

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

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

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| SAVING PROPOSAL: | <b>D12</b> - Increase price of meals direct by 25p from April 2020 (£3.30 to £3.55 - subsidised rate £5.65 to £5.90 unsubsidised rate) |
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| BUDGET AREA: | Catering – Cost Centre 0275 |
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| TOTAL BUDGET FOR THIS AREA: | Income budget for 2019/20 = £179,212 | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: |
|                             |                                      | 2.79%                                  |

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| TOTAL SAVING: | £5k |
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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:  |
| Increase price of meals direct by 25p from April 2020 (£3.30 to £3.55 - subsidised rate £5.65 to £5.90 unsubsidised rate) |

**2. PUBLIC IMPACT ANALYSIS**

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| 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. |
| <b>Long Term</b>   |
| The greatest impact will be on the users of the Meals Direct service   |
| <b>Prevention</b>  |
| Promotes independence by supporting members of the public to remain independent in staying in their  |

own homes.

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

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| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK)<br>(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> |     |    |

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

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| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
|   | X   |    |

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

### 3. ORGANISATIONAL IMPACT ANALYSIS

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

| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>   |
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| <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> |

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| <b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b> | .5 |
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| <b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b> | 1 |
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| <b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b> | 1 |
|---|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|--|-----------------|
| POST(S) ALREADY VACANT:                  | N/A             |
| VOLUNTARY SEVERANCE:                     | N/A             |
| RETIREMENT:                              | N/A             |
| REDEPLOYMENT:                            | Possible        |
| REDUNDANCY:                              | Possible        |

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| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | If agreed April 2020 |
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| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  |     | X  |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)   | YES | NO |
|  |     | X  |

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

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

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

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

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

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

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

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

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

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
|            |              | X               |                    |                 |

### 3. LINKS TO POLICY AND CORPORATE OBJECTIVES

DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE.

| POLICY AREA                                      | WHAT IS THE LINK?                 | WHAT WILL BE THE IMPACT?   |
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| CORPORATE PLAN and WELL-BEING OBJECTIVES (please | Objective 2 - Enabling employment | Objective 2 – Employment opportunities could reduce in the local community if meal uptake reduced due to increase in |

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

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

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)   | YES | NO |
|---|-----|----|
|   | X   |    |
| IF YES, PLEASE SPECIFY BELOW:<br><br>PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc.   |     |    |
| <p>The reduction in the subsidy level could increase the risk of risk :-</p> <ul style="list-style-type: none"> <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>• Decrease in customer independence</li> </ul>  |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?<br><br><b>NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES.</b>   |     |    |
| <p>Increase income streams by becoming more streamlined in the catering services we provide. This is the first step in charging commercial prices to ensure a long-term viable catering service can remain operational and provide a service to all it existing and potential new customer base.</p> <p>The service area is currently working with the Authority's Transformation Team to improve the provision it already offers by delivering it in a more commercial manner.</p> |     |    |

#### 5. OTHER RELEVANT INFORMATION

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

provision in the following areas:-

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

**HEAD OF SERVICE: Steve Harris**

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