

POLICY AND RESOURCES

CABINET BOARD

4 SEPTEMBER 2014

FINANCE AND CORPORATE SERVICES

**REPORT OF THE DIRECTOR OF
FINANCE AND CORPORATE SERVICES – H. J. JENKINS**

INDEX OF REPORT ITEMS

Part 1 - Doc. Code: PRB-040914-REP-FS

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2. Miscellaneous Grants		All

1. MONITORING REPORT ON EXISTING FFP SAVINGS

1.1 Introduction

This report seeks to give members an update on progress against the current savings proposals as approved by Members at its January 2014 meeting in the Forward Financial Plan (FFP) for the Corporate Services Directorate.

1.2 Background

The current FFP provides savings strategies that enable the Council to set a balanced budget each year. The current plan covers the period 2014/15 (current year) to 2017/18.

Each of the five Heads of Service in Corporate Services has responsibility for delivering a number of the strategies in the FFP and the following paragraphs give details of whether or not there is an expectation that the 2014/15 savings associated with the strategies will be achieved.

A full list of the Corporate Services' savings strategies are attached as Appendix 1.

1.3 Current position on FFP proposals

Head of Human Resources (Mr G. Jones) is the responsible officer for strategies numbered Corp 525 to Corp 526. All strategies are currently on target to deliver the stated savings in full.

Head of Corporate Strategy and Democratic Services (Mrs Karen Jones) is the responsible officer for strategies Corp 527 to Corp 557. Of these, only Corp 531 will not be delivered, however alternative savings have been identified through vacancy savings within the service. All the other strategies are on target to be delivered in full.

Head of ICT Services (Mr Steve John) is the responsible officer for strategies numbered Corp 558 to Corp 564. Currently, all strategies are on target to deliver the stated savings in full.

Head of Legal Services (Mr David Michael) is the responsible officer for strategies numbered Corp 504 to Corp 519. All these strategies are on target to deliver the stated savings in full.

Head of Financial Services (Mr David Rees) is the responsible officer for strategies numbered Corp 520 to Corp 524. Only Corp 520 will not be delivered, due to delays in the Department of Work and Pensions' implementation of their proposals with regard to the administration of Housing Benefits. In terms of 2014/15, the savings will be achieved through vacancy savings in the division. All the other strategies identified will be achieved in full.

For the future years, some alternative savings strategies and proposals will be brought to Members for approval as part of the 2015/16 budgeting process.

Recommendation

- 1.4 It is recommended that Members note the position for delivering the savings in the current financial year and that some alternative proposals will be submitted for future years' savings as part of the 2015/16 budget process.

Reason for proposed decision

- 1.5 To ensure that savings proposals included within the 2014/15 Budget and FFP to 2017/18 are on target for delivery.

List of Background Papers

- 1.6 Budget 2014-15 and Forward Financial Plan savings to 2017-18.

Appendices

Appendix 1 – Corporate Savings Strategy.

Wards Affected

All.

Officer Contact

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COMPLIANCE STATEMENT

1. MONITORING REPORT ON EXISTING FFP SAVINGS

(a) Implementation of Decision

The decision is proposed for implementation after the 3 day call-in period.

(b) Sustainability Appraisal

Community Plan Impacts:

Economic Prosperity	Positive
Education and Lifelong Learning	Positive
Better Health and Well Being	Positive
Environment and Transport	Positive
Crime and Disorder	No impact

Other Impacts:

Welsh Language	No impact
Sustainable Development	Neutral
Equalities	Positive
Social Inclusion	Positive

(c) Consultation

There has been no requirement under the Constitution for external consultation on this item.

Corporate Savings Strategy

Appendix 1

Ref	Board	Description	Lead	Main Impacts	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000
CORP504	PRB	Support Services/Childcare Legal	D Michael	Savings from utilising additional childcare funds	30.0	0.0	0.0	0.0
CORP505	PRB	Childcare Legal	D Michael	Fees & savings in running costs	10.0	0.0	0.0	0.0
CORP506	PRB	Legal	D Michael	Bring in house and procure legal work	10.0	50.0	0.0	0.0
CORP507	PRB	Property/Corporate Law	D Michael	Delete paralegal post (1fte) & contracts officer post (1fte)	41.0	0.0	0.0	0.0
CORP508	PRB	Childcare Legal	D Michael	Reduce running costs and agency staff	8.0	0.0	0.0	0.0
CORP509	PRB	Childcare Legal	D Michael	Reduce external legal fees	7.5	7.0	0.0	0.0
CORP510	PRB	Childcare Legal	D Michael	Delete legal typist (1fte)	14.0	0.0	0.0	0.0
CORP511	PRB	Litigation/ commercial law	D Michael	Bring service in house - currently purchased from another authority	30.0	0.0	0.0	0.0
CORP512	PRB	Litigation/ commercial law	D Michael	Reduce cost of insurance legal work	0.0	30.0	0.0	0.0
CORP513	PRB	Registrar	D Michael	Increase income and reduce cost of supplies & services	6.0	0.0	0.0	0.0
CORP514	PRB	Mailroom	D Michael	Increase income/reduce base budget	20.0	0.0	0.0	0.0
CORP515	PRB	Corporate Support	D Michael	Reduce salary budget and reduce supplies & services	7.0	0.0	0.0	0.0
CORP516	PRB	Legal Dept.	D Michael	Reduce books & periodicals	3.0	0.0	0.0	0.0
CORP517	PRB	Legal	D Michael	Deletion of trainee solicitor post after post holder qualifies.	25.0	0.0	0.0	0.0
CORP518	PRB	Legal	D Michael	Support services ER/VR	41.0	0.0	0.0	0.0
CORP519	PRB	Legal	D Michael	Salary budget - pension cost savings	14.0	0.0	0.0	0.0
CORP520	PRB	Benefits	D Rees	Rationalisation of benefit work & changes from DWP	27.0	57.0	27.0	27.0
CORP521	PRB	Finance & Revenues - staff savings	D Rees	Restructure of service and systems. Savings created from deletion of vacant posts and VR exercise.	340.0	65.0	0.0	0.0
CORP522	PRB	Misc. Expenditure Heads	D Rees	Base budget and procurement reductions across various expenditure heads	79.0	110.0	0.0	0.0

Corporate Savings Strategy

Appendix 1

Ref	Board	Description	Lead	Main Impacts	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000
CORP523	PRB	Finance & Revenues - IT costs	D Rees	Saving in running costs	12.0	0.0	0.0	0.0
CORP524	PRB	Fin Serv & Revs	D Rees	Staff savings - ERVR	200.0	39.0	0.0	0.0
CORP525	PRB	Rationalisation and re-modelling of functions and services	G Jones	Staff restructure	42.0	43.0	38.0	36.0
CORP526	PRB	Human Resources/Unions	G Jones	Service review - staff reductions	130.0	33.0	0.0	0.0
CORP527	PRB	Customer contact - remodel one stop shop services at Pontardawe - integration of OSS with other services operating from that office	K Jones	Reduction in posts corporate strategy	20.0	0.0	0.0	0.0
CORP528	PRB	Rationalisation and re-modelling of functions and services	K Jones	14/15 savings identified - reduction in posts - communications £44k, reduction in mayoralty £15k. Future year strategy yet to be identified	59.0	61.0	54.0	50.0
CORP529	PRB	One Stop Shop/Customer Services	K Jones	Increase fees & charges - identity photographs	5.0	0.0	0.0	0.0
CORP530	PRB	One Stop Shop/Customer Services	K Jones	Reduce staff hours - voluntary via flexible working	10.0	0.0	0.0	0.0
CORP531	PRB	One Stop Shop/Customer Services	K Jones	De-clustering of CSO (customer services officer) posts	12.5	12.5	0.0	0.0
CORP532	PRB	One Stop Shop/Customer Services	K Jones	Reduce stationery, uniforms	0.5	0.0	0.0	0.0
CORP533	PRB	One Stop Shop/Customer Services	K Jones	Reduce staff as more services placed on-line	0.0	30.0	0.0	0.0
CORP534	PRB	Electoral	K Jones	Income generated through introduction of individual electoral registration	0.0	20.0	0.0	0.0
CORP535	PRB	Civic and Mayoralty	K Jones	Cease twinning activities	2.0	0.0	0.0	0.0
CORP536	PRB	Civic and Mayoralty	K Jones	Reduce expenditure on mayoralty	10.0	0.0	0.0	0.0
CORP537	PRB	Democratic Services	K Jones	Reduce contribution to member IT costs	3.0	0.0	0.0	0.0
CORP538	PRB	Democratic Services	K Jones	Reduce stationery budget - committee admin	0.0	10.0	0.0	0.0
CORP539	PRB	Democratic Services	K Jones	Cease production of council diary	2.0	0.0	0.0	0.0
CORP540	PRB	Democratic Services	K Jones	Reduce staff hours -voluntary via flexible working	7.0	0.0	0.0	0.0
CORP541	PRB	Democratic Services	K Jones	Modernise service - reduce staff costs	0.0	25.0	0.0	0.0
CORP542	PRB	Democratic Services	K Jones	Stop courier service for members	0.0	10.0	0.0	0.0
CORP543	PRB	Democratic Services	K Jones	Stop teas, coffees etc. for all meetings	2.0	0.0	0.0	0.0

Corporate Savings Strategy

Appendix 1

Ref	Board	Description	Lead	Main Impacts	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000
CORP544	PRB	Corporate Strategy	K Jones	Reduce printing expenditure	3.0	0.0	0.0	0.0
CORP545	PRB	Corporate Strategy	K Jones	Reduce corporate health group budget	2.0	0.0	0.0	0.0
CORP546	PRB	Corporate Strategy	K Jones	Reduce comms & marketing budget - engagement activities	5.0	0.0	0.0	0.0
CORP547	PRB	Corporate Strategy	K Jones	Remove contribution to third parties budget	15.0	0.0	0.0	0.0
CORP548	PRB	Corporate Strategy	K Jones	Reduce Wales Audit Office fees	5.0	0.0	0.0	0.0
CORP549	PRB	Corporate Strategy	K Jones	Remove contribution to surveys budget - engagement activities	5.0	0.0	0.0	0.0
CORP550	PRB	Corporate Strategy	K Jones	Reduce older persons strategy budget - engagement activities	3.0	0.0	0.0	0.0
CORP551	PRB	Corporate Strategy	K Jones	Reduce number of newspapers purchased	0.7	0.0	0.0	0.0
CORP552	PRB	Change Management	K Jones	Reduce activity	110.0	0.0	0.0	0.0
CORP553	PRB	CEX - General Dept.	K Jones	Reduce salaries budget - HoS flexible retirement and other budget reductions	50.0	0.0	0.0	0.0
CORP554	PRB	CEX - General Dept.	K Jones	Remove wellbeing budget	1.0	0.0	0.0	0.0
CORP555	PRB	CEX - General Dept.	K Jones	Remove safeguarding budget	6.0	0.0	0.0	0.0
CORP556	PRB	CEX - General Dept.	K Jones	Vacancy factor	35.0	0.0	0.0	0.0
CORP557	PRB	CEX	K Jones	Staff savings - corporate strategy and communications team	54.0	0.0	0.0	0.0
CORP558	PRB	ICT staff reductions	S John	Efficiencies, recharge costs to projects, transformation reserve	30.0	30.0	30.0	30.0
CORP559	PRB	ICT	S John	Reduce employee support costs	37.0	0.0	0.0	0.0
CORP560	PRB	ICT	S John	Reduce Hardware and software budgets	140.0	0.0	0.0	0.0
CORP561	PRB	ICT	S John	Staff savings via ER/VR and deletion of posts	90.0	70.0	0.0	0.0
CORP562	PRB	ICT	S John	Reduce contribution into IT renewals reserve	100.0	0.0	0.0	0.0
CORP563	PRB	Procurement	S John	Reduce base budget	15.0	0.0	0.0	0.0
CORP564	PRB	ICT	S John	Reduction in hardware purchases	50.0	0.0	0.0	0.0

2. MISCELLANEOUS GRANTS APPLICATIONS

Existing Policy Statement

- 2.1
- a) Each application will be considered on its merits.
 - b) The Committee will only approve applications for financial assistance from voluntary or charitable organisations which are manifestly committed to voluntary endeavours of a local nature. This will not preclude the consideration of applications where the disposal of funds is outside the area but still provides significant benefits for the people from the Neath Port Talbot area.
 - c) No applications will be considered from religious bodies except relating to church halls and other premises where there is significant community use of the property for non-religious activities.
 - d) No applications will be considered from other public funded bodies such as community councils, hospital trusts, etc. or where the benefit may be in lieu of their contributions such as appeals for hospital equipment.
 - e) Applications from individuals may be considered where both the person and the community derive a benefit.
 - f) No grants will be made to any individual or organisation whose prime purpose is to distribute their funds to other charitable bodies.

Budget for 2014/15

- 2.2 The following grants are included and have been approved within this budget:-

	Budget 2014/15 £
Citizen Advice Bureau	82,680
Neath Port Talbot Council for Voluntary Service	45,494
Racial Equality Council	15,900
Maintenance of Mechanics Institute (in lieu of grant aid to Antiquarians & Archives)	14,037
West Glamorgan Association for the Blind	2,100
One-off grants	949
Total	<u>161,160</u>

New Grant Applications

2.3 Please see Appendix 2.

Recommendation

2.4 It is recommended that Members:

- Decide on the applications set out in Appendix 2.

Reason for proposed decision

2.5 To decide on the funding application.

List of Background Papers

Letters of application.

Appendices

Appendix 2 –Miscellaneous Grant Applications.

Wards Affected

Various.

Officer Contact

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COMPLIANCE STATEMENT

MISCELLANEOUS GRANTS APPLICATIONS

(a) **Implementation of Decision**

The decision is proposed for implementation after the 3 day call-in period.

(b) **Sustainability Appraisal**

Community Plan Impacts:

Economic Prosperity	Positive
Education and Lifelong Learning	Positive
Better Health and Well Being	Positive
Environment and Transport	Positive
Crime and Disorder	No impact

Other Impacts:

Welsh Language	No impact
Sustainable Development	Neutral
Equalities	Positive
Social Inclusion	Positive

(c) **Consultation**

There has been no requirement under the Constitution for external consultation on this item.

APPENDIX 2**MISCELLANEOUS GRANT APPLICATIONS**

Applicant	Purpose	Amount Request/ Cost of "Project"	Previous Support	Comments
Glyncorrgw AFC Glyncorrgw	Lease of Playing Field at Ynyscorrgw Park, Glyncorrgw	£700 p.a.	None	25 year lease with rent reviews every 5 years. Previously grant aided as part of Affiliated Sports Clubs of Glyncorrgw company (now dissolved) for football and rugby
Trustees of Glyncorrgw RFC Glyncorrgw	Lease of Playing Field at Ynyscorrgw Park, Glyncorrgw	£1100 p.a.	None	25 year lease with rent reviews every 5 years. Previously grant aided as part of Affiliated Sports Clubs of Glyncorrgw company (now dissolved) for football and rugby
Neath Pensioners Association Neath	Lease of the Neath Pensioners' Association Hall Neath	Increase of annual rent of £2,650 backdated to 1 April 2011	Grant of £2400 to fully cover rent in place since April 2006	25 year lease since 1 April 2006. Rent initially set at £2400 p.a. subject to 5 yearly rent reviews. Grant at 90% to be offered from April 2014, to be reviewed in line with rent review period. Grant to fully cover

				backdated rent to April 2011
Pontardawe Arena Partnership Pontardawe	Natural Play Area Glantawe Riverside	£350 p.a.	None	25 year lease with rent reviews every 5 years. Grant request to cover rent subject to review in line with rent review period
Pontardawe Arena Partnership Pontardawe	Glantawe Riverside Park	£2,000 p.a. with effect from 1 December 2013	Peppercorn rent of £1.00 p.a. since December 2008 for 5 years	25 year lease with rent reviews every 5 years.

