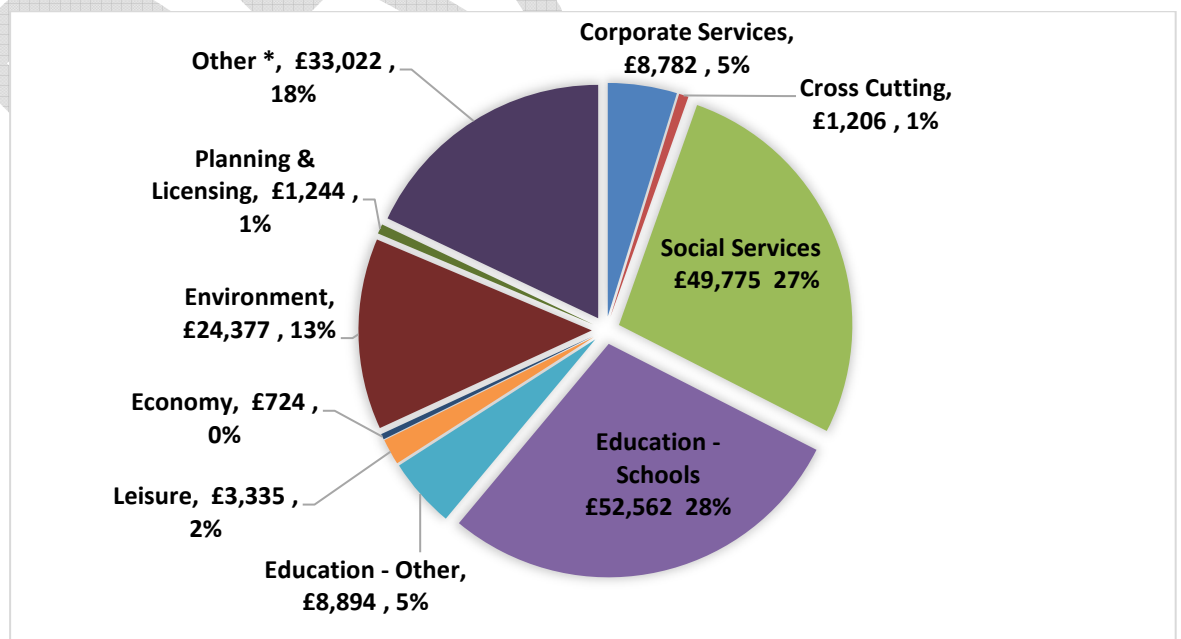
- 3.3 The graph demonstrates that funding received from Wales Government has increased year on year, with an overall increase of £33m between 2019/20 and 2024/25 (this includes grant transfers into the settlement and new responsibilities). However, this is following a number of years of austerity when local government funding was reduced, for example in 2013/2014 AEF totalled £117m and in 2019/2020 it was £110.8m.
- 3.4 This when combined with increased demand for services and increasing costs have contributed to the financial challenge the council is facing in delivering its services to the residents of Blaenau Gwent.
- 3.5 **2023/2024 Revenue Budget**
- 3.6 The baseline revenue funding the Council received in 2023/2024 from Welsh Government after allowing for transfers was £139.7m, an increase of 6.5% (£8.5m). The all Wales average increase in the Local Government Settlement was 7.9%.
- 3.7 In setting the 2023/2024 budget, the Council agreed:-
- All grants transferring into the Settlement would be transferred to the relevant service
 - Additional funding of £3.1m to be built into the budget, over and above pay and price inflation, to address existing and emerging cost pressures
 - Bridging the Gap proposals of £3m
 - Uplift of 4% to the Individual School Budget
 - A contribution from specific reserves of £4.25m
 - A Council Tax increase of 3.45%
- 3.8 As a result of these decisions, the Council agreed a net budget requirement of £178m. The budget allocation across Portfolios is shown in figure 2 below:

Figure 2: 2023/2024 Revenue Budget per Portfolio (£'000)



3.9 The graph shown in figure 3 shows the direct costs of delivering services across portfolios.

Figure 3: 2023/2024 Direct Service Costs per Portfolio (£'000)



*Other includes:

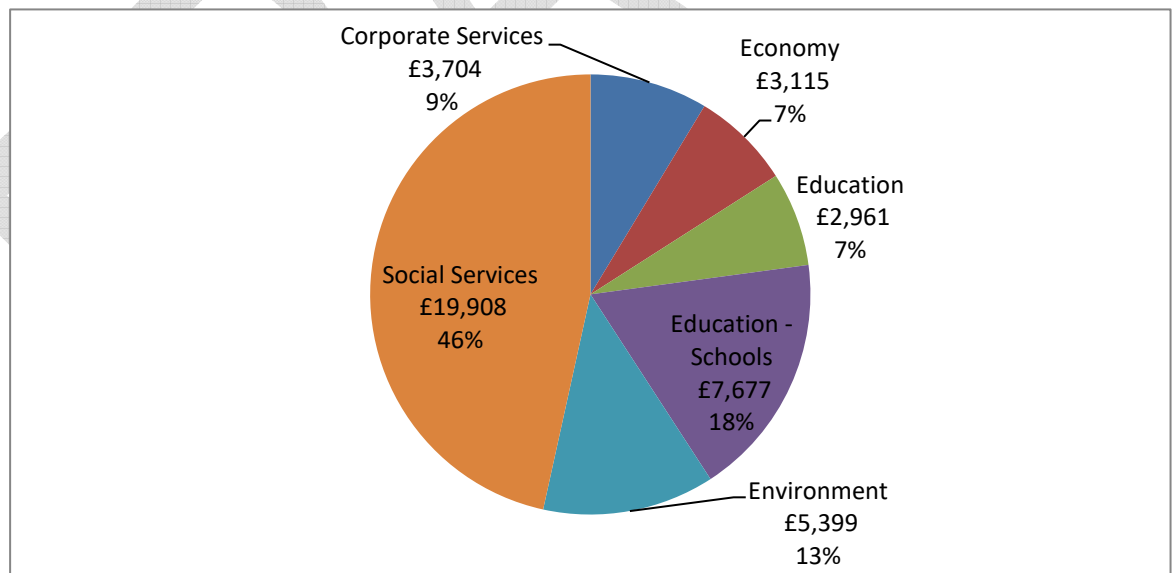
- Capital charges - £10.2m
- Fire Levy – £3.9m
- Council Tax Reduction Scheme - £10.4m
- IT, Administration Buildings & Insurance - £5.7m
- Pension Costs - £2.7m.

3.10 In addition, to the agreed net budget, the Council receives specific revenue grant and for 2022/2023 this totalled £43m, to support the delivery of services.

3.11 The assumption within the MTFs is that all grants will continue at the current level, and any reduction or termination of grant will be offset by a reduction in service expenditure. Where it is anticipated that there will be a reduction in grant with no additional revenue support and a reduction in expenditure is not possible, a cost pressure will be included in the MTFs.

3.12 Specific revenue grant allocations across Portfolios is shown in figure 4 below and is based on grants received in 2022/2023.

Figure 4: Specific Revenue Grant Funding Per Portfolio



3.13 As the graph demonstrates, Social Services has significant grant funding to support the delivery of services including early years and childcare, winter pressures funding and the regional integrated fund.

3.14 Welsh Government is reviewing the number of specific grants with a view to rationalising and reducing the administration burden on local

authorities. There is a potential that some grants will be amalgamated and / or transferred into the revenue support grant, this will become clearer in March 2024 when the final settlement is announced by Welsh Government.

3.15 The 2022/2023 outturn position was positive for the Council, allowing for an increase in the level of the Council’s reserves. This places the Council in a much better position to respond to increased levels of risk.

4. **Review and Update of the MTFS**

4.1 The MTFS must be regularly reviewed to ensure preparedness from a financial planning perspective. The review will include considering and updating assumptions used in the Strategy to reflect new / emerging information for example inflation, changing demographics, service demand and policy changes and more recently the ongoing financial impact of the cost of living crisis.

4.2 The impact of inflation, currently running at 4.2% (November 2023), together with increasing pay and increased utility costs is resulting in increased costs for the Council across all services. The assumptions used in developing the MTFS has taken this into consideration.

4.3 The table below identifies the key assumptions included in the MTFS.

Table 1: Key Financial Planning Assumptions

Financial Planning Key Assumptions	
Pay	<p><i>Non-Teaching staff:</i> The pay award for 2023/2024 is a flat rate of £1,925 across all pay scales which equates to £3m an average 6.4% increase on the Council’s wage bill.</p> <p>For 2024/2025 onwards - 5% pay award per annum has been assumed</p> <p><i>Teaching Staff:</i> The pay award for the academic year 2023/2024 was 5%, and 5% have been assumed per annum.</p>

	<p><i>Incremental Pay Progression</i> – the estimated cost of annual pay progression has been applied based on existing staffing.</p> <p><i>Pensions</i> – Based on the actuarial revaluation in 2019/2020 for LGPS employer pension contributions (non-teaching), a 1% per annum increase has been recommended and assumed for 2024/2025 onwards. This will be updated in line with the outcome from the actuarial revaluation carried out in the current financial year.</p> <p>Teachers’ Pension – The employer’s contribution to the teachers’ pension scheme is due to increase by 5% from April 2024. It is anticipated that the additional costs will be funded by the UK Government.</p> <p>A Vacancy Factor has been built into staffing budgets to reflect the financial impact of staff turnover (3% for Social Services, 1.5% other services).</p>
<p>Price Inflation (Non Schools)</p>	<p>The Consumer Price Index (CPI)</p> <p>CPI is falling but not as quickly as expected. CPI is 4.2% (November 23) compared to 11.1% at its peak in October 2022. The Bank of England’s current forecast is for inflation to continue to fall and reach the 2% target towards the end of 2025.</p> <p>The opening of the economy following Covid-19, exiting the EU, the war in Ukraine and the fall in the number of people available for work is having an impact on the economy with disruption to global supply chains, increasing energy costs and staff shortages and increased pay, all having an impact on consumer prices.</p> <p>For 2024/2025, an annual inflationary increase of 4% is proposed, reducing to 2% for 2025/2026 onwards (in line with the Bank of England’s target).</p> <p>Utilities – Gas prices have reduced and there is a gradual reduction in energy prices (which is</p>

	<p>contributing to the fall in inflation). It is expected that energy costs will reduce gradually from April 2024, therefore, it is proposed to apply no uplift for 2024/2025 and increase in line with inflation thereafter.</p> <p>Income Inflation – It is proposed to uplift income budgets by 4% for 2024/2025 and 2% thereafter in line with inflation.</p> <p>Council Tax Reduction Scheme – It is proposed to apply no uplift to the budget for 2024/2025 as the current forecast is anticipating a significant underspend due to a reducing caseload:</p> <ul style="list-style-type: none"> • September 2023 was 8,308. • April 2021 was 9,267 (during Covid) • April 2020 was 8,893 (pre Covid) <p>For 2025/2026 onwards an increase of 4% in line with Council Tax assumption has been applied.</p>
<p>Schools Growth (ISB)</p>	<p>The MTFs assumes that the ISB will increase by:</p> <p>2024/2025 – 2% (based on the initial assumption for RSG prior to the provisional settlement)</p> <p>2025/2026 onwards – cash flat</p> <p>Consideration will need to be given to the level of funding provided to schools.</p> <p>Projected increases or decreases in pupil numbers will impact upon the ISB and based on September 2023 data collection , 2023/2024 age weighted pupil unit and projecting the pupils through the year groups:</p>

		Increase / (Decrease) in Pupils	Financial Impact Increase / (Decrease) in Funding (£'000)
	2024/2025	112.5	537
	2025/2026	(160)	(539)
	2026/2027	(132)	(497)
	2027/2028	(87)	(328)
	The financial impact has been included on the Cost Pressure appendix.		
Specific Grant Funding	This has been assumed to remain at 2022/2023 level of £43m and it is assumed that any reduction in funding is offset by a reduction in expenditure.		
Capital Financing	<p>Capital Financing – Capital financing costs reflect the schemes within the current capital programme, with borrowing costs for future schemes funded from either USB (Unhypothecated Supported Borrowing) or prudential borrowing. During 2021/2022, the Council agreed a change to the MRP policy, and the capital adjustment reflects the change in Policy during the term of the MTFs.</p> <p>The Bank of England has raised interest rates over the last 2 years to try and bring inflation down and the bank base rate currently stands at 5.25%.</p> <p>Over the past few years, the Council has been successful in managing its borrowings and investments and income from investments has exceeded borrowing costs, mitigating any cost pressure for the current and next financial year.</p>		
Council Tax	<p>Council Tax increased by 3.45% for 2023/2024. For planning purposes, it has been assumed that Council Tax will increase by 4% per annum. (1% increase will generate approximately £380,000 additional funding).</p> <p>No additional income has been assumed at this stage from an increase in the Council Tax Base for</p>		

	2024/2025 onwards. This will be reflected in the Growth proposals within Bridging the Gap.
Estimated Funding reduction (Aggregate External Funding - AEF)	<p>The funding included within the provisional settlement for 2024/2025 and the further announcement of £25m additional funding as a result of consequentials from UK Government (announced February 2024), provides an uplift of 2.8%, an increase in AEF of £3.95m, an increase of 0.8% compared to the assumption included in the previous MTFS.</p> <p>No indicative funding has been provided within the provisional settlement for 2025/2026 onwards.</p> <p>The assumptions used in the MTFS are:</p> <p>2024/2025 – 2.8% 2025/2026 onwards – cash flat</p>
Reserves	The financial modelling assumes a minimum contribution to General or specific reserves of £200,000 per annum

4.4 **Medium Term Financial Forecast**

4.5 The table below identifies the funding gap after applying the above assumptions to the 2023/2024 approved Estimates.

Table 2: Assessed Budget Gap

	Medium Term Budget Gap				
	2024/2025 £'000	2025/2026 £'000	2026/2027 £'000	2027/2028 £'000	2028/2029 £'000
Draft Expenditure					
Draft Estimates	188,859	194,482	194,758	196,503	197,860
Revenue Grants	43,000	43,000	43,000	43,000	43,000
Assumed Savings	0	(5,716)	(4,039)	(4,670)	(4,072)
Adjusted Draft Budget	231,859	231,766	233,719	234,833	236,788
Draft Funding					
AEF	143,758	143,758	143,758	143,758	143,758
Council Tax	39,585	41,169	42,816	44,528	46,309
Revenue Grants	43,000	43,000	43,000	43,000	43,000

Total Draft Funding	226,343	227,927	229,249	230,961	232,742
Budget Gap	(5,516)	(3,839)	(4,470)	(3,872)	(4,046)
Contribution to Reserves	(200)	(200)	(200)	(200)	(200)
Adjusted Budget Gap	(5,716)	(4,039)	(4,670)	(4,072)	(4,246)

4.5 The Council is facing a significant financial challenge over the next 5 years with a potential funding gap of £23m, and £6m for 2024/2025, should the Council continue to deliver services in their existing form and **before** considering cost pressures above inflationary assumptions.

4.6 **Additional Costs Built into the MTFs**

4.7 The draft estimates have been prepared based on the approved 2023/2024 budget and increased in line with the assumptions included in Table 1, and these costs are detailed in the table below:

Table 3: Estimated Additional Costs Compared to 2023/2024 Budget

	2024/2025 £'000	2025/2026 £'000	2026/2027 £'000	2027/2028 £'000	2028/2029 £'000
Pay, Increments and Pension Inflation	4,235	3,785	3,956	4,135	4,323
General Inflation –					
Third party Expenditure	2,837	1,485	1,515	1,545	1,576
ISB	1,076	0	0	0	0
Fees & Charges	(628)	(320)	(326)	(333)	(340)
Council Tax Reduction Scheme	0	416	433	450	468
Capital /Pension Adjustment	(510)	256	739	(13)	0
TOTAL	7,010	5,622	6,317	5,784	6,027

4.8 **New and Emerging Cost Pressures**

4.9 New and emerging Cost Pressures and Growth items have been assumed at £2m per annum for 2025/2026 onwards based upon known pressures and recent trends. As more detail emerges on potential cost pressures during this period, the detail will be included on the cost pressures Appendix.

- 4.10 In identifying the Cost Pressures and Growth items for 2024/2025, consideration have been given to:
- Cost of living crisis and the impact on high inflation and price & wage increases
 - Cost pressures identified as part of the 2023/2024 financial reporting within overspending portfolios
 - Changes in demand for services
 - New services/ responsibilities
 - Changes in legislation/policy

4.11 **Identified Cost Pressures for 2024/2025 Onwards**

4.12 Current in year cost pressures have been reviewed to assess the likely continuation into 2024/2025. An assessment has also been undertaken to evaluate the portfolios' ability to mitigate cost pressures from within existing budgets e.g. budget realignment. The most significant cost pressures identified are:

4.13 **Education**

4.14 **Individual Schools Budget** – The pupil population data is collected at the end of September. Any change will require an adjustment in funding to the Individual School Budget. As identified in Table 1 – Key Planning Assumptions, pupil population has increased by 112.5 full time equivalent between September 2022 and September 2023, and is forecast to decrease from September 2024 and continue to decrease over the medium term.

4.15 **Home to School Transport** is a cost pressure for 2023/24 due to a need for increased transport requirements following an increase in capacity at Penycwm Special School and the new resource base at Tredegar Secondary School. A review is also being carried out on the of transport provision at the Rivercentre.

4.16 **Additional Learning Needs** - A business case has recently been approved by Council to increase the capacity for resource bases across the Council in both Primary and Secondary settings for pupils with additional learning needs. Additional funding of £178,610 and £113,000 for 2024/2025 and 2025/2026 respectively have been approved as part of the business case.

4.17 **Employers Contribution to the Teachers Pension Scheme** - The employer's contribution to the teachers' pension scheme is due to

increase by 5% from April 2024. It is anticipated that the additional costs of approximately £1m will be funded by the UK Government.

4.17 **Social Services**

4.18 **Children’s Services** – The number of Children Looked After has remained stable over the last few years with an overall decrease of 5 children at March 2023 (203) compared to March 2020 (208), and the number of children in residential care has decreased by 1 to 13 at March 2023, this is as a result of the preventative services established over the last few years including the Supporting Change Team and the My Support Team (MYST).

4.19 Residential Placements remain a significant cost pressure for the Council. It was anticipated that the introduction of MYST would reduce the numbers of children in residential care, however, whilst the team have been successful in preventing additional children entering care, placements are not expected to reduce until 2024/2025, reducing the cost pressure in future years.

4.20 The Council is currently developing a Children’s Home within Blaenau Gwent, and this will provide residential care for a maximum of 4 children, emergency short term care for up to 2 children and move on accommodation for 2 young people aged 16+ acting as a stepping stone from residential care into independence. The revenue costs will be met from within existing budgets, costs for provision with the private sector should reduce (avoided), delivering financial efficiencies over the medium term.

4.21 **Adult Services** – Demand within Adult Services has steadily declined over the last few years:

Table 4 – Adult Services Data

Number of Adults:	@ March 2020	@ March 2023
Care & Support Plan	1,056	800
Residential Care	171	131
Nursing Care	66	61
Respite Care	24	31
Day Care	180	71
Domiciliary Care	400	369

Receiving external Domiciliary care	315	318
External Domiciliary hours commissioned	4,745	4,482

**Comparison data at a point in time, does not reflect the changing activity within social care during the financial year.*

- 4.22 The fall in the number of adults accessing services can be attributed to the covid pandemic and the recruitment and retention problems that the social care sector continues to face.
- 4.23 Reducing demand is not however being reflected in the costs of providing services. The impact of increased wages, high inflation and increased utility costs are impacting on the charges incurred for external commissioned care.
- 4.24 The Chancellor recently announced that the National living wage will increase to £11.44 per hour. £11.44 per hour from £10.42 is an increase of 10%. As a consequence it is anticipated that providers will increase their charges for community care, by on average 9% an increase of approximately £2.2m.
- 4.25 For the current financial year, Adult Services is forecasting a favourable variance of £0.5m (at September 2023) and therefore maybe able to absorb part of the cost pressure for 2024/2025, assuming specific grant levels remain at the current level.
- 4.26 The cost pressures identified for 2024/2025 (over and above the 4% inflationary uplift) is attached at Appendix 2 with £2.8m proposed to be built into the MTFS for 2024/2025. The table below shows the impact the cost pressures have on the funding gap.

Table 5: Assessed Budget Gap including Cost Pressures

	Medium Term Budget Gap				
	2024/2025 £'000	2025/2026 £'000	2026/2027 £'000	2027/2028 £'000	2028/2029 £'000
Initial Budget Gap	(5,716)	(4,039)	(4,670)	(4,072)	(4,246)
Cost Pressures	2,820	2,000	2,000	2,000	2,000
Adjusted Budget Gap	(8,536)	(6,039)	(6,670)	(6,072)	(6,246)

- 4.27 The potential funding gap increases to £34m over the next 5 years with the inclusion of cost pressures and £8.5m for 2024/2025.
- 4.28 Cost pressures will be reviewed and updated to reflect new /emerging information for example the financial impact of Policy decisions and cost pressures emerging during the current financial year.
- 4.29 **Sensitivity Analysis**
- 4.30 The budget gap identified in table 5 (after allowing for cost pressures), is an indication of the financial challenge facing the Council. The assumptions used in the financial modelling are uncertain and may change over time.
- 4.31 A range of different scenarios have been modelled over the life of the Medium Term Financial Strategy and these are shown in the table below.

Table 6: Sensitivity Analysis – 1% Change in all Assumptions

Annual Change to Assumptions					Funding Gap					
Pay	ISB	Inflation	Council Tax	AEF	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
5%	2%	4%	4%	2%	£'000	£'000	£'000	£'000	£'000	£'000
MTFS Assumption +/- 1% £'000										
600	538	709	369	1,400	(8,536)	(6,039)	(6,670)	(6,072)	(6,246)	(33,563)
Assumption Change										
+1%	+1%	+1%	+1%	+1%	(8,614)	(6,117)	(6,748)	(6,149)	(6,325)	(33,953)
-1%	-1%	-1%	-1%	-1%	(8,458)	(5,961)	(6,592)	(5,993)	(6,169)	(33,173)
+0%	-0%	-2%	-2%	-2%	(10,656)	(8,159)	(8,790)	(8,191)	(8,367)	(44,163)

5. BRIDGING THE GAP PROGRAMME

5.1 In recognising the challenges that the Council faces in the short, medium and long term, a programme of Strategic Business Reviews has and continues to be developed to deal with identified gaps between anticipated funding and expenditure that aims to build financial resilience. Based on strategic themes our Bridging the Gap programme identifies savings opportunities, potential cost avoidance and new revenue streams. Designed to support a balanced budget it is also focussed on creating the conditions of a commercially minded council. This includes seeking new revenue streams and ensuring resources are aligned to the strategic imperatives of the council. The approach has a particular emphasis on:

- Maximising the potential of income generation by taking a commercial approach where it is appropriate to do so; this will include exploring opportunities for investment;
- Effective commissioning, procurement & contract management arrangements;
- Exploiting the opportunity that digital and service transformation can provide for customers;
- Making best use of our assets and property;

- Considering the action we can take to influence and reduce demand through our early intervention & prevention approaches;
 - Exploiting the opportunities to strengthen financial resilience by supporting growth in the borough
 - We will continue to ensure we have secured all efficiencies and are practicing robust “housekeeping” throughout;
 - We will also continue to explore the potential to work differently through partnership and collaboration and look for opportunities to support residents to do more for themselves;
- 5.2 In setting the budget for 2023/2024, £3m was identified through the strategic business reviews.
- 5.3 Business Cases will be developed for all proposals identifying the financial implications, service impact and risks for consideration and approval and presented to Members during the budget setting process.
- 5.4 The Council’s income generation ability has been impacted by the Covid-19 pandemic and is likely to be impacted further by the Cost of Living Crisis. The Bridging the Gap proposals are being reviewed to determine current estimated achievement levels and additional proposals that will support the Council’s budget in the longer term.
- 5.5 As future opportunities are identified through these strategic business reviews the MTFS will be updated to reflect the impact on each financial year. Some of the reviews will inevitably take longer to have an impact but will potentially yield higher returns in the latter years of this MTFS.

6. **MTFS – SCHOOLS**

- 6.1 The assumption within the MTFS is that the increase in the Individual Schools Budget (ISB) will be 2% for 2024/2025 and 0% thereafter, in line with the initial assumption for Aggregate External Finance.
- 6.2 For 2023/2024, the Individual Schools Budget received an uplift of 4% (£2m). This mitigated the cost pressure relating to pay with schools required to manage cost pressures relating to utilities and inflation.

6.3 The table below highlights the potential cost increases in relation to school expenditure, compared to assumed funding increases over the next 5 years, based on the assumptions identified in table 1 above.

Table 7: Potential Cost Increases for Schools

	2024/2025 £'000	2025/2026 £'000	2026/2027 £'000	2027/2028 £'000	2028/2029 £'000
ISB Assumed Uplift & Cost Pressures	1,617	0	0	0	0
Expenditure					
Pay increases	1,156	1,214	1,274	1,338	1,405
Inflation – non pay	215	110	112	114	116
Inflation – Utilities	1,335	23	24	24	25
Total Expenditure Increase	2,706	1,347	1,410	1,476	1,546
Budget Gap - Schools	(1,089)	(1,347)	(1,410)	(1,476)	(1,546)

6.4 The table indicates that schools are potentially facing financial cost increases of £7m over the next 5 years based on the assumptions within the MTFs and £1.6m in 2024/2025, the most significant being increased utility costs. It is anticipated that utility costs will reduce from April 2024, reducing the cost pressure for schools.

6.5 A number of cost pressures have also been identified on the Cost Pressure appendix, including:

- Increase in Pupil Demographics – £0.5m
- ALN Resource Bases – £0.18m

6.6 The Employers contribution to the Teachers pension fund is increasing from April 2024 by 5%, an additional cost of approximately £1m and it is assumed that this cost will be funded by UK Government.

6.7 School Balances are forecast to reduce year on year, with a reduction of £1.4m between 2021/2022 and 2022/2023 and a forecast reduction of £3.6m between 2022/2023 and 2023/2024. The main reason for the reduction in balances during the current financial year is the significant increase in utility costs, which have increased by £0.55m (111%)

between April and November 2023 compared to the same period last year and pay and price increases.

An analysis across sectors is shown in the table below:

Table 10 –School Balances (Surplus/ (Deficit))

Phase	2021/2022 £'000	2022/ 2023 £'000 (Provisional)	2023/2024 £'000 (Forecast)
Secondary	965	675	9
All Through	852	664	187
Primary	3,971	2,993	957
Special	440	489	14
TOTAL	6,228	4,821	1,167

7. **Reserves Strategy**

- 7.1 Financial resilience is a Council priority and this includes ensuring that reserves are adequate to be able to respond to unexpected events, emerging need or unforeseen budget pressures.
- 7.2 General reserves are unallocated amounts that enable the Council to meet non-specific and/or unforeseen financial liabilities.
- 7.3 The level of the general reserve at 31 March 2023 is £13m, no change when compared to March 2022. This outturn position represents 7.7% of net revenue expenditure as reported for 2022/23.
- 7.4 Earmarked reserves are held by the Council to meet potential future expenditure on specifically identified risks, liabilities and commitments.
- 7.5 The Council has an agreed protocol for the establishment, retention, management, review and reporting of earmarked reserves. In addition to the statutory requirements to consider the adequacy of reserves when setting the budget and the extensive disclosures made in the Statement of Accounts, member scrutiny has been enhanced by the preparation of detailed quarterly monitoring reports. The Chief Officer Resources also holds regular meetings during the year to consider the ongoing requirement and value of earmarked reserves held.
- 7.6 The provisional level of earmarked reserves has increased from £32.18m at 31 March 2022 to £33.96m (an increase of £1.78m).

- 7.7 Significant elements of these earmarked sums relate to grant funding held in respect of specific projects or services that will be utilised in delivering the relevant service outcomes.
- 7.8 In setting the 2023/202 budget, an overall planned use of reserves was agreed of £4m to balance the budget.
- 7.9 It is the Council's intention to maintain the general reserves at a minimum level of 4% and increase the overall level of reserves over time to support the Council's financial resilience.
- 7.10 The continuation of the inclusion of a budget contingency within the annual budget setting process is proposed of £200,000 per annum, to allow the replenishment of the Council's useable reserves.
- 7.11 It is anticipated that earmarked reserves will reduce during the current financial year. Many of these reserves are short term in nature and will be utilised to deliver the intended outcome.

8. **Capital Programme**

- 8.1 The 5 year Capital Programme (2019/2020 to 2025/2026) was agreed by full Council in October 2019, with a further update being agreed in September 2023, to reflect the additional capital investment approvals agreed.
- 8.2 The current capital programme is approximately £116m and is funded by:
- Welsh Government - £82m
 - Council's own resources - £22m
 - Other grant funding - £12m
- 8.3 The Council's own resources includes £10m general capital funding to fund the approved capital programme, attached at Appendix 7, funding switches to maximise specific grant approvals from previous years and revenue contributions to capital outlay (RCCO).
- 8.4 A significant proportion of the capital programme relates to:
- Investment in Schools - £33m
 - Hi Value Engineering Centre (HIVE) - £12m
 - Railway infrastructure Programme - £37m

9. **RISKS**

9.1 The Corporate Plan, MTFs and the Bridging the Gap programme are designed to complement each other. They provide the narrative that describes the outcomes we plan to deliver, the financial envelope we intend to work within, and our approach to deliver a balance budget in 2024/2025 and beyond whilst creating the conditions for improved financial resilience.

9.2 The risks identified with the Medium Term Financial Strategy are:

9.2.1 **Recruitment & Retention**

- Staff Retention & Recruitment – Difficulties with the recruitment and retention of staff within some areas are having an impact on the delivery of services and meeting demand within the community and supporting our vulnerable people as well as managing the challenge of delivering business as usual.

9.2.2 **Economy**

- Increase in Inflation – Over the last 2 years, inflation has risen significantly from 3.2% to 11.1% at its peak in October 2022. Whilst inflation is reducing (4.6% October 2023), it is not expected to reduce to the Bank of England target of 2% until the end of 2025. This is having a financial impact on the cost of goods and services procured by the council, local businesses and on the disposable income of the residents of Blaenau Gwent including food supplies, transport costs and utilities.
- Businesses – significant financial support was provided to businesses across all sectors during covid restrictions and lock down, including business grants, rate relief and furlough. As businesses have reopened, they are facing increased costs, staff shortages and an end to financial support, which could impact on the sustainability of the business and result in downsizing/closure, increasing unemployment.

9.2.4 **Uncertainty around future WG Funding levels**

The announcement of the 2024/25 provisional settlement for local government was inline with the indicative funding uplift of 3.1% announced as part of the 2023/2024 Settlement. However, no indication has been provided for future years.

The absence of any guidance on levels of likely settlement from WG in the medium to long term makes financial planning more difficult. More recently, the First Minister issued a written statement in August 2023 providing an update on WG budget and the impact inflation has had on budgets and it is extremely unlikely that additional funding will be forthcoming in the short to medium term.

9.2.5 MTFS Assumptions

The budget gap is based on a number of assumptions and any changes may have a significant impact on the funding gap.

The assumptions are reviewed and any potential changes monitored. Section 4.29 above models the impact on the funding gap for a range of scenarios.

9.2.6 Achievement of Bridging the Gap proposals

The level of budget cuts required to balance the budget over the term of the MTFS is significant and will require business cases proposing significant cuts to services / staffing levels / service transformation to deliver a balanced budget. There is a risk that the business cases will not be approved, or implementation delayed due to timescales.

The achievement of planned budget cuts is monitored as part of the budget monitoring & reporting process. Corrective action is taken where adverse variances are identified.

Should Business Cases not be approved, reserves will be required to fund the remaining budget gap, this will only be an option in the short term.

9.2.7 Grant Funding

The MTFS assumes that grant funding remains constant. Any decrease in funding or the termination of grant programmes could have a significant impact for the Council, particularly for those grants that are supporting service provision such as Families First, Flying Start, and ICF etc.

The Society of Welsh Treasurers works closely with the WLGA and Welsh Government to ensure that grants are maintained or transferred into the settlement.

Where grants are reduced, Services will need to ensure that expenditure is reduced in line with the grant.

9.2.8 Volume of Demand

Increased demand for services poses significant risks to planning and this will be monitored.

9.2.9 Use of Reserves

Insufficient Bridging the Gap proposals developed/approved to mitigate the funding gap requiring a use of reserves to balance the budget for the second year.

The use of reserves to balance the budget only provides one-off funding and increases the funding gap in future years. Continued use of reserves and balances diminishes the financial resilience of the Council and its ability to meet future unforeseen cost pressures.

Continued use of reserves and diminishing financial stability will lead to the Chief Finance Officer issuing a Section 114 letter as the Council's planned expenditure exceeds funds available.

The Council will be required to put emergency measures in place to reduce expenditure including a freeze on recruitment and essential expenditure.

Document History			
Author	Version		Date
G. Taylor	Draft v1		October 2023
G Taylor	Draft v2		February 2024

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Council Budget 2024/25



Summary Report

Public Engagement Programme

Public Engagement Report

Summary

February 2024

SUMMARY REPORT

Policy, Partnerships and Engagement

Corporate Services and Strategy
Blaenau Gwent County Borough Council
The General Offices
Steelworks Road
Ebbw Vale
Blaenau Gwent
NP23 6DN
Email: pps@blaenau-gwent.gov.uk

<http://www.blaenau-gwent.gov.uk/council/22197.asp>

Introduction

As a Council, like the public at home, we have been experiencing soaring inflation, high energy prices and high fuel costs, as well as higher than budgeted pay award pressures, all of which are increasing the costs of providing services.

At the same time, the cost-of-living crisis means we are seeing increased demand for support and services, from additional learning needs provision in our schools, to homelessness, to social services and to some of the frontline services that our communities depend on every day.

Over the 10 years of austerity, the Covid pandemic and now the cost-of-living crisis Blaenau Gwent has seen its budget reduce by around £40million, with a further £10 million required next year even after an uplift of around 2.6% in our funding from Welsh Government. Also, we are predicting an additional £25m savings are required to be found over the next 4 years.

To meet these challenges, we must think about the way we provide services to make savings, and how we can generate income. This may mean us having to reduce, change or stop some services or look at alternative delivery models.

Our engagement programme gave people the opportunity to share their views to help us plan our budget and services from April 2024 until March 2025. The programme consisted of a number of public events, surveys and other ways to engage people to help shape decision making processes.

What is the challenge we have been set?

As a Council we look to plan our spending over a number of years. This involves forecasting expenditure, income and funding from Welsh Government. Welsh Government funding for councils across Wales from April 2024 is an average increase of 3.1%. Welsh Government funding is increasing by 2.6% for Blaenau Gwent (which is the 15th lowest in Wales). Despite this funding increase, there is still a **funding gap of £10m for 2024/5**.

Overview of engagement programme activity

The programme operated in early 2024 (closing on 8 February 2024) following the announcement of the Local Government Settlement in mid-December 2023 by Welsh Government. Due to the tight timeframes following the announcement, an engagement programme was developed to look to best provide people the opportunity to participate.

The programme included indoor events for people to attend to find out more information, via information boards (see below), and if they wanted to, they could speak to elected members (local councillors) and/or senior managers. These events were held across our four well-being areas e.g. Sirhowy Valley which covers the Tredegar area, Ebbw Fawr Valley which covers the Ebbw Vale area, Upper Ebbw Fach Valley which covers the Brynmawr, Nantyglo and Blaina, and Lower Ebbw Fach Valley which covers the Abertillery and Llanhilleth area.

These events were held at different times during the day e.g. morning (10am to 12pm), afternoon (2pm to 4pm) and evening (6pm to 8pm).


As well as the face-to-face public events held, the engagement programme included an evening session online via the Microsoft Teams platform. People were asked to register their interest through Ticket Tailor. People were able to ask questions at the event.

All those attending events were encouraged to participate in a survey which was also shared extensively on the Council's social media channels.

The intention of all of this was to get as many people as possible participating and sharing their views on prioritising council services, setting council tax, and potential saving proposals.

Information Provided on Display Boards (available bilingually Welsh & English, and via Council's Website)

COUNCIL BUDGET 2024-25



As a Council, like the public at home, we have been experiencing soaring inflation, high energy prices and high fuel costs, as well as higher than budgeted pay award pressures, all of which are increasing the costs of providing services.

At the same time, the cost-of-living crisis means we are seeing increased demand for support and services, from additional learning needs provision in our schools, to homelessness, to social services and to some of the frontline services that our communities depend on every day.


Over the 10 years of austerity, the Covid pandemic and now the cost of living crisis Blaenau Gwent has seen its budget reduce by around £40million, with a further £10 million required next year even after an uplift of around 2.6% in our funding from Welsh Government. Also, we are predicting an additional £25m savings are required to be found over the next 4 years.

To meet these challenges, we must think about the way we provide services to make cuts, and how we generate more income. This will mean us having to reduce, change or stop some services or look at alternative delivery models.

Extra Info: Some services provided are statutory, which means we have to provide them by law. We cannot stop these services, but under certain conditions we can change the level and way they are provided. Other services are non-statutory, which means that we can decide whether we provide them or not, and to what level.

1

HOW THE COUNCIL PLANS THE BUDGET



As a Council we look to plan our spending over a number of years. This involves forecasting expenditure, income and funding from Welsh Government.

Welsh Government funding for Welsh councils from April 2024 will increase on average by 3.1%.

However, the funding for Blaenau Gwent will only increase by 2.6% - the 15th lowest in Wales.


This increase is not enough to cover the increasing costs of delivering services from high inflation, energy, pay costs and increasing demand. The Budget gap for 2024-2025 is £10m, and is currently assessed at £34m over the next 5 years.

As part of setting our budget, we are running engagement events to inform people and get them involved.

The information we present will help raise awareness of what we may have to do to set a balanced budget for April 2024, and provide the opportunity for feedback on key issues to help decision-making.

2

THE COUNCIL'S OVERALL BUDGET



For 2024/2025 the Council's Revenue Funding is: **£ 183 million**


This money comes from:

- Local Government Settlement: £143 million**
This makes up almost three-quarters of our budget. It is provided to the Council from Welsh Government through a Revenue Support Grant and the Redistributed National Non-Domestic Rates (NNDR).
- Council Tax Income: £39.5 million**
This makes up around one-fifth of our budget. It is paid by householders living within the area. Every 1% increase in Council Tax - which is about 26p a week per household - generates approximately £380,000 which otherwise has to be found from other ways of saving money.
- In addition the Council generates:
 - Income from charges: £14 million**
This is paid by residents for specific council services, where charging policies are in place e.g. payment for licensing, planning applications, permits etc. Even so, by trying to keep charges down for residents in the past, this means that some of these council services are being subsidised and we do not recover full cost.

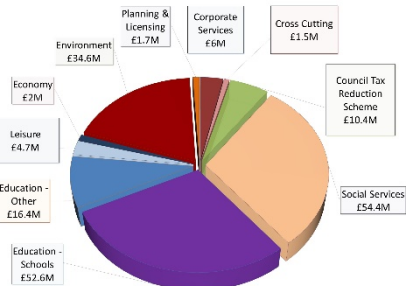
Extra Info: We also receive grants or receive funding for specific projects or initiatives. This money can only be used for specific things outlined in a contract. If we do not follow the contract, we would have to give the money back. A good example of this is the 21st Century Schools programme where all the money has to be used to improve existing or build new schools.

3

HOW THE COUNCIL SPENDS ITS BUDGET



The pie chart below shows how our budget is currently divided between different service areas:




Figures are rounded to the nearest £ 100,000

Our Question to you?
You can see how the Council's budget is allocated, which two services would be your top priorities in the budget setting process?

4

KEY FACTS ON YOUR COUNCIL TAX



Council Tax in our area currently makes up just over 22% of our budget, which is the 3rd lowest in Wales.

Council Tax bands range from 'A to I' and are based on property values. 'Band D' is commonly used as the standard for comparing levels between areas in Wales.

This can give a misleading picture, as we have the lowest proportion of houses in Band D, and the highest proportion of houses within A and B bands (83%).

This means that in real terms e.g. how much money people actually pay, Blaenau Gwent residents pay one of the lowest average amounts of Council Tax in Wales.

Also, the Council **does not** get all the money. It gets around 80%. The remaining money goes to the Police, the Fire and Rescue Service, and your local Town/Community Councils.

Councils around Wales are considering significant increases in Council Tax as part of their budget setting. The Council's current proposal for Blaenau Gwent is a 5% increase which would be one of the lowest increases in Wales. This would mean the following:


- £1.17p a week increase for a Band A
- £1.37p a week increase for a Band B
- £1.56p a week increase for a Band C
- £1.76p a week increase for a Band D

This covers 96% of all households in Blaenau Gwent

Our Question to you?
What do you think of an increase of 5% Council Tax for 2024/25 to help protect services?

5

OUR SAVING PROPOSALS FOR 2024/25



We want to do all we can to protect those services which are important. However, the challenges we face are going to be here for many years.

Therefore, we have put together a set of proposals (including cuts, cost savings, budget reductions through controlling spend and contract management, and income generation) to try and address this year's budget gap. They cover the following areas:

- Budget Management** – These proposals include budget cuts of between £3.2m and £4.2m across all services. This will require financial efficiencies to be delivered through better budget and contract management, delaying recruitment and prioritising budgets on essential expenditure required to deliver services.
- Staff Reductions** – These proposals total £1m and include the review of staffing structures and vacant posts across the Council to reduce staffing costs with minimal impact on service delivery. Where feasible we will try and make any job losses through voluntary schemes agreed with staff at risk.
- Service Change / Collaboration** – These proposals total between £0.2m and £0.6m and include reviewing services for example operating hours for the Household Waste Recycling Centres, and changes to how services are delivered for example Community Options (day care services).
- Income Generation** – These proposals include maximising grant funding and increasing our discretionary fees and charges by a minimum of 5% moving towards recovering the full cost in delivering the service.
- School Budgets** – This proposal is to provide either a cash flat budget (no increase) or to cut the schools budget by 1 or 2% to deliver between £1m and £3m towards the budget gap. This will require schools to reduce expenditure.

Our Question to you?
Please consider all our proposals and tell us whether you think they are acceptable or unacceptable to you.

6

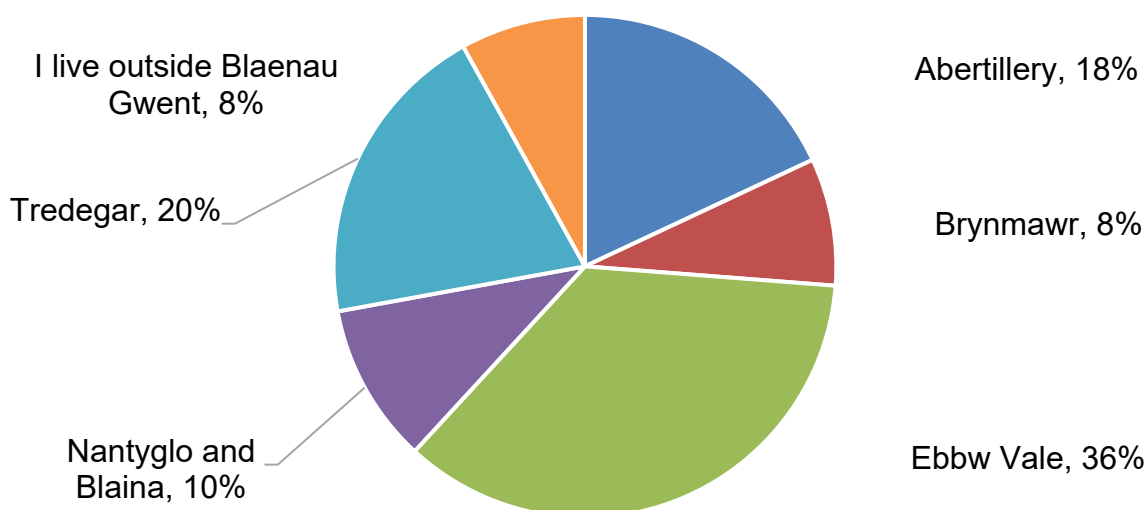
Overall Response

A total of 680 questionnaires were returned to the council, which equates to around 1% of the area's population.

This response rate is a drop from last year when over 3,700 responses were received. This does however fall more in-line with expected responses rates for budget engagement processes from previous years and is the second highest response rate for budget engagement carried out by the Council.

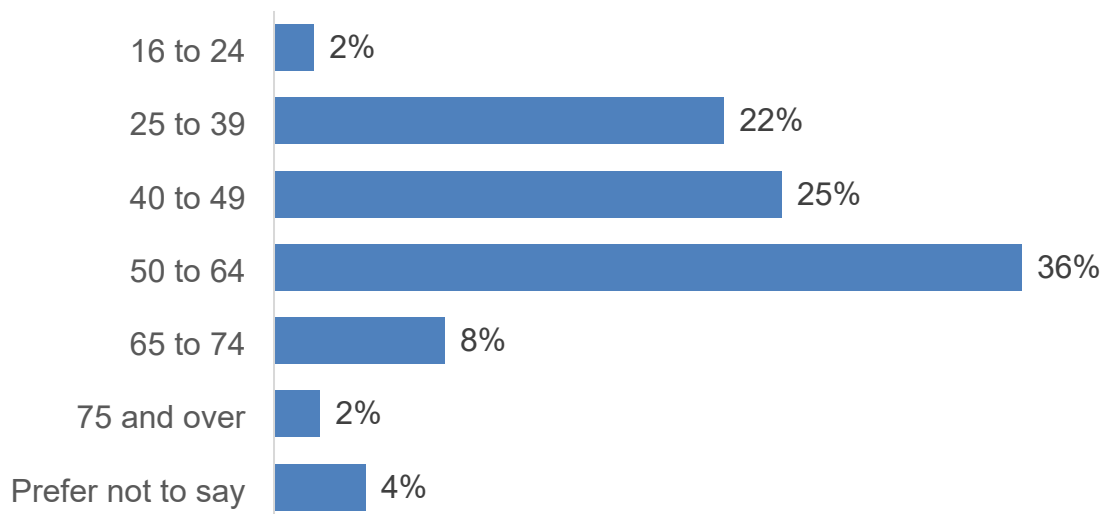
The vast majority of respondents outlined that they were residents of Blaenau Gwent (89%). Over half of respondents (51%) worked in the area, whilst 3% studied in the area. 1% said they were a visitor to the area.

Of those that resided in the area, response shows similar patterns to that of the general population with response from the Ebbw Vale area being the most at 35%, followed closely by Tredegar (20%) and Abertillery (18%). Nantyglo and Blaina (10%) was next followed by Brynmawr (8%). Furthermore, 8% of responses were received from people living outside Blaenau Gwent.



Significantly more females (64%) than males (31%) participated in the process – as in previous years. This shows a gender bias in favour of females, given the Blaenau Gwent average is 51%:49% split female to male. 4% of respondents outlined they would prefer not to outline their sex or gender.

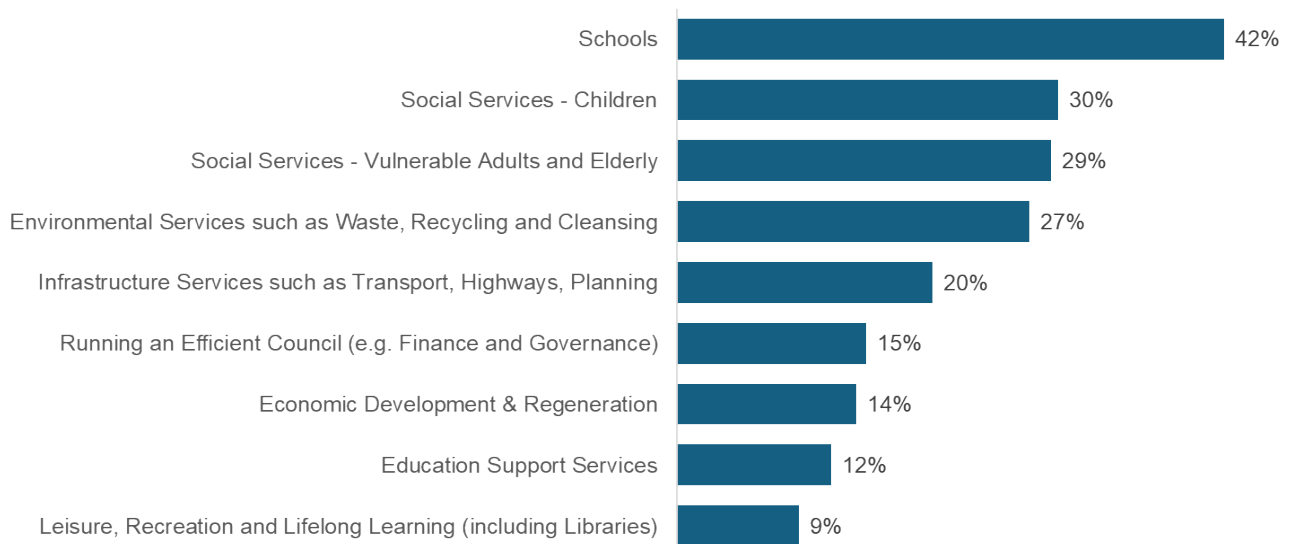
Response by age showed representation from across the main age groups for people aged 16 and over. Even so, as with last year, there was under representation from people aged 65 and over (8% compared to 23% of the adult population generally in Blaenau Gwent), and those aged between 16 to 24.



Prioritising Services

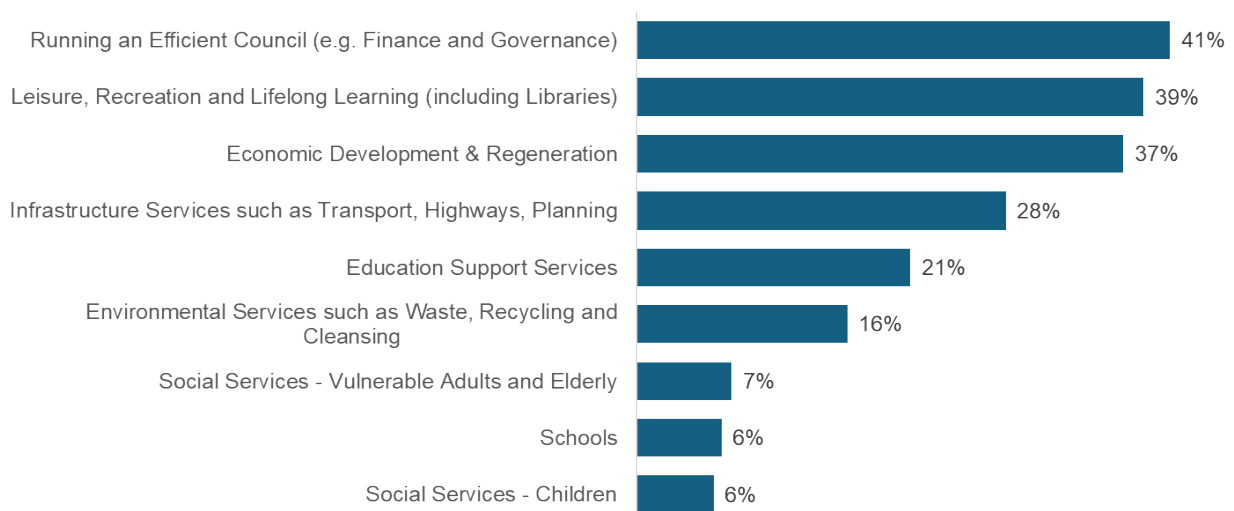
Respondents were asked to consider a broad list of service areas and outline their top two priorities for budget setting. Two responses were set to prevent respondents selected all services. As can be seen below, there was clear stand out priority for schools (42%).

The second most prioritised services were social services for children (30%) and social services for vulnerable adults and the elderly (29%). These were closely followed by Environmental Services such as waste, recycling and cleansing (27%).



For the time when engaging on the budget, respondents were also asked to consider the same broad list of service areas and outline their bottom two priorities for budget setting. As with the previous question, two choices were set to prevent respondents selected all services.

As can be seen below, the service deemed the least important by respondents when considering a budget setting process would be Running an Efficient Council (41%), followed by Leisure, Recreation and Lifelong Learning (39%), and Economic Development and Regeneration (37%).

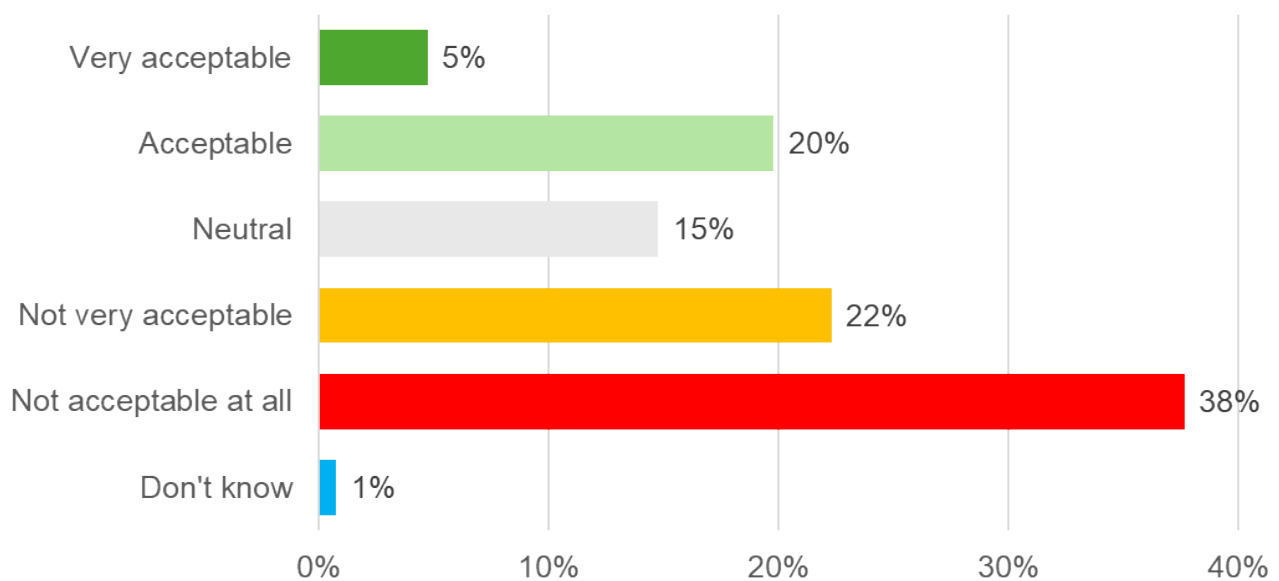


Setting Council Tax

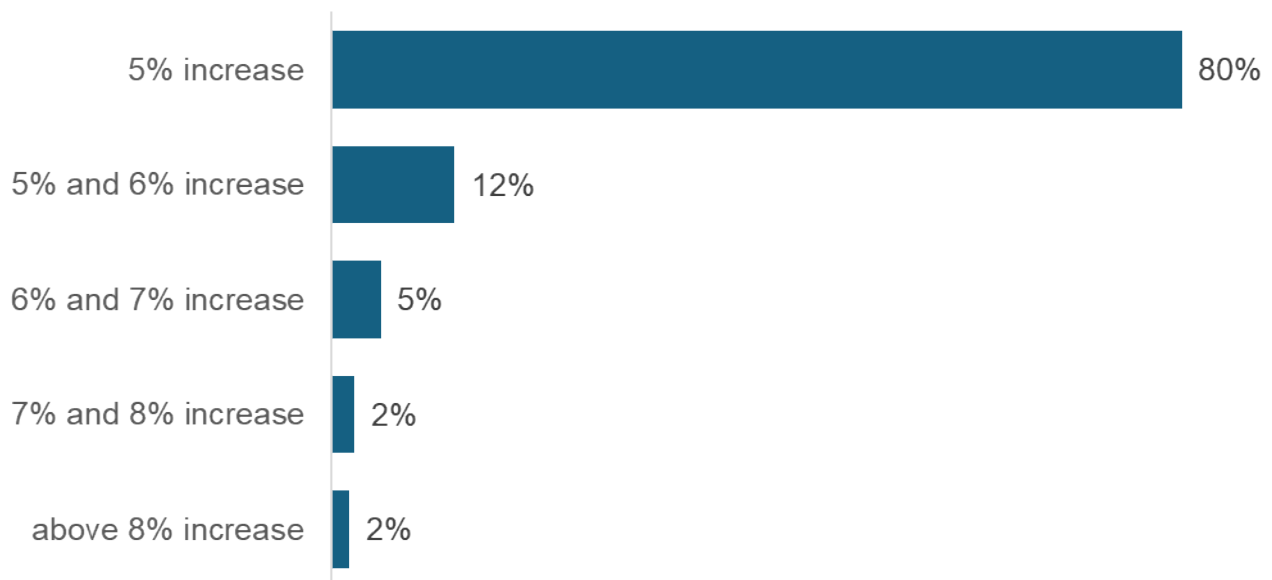
Respondents were asked to consider how acceptable an increase in Council Tax would be to help protect services.

As in previous years, three out of every five respondents generally considered any increase in Council Tax either not very acceptable or not acceptable all (60%).

One-quarter of respondents felt it was either acceptable (20%) or very acceptable (5%) to increase Council Tax to protect services. 15% of respondents had neutral views on the increase, and a small proportion of respondents (under 1%) outlined that they did not know.



Respondents were also asked to think about a Council Tax increase and outline what they felt would be appropriate as an increase. Of the options provided (ranging from 5% up to above an 8% increase), the vast majority of respondents (80%) felt that the lowest amount provided, 5%, would be about right.



Saving Proposals 2024/25

Overall, the Council presented 25 proposals for consideration to respondents, under five broad categories, which were: Budget Management (6 proposals); Staffing Reductions (5 proposals); Service Change/Collaboration (7 proposals); Income Generation (4 proposals); and School Budgets (3 proposals).

Respondents were asked to consider each proposal and outline how acceptable they were on a five-point scale. The scale covered 'very acceptable', 'acceptable', 'neutral', 'not very acceptable' and 'not acceptable at all'. Respondents could also indicate if they 'did not know' or choose not to answer the question (no response).

The following presents a series of graphs summarising response by category as well as two graphs outlining all proposals, one sorted by 'acceptable' and one sorted by 'not acceptable'.

Category A: Budget Management

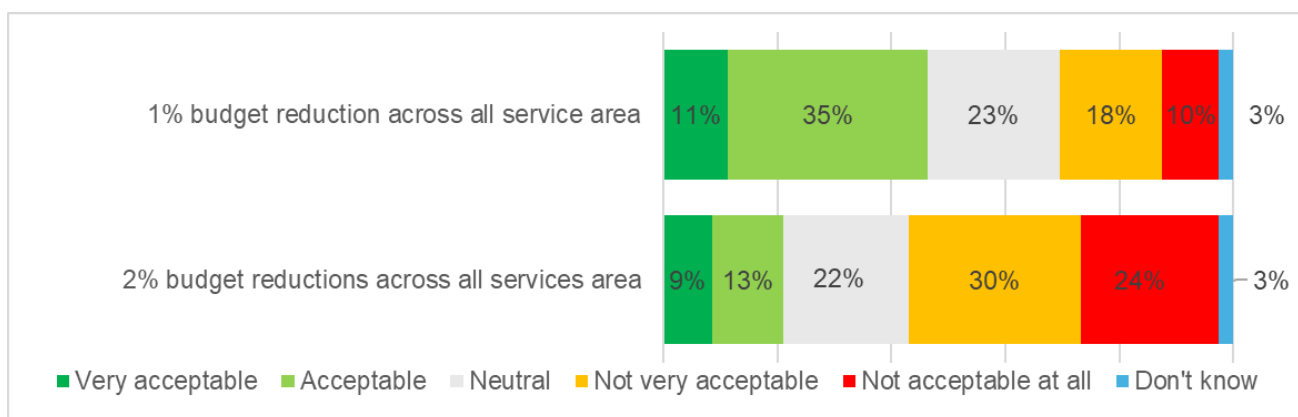
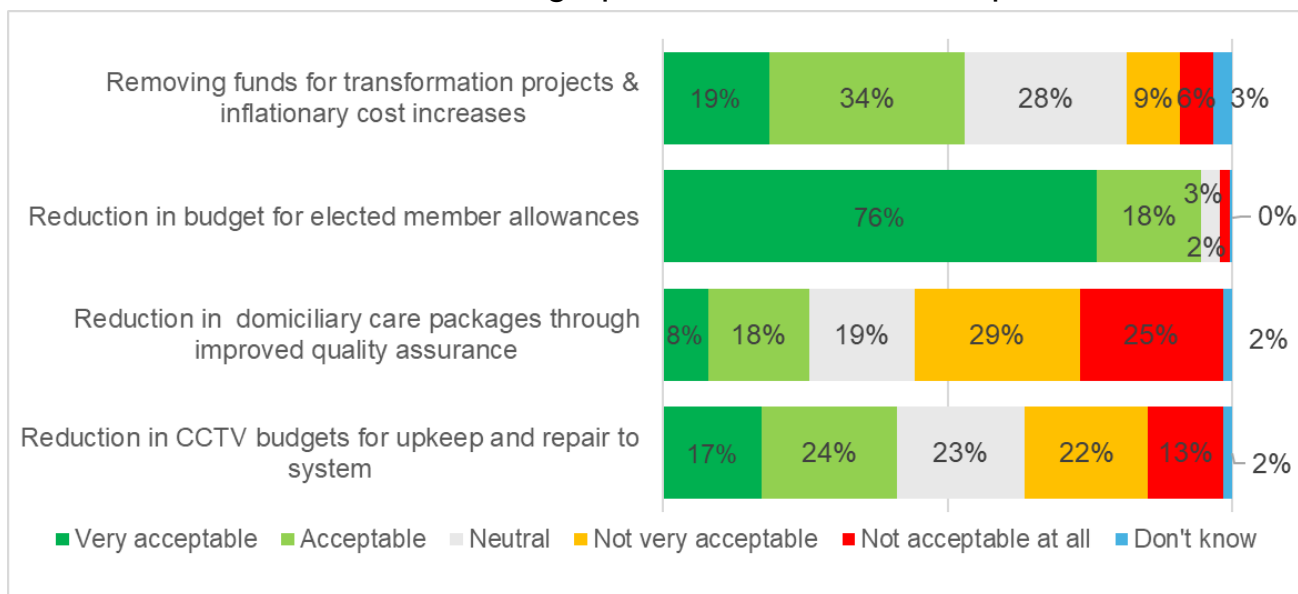
These proposals include budget cuts of between **£3.2m and £4.2m** across all services. This will require financial efficiencies to be delivered through better budget and contract management, delaying recruitment and prioritising budgets on essential expenditure required to deliver services. The following savings proposals were categorised as 'Budget Management:

Budget cuts by removing funds for transformation projects and inflationary cost increases	Saving: £1,846,000
Reduction in budget for elected member allowances	Saving: £30,500
Reduction in Social Services domiciliary care packages through improved quality assurance measures	Saving: £250,000
Reduction in CCTV budgets for upkeep and repair to system	Saving: £20,000

As well as the proposals above, there is a proposal to cut all budgets across each service area by either 1% or 2%.

1% budget reduction across all service area	Saving: £1,000,000
2% budget reduction across all service area	Saving: £2,000,000

Respondents were asked to indicate how acceptable they found each proposal on a five-point scale. A 'don't know' option was also provided. Non response has been removed in all cases. The graph below shows the response.

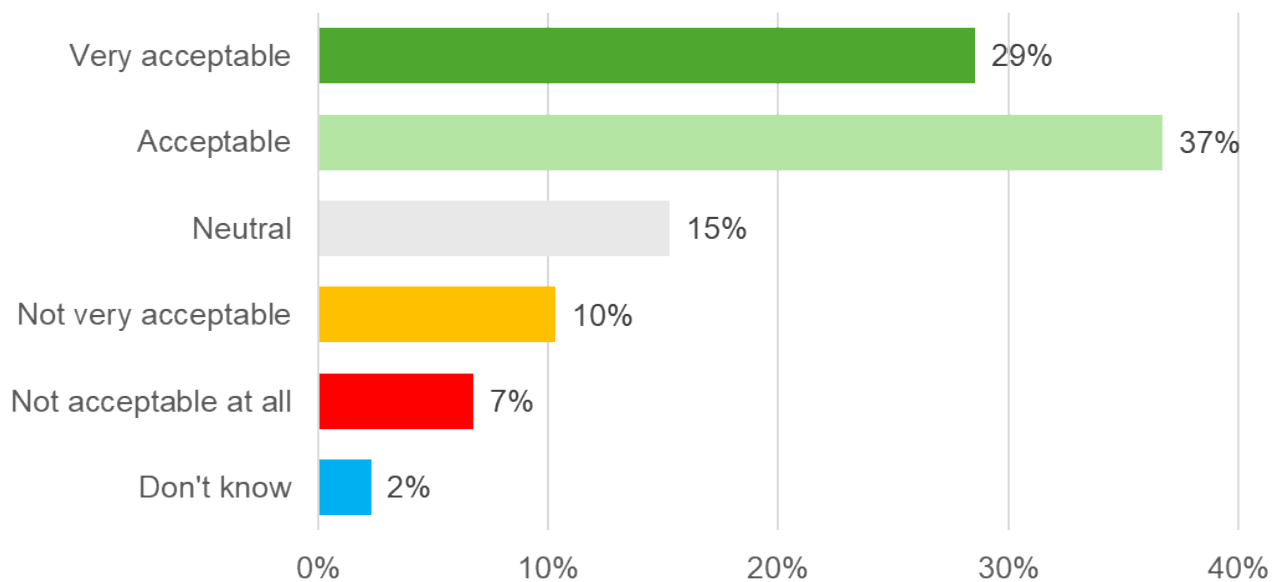


Category B: Staffing Reductions

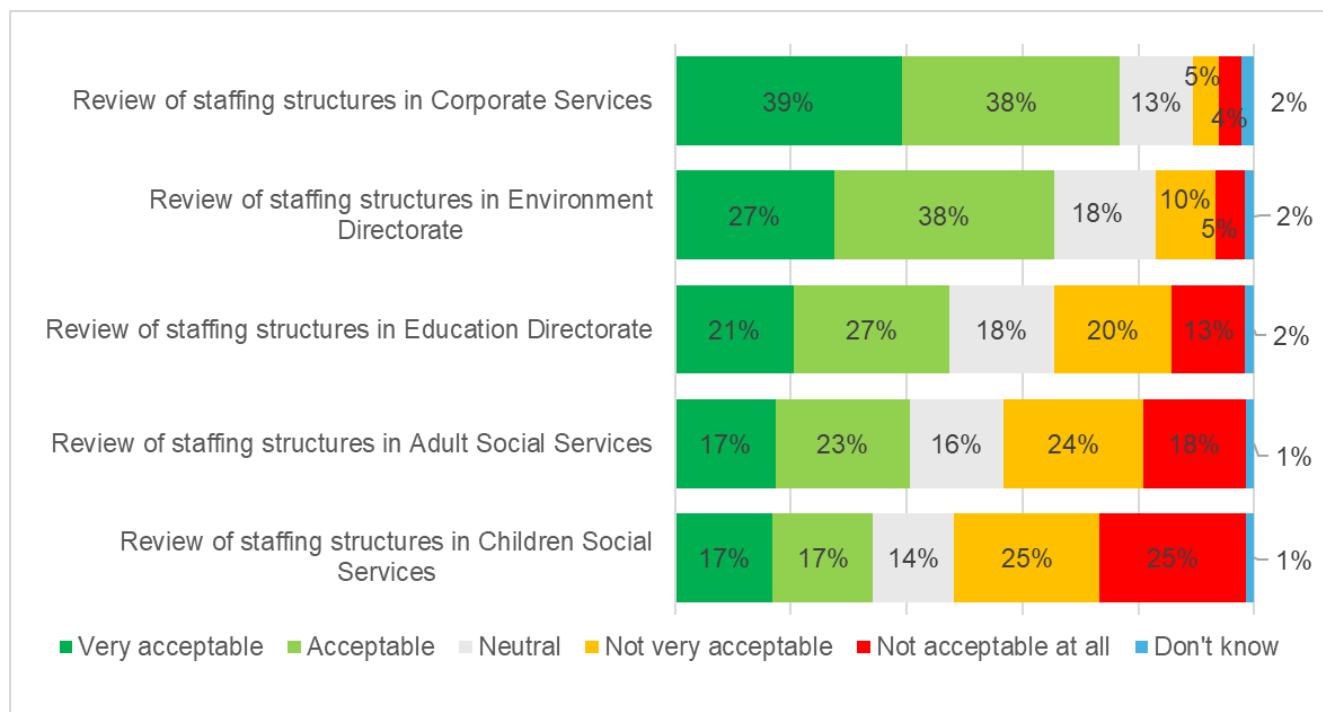
These proposals total in excess of £1m and include the review of staffing structures and vacant posts across the Council to reduce staffing costs with minimal impact on service delivery. Where feasible we will try and make any job losses through voluntary schemes agreed with staff at risk.

Review of staffing structures in Corporate Services	Saving: £545,000
Review of staffing structures in Environment Directorate	Saving: £210,000
Review of staffing structures in Education Directorate	Saving: £107,000
Review of staffing structures in Adult Social Services	Saving: £280,000
Review of staffing structures in Children Social Services	Saving: £320,000

Respondents were asked to how acceptable they thought it would be to reduce costs of existing staffing structures and current vacant positions across the Council. As can be seen from the graph below, two-thirds of respondents thought that this was acceptable.



Respondents were asked to indicate how acceptable they found each proposal on a five-point scale. A 'don't know' option was also provided. No response has been removed in all cases. The graph below shows the response.

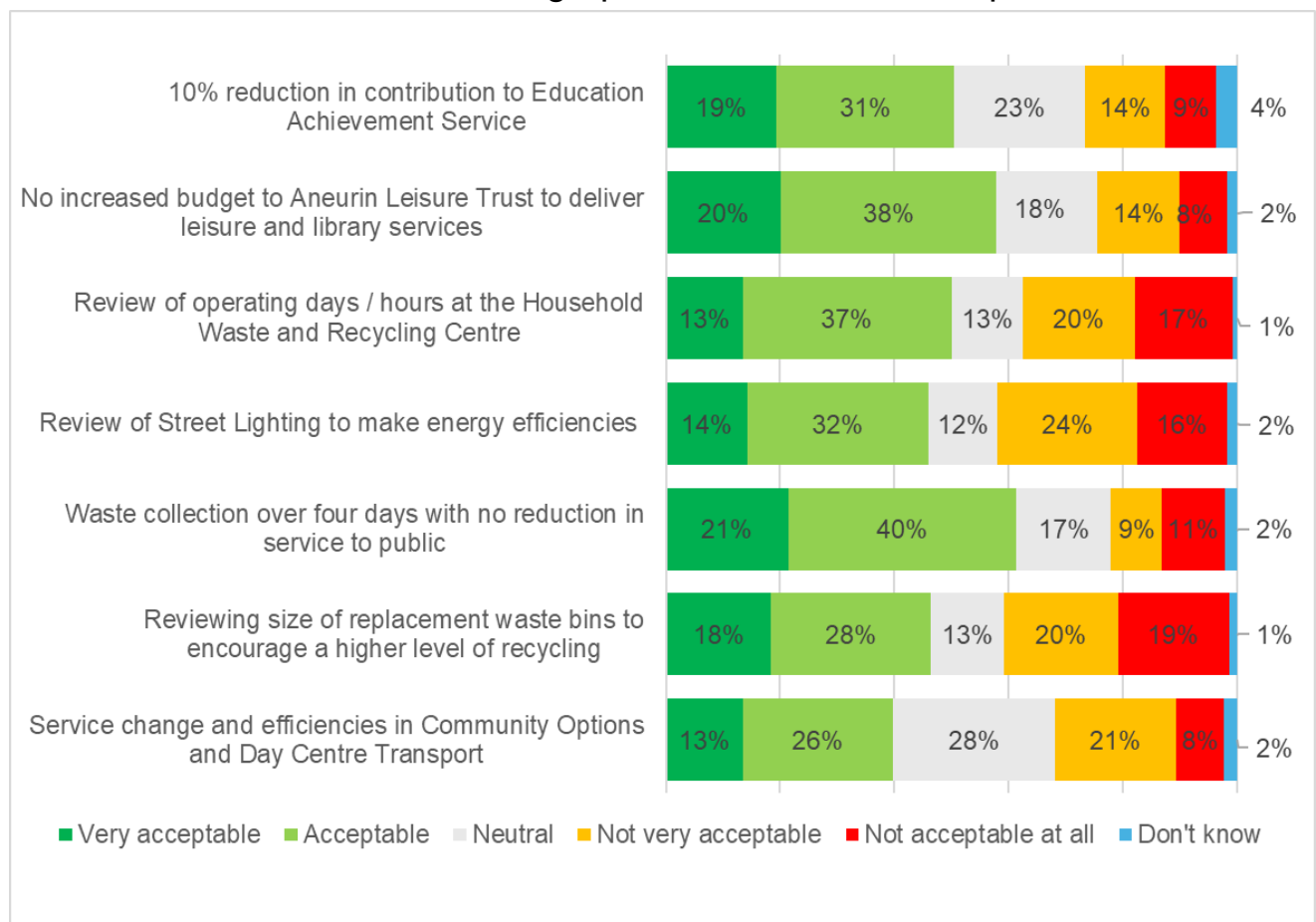


Category C: Service Change / Collaboration

These proposals total between £0.2m and £0.6m and include reviewing services for example operating hours for the Household Waste Recycling Centres, and changes to how services are delivered for example Community Options (day care services).

10% reduction in contribution to the regional Education Achievement Service in-line with all other Gwent Councils	Saving: £34,000
No increased budget to Aneurin Leisure Trust to deliver leisure and library services	Saving: £135,000
Review of operating days / hours at the Household Waste and Recycling Centre	Saving: £34,000 to £110,000
Reviewing of Street Lights to make energy savings including considering timing, dimming and switching off in stages	Saving: currently being calculated
Waste collection over four days with no reduction in service to public	Saving: currently being calculated
Reviewing the size of replacement waste bins to encourage a higher level of recycling	Saving: £18,000 to £118,000
Service change and efficiencies in Community Options and Day Centre Transport	Saving: £154,000

Respondents were asked to indicate how acceptable they found each proposal on a five-point scale. A 'don't know' option was also provided. No response has been removed in all cases. The graph below shows the response.

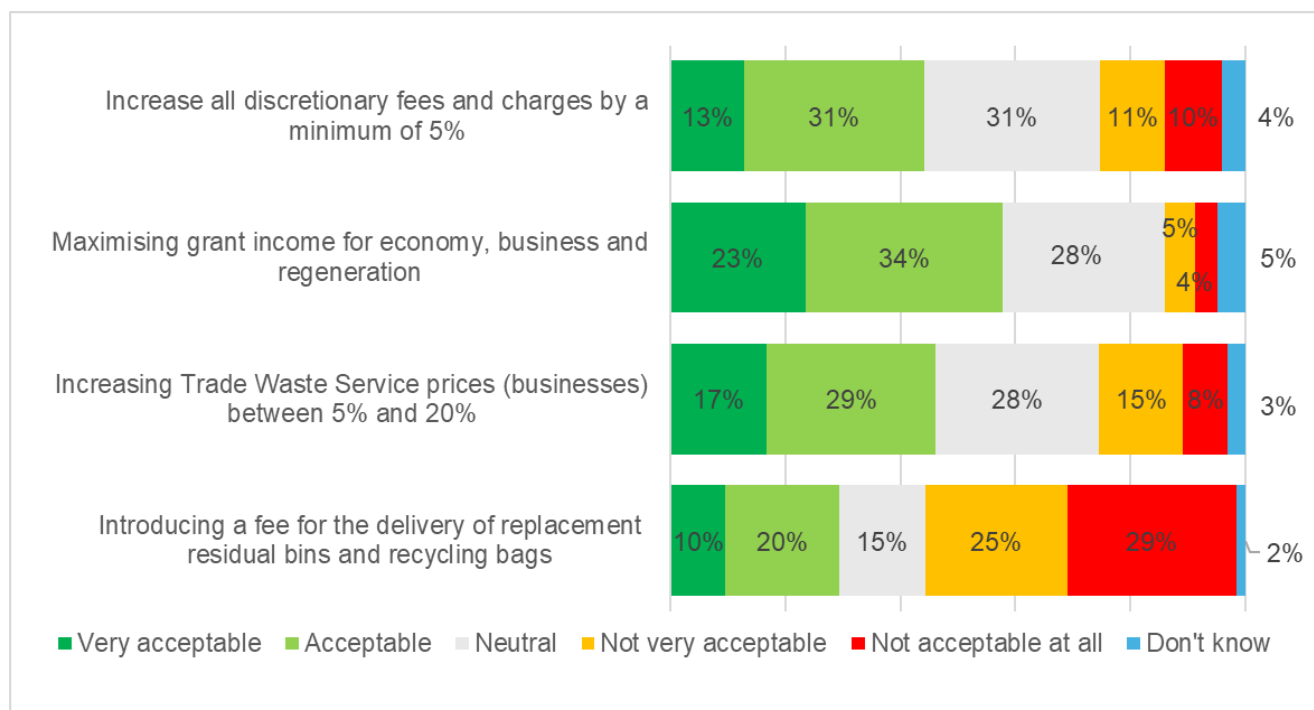


Category D: Income Generation

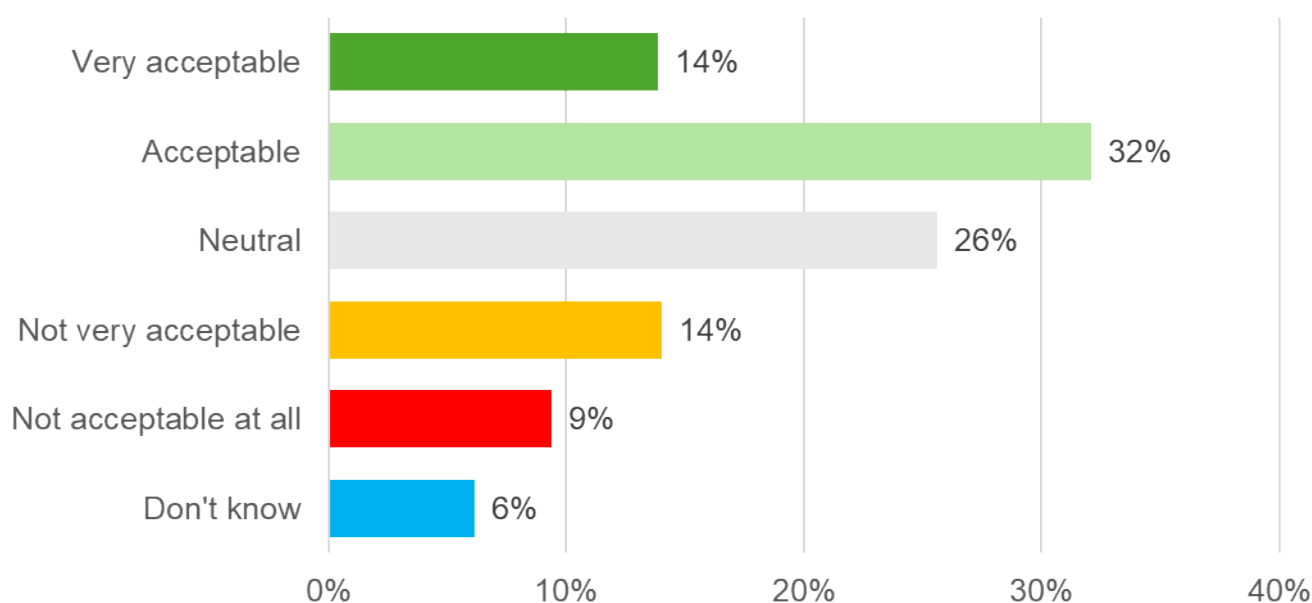
These proposals include maximising grant funding and increasing our discretionary fees and charges by a minimum of 5% moving towards recovering the full cost in delivering the service.

Increase all discretionary fees and charges by a minimum of 5%	Estimated Income: £100,000
Maximising grant income for economy, business and regeneration	Estimated Income: £17,000
Increasing Trade Waste Service prices (businesses) between 5% and 20%	Estimated Income: £2,000 to £55,000
Introducing a fee for the delivery of replacement residual bins and recycling bags (demand led)	Estimated Income: £4,000 to £27,000

Respondents were asked to indicate how acceptable they found each proposal on a five-point scale. A 'don't know' option was also provided. No response has been removed in all cases. The graph below shows the response.



Respondents were also asked how acceptable the Council's policy of full cost recovery is for services that we can provide but do not have to.

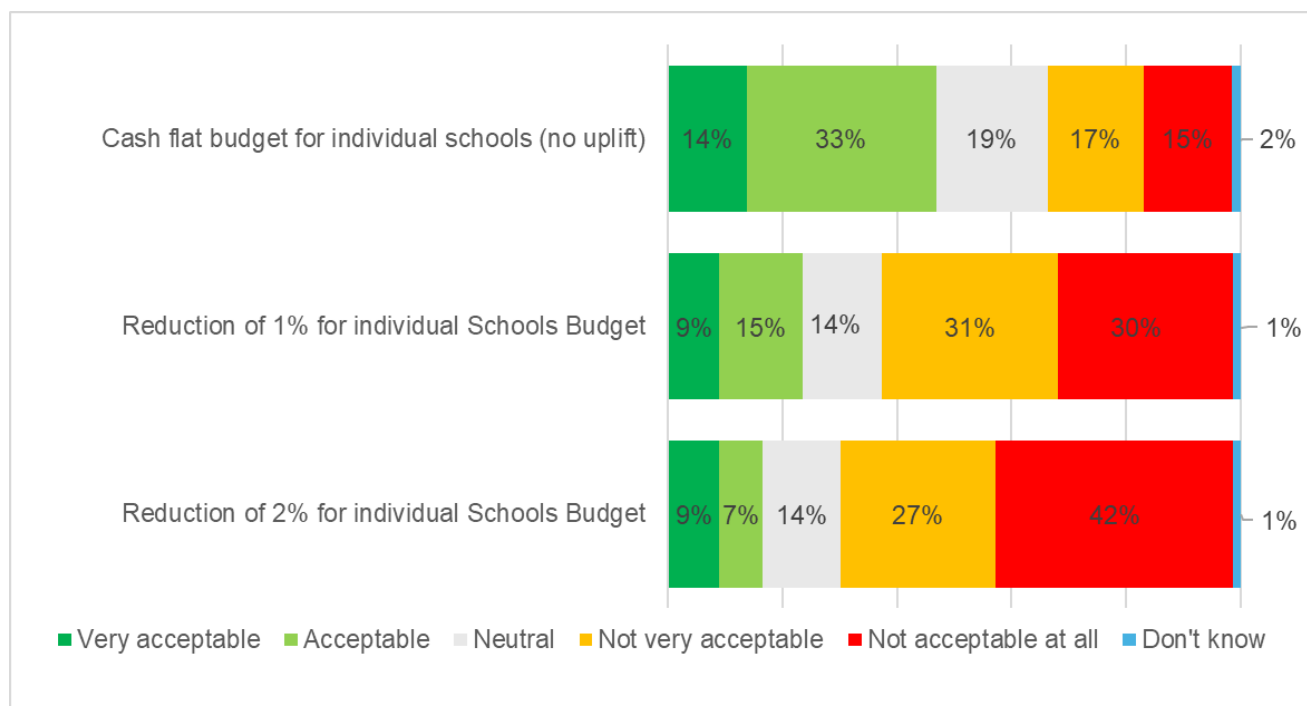


Category E: School Budgets

The proposal for school budgets is to provide either a cash flat budget with no increase or to cut the schools budget by either 1 or 2%. These different options on the budget for schools will deliver between £1m and £3m towards the budget gap. This will require each school to consider their spending and reduce expenditure.

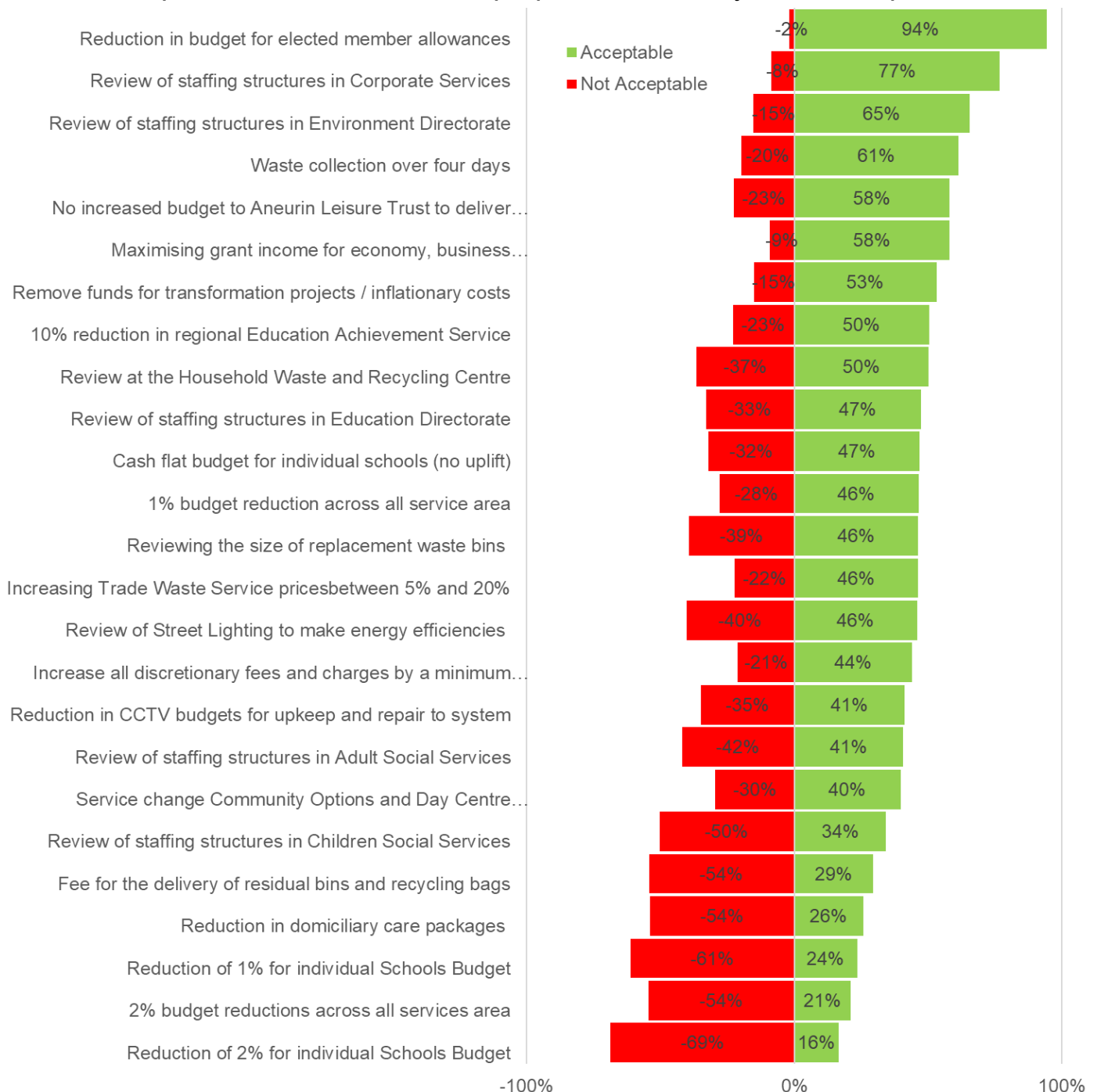
Cash flat budget for individual schools (no uplift)	Saving: £1,000,000
Reduction of 1% for individual Schools Budget	Saving: £2,000,000
Reduction of 2% for individual Schools Budget	Saving: £3,000,000

Respondents were asked to indicate how acceptable they found each proposal on a five-point scale. A 'don't know' option was also provided. No response has been removed in all cases. The graph below shows the response.



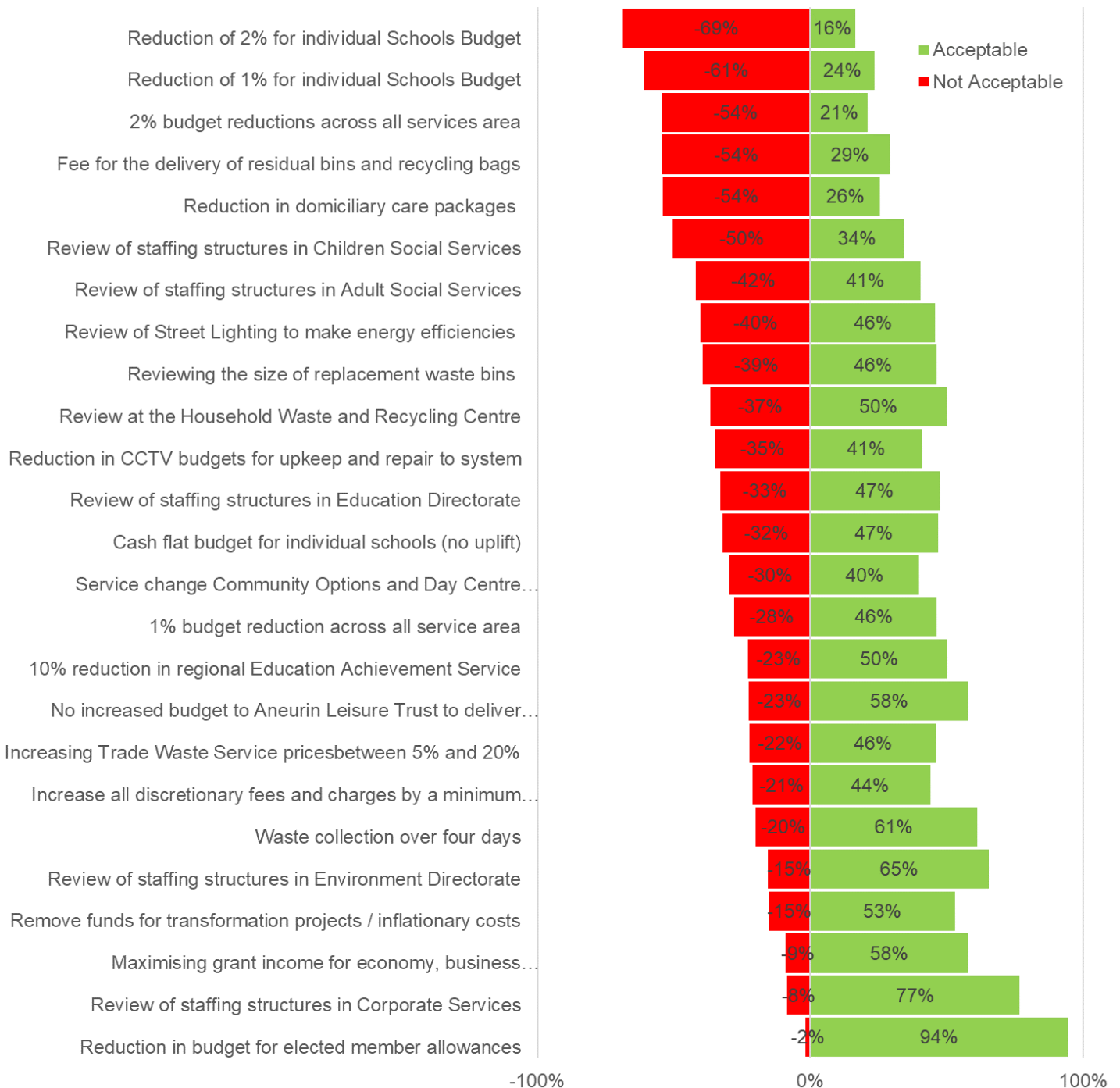
All proposals – ‘Acceptable’ to ‘Not acceptable’ (sorted by acceptable)

The chart below ‘Acceptable’ includes *Very Acceptable* and *Acceptable* aggregated together, whilst ‘Not Acceptable’ includes *Not Very Acceptable* and *Not Acceptable at All*. It shows all proposals sorted by most acceptable.



All proposals – ‘Not acceptable’ to ‘Acceptable’ (sorted by not acceptable)

In the chart below ‘Not Acceptable’ includes *Not Very Acceptable* and *Not Acceptable at All*, whilst ‘Acceptable’ includes *Very Acceptable* and *Acceptable* aggregated together. It shows all proposals sorted by least acceptable.



Summary of Comments

Respondents were given the opportunity to make comments about specific proposals, and also took the opportunity to make broader comments about the budget and council services. Below is a summary of the comments.

Council Tax - Some respondents agreed to accept a council tax increase, but only if it was reasonable and justified by the improvement of services. They said that they understood the financial pressure that the council was under and that they were willing to pay more for better services. Others rejected any increase, pointing out that they already pay too much for poor services and that they cannot afford more due to the cost-of-living crisis. They said that the council should find other ways to balance the budget and that they should not pass the burden to the residents.

Budget Cut Consequences - A common theme in the responses was the concern about the negative consequences of budget cuts on the quality and availability of essential services, such as waste and recycling, social services, education, and CCTV. Many respondents noted that these services are already under pressure and that further reductions would harm the residents and the environment. They cited examples of fly tipping, school closures, staff redundancies, increased risks to children and families, and reduced security and safety.

Public Perception on Alternatives - Some respondents suggested alternative ways to save money, such as reducing the number of councillors and senior officers, closing some council buildings, outsourcing some services, merging with other councils, developing innovative ways to raise funds, and reclaiming money from failed projects. They claimed that these measures would have a greater impact on the budget than cutting front-line services and staff.

Staffing Reduction Proposals - Many respondents expressed their dissatisfaction with the proposed staffing reductions in social services, especially for children and vulnerable adults. They argued that the cuts would put people at risk of harm, increase the workload and stress of the remaining staff, and damage the reputation of the council.

Some respondents suggested that the council should look for other ways to save money, such as reducing the number of managers, councillors, and high-paid staff, reviewing the efficiency and performance of existing staff, and collaborating with other local authorities or partners. They also pointed out some areas where they perceived the council to be overstaffed, wasteful, or unnecessary.

Support for review of staffing structures - A few respondents agreed that the council should review its staffing structures to ensure that they are efficient, effective, and fit for purpose. They also acknowledged the financial challenges that the council faces and the need to make savings. Some of them suggested that the review should take a "top down approach" and focus on the higher grades and salaries, rather than the lower paid and frontline staff. Others said that the review should look at each role and member of staff individually and assess their value for money.

Waste and recycling services: There was specific feedback from residents on the proposed changes to waste and recycling services, such as reducing the operating hours of the recycling centres, reviewing the size of waste bins, and altering the waste collection schedule. Respondents express their concerns that reducing the access to recycling centres or waste collection would lead to more fly tipping and littering, which would have a negative impact on the environment and the community. They point out that fly tipping is

already a considerable problem and blight on the area, and that reducing the services would only worsen the situation and increase the costs elsewhere.

Some residents offer suggestions for improving recycling such as providing better recycling boxes or bags, collecting more types of materials at kerbside, and enforcing stricter measures for non-recyclers. They argue that these suggestions would encourage more people to recycle, reduce the amount of waste, and make the recycling process easier and more convenient.

Street lighting and energy saving: Some responses support the proposals as a good idea, while others oppose as a safety risk or a waste of money. Those who support the proposal think that it would save the council money and reduce the carbon footprint, while those who oppose it think that it would increase the incidents of crime, vandalism, and accidents.

Charging for replacement bins and recycling bags: Some respondents agree that the council should charge for replacement bins and recycling bags, saying that it would encourage people to take care of them and reduce waste. However, others disagree or are neutral, saying that the bins and bags are often damaged, lost or stolen or other factors, such as the weather, animals, or thieves. They also say that charging for them would discourage recycling and encourage fly-tipping, which would have a negative environmental and financial impact.

Education budget cuts: The majority of the respondents strongly oppose any cuts to the schools budget and argue that it would have detrimental effects on the quality of education and care for children, especially those with additional learning needs. They also warn that reducing the schools budget would harm the staff morale and well-being, as well as the future prospects and economic development of the community.

Some respondents point out the high levels of deprivation and poverty in Blaenau Gwent and the correlation between deprivation and poor education outcomes. They stress the need for more resources and funding to support disadvantaged children and help them achieve their potential. They also suggest that schools should be allocated funding according to the level of need and challenge they face.

A few respondents propose that the schools budget should be managed more efficiently and effectively, with cuts to management costs, middle management, supply teaching, and excess spending. They also question the performance and outcomes of schools in Blaenau Gwent, given the high spend per pupil. They recommend that the council should review the budget allocation and spending of schools and look for ways to improve collaboration and savings.

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CAPITAL PROGRAMME 2019/20 to 2025/26 (APPROVED MARCH 2021)

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	£	£	£	£	£	£	£
Social Services							
Community Equipment & Adaptations	279,000	279,000	279,000	285,000	285,000	285,000	285,000
Minor Works/Health & Safety	60,000						
	339,000	279,000	279,000	285,000	285,000	285,000	285,000
Environment							
Disabled Facilities Grants & Living Independently HRG	475,000	420,000	469,000	200,000	200,000	200,000	200,000
Corporate Landlord/ Minor Works /DDA		320,000	320,000	280,000	280,000	300,000	300,000
Tredegar Townscape Heritage Initiative	125,000						
European Structural Fund Capital Match Fund	520,200						
Tredegar Company Shop	200,000						
Tech Valley Initiative	500,000	0					
Data Centre Move	240,000	152,000					
Constrained Units/ Industrial Units Improvement Programme	0	0	0			300,000	300,000
Abertillery Sports Centre demolition							
Big Arch	241,800	640,000					
Cemeteries	210,000	250,000	250,000	300,000			
	2,512,000	1,782,000	1,039,000	780,000	480,000	800,000	800,000
Education							
Band B Welsh Medium Remodelling	280,000						
Band B Secondary School Remodelling			70,000	280,000	1,510,000	750,000	750,000
New 420 place primary in Ebbw Fawr valley		2,100,000	945,000	105,000	0		
Band B Welsh Medium Seedling Provision		350,000	0	0	0		
Minor Works	150,000						
Total 21st Century Schools	430,000	2,450,000	1,015,000	385,000	1,510,000	750,000	750,000

Other							
Equipment Replacement	0		0	61,000	61,000	61,000	61,000
Civic Centre Demolition	0	650,000				0	0
General Offices and Community Hubs		180,000					
Disabled Discrimination Act Compliance	45,000			0	0		
City Deal Commitments		194,000	1,220,900	2,441,800			
Staff Support Recharges	524,000	524,000	524,000	524,000	474,000	400,000	400,000
TOTAL	3,850,000	6,059,000	4,077,900	4,476,800	2,810,000	2,296,000	2,296,000
FUNDING							
Capital Programme Funding							
USB	-	-	-	-	-	-	-
	1,973,000	1,932,000	1,905,000	1,905,000	1,905,000	1,905,000	1,905,000
General Capital Grant	-	-	-	-	-	-	-
	1,868,000	1,938,000	1,911,000	1,201,000	1,201,000	1,200,000	1,200,000
Useable Capital Receipts Capital Programme	-400,000	-650,000	0	0	0	-327,000	-327,000
Useable Capital Receipts - Separate Projects	-260,000						
Total Funding	4,501,000	4,520,000	3,816,000	3,106,000	3,106,000	3,432,000	3,432,000