

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

DIRECTORATE:	Corporate
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SERVICE AREA:	Catering
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**1. GENERAL INFORMATION**

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free provisions to meeting rooms i.e. water – A charge could be introduced or alternatively the service can be withdrawn.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

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, <i>LONG-TERM</i> IMPLICATIONS FOR FUTURE GENERATIONS AND <i>PREVENTATIVE SERVICES</i> . RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA.
Long Term
<ul style="list-style-type: none"> <li>The greatest impact will be on employees based at Ty Penallta. The service is designed to meet various needs of its users i.e. the service can be used for the main meal of the day for</li> </ul>

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

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

Prevention

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

DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION)	YES	NO
		X
<b>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 <a href="#">POLICY PORTAL</a>. SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING.</b>		

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED.		
CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>INVOLVEMENT</i> .		
<b>Involvement guidance:</b> Consider whether you have involved people who have an interest in the service area, including service users and potential service users.		
Consultation is planned via the Authority’s wider eight-week consultation on the 2020/21 Draft Budget Proposals commencing on the 18th November 2018.		
The consultation will take place via electronic, paper and verbal methods of feedback that will all be considered by Cabinet and Council prior to final budget decisions being made in February 2020.		
IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION.	YES	NO
	X	

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

x				
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### 3. ORGANISATIONAL IMPACT ANALYSIS

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

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

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

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	If agreed April 2020
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)	YES	NO
		X
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)	YES	NO
		X
<p>IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR <i>INTEGRATION</i>. DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>		
<p><b>Integration guidance:</b> Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.</p> <p>Integration</p> <p>The Glass Restaurant supports the wellbeing objectives and goals of the authority.</p>		

<p>HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION.</p> <p>IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i>.</p>
<p><b>Collaboration guidance:</b> Acting in collaboration with any other service or partner to meet objectives.</p> <p>Collaboration</p> <ul style="list-style-type: none"> <li>• The service works in partnership with internal / external organisations such as members (mayors' charity, health initiatives, events team, well-being objectives, trade union etc.)</li> <li>• To continue to work with Customer Services and Facilities Management to develop and grow the use of the ground floor and restaurant facilities. This is being developed as part of a wider review.</li> </ul>

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

### 3. LINKS TO POLICY AND CORPORATE OBJECTIVES

<p>DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE.</p>
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POLICY AREA	WHAT IS THE LINK?	WHAT WILL BE THE IMPACT?
CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives)	Objective 2 - Enabling employment  Objective 5 – Creating a county borough that supports a healthy lifestyle in accordance with the Sustainability Development Principle within the Well-being of Future Generations (Wales) Act 2015	Objective 2 – Employment opportunities could reduce in the local community if civic catering price increase results in less demand.  Objective 5 – The increase of meals could increase poverty levels, health inequalities and deny customers the access to the service on affordability.
STATUTORY DUTIES	The Health and Safety at Work Act 1974	Nil as the minimum provision to provide the workforce with welfare facilities would still be met.
WELSH GOVERNMENT GUIDANCE or STRATEGY	Well-being of Future Generations (Wales) Act 2015	The increase in prices for meals could increase poverty levels, health inequalities and deny customers the access to the service on affordability.

#### 4. RISK(S) AND SENSITIVITIES

HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)	YES	NO
	X	
<p>IF YES, PLEASE SPECIFY BELOW:</p> <p>PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc.</p>		
<p>The increase in prices increases the risk of:-</p> <ul style="list-style-type: none"> <li>• Loss of jobs</li> <li>• Loss of income which could lead to a greater subsidy level being required</li> <li>• Decreased customer satisfaction levels</li> <li>• Increased food being eaten at desks resulting in the need to increasing cleaning/facility costs</li> <li>• Increase in microwaves required</li> <li>• Increase in cleaning services required for these areas</li> </ul>		
<p>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</p> <p><b>NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES.</b></p>		
<p>Increase income streams by becoming more streamlined in the catering services we provide. This is the first step in charging commercial prices to ensure a long-term viable catering service can remain operational and provide a service to its existing and potential new customer base.</p> <p>The service area is currently working with the Transformation Team of the authority to improve the provision it already offers by delivering it in a more commercial manner.</p>		

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

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

## 5. OTHER RELEVANT INFORMATION

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

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

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

**HEAD OF SERVICE: Steve Harris**

**DATE OF COMPLETION: 6<sup>th</sup> November 2019**