

MEDIUM-TERM FINANCIAL PLAN SAVING PROPOSAL TEMPLATE

DIRECTORATE:	Social Services and Housing
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SERVICE AREA:	Private Sector Housing
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1. GENERAL INFORMATION

SAVING PROPOSAL:	Deletion of a Scale 8 technical officer post, following the retirement of the staff member.
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BUDGET AREA:	Private Sector Housing
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TOTAL BUDGET FOR THIS AREA:	£276,050	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	10%
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TOTAL SAVING:	£27,000
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PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>The technical officer role is generic and encompasses works of adaptation for public sector properties, Disabled Facilities Grants and housing regeneration, primarily through grants and loans. It also provides support to the WHQS programme which is due to be completed by the end of June 2020. It is proposed that one post will be deleted following the retirement of a staff member. The current workload consists of 2 main elements:</p> <p>50% processing disabled facility grants - (saving to the General Fund of £27,000 in 2020/21) 50% providing public sector adaptations.</p> <p>The total post saving is £30,000 but this has to be offset slightly by a minor cost increase expected in Housing Strategy and will therefore be equivalent to £27,000.</p>

2. PUBLIC IMPACT ANALYSIS

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

The provision of Disabled Facilities Grants is a statutory function but demand for medium and large scale adaptations for both public and private sector residents has fallen over the past 5 years. There are currently 8 permanent and 1 fixed term technical officer posts within Private Sector Housing. The workload of these officers relates to private sector housing repair, delivery of adaptations across tenures and the WHQS programme (linked to leaseholders). Following the completion of the WHQS programme in 2020, the workload of all posts will need to be reviewed and, where necessary, redistributed. It is anticipated that this will facilitate a transfer of staff currently undertaking works associated with WHQS to increase capacity in the adaptations team, following the retirement of the technical officer. Although some officers will be involved with post WHQS asset management works, this work programme will not be as extensive as the current workload.

Following a short transition period it is anticipated that there will be no impact on the public.

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

The provision of adaptations enables people to remain independent in their homes for longer, supports health and well-being and reduces the burden on carers. Such provision is known to reduce demand for frontline services such as social care and health services, reducing the likelihood of hospital admissions and delayed transfers of care.

It is important that when the need for an adaptation is identified that the delivery of that adaptation is within timescales set by statute and the Welsh Government Housing Adaptations Service Standard, to minimise unnecessary delays or unsatisfactory outcomes e.g. falls. It is vital that the preventative agenda linked to the delivery of adaptations is supported.

DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION)	YES	NO
		✓ (due to the redistribution of work as detailed above)

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

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

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

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

No consultation has taken place with service users or potential service users as there is no anticipated impact.

The Private Sector Housing service would retain its current statutory functions and would continue to support the post WHQS programme going forward.

The proposal will form part of the public consultation on the 2020/21 Medium Term Financial Plan.		
IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION.	YES	NO
	✓	

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

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:
<p>To ensure capacity of Adaptations Service is maintained there is a possible impact on the Post-WHQS programme for leasehold properties (HRA funded) if resource has been redirected to support adaptations, however it is anticipated that the post WHQS workload will be less than current WHQS workload</p> <p>If there is a future increase in demand for adaptations the service delivery mechanism for adaptations would remain the same but the timescales for delivery could potentially be increased, however it is noted that the number of recommendations received for adaptations has shown a reducing trend over the past 5 years .</p>

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:
Some impact on the nature of the workload for remaining Technical Officers within Private Sector Housing with the same JD who are currently supporting the post-WHQS programme and delivering adaptations.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:	27.81
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NUMBER OF POSTS IN BUDGET AREA AFFECTED:	9.5 fte (DFG & Adaptation)
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NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:	1
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	

RETIREMENT:	1
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	20/21
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
	<input checked="" type="checkbox"/> HRA	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		<input checked="" type="checkbox"/> (Due to redistribution of roles within Private housing)

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

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

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

There will be a potential reduction in technical officers to deliver WHQS programme for Public Sector Housing however programme due for completion in June 2020 at which point workload is expected to reduce.

Redistribution of responsibilities to increase capacity within Adaptations Team should result in a nil impact on Social Services, Health and third sector partners.

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

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

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

Redistribution of technical officers workloads following completion of WHQS programme, in collaboration with Public Sector Housing, to reduce those involved in WHQS programme and retain levels linked to the delivery of adaptations.

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

NIL IMPACT	MINOR IMPACT	MODERATE IMPACT	SIGNIFICANT IMPACT	CRITICAL IMPACT
	✓			

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE.		
POLICY AREA	WHAT IS THE LINK?	WHAT WILL BE THE IMPACT?
CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives)	WBO 3 – address the availability condition and sustainability of homes throughout the county borough and provide advise, assistance or support to help improve people’s heath and well-being WBO 6 – Support citizens to remain independent and improve their well - being	Reduction in technical expertise to ensure the asset management strategy is implemented to maintain the condition of the housing stock following WHQS attainment. The provision of public sector adaptations and Disabled Facilities Grants will continue to be achieved through the redistribution of workloads although the performance times may increase during transition and if demand increases in future years.
STATUTORY DUTIES	Provision of Disabled Facilities Grants (Housing Grants, Construction and Regeneration Act 1996)	Redistribution of staff will ensure that statutory obligations are met although there may be potential for impact on performance times during transition and if demand increases in future years
WELSH GOVERNMENT GUIDANCE or STRATEGY	Attaining and maintaining the condition of council owned housing stock to WHQS standard is a statutory requirement	Reduction in technical expertise to ensure the asset management strategy is implemented to maintain the condition of the housing stock following WHQS attainment.

4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	✓	
IF YES, PLEASE SPECIFY BELOW: PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc.		
There is a risk of not meeting the statutory requirement set by WG on maintaining council stock to WHQS standard.		

There is a risk of not fully recovering costs from leaseholders due to reduced resource.
There is a risk of reduced performance in the provision of medium and large scale adaptations in both the public and private sector.

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

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

Relying on remaining staff to cover the reduction in resource.

5. OTHER RELEVANT INFORMATION

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

HEAD OF SERVICE: SHAUN COUZENS

DATE OF COMPLETION: 13 SEP 2019