

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL- BUDGET IMPACT ASSESSMENT

DIRECTORATE:	All Directorates
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SERVICE AREA:	All Service Areas
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1. GENERAL INFORMATION

SAVING PROPOSAL TITLE:	20% reduction across all staff training budgets
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BUDGET AREA:	Corporate Services, Economy & Environment, Education and Lifelong Learning
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TOTAL BUDGET FOR THIS AREA:	Multiple smaller budgets across the Council within teams or service arrangements
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TOTAL SAVING:	£38,878 (Corporate Services) £41,847 (Economy and Environment) £1,600 (Education and Lifelong Learning)
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PLEASE PROVIDE A BRIEF DESCRIPTION OF HOW THE SAVING CAN BE ACHIEVED:	<p>The saving will be achieved by an across-the-board reduction in all training budgets of 20%.</p> <p>The corporate budget for Equalities and Welsh Language Training is also proposed to be cut by 20%. As this has a potential to affect statutory duties a separate Integrated Impact Assessment will be completed for this element of the proposed savings.</p>
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2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE YOUR PLANS TO MITIGATE THE IMPACT UPON THE PUBLIC (where possible):	<p>Consider the 5 ways of working think about the <i>long-term</i> implications for future generations and <i>preventative services</i> while recognising that savings now will secure future services. NB* IT IS IMPORTANT TO RECOGNISE THE SIGNIFICANT FINANCIAL CHALLENGE FACING THE COUNCIL.</p> <p>Long-term guidance: Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs, including the future financial sustainability of the Council.</p> <p>The majority of the service level training budgets will still be available to be used in staff training (80%). The 'My Time' and 'My Time Extra' process is a regular active discussion between staff and their line managers that should include staff development and a shared responsibility to equip staff with the necessary skills to complete their job role and develop in the longer term. In making</p>
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training requests there may need to be a different prioritisation of needs across teams, and an attempt to source the most cost-effective version of training to ensure that the remaining budget can be used across all team members as effectively as possible.

Prevention guidance: Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being and how this can be mitigated if the service reduces, or ceases.

Not applicable

STATUTORY ASSESSMENTS

<p>DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (Please tick) (Reminder- AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION)</p>	<p>Yes- corporate training budget cut</p>	<p>All staff have equal access to training commensurate with their role and the needs of the service they work in.</p>
<p>DOES THE PROPOSAL IMPACT ON PEOPLE WHO FACE SOCIO-ECONOMIC DISADVANTAGE? (Please tick) (Reminder- LOW INCOME/INCOME POVERTY, LOW WEALTH/OR NO WEALTH, MATERIAL DEPRIVATION, AREA DEPRIVATION, SOCIO-ECONOMIC BACKGROUND, and CUMULATIVE IMPACT OF THEM)</p>		<p>No</p>
<p>DOES THE PROPOSAL HAVE AN IMPACT ON THE WELSH LANGUAGE? (Please tick) (Reminder- OPPORTUNITIES TO USE THE LANGUAGE, PROMOTE THE LANGUAGE and/or TREATING THE WELSH LANGUAGE LESS FAVOURABLY THAN THE ENGLISH LANGUAGE)</p>	<p>Yes- corporate training budget cut</p>	

NB * If you answered 'yes' to the any of the above, please complete an Integrated Impact Assessment (IIA). For further advice and guidance please see the [Integrated Impact Assessment](#) page on the Intranet. This Budget Impact Assessment, or an IIA, if relevant, must be submitted to be included as hyperlinks to all decision reports related to the proposed savings. **IIAs are NOT required for nil public impact proposals.**

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. Summarise any feedback received.

Consider the 5 ways of working, in particular, *involvement*.

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

This proposal will be part of the wider budget consultation for 24/25. A stakeholder group to be targeted as part of this engagement are the staff employed by the Council.

Update following a period of public consultation:

The council's public consultation on the draft budget proposals for 2024/25 ran from Monday 22nd January 2024 until Tuesday 13th February 2024.

Residents and other stakeholder groups were invited to offer their views on the proposals in a number of ways. This included a survey (available online and in paper formats), attending face-to-face engagement sessions, using the council's online digital engagement platform and targeted stakeholder engagement with potentially impacted groups.

337 responses to the consultation were received by the closing date. A low response rate such as this comes with the caveat of self-selecting bias in the response and local media has focused attention on a small number of issues.

Face-to face conversations have had low levels of attendance (less than 10 visitors per session) with the exception of Caerphilly where over 40 people attended. A meeting was held with 9 Viewpoint Panel members and one person attended an online drop-in session.

In addition, face-to-face engagement sessions were held with council staff and those with access to email were encouraged to complete the survey.

The full consultation feedback report will be available at [Council Budget Setting 2024-2025 | The Caerphilly Conversation](#)

IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED?	Complete	
NB* Please seek guidance from the Insights and Intelligence Team , who can advise on whether a formal consultation is required and adherence to the Gunning Principles.		

TAKING ACCOUNT OF THE ABOVE, THE IMPACT RATING DEFINITIONS, AND THE MITIGATION YOU ARE PLANNING, 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 YOUR PLANS TO MITIGATE THE IMPACT UPON THE ORGANISATION (where possible) : e.g. gradual reduction in service, alternative delivery models, managing demand, more efficient use of assets, income generation, transferrable skills of staff, commercialisation of the service etc. In addition, consider the 5 ways of working, in particular, acting in <i>collaboration</i> with other service areas or partners. Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives where they may be able to deliver a broadly equivalent service.
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The majority of the service level training budgets will still be available to be used in staff training (80%). The 'My Time' and 'My Time Extra' process is a regular active discussion between staff and their line managers that should include staff development and a shared responsibility to equip staff with the necessary skills to complete their job role and develop in the longer term. In making training requests there may need to be a different prioritisation of needs across teams, and an attempt to source the most cost-effective version of training to ensure that the remaining budget can be used across all team members as effectively as possible.

PLEASE DESCRIBE YOUR PLANS TO MITIGATE THE **IMPACT UPON MEMBERS OF STAFF**:

A more careful consideration of the use of available training budgets will need to be carried out by line managers to ensure the fair and effective use of training budgets going forward.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN THE PROJECT:	All employees
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NUMBER OF POSTS IN THE PROJECT: (Reminder- PLEASE ENSURE YOU HAVE SOUGHT THE ADVICE OF PEOPLE SERVICES IN HOW TO MANAGE ANY STAFFING CHANGES)	
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (please tick)		No- this is an across-the-board proposal
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (please tick)		No

If yes to either of the above, please consider the 5 ways of working, in particular *integration*.

PLEASE DESCRIBE HOW THE SAVING CAN BE ACHIEVED IN A WAY THAT WILL MITIGATE THE IMPACT ON OTHER SERVICE AREAS OR PARTNERS (**where possible**)

Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives, recognising that the savings requirement on the Council may override some concerns.

Not applicable.

TAKING ACCOUNT OF THE ABOVE, THE IMPACT RATING DEFINITIONS, AND THE MITIGATION YOU ARE PLANNING, PLEASE INDICATE THE **ORGANISATIONAL IMPACT RATING** APPLICABLE TO THIS SAVING PROPOSAL (please tick):

NIL IMPACT	MINOR IMPACT	MODERATE IMPACT	SIGNIFICANT IMPACT	CRITICAL IMPACT
	X			

4. LINKS TO POLICY AND CORPORATE OBJECTIVES

DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING?

POLICY AREA	WHAT IS THE LINK?
CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives)	None directly
STATUTORY DUTIES	The Welsh language and equalities training budget is part of the savings proposal. A separate Integrated Impact Assessment is associated with this element of the proposal.
WELSH GOVERNMENT GUIDANCE or STRATEGY	Not applicable.

5. OTHER RISK(S) AND SENSITIVITIES

HAVE ANY <u>OTHER</u> RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL?		No
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PLEASE DESCRIBE ANY RELEVANT INFORMATION (Risks and Sensitivities) WHICH YOU FEEL HAS NOT BEEN CAPTURED.

HEAD OF SERVICE:Lynne Donovan.....

DATE OF COMPLETION:3.1.24.....