

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

DIRECTORATE:	Education and Corporate Services
--------------	----------------------------------

SERVICE AREA:	Legal & Democratic Services
---------------	-----------------------------

**1. GENERAL INFORMATION**

SAVING PROPOSAL:	<b>A42, A43 and A44 - £82,000</b>
------------------	-----------------------------------

BUDGET AREA:	Legal Services
--------------	----------------

TOTAL BUDGET FOR THIS AREA:	£1,112,386	% OF TOTAL BUDGET IN SAVINGS PROPOSAL:	7.37%
-----------------------------	------------	--	-------

TOTAL SAVING:	£82,000
---------------	---------

PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:
<p>Following the resignation of a part time solicitor, this post will not be filled releasing a saving of £24,000 but part of this saving will be used to fund the democratic services post (50% FTE) required as part of the council's decision to go to 5 scrutiny committees last April. Council did not fund the extra post. A total net saving of £12,000 results.</p> <p>Reduction in mileage, post and training budgets - £20,000.</p> <p>A reduction on external legal spend - £50,000.</p>

**2. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>
<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><b>Long-term guidance:</b> <i>Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.</i> The proposed savings should have only a low impact on the public.</p> <p><b>Prevention guidance:</b> <i>Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.</i> The likely affect is neutral.</p>

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, *INVOLVEMENT*.

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

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 **IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:**

There is likely to be only a low impact upon the organisation and future service provision.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF:**

The part time solicitor within the litigation team has been seconded to Welsh Government for the past 18 months and has now resigned from the council's employment, after securing alternative employment. During the secondment, the post was not filled and the litigation team have managed the workloads and there should not be any further impact on the staff or service delivery.

The other identified savings should have no impact on staff.

NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED:	3 from post vacancy 19 from other budget savings proposals
--	---

NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED:	3 20 from other budget savings proposals
---	---

NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:	1
---	---

PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY <b>POSTS</b> ?
POST(S) ALREADY VACANT:	One part time post
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	The part time solicitor has been seconded to Welsh Government for 18 months and has now resigned from the employment of CCBC having secured a permanent position.
--	---

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.

There should be little impact on other service areas. Members of the Litigation Team have shown that they are able to cover all appointments, court hearings and manage their workloads to ensure that all deadlines are met and there has been no detrimental impact on client departments.

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.*  
N/A.

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?
CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives)	Legal and Democratic Services support many of the well-being objectives and desired outcomes in the Corporate Plan.	Low
STATUTORY DUTIES	Support numerous statutory functions of the council.	Low
WELSH GOVERNMENT GUIDANCE or STRATEGY	Numerous	Low

### 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:		
PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc.		
N/A		

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.**

N/A

**5. OTHER RELEVANT INFORMATION**

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

N/A.

**HEAD OF SERVICE: .....Robert Tranter.....**

**DATE OF COMPLETION: .....21<sup>st</sup> November 2019.....**