

Taunton Deane Borough Council

Executive – 7 December 2011

2012/2013 Budget Gap Update and Budget Savings Plans

Report of the Financial Services Manager, Southwest One

(This matter is the responsibility of the Leader of the Council, Councillor John Williams)

1 Executive Summary

As reported to Corporate Scrutiny the expected budget shortfall for 2012/13 was recently estimated to be around £2.1m before Savings Plans and Fees and Charges proposals. This report provides the Executive with details of initial draft Savings Plans for the 2012/13 for review and comment.

2 Background

- 2.1 The purpose of this report is to provide an update to Members regarding:
- An update of the Budget Gap for 2012/13
 - The initial Draft 2012/13 Savings Plans.
- 2.2 The Council's current Budget Strategy was approved by Full Council in October 2010. It described the need to set a four year balanced budget for the period 2012/13 to 2015/16 in light of unprecedented funding cuts and funding uncertainty for local government. The savings target over this period based on our estimated financial projections is 40%. In essence this means that the Council's General Fund net expenditure budget to provide services to the public will be 40% less by 2015/16.
- 2.3 An update on the Budget Strategy was reported to Corporate Scrutiny on 21 July 2011 confirming the strategy remained relevant, and provided updated financial projections included an estimated budget gap of £1.2m for 2012/13.
- 2.4 Subsequent updates of budget estimates and assumptions for the MTFP have further increased the projected budget gap to around £2.1m for 2012/13, as reported to Corporate Scrutiny on 27 October 2011.
- 2.5 The Council has undertaken a significant Budget Review Programme to identify options for achieving the savings target over the medium term. This report identifies the first tranche of savings proposals where feedback from Members has shown a general consensus to accept

these options in order to reduce the gap for next year.

3 Budget Gap Update

- 3.1 Before considering the savings options, there are further updates to the Budget Gap. The table below summarises the impact of these, followed by explanations for each item.

Ref		£'000
	2012/13 Budget Gap (as reported to Corporate Scrutiny 27 October 2011)	2,062
	<i>New Information:</i>	
1	DLO Transformation Savings (see 3.2 below)	157
2	Core Council Review Theme 5 (see 3.3 below)	301
3	Fees & Charges (see 3.4 below)	60
4	New Homes Bonus Grant (see 3.5 below)	392
	Updated Budget Gap	1,152

- 3.2 ***DLO Transformation:*** As reported to DLO Members Steering Group on 3 November 2011, the General Fund savings of £157,000 have been confirmed and can be built in to the MTFP and Budget for 2012/13.
- 3.3 ***Core Council Review Theme 5:*** On 16 November the Executive is considering final proposals for the Theme 5 Core Council Review. The recommended changes in this report will deliver further savings of £301,000 in the General Fund in 2012/13.
- 3.4 ***Fees & Charges:*** There is a separate report to this Committee detailing proposed changes to Fees & Charges. The detail of those proposals is not repeated here, but the financial impact is a potential additional income and therefore further budget saving of £60,000.
- 3.5 ***New Homes Bonus (NHB):*** The NHB Scheme design sets out that each year's allocation will be payable for 6 years. Assuming a consistent rate of housing growth, when the Year 1 grant 'drops out' of the scheme it will be replaced by Year 7 grant. For the purposes of budgeting over the medium term, the Year 1 (2011/12) NHB Grant of £392,000 per year (which was notified to the Council after the 2011/12 budget was set) can be built into the Base for 2012/13 onwards and it is assumed that this funding be used to reduce the budget gap further, enabling services to be maintained. The "year 2" allocation hasn't been confirmed by Government yet and is expected to be linked to further formula grant changes therefore is not included in the budget estimates at this stage.

4 2012/13 Initial Draft Savings Plans

- 4.1 A large range of savings options have been considered as part of the Budget Review Programme. Through this exercise a number of proposals have gained general member support, and these were presented to Corporate Scrutiny for comment on 24 November 2011.

Feedback from Corporate Scrutiny is provided later in this report. This report presents the latest budget gap position and savings plans to the Executive for comment.

4.2 Details of the General Fund savings plans are set out in Appendix A and Confidential Appendix B. Full Equality Impact Assessments, where required, are included in Appendix C.

4.3 The impact of the savings plans on the updated Budget Gap is summarised below, and as the table shows the gap is potentially reduced to £699,000.

Ref	£'000
Updated Budget Gap (per table above)	1,152
Less:	
1 Total ongoing savings plans	418
2 Total one-off savings plans	35
Total savings plans	<u>453</u>
Potential Budget Gap if all plans approved	<u>699</u>

4.4 Unfortunately the plans presented do include staffing reductions, with proposals to delete 3 posts which may lead to 3 staff being made redundant. A further 7 vacant posts are proposed to be deleted. Details are included in Savings Plans Appendices A and C, and where service restructuring is proposed the related structure charts are included in confidential Appendix D. Redundancy costs are estimated to be in the region of £19,000 and it is proposed that these will be funded by a supplementary budget allocation from General Fund Reserves.

4.5 There is clearly still a long way to go to fully close the gap and officers will continue to work with members to prioritise savings proposals to this end.

4.6 In addition, ongoing budget requirements will be reviewed for emerging updates to key spend and income areas through budget monitoring. For example, Q2 budget monitoring is indicating that the projected reduction in parking income may not be as severe as previous forecasts. In addition, finance service staff continue to work through detailed budget estimates preparation, and certain key budget information is not yet available (e.g. formula grant allocation from Government). No further changes have been made to the MTFP at this stage, but an update will be provided to Members through the reporting of the draft budget in January.

4.7 Further savings plans may be need to be presented for comment at future Scrutiny meetings

4.8 **General Reserves**

4.9 The General Reserves balance brought forward in April 2011 was £2.937m. There will be a call on reserves related to termination costs for DLO Transformation and Core Council Review Theme 5. There will

also potentially be a further use of reserves to fund one-off costs associated with the initial draft savings plans included in this report.

- 4.10 There is also a projected overspend on the current year budget which, if not resolved in year, would be allocated against reserves at the year end. As at Q2 performance reporting, the projected reserves position as at March 2012 is £2.32m, however this is subject to change between now and the end of the financial year.

5 Capital Programme

- 5.1 Capital bids for the General Fund have been submitted and will be reviewed by Corporate Management Team (CMT) in the coming weeks. Following this review, the proposed capital programme will be circulated to Members as part of the Budget Consultation Pack, due to be issued prior towards the end of December.

6 Housing Revenue Account (HRA)

- 6.1 Members will be aware that a major project is underway to develop a new 30-Year Business Plan for the HRA in preparation for the cessation of the current subsidy system and the move to self-financing from April 2012.
- 6.2 The financial model being developed as part of the business plan will be used to inform the MTFP and annual budget for the HRA. The draft Business Plan was presented to Community Scrutiny on 8 November 2011. As the Business Plan is still being developed, and there are a number of significant high value variable items still to be confirmed – not least the self-financing settlement debt – that it is too early to report detailed revenue and capital HRA budget information at this stage.

7 Corporate Scrutiny Comments

- 7.1 The main comments raised at Corporate Scrutiny on 24 November 2011 were as follows:
- Concern that the inclusion of New Homes Bonus may be risky if housing growth is not at the same level in later years? The reporting officer clarified the basis of assumption and indicated that it is safe to incorporate the Year 1 allocation for the next five years, and that any differences.
 - Is the Council safe regarding Equality Impact Assessments (EIA)? As reported in section 13 below and Appendix B, each option has been assessed for equality implications.
 - Is Council Tax Freeze Grant included in the current Budget Gap? The current gap assumes a 2.5% Council Tax increase, and should the Council decide to freeze tax next year and take the grant instead this would not alter the budget gap for 2012/13.
 - Are there statutory obligations in relation to Air Quality? Yes, and related activity would be covered across the staff in the service as required to meet these obligations.

- Savings Plan Item A8 (Voluntary Sector Grants): Implications of this must be carefully worked through, and would advocate protecting this funding for as long as possible.
- Savings Plan Items A16/A17 (Hanging Baskets/Bedding Plants): Will this adversely affect the Nursery trading position? The savings related to supply of plants by the Nursery will be minimal. The savings accrue mainly due to reduced costs of implementing and maintaining the baskets / bedding.

7.2 The Committee noted that the Budget Gap is still significant and that there are difficult challenges to address this.

8 HR Implications

8.1 The proposals contained within this report and appendices have been consulted on with UNISON who have also been formally notified of the proposals, and we are awaiting an initial formal response.

8.2 Staff affected have been notified of the proposals and have, where appropriate, been put 'at risk' of redundancy in accordance with Council Policy.

8.3 Consultation is currently underway and feedback will be provided when this has concluded.

9 Finance Comments

9.1 This is a finance report and there are no additional comments.

10 Legal Comments

10.1 S.32 of the Local Government Finance Act 1992 sets out in detail how the Council must calculate its budget by estimating gross revenue expenditure, net income, and the council tax needed to balance the budget; s.25 of the Local Government Act 2003 requires the Chief Finance Officer (Strategic Director/S151 Officer for this Council) to report on the robustness of the budget-setting estimates and the adequacy of the proposed financial reserves.

11 Links to Corporate Aims

11.1 The Council's MTFP underpins all Corporate Aims.

12 Environmental and Community Safety Implications

12.1 Environmental and community safety implications have been assessed for relevant options included in the savings plans, with explanations included in the appendices to this report where significant.

13 Equalities Impact

13.1 Each savings option has been screened in relation to the elimination of

discrimination, the advancement of equality or opportunity and promoting community relations. The outcome of initial screening is shown against each option within Appendices A & C. Ensuring the Council meets its statutory obligations, where a full and detailed assessment is required, these are included in Appendix B.

14 Risk Management

14.1 Risks and opportunities have been considered throughout the Budget Review Programme and in relation to the savings plans, with risk analysis previously provided to all members in the Budget Packs. Significant risks are commented on within the appendices to this report.

15 Partnership Implications

15.1 Southwest One delivers professional support and other services to the Council, including accountancy advice, which directly contributes to the production of the MTFP and budget estimates.

15.2 The Council budget includes significant expenditure on services provided by key partners such as Southwest One, Somerset Waste Partnership and Tone Leisure. Plans to address the Budget Gap may impact on services provided by key partners and Council Officers will continue to work closely with those partners as required.

16 Recommendations

16.1 The Executive is recommended to:

- (a) Note the contents of the report;
- (b) Comment on the Savings Plans included in the Appendices;
- (c) Note the potential requirement for a supplementary budget allocation in 2011/12 of £19,000 from General Fund Reserves to fund redundancy costs.

Background Papers

Full Council 5 October 2010 – Budget Strategy

Corporate Scrutiny 21 July 2011 – Budget Strategy and the Way Forward

Executive 14 September 2011 – Budget Review Project: High Level Principles

Corporate Scrutiny 27 October 2011 – Budget Setting 2012/13

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APPENDIX A

TAUNTON DEANE BOROUGH COUNCIL - 2012/13 BUDGET SAVINGS PLAN

Ref	Description of Saving	Lead Officer	Amount Ongoing £'000	Amount One Off £'000	Comments	How	Impact	Equalities Impact
A1	Staff Car Parking	Martin Griffin	32		Increase in charges for staff car parking at Deane House. Change to be introduced with effect from 1 April 2012.	Collective Agreement with UNISON and discussions with affected employees. Charge from 1 April 2012 to be £1 per day.		A detailed Impact Assessment is included in Appendix B
A2	Child Care Subsidy	Martin Griffin	3		Childcare Subsidy Scheme to be closed with effect from 1 April 2012 (other than for staff who have already commenced maternity leave) with savings to be gained over the next four years and eventually reaching £21500 per annum	Decision by Council and discussion with UNISON		A detailed Impact Assessment is included in Appendix B
A3	Housing Partnership Grants Administration Delete vacant Grants Co-ordinator post	Simon Lewis	13		Post was a seconded TDBC employee and TDBC will benefit from these savings	Reorganisation within the team	N/A. This has been put in place in 2011/12 and is working well	See Note 1 below - No negative impact
A4	Income for officer input on county-wide GIS work for Somerset West Private Sector Housing Partnership	Simon Lewis		10	We will supply GIS capacity from within our team to support asset mapping. We will receive income in 2012/13 to cover this.	We have arranged some backfill arrangements and rearranged work to accommodate this. The £10k saving is net of costs	N/A	See Note 1 below - No negative impact
A5	Planning Reserve Contribution	Simon Lewis	10		The LDF Examination Reserve is built up annually to cover the costs of examination for the Core Strategy and other development planning documents	Reduce the annual contribution from £32k to £22k. The reserve is healthy enough to withstand this and we have modelled it against expected expenditure	N/A	See Note 1 below - No negative impact
A6	RIEP Funding (One-Off) Transfer from Earmarked Reserves in 2012/13	Simon Lewis		35	Officer to work full-time on Youth Homelessness work (agreed priority across County Housing Strategy)	Payment from RIEP funding. We have invoiced Mendip DC for full payment.	Loss of capacity for other Housing Strategy work, however this is one of a set of county-wide projects on housing strategy being done and shared across Districts	See Note 1 below - No negative impact
A7	Taunton Deane Partnership	Simon Lewis	5		This is the contribution from the other TDP partners for admin support and there is a minuted commitment to continue to support this contribution as a minimum	We will invoice them annually	N/A. Fairer sharing of admin costs	See Note 1 below - No negative impact
A8	Voluntary & Community Grants	Simon Lewis	30		A separate report will be taken to Community Scrutiny on 6th December with proposals showing how these savings can be realised and the affected organisations and impact. This saving is based on 12.5% reduction on current £235k budget.	A range of options will be presented at Community Scrutiny.	An outline equalities impact assessment is attached. A more detailed assessment will be included with the Scrutiny report.	A detailed Impact Assessment is included in Appendix B

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A9	Climate Change Initiatives	Simon Lewis		10	This is a one-off contribution from the Climate Change reserve. The remainder will be earmarked for a sustainable energy scheme	Money had been set aside for Solar PV on the Swimming Pool, which would have generated £10kpa. However the government has changed the scheme making it unlikely the business-case still stacks up. We will therefore use £10k of the climate change budget for savings	Reduction in Climate Change budget, however we should still have enough to propose other sustainable energy schemes.	See Note 1 below - No negative impact
A10	P&C Team Overheads & IT equipment	Richard Sealy	1		Reduces overheads (training, travel, stationery etc) to reflect the reduction in size of the team over past 2 years		None. This budget is no longer required.	See Note 1 below - No negative impact
A11	P&C Team IT Equipment	Richard Sealy	8		Surplus budget.		None. This budget is no longer required.	See Note 1 below - No negative impact
A12	Building Control Restructuring	Tim Burton	13		Staff reduction at both surveyor and admin support level. Part of larger saving from Building Control trading account	Likely to be achieved by natural turnover	Little impact as workload has reduced considerably due to wider economic conditions	See Note 1 below - No negative impact
A13	Listed Building Advice Income	Tim Burton	10		Already agreed additional support to Exmoor National Park Authority in form of consultation advice	Through amendments to local service level agreements	Will have some negative impact up on TDBC capacity and will slow down production of Conservation Area Appraisals	See Note 1 below - No negative impact
A14	Housing Enabling - Charge to Registered Providers	Tim Burton	25		Introduction of a partnership fee to be levied from main partners on an annual basis (£5k per partner)	Through report to Corporate Scrutiny on 24 November 2011	No impact. Fee reflects that already being charged by Sedgemoor, South Somerset and Mendip	See Note 1 below - No negative impact
A15	Public Conveniences Maintenance	Brian Gibbs	25		Efficiency through change to staff and working practices, not involving closures of any public toilets. This is an 8% reduction in budget.	It is proposed this saving is achieved by combining staffing arrangements with street cleansing section	Minimal impact as it relates to working practices rather than direct service reductions	See Note 1 below - No negative impact
A16	Hanging Baskets	Brian Gibbs	2		Removal of c36 hanging baskets in Taunton and Wellington. This is a 15% reduction of budget and a 10% reduction in the number of baskets provided by the Authority within the Deane.	Removal of hanging baskets from some of the less prominent positions which will also result in a lower maintenance cost	Minimal visual impact as locations will be carefully chosen. Not to be removed from the main town centres	See Note 1 below - No negative impact

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A17	Bedding Plants	Brian Gibbs	10		This forms part of the start of a change to more sustainable planting and the proposal is to remove a number of freestanding mostly cast iron planters and the reduction of the number of bedding plants used in other areas. This represents just over 15% of the total budget but will allow bigger reductions to be made in future years as the areas of bedding decrease. The areas where planters will be removed will be those such as East Reach, St James and Shuttern. The change to sustainable planting and reduced bedding plants will target at first the larger beds away from the town centres such as those in the front of Deane House.	Removal of some of the freestanding planters and start of a gradual change to more sustainable planting.	Minimal visual impact and some of the planters have proved to be high maintenance in recent years due to the height of the planting and ease of vandalism. There will be a reduction in the number of bedding plants produced at the nursery although for the initial period of change more sustainable planting will be produced.	See Note 1 below - No negative impact
A18	Business Support Team - Delete Vacant Post	James Barrah	24		This post is currently vacant.	Deletion of EH Support Assistant vacant post.	Potential for reduced responsiveness to public when contacting EH, placing greater burden on operational staff to provide initial response to customers. Reduced support service provided to officers. Reduced resilience to deal with leave, sickness and other staff absences, and additional pressure on the two remaining staff	See Note 1 below - No negative impact
A19	Licensing Service - Delete Vacant Post	James Barrah	33		Licensing has suffered a downturn in the number of applications due to the current economic climate. Income has dropped accordingly and the likely income for the next few years has been revised and fed in to the MTFP. For 2010/11 income was down £51K against budget. It is anticipated that income will drop by £50K against budget in 2011/12, and continue to decrease until economic recovery is more advanced and business confidence grows in the entertainment and hospitality trade.	Review Licensing staffing position in light of reduced income. There is little scope to reduce licensing costs, other than through a restructure where it is recommended that the number of Licensing Officers is reduced from 3.0FTE to 2.0FTE.	This change is considered manageable due to the fact that as income drops the work of the team in terms of processing applications and enforcement reduces, but it will put increased pressure on the remaining staff and potentially reduce response times and service standards. Resilience and cover for absences will be greatly reduced also. There will be a significant reduction in the amount of proactive enforcement work undertaken.	See Note 1 below - No negative impact

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A20	Environmental Health Staffing	James Barrah	25			Reduction in staffing in Environmental Health service by deleting a vacant part-time Scientific Officer post.	Reduced ability to deliver air quality work programme in particular. This saving in the current budget is used to support consultancy concerning air quality. Capacity will need to be found in-house to cover our air quality responsibilities.	See Note 1 below - No negative impact
A21	Recharges to HRA - Community Services Manager	James Barrah	12		Allocation of management costs currently based on headcount salary split 70:30 GF:HRA.	Revise allocation based on actual time spent on HRA matters to 50:50 GF:HRA.	No impact on service delivery. This more accurate HRA/GF allocation provides saving of 12.5K to GF, with consequent same additional cost to HRA.	See Note 1 below - No negative impact
A22	Recharges to HRA - Business Support Lead	James Barrah	8		Allocation of management costs currently based on headcount salary split 70:30 GF:HRA.	Revise allocation based on actual time spent on HRA matters to 50:50 GF:HRA.	No impact on service delivery. This more accurate HRA/GF allocation provides saving of 8K to GF, with consequent same additional cost to HRA.	See Note 1 below - No negative impact
A23	Civil Contingencies	James Barrah	9			Removal of small budget set aside for local initiatives, but leaving budget for TDBC contribution to County Wide Civil Contingencies partnership intact.	Reduces TDBC ability to undertake additional activities over and above that provided via the partnership, for example provision of training and purchase of relevant equipment.	See Note 1 below - No negative impact
A24	CCTV Reduce Coverage	James Barrah	20		Each of our 65 cameras has an approximate running cost of £4k per camera. This figure is comprised of a monitoring fee as per our contract with SDC and BT line connection.	Reduction in coverage by stopping monitoring of 6 of the lowest use cameras. For each camera we propose to retain the BT connections so that cameras can be switched back on if required but will not be maintaining these cameras. The BT element of the cost varies for each location. It is proposed to cease monitoring of 2 cameras in each of Kilkenny, Belvedere and Tower Street car parks.	Impact on Avon & Somerset Police and the potential for crime detection rates to decrease. Although not all of TDBC Car parks currently have CCTV, where present it provides reassurance and a level of protection for our parking enforcement staff whilst undertaking duties in these areas.	See Note 1 below - No negative impact
A25	Internal Audit Plan Reduction	Richard Sealy	14		Reduces costs of SWAP by 10% (£14k). This can be achieved without detrimentally impacting on level of assurance provided (See 'Impact')	Reduce purchased audit days from 470 to 420.	No significant impact. Due to audit process improvements and efficiencies through TDBC/SCC using the same back office software (SAP)	See Note 1 below - No negative impact
TOTALS			332	55				

Note

1 Equalities Impact: These options have been screened in relation to the elimination of discrimination, the advancement of equality or opportunity and promoting community relations. The outcome of the initial screening concluded that this option would not have a negative impact on those with the following protected characteristics, age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation, marriage or civil partnership, "No negative impact" has been shown above.

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A17	Bedding Plants	Brian Gibbs	10		This forms part of the start of a change to more sustainable planting and the proposal is to remove a number of freestanding mostly cast iron planters and the reduction of the number of bedding plants used in other areas. This represents just over 15% of the total budget but will allow bigger reductions to be made in future years as the areas of bedding decrease. The areas where planters will be removed will be those such as East Reach, St James and Shuttern. The change to sustainable planting and reduced bedding plants will target at first the larger beds away from the town centres such as those in the front of Deane House.	Removal of some of the freestanding planters and start of a gradual change to more sustainable planting.	Minimal visual impact and some of the planters have proved to be high maintenance in recent years due to the height of the planting and ease of vandalism. There will be a reduction in the number of bedding plants produced at the nursery although for the initial period of change more sustainable planting will be produced.	See Note 1 below - No negative impact
A18	Business Support Team - Delete Vacant Post	James Barraah	24		This post is currently vacant.	Deletion of EH Support Assistant vacant post.	Potential for reduced responsiveness to public when contacting EH, placing greater burden on operational staff to provide initial response to customers. Reduced support service provided to officers. Reduced resilience to deal with leave, sickness and other staff absences, and additional pressure on the two remaining staff	See Note 1 below - No negative impact
A19	Licensing Service - Delete Vacant Post	James Barraah	33		Licensing has suffered a downturn in the number of applications due to the current economic climate. Income has dropped accordingly and the likely income for the next few years has been revised and fed in to the MTFP. For 2010/11 income was down £51K against budget. It is anticipated that income will drop by £50K against budget in 2011/12, and continue to decrease until economic recovery is more advanced and business confidence grows in the entertainment and hospitality trade.	Review Licensing staffing position in light of reduced income. There is little scope to reduce licensing costs, other than through a restructure where it is recommended that the number of Licensing Officers is reduced from 3.0FTE to 2.0FTE.	This change is considered manageable due to the fact that as income drops the work of the team in terms of processing applications and enforcement reduces, but it will put increased pressure on the remaining staff and potentially reduce response times and service standards. Resilience and cover for absences will be greatly reduced also. There will be a significant reduction in the amount of proactive enforcement work undertaken.	See Note 1 below - No negative impact

TAUNTON DEANE BOROUGH COUNCIL - 2012/13 BUDGET SAVINGS PLAN

Ref	Description of Saving	Lead Officer	Amount Ongoing £'000	Amount One Off £'000	Comments	How	Impact	Equalities Impact
A20	Environmental Health Staffing	James Barrah	25			Reduction in staffing in Environmental Health service by deleting a vacant part-time Scientific Officer post.	Reduced ability to deliver air quality work programme in particular. This saving in the current budget is used to support consultancy concerning air quality. Capacity will need to be found in-house to cover our air quality responsibilities.	See Note 1 below - No negative impact
A21	Recharges to HRA - Community Services Manager	James Barrah	12		Allocation of management costs currently based on headcount salary split 70:30 GF:HRA.	Revise allocation based on actual time spent on HRA matters to 50:50 GF:HRA.	No impact on service delivery. This more accurate HRA/GF allocation provides saving of 12.5K to GF, with consequent same additional cost to HRA.	See Note 1 below - No negative impact
A22	Recharges to HRA - Business Support Lead	James Barrah	8		Allocation of management costs currently based on headcount salary split 70:30 GF:HRA.	Revise allocation based on actual time spent on HRA matters to 50:50 GF:HRA.	No impact on service delivery. This more accurate HRA/GF allocation provides saving of 8K to GF, with consequent same additional cost to HRA.	See Note 1 below - No negative impact
A23	Civil Contingencies	James Barrah	9			Removal of small budget set aside for local initiatives, but leaving budget for TDBC contribution to County Wide Civil Contingencies partnership intact.	Reduces TDBC ability to undertake additional activities over and above that provided via the partnership, for example provision of training and purchase of relevant equipment.	See Note 1 below - No negative impact
A24	CCTV Reduce Coverage	James Barrah	20		Each of our 65 cameras has an approximate running cost of £4k per camera. This figure is comprised of a monitoring fee as per our contract with SDC and BT line connection.	Reduction in coverage by stopping monitoring of 6 of the lowest use cameras. For each camera we propose to retain the BT connections so that cameras can be switched back on if required but will not be maintaining these cameras. The BT element of the cost varies for each location. It is proposed to cease monitoring of 2 cameras in each of Kilkenny, Belvedere and Tower Street car parks.	Impact on Avon & Somerset Police and the potential for crime detection rates to decrease. Although not all of TDBC Car parks currently have CCTV, where present it provides reassurance and a level of protection for our parking enforcement staff whilst undertaking duties in these areas.	See Note 1 below - No negative impact
A25	Internal Audit Plan Reduction	Richard Sealy	14		Reduces costs of SWAP by 10% (£14k). This can be achieved without detrimentally impacting on level of assurance provided (See 'Impact')	Reduce purchased audit days from 470 to 420.	No significant impact. Due to audit process improvements and efficiencies through TDBC/SCC using the same back office software (SAP)	See Note 1 below - No negative impact
TOTALS			332	55				

Note

1 Equalities Impact: These options have been screened in relation to the elimination of discrimination, the advancement of equality or opportunity and promoting community relations. The outcome of the initial screening concluded that this option would not have a negative impact on those with the following protected characteristics, age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation, marriage or civil partnership, "No negative impact" has been shown above.

APPENDIX B

EQUALITY IMPACT ASSESSMENTS FOR SAVINGS PLANS

- **Staff terms and conditions review**
- **Reduction in Voluntary and Community Sector Grants Budget**

Equality Impact Assessment – Staff Terms and Conditions Review and Transport Arrangements

Responsible person	Martin Griffin	Job Title – Retained HR Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy or service	
	Change to Policy or Service	1. Review of Parking Charges for Staff; 2. Closure of Childcare Subsidy Scheme
	Budget/Financial decision – MTFP	Required as part of the Budget Strategy Project.
	Part of timetable	
What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)	1. Review of Parking Charges for Staff; 2. Closure of Childcare Subsidy Scheme	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy?	1. To reflect the benefit that staff have in parking at Deane House and current agreement supports the use of income to develop travel plan initiatives. 2. Scheme was introduced as a recruitment and retention benefit.	
Which protected groups are targeted by the policy?	1. None 2. Pregnancy and Maternity, Sex	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	All of the above schemes/benefits are available to some groups of staff or all staff and an analysis has been compiled for each of the four schemes which shows which staff benefit from the scheme currently, may benefit from new schemes or will be affected by their withdrawal. Information gathered includes details of gender, disability, ethnicity, age, full time equivalent value and is available within HR and has been shared as part of the discussions with UNISON.	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality		
1. The current scheme applies to all staff eligible for a permit and these proposals will increase the charges on the same basis which already include making pro		

rata reductions for part time staff. Low pay issues have been analysed.

2. The Scheme only applies to female employees who qualify through service and maternity; impending changes to maternity leave and the ability to benefit for Childcare Vouchers already supported by the Council mean there is an alternative available. The Scheme does not cover adoption.

I have concluded that there is/should be:

No major change - no adverse equality impact identified	
Adjust the policy	
Continue with the policy	Staff Parking Charges - That the charges should continue.
Stop and remove the policy	Childcare Subsidy - Continue with stopping the scheme but protect current members for the current payments and allow staff who are on maternity when the scheme ends to be allowed to join the scheme.

Reasons and documentation to support conclusions

Section four – Implementation – timescale for implementation

Subject to member approval during October to December 2011 and consultation/negotiation with UNISON to achieve a Collective Agreement for implementation of all scheme changes on 1 April 2012.

Section Five – Sign off

Responsible officer Martin Griffin
Date 28 September 2011

Management Team
Date

Section six – Publication and monitoring

Published on

Next review date

Date logged on Covalent

Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

Actions table						
Service area	Retained HR			Date	28 September 2011	
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions	

Equality Impact Assessment – Reduction in Voluntary and Community Sector Grants Budget

Responsible person	Simon Lewis	Job Title: Strategy Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy or service	
	Change to Policy or Service	
	Budget/Financial decision – MTFP	Yes
	Part of timetable	
What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)	The Council is being asked to identify a 40% reduction in its budget. As a contribution to this, it is seeking to reduce the Voluntary and Community Sector Grants budget by 12.8% (£30k) in 2012/13	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy?	<p>The budget allows the Council to support VCS organisations that support the Council’s corporate aims and provide services that help vulnerable communities. The VCS provides services, facilities, advice and activities for many people in the wider community and TDBC service users</p> <p>The aim is to reduce the grant budget by 12.8% which will equate to a £30k cut in 2012/13. Furthermore, there is a proposal to revisit all organisations receiving funding in Spring 2012 and ensure outcomes supports the Councils own objectives and provides value for money.</p> <p>A separate report will be taken to Community Scrutiny on 6th December with a range of proposals for making the budget reduction for 2012/13 and a proposed councillor/officer commissioning panel for determining allocations from 2013/14. This report will include a more detailed Equality Impact Assessment to show the impact of the 2012/13 reduction.</p> <p>The report will include proposals to undertake full consultation with affected organisations and identify mitigating measures to help organisations identify alternative funding / support where possible.</p> <p>The proposal falls within the guidance provided by Eric Pickles that reductions should be proportionate and reasonable to the Council’s own budget cuts.</p>	

Which protected groups are targeted by the policy?	The VCS budget funds organisations that support people that fall in the following protected groups: Age, Disability, Race, Sex, Sexual Orientation, Transgender. Cuts in funding could potentially affect one or more of these groups.	
<p>What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used</p> <p>The information can be found on....</p>	<p>We have data on:</p> <ol style="list-style-type: none"> 1. Characteristics of the district – clear numbers involved for each category 2. Number of applications made by each group over last 3 years 3. Reason for each application – clear idea of why organisations are applying for grants <p>The Council has a range of reports and evidence that identifies needs of different protected groups such as:</p> <ol style="list-style-type: none"> 1. Women’s Equality Network in Somerset research report – 2011 2. Somerset Black Development Agency research report – 2011 3. Quality of life survey (Disabled people) 4. SDC Disabled consultation - May 2010 <p>Further work will be required to engage and consult with grant recipients to understand the impact of funding reductions. This will take place if the Executive supports the detailed proposals report on 7th December 2011.</p>	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality		
This detail will be provided in the report to Community Scrutiny on 6 th December 2011.		
I have concluded that there is/should be:		
No major change - no adverse equality impact identified		
Adjust the policy		
Continue with the policy	This can be reviewed in more detail at Community Scrutiny 6 th December	
Stop and remove the policy		

Reasons and documentation to support conclusions

The engagement activity with the affected group will identify the impacts. The grant reduction has to take place in order to meet the budget deficit and the mitigation actions (see action planning below) will be put in place to limit the impact as much as possible

Section four – Implementation – timescale for implementation

Recommendation on budget reduction to Corporate Scrutiny: 6th December 2011
Decision required on organisations affected by funding reductions in 2012/13: 7th December 2011
Engagement with affected organisations: Dec to March 2012
Other grant SLAs to be rolled forward for 1 year for 2012/13: April 2012
Development of SLA's and agreement of grant allocations for 2013/14 (councillor / officer commissioning panel): July 2012.

Section Five – Sign off

Responsible officer: Simon Lewis Date: 27/10/11	Management Team Date
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Section six – Publication and monitoring

Published on

Next review date

Date logged on Covalent

Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

Service area	Voluntary and Community Sector Grants		Date	1 st November 2011		
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions	
Potential viability issues for VCS organisations	Work with all groups to identify additional funding sources they could utilise.	VCS Groups / Strategy Unit	March 2012	Officer / Councillor VCS Group	Alternative funding may potentially be available (see action below)	
Potential viability issues for VCS organisations	Continue to provide Grantfinder and GrantNet to support organisations and individuals identify and apply for alternative grants.	Strategy Unit	Funded from Dec 2011 to Dec 2012 and then will review again	Usage statistics and feedback from users	Understand how useful this tool is and whether it helps groups attract funding	
Potential viability issues for VCS organisations	Consider other means of supporting VCS organisations such as use of TDBC facilities at nominal rent	Strategy Lead & VCS organisations	March 2012	Officer / Councillor VCS group	Depending on interest from VCS orgs, we can build this into the review of our assets	
Potential viability issues for VCS organisations	Specific actions to be determined following decisions by Executive (more detail in Dec Executive report)					