

DIRECTORATE BUDGET SAVINGS PROPOSAL SUMMARY 2021/22

Dir.	Ref	Proposal	Savings Proposal				Savings Progress			
			Employee Costs	Other Spend	Income	Total	Achieved	Projected	Unachieved	Comments
			£000	£000	£000	£000	£000	£000	£000	
Efficiency Savings										
CMT	E1	Reduce Budget for Past Service Contributions A review of past service contributions to pension funds in respect of ex-employees has identified savings of £63,000.	63	0	0	63	25	63	0	Based on expenditure to date, it is assumed that this saving will be partly achieved
Corporate Management - Efficiency Total			63	0	0	63	25	63	0	
Economic Development	E2	Ground Maintenance Efficiencies Reduction in sub contracting costs, equipment & materials and green waste disposal.		30		30	22	30	0	This saving relates to reduced budgets for sub-contractors, equipment & materials and green waste and is anticipated to be achieved in full.
	E3	Increase Income at Channel View Increase Gym memberships.			25	25	15	25	0	This saving is anticipated to be achieved in full and will be assessed as year progresses
	E4	Bute Park Management - Education & Training Centre / Maintenance Activities Reductions in overtime budget / vehicle recharges / advertising & marketing and the purchase of trees and shrubs.	3	11		14	10	14	0	This saving relates to various reduced budget headings in Bute Park and is projected to be achieved in full throughout the year
	E5	Review of staffing resources in Parks, Sport and Leisure Undertake a review of business administration and Management within Outdoor sport, Parks and Leisure to seek efficiencies through staff structures (2 FTE).	50			50	50	50	0	Vacant posts and reduced working hours already in place prior to year start
	E6	Increase Income from Cardiff Motocross Site Additional enrolments on the vocational education programme for 11 to 16 year olds.			16	16	12	16	0	This saving is anticipated to be achieved in full
	E7	Increase Income from Cardiff Business Technology Centre (CBTC) and Workshop Estate Increase in rental income.			20	20	15	20	0	It is anticipated that this saving will be achieved through increased rental income.
	E8	Review of staffing resources in Management and Support Services Delete part-time post in Economic Development (0.2 FTE).	12			12	12	12	0	This saving has been achieved and the post has been deleted.
	E9	City Centre Management Fund Ambassador post from earmarked reserves for one year.			28	28	28	28	0	It is anticipated that these savings will be achieved in full.
	E10	Review of staffing resources in Security Service Deletion of vacant Security Officer post within Security Service.	26			26	26	26	0	This saving has been achieved in full.
	E11	St David's Hall - Building Management System Saving Installation of the upgraded Building Management System allows the service to reduce the requirement for on site technical support resulting in reduction in overtime.		45		45	34	45	0	This saving is anticipated to be achieved in full.
	E12	St David's Hall - Cost reductions across all Expenditure headings		200		200	0	0	200	Due to enforced closure of the venue as a result of the pandemic this saving has not been achieved.
	E13	Review of staffing resources at St David's Hall Delete vacant Grade 4 post.	27			27	27	27	0	This saving has been achieved in full and the post has been deleted.
	E14	Review of staffing resources in Tourism Delete post in Tourism with part of resultant saving being used to write out an unachievable income target. Revised operating model and consideration of regional working will mitigate impact on the Business Events development team.	10			10	10	10	0	This saving has been achieved in full.
	E15	Remove Office Rationalisation budget as no longer required		92		92	92	92	0	This saving has been achieved as payments to Global Link are no longer required.
E16	Review of staffing resources in Strategic Estates Small Restructure in Strategic Estates which will result in deletion of vacant Grade 7 post.	30			30	30	30	0	This saving has been achieved in full.	

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Economic Development	E17	Increase Income from Property Estate Through the letting of vacant units and rent review uplifts.			35	35	35	35	0	This saving has been achieved in full.
	E18	Alternative Provision of Cardiff Castle Cafe Reduce the cost of delivering Cardiff Castle Café.	30			30	0	0	30	This saving is not anticipated to be achieved this year.
	E19	Introduction of flexible/agile opening hours at Cardiff Castle based on business demand and market forces Reduction of hours of agency staff.	20			20	15	20	0	It is anticipated that these savings will be achieved in full.
	E20	Shared Regulatory Service Business Plan Reduction in Base Budget contribution.		79		79	79	79	0	This saving relates to a contribution to SRS that has reduced and has been achieved in full.
	E21	Building Maintenance Better Control of expenditure resulting in targeted savings.		30		30	22	30	0	It is anticipated that these savings will be achieved in full.
	E22	Review of staffing resources in Facilities Management Deletion of one post.	25			25	25	25	0	This saving has been achieved in full.
	E23	Economic Development function Fund equivalent of one post from earmarked reserves for one year.			39	39	39	39	0	This saving has been actioned.
	E24	Parks, Sport and Leisure Efficiencies Budget reduced to match spending.	10		8	18	13	18	0	This saving relates to various reduced budget headings across Parks Sport & Leisure and is forecasted to be achieved in full.
	E25	Increase Income from Property Estate			15	15	15	15	0	This saving has been achieved in full
Economic Development - Efficiency Total			243	487	186	916	626	686	230	
Education	E16	Review of staffing resources in Business Support Deletion of two vacant posts.	60			60	0	0	60	The saving has not been achieved and is delayed.
	E17	Reduction in meeting costs Reduction in the costs associated with external meetings by using online forums.		5		5	5	5	0	This saving has been achieved in full
	E18	Reduction in contribution to Central South Consortium Further reduction to annual contribution towards Central South Consortium.		13		13	13	13	0	This saving has been achieved in full
	E19	Directorate Vacancy Management Target Continue weekly management of vacancies via the Education Management Team meetings with an annual target of achieving £50k of savings.	50			50	30	50	0	It is anticipated that these savings will be achieved in full.
	E20	Reduction in budget for Early Years Placements A continued reduction in pupil numbers in the early years age groups has resulted in a reduced demand and spend on placements in external nurseries.		60		60	45	60	0	It is anticipated that these savings will be achieved in full.

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	E21	Reduction in centrally retained Business Continuity Budget Improvements in the management of school buildings and clarity regarding the split of responsibility between schools and the local authority resulted in an underspend on this budget in 2019/20. The level of saving proposed reflects the anticipated level of underspend in 2020/21 and into future years.		100		100	80	100	0	It is anticipated that these savings will be achieved in full.
Education - Efficiency Total			110	178	0	288	173	228	60	
Housing and Communities	E22	Printing and Stationery The level of saving proposed reflects the anticipated level spending.		40		40	20	40	0	Budgets were reduced and this saving is expected to be achieved
	E23	Reduced Library purchasing This represents a 7% saving on the book fund budget. Due to the impact of the Coronavirus Pandemic and restrictions in the number of visitors to Hubs/Libraries, coupled with health and safety limitations around access to printed materials, it is proposed to suspend the availability of printed local newspapers during 2021/22. Cardiff Hubs & Library customers are provided with free access to the Press Reader E-resource which provides digital access to 7,500 newspapers and magazines, both local and worldwide. Customers will be supported to use the digital resources during 2021/22 and a continuation of a more digital approach to library services will continue in future years.		40		40	40	40	0	This saving has been achieved
	E24	Citizen Advice Bureau (CAB) Contract - Agreed Reduction This saving reflects the final year of a five year phased reduction in the cost of the Advice Services Contract. The contractual agreement reduced funding by £30k a year for four years and then by £20k in year five.		20		20	20	20	0	Saving achieved in full
	E25	Review of staffing resources in Benefits Assessment Delete the surplus staff hours on the establishment since staff have gone part time.	24			24	24	24	0	This saving has been achieved
	E26	Review of staffing resources in Benefit and Assessment Support Functions Reduction in staff numbers required to deliver support functions in respect of Housing Benefit.	26			26	26	26	0	This saving has been achieved
	E27	Realignment of budgets for the CareFirst trainer Realignment of budgets for the CareFirst trainer to reflect the work that is being undertaken.	38			38	38	38	0	This saving has been achieved
	E28	Review of directorate wide business functions Efficiencies in the directorate wide business support functions following the People & Communities Senior management changes.	40			40	40	40	0	This saving has been achieved
	E29	Review of staffing resources in Tenant Participation Delete 2 Tenant Participation Officers and integrate the Tenant Participation Team within the Hubs' Community Inclusion Team.	65			65	65	65	0	This saving has been achieved
Housing & Communities - Efficiency Total			193	100	0	293	273	293	0	
P&P	E30	Review of staffing resources in Policy and Partnerships and Performance Management Restructure of Policy, Partnerships and Performance Management teams to create new Performance and Insight Service. Net FTE impact 2.8	138			138	138	138	0	This saving has been achieved
	E31	Efficiency Savings in Media and Communications	4			4	3	4	0	The saving is fully expected to be achieved.
Performance & Partnerships - Efficiency Total			142	0	0	142	141	142	0	

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Recycling & Neighbourhood Services	E32	Continuation of Procurement Review Continue to review contracts/ordering to ensure best value.		30		30	23	30	0	This saving is anticipated to be achieved
	E33	Review of Spot Hires Reduce reliance on spot hires through continued review of fleet.		60		60	45	60	0	This saving is anticipated to be achieved
	E34	Change in bag delivery distribution Element of household bag deliveries to be delivered to HUBs and distributed by volunteers rather than council staff.	25	5		30	23	30	0	This saving is anticipated to be achieved
	E35	Increased Income from Fees & Charges Increase in fees and charges (mainly through additional activity at Bessemer Commercial - charging businesses for waste disposal). Also reflects the increase in activity due to improved controls (introduction of the HWRC booking system June 2020). Includes Environmental Enforcement and review of activity levels.			130	130	100	130	0	Income projecting to achieve this savings target.
	E36	New Landfill Gas contract One year saving from development of contract with new supplier.			100	100	100	100	0	Income received - savings target full met.
Recycling & Neighbourhood Services - Efficiency Total			25	95	230	350	291	350	0	
Social Services	E37	Internal Supported Living Review of the internal supported living service including closure of one scheme following move-on of service users, and the potential transfer of another internally provided scheme to the external contract.		300		300	70	140	160	One scheme closed, delay in closure of second scheme.
	E38	Reduction in Placements Review potential to reduce number of placements through reablement opportunities.		150		150	150	150	0	Projected to be achieved based on current placement numbers.
	E39	Increase in use of technology in the provision of care and support packages Further opportunities for the use of technology to support care provision where appropriate, reducing reliance on commissioned care.		94		94	0	0	94	This saving is not anticipated to be achieved
	E40	Delivering Transformation Grant The saving represents an anticipated reduction in contribution to the Vale of Glamorgan to reflect current levels of activity. This has been agreed and the proposed level is consistent with the in-year underspend in this area.		70		70	70	70	0	This saving has been achieved
	E41	Additional Step Down Provision Additional step down provision has been sourced through several providers at a lower cost than current placements.		319		319	80	195	124	Only one additional property identified to date, containing three places. Current savings estimate for final half of the year anticipated to be £195,000.
	E42	Assessment Centre Multi-agency assessment of Young People allowing increased understanding of needs to reduce escalation to higher cost placements and provide increased stability / permanency through the appropriate placement and support provision.		50		50	0	50	0	Falconwood Assessment Centre is not yet operational but projected savings should be achieved through avoidance of residential placements.
	E43	Young Person's Gateway Expand Young Person's Gateway to incorporate an additional 25 places based on the current model. This will have a significant impact on residential placements and allow reduced placement costs and provide service users a faster step down route.		410		410	390	500	(90)	Two Placements have already been delivered totalling £190,000 saving with another two identified. Four further placements will be available in August. Some offsetting costs in relation to staffing.
	E44	Review of Business Support Arrangements Building on the future integration of teams across People & Communities. This saving will be achieved through a combination of a review of the training team and grant funding arrangements, and a wider review of business support arrangements to ensure they are appropriate and maximise digital opportunities.	119		110	229	110	169	60	There are proposals to achieve this saving in full. Implementation timescales mean that it will not be fully delivered in 2021/22.
Social Services - Efficiency Total			119	1,393	110	1,622	870	1,274	348	
& Environment	E45	Increased Income from Statutory Planning Fees Saving reflects the increase in statutory Planning fees agreed by Welsh Government from Sept 2020.			120	120	68	120	0	Current pipeline indicates an optimistic position that target will be achieved supplemented by £184k recovery from LG Hardship Fund.
	E46	Increased Income from Registration Generate additional income through inflationary increases to all fees & charges in respect of ceremonies and certificates.			30	30	22	30	0	This saving is anticipated to be achieved
	E47	Increased Income from Bereavement Generate additional income through an increase to fees & charges in Bereavement services - (3rd year of agreed 3 year plan).			120	120	66	120	0	This saving is anticipated to be achieved
	E48	Increased Income from Temporary Traffic Regulation Orders Generate additional income through an increase for Temporary Traffic Regulation Orders fees to ensure full recovery of costs from developers & capital grants.			45	45	22	45	0	This saving is anticipated to be achieved
	E49	Increased Income from Lamby Way Solar Farm Lamby Way Solar Farm will provide a substantial amount of clean, renewable energy to supply the local electricity grid & connect Council buildings. Continuation of the income generation from electricity at Lamby Way Solar Farm. This is Year 2 of this project. The reduced amount reflects the delay in commencing the Private Wire connection.			20	20	0	0	20	Contractual delays to the private wire connection will result in this saving not being achieved.

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Planning, Transport	E50	Increased Income from Design & Delivery Generate additional income through a combination of: • review of SLA fees (% & chargeable activities) • increased programme of major schemes			162	162	98	162	0	Assumed to be fully achieved but dependent on volume of transport projects.
	E51	Transport Policy - review basis of recharges Improve recharging to ensure full cost recovery from grant-funded schemes.			50	50	31	50	0	This saving is anticipated to be achieved
	E52	Drainage - review basis of recharges Improve recharging to ensure full cost recovery from grant-funded schemes & developers.			40	40	17	40	0	This saving is anticipated to be achieved
	E53	Reduction in Energy Costs from Residential LED Lighting Rollout Continued roll out of LED street lighting in residential areas across entire network - planned 18-24 months delivery.		90		90	68	90	0	Contract set to commence. Assuming no delivery issues saving should be fully realised.
	E54	Increased Income from Section 278 Fees Increase percentage charge for engineering fees to developers to ensure full recovery of staffing costs.			45	45	30	45	0	This saving is anticipated to be achieved
	E55	Increased Income from Fees & Charges Generate additional income through increases to a number of fees & charges in respect of highways and transportation.			15	15	11	15	0	This saving is anticipated to be achieved
	E56	Review of staffing resources Saving will be achieved through deletion of posts across the directorate (6 FTE) and a planned restructure within Bereavement & Registration.	195			195	157	180	15	A delay to a proposed VS in Highways will delay all of the planned saving.
Planning, Transport & Environment - Efficiency Total			195	90	647	932	590	897	35	
Resources	E57	Resetting of Insurance Offer Insurance Team to be funded from the insurance budget with the performance of the team being more linked with the overall cost of insurance - premia and claims.			217	217	217	217	0	This saving has been achieved
	E58	Review of staffing resources in Information Governance Review of work streams to match reduced capacity. Hold vacant posts.	25			25	19	25	0	This saving is anticipated to be fully achieved
	E59	Review of staffing resources in Revenue Services Management restructure to ensure better alignment with debt recovery work.	35			35	26	35	0	This saving is anticipated to be achieved
	E60	Increase Income from Health & Safety Through a combination of increased prices and widening the training offer (in particular First Aid Courses) to both internal and external clients.			66	66	40	66	0	This saving is anticipated to be achieved
	E61	Realign and Charge to Capital Projects Ensure work done by Finance team is funded by Capital Projects being delivered.			100	100	61	100	0	This saving is anticipated to be achieved.
	E62	Occupational Health Nurse NHS -Partner 45% of the post released for savings, equivalent of 16.5 hrs.	17			17	17	17	0	This saving has been achieved
	E63	Review of staffing resources in Enterprise Architecture Delete vacant Grade 8 Enterprise Architect post.	50			50	50	50	0	This saving has been achieved
	E64	Review of staffing resources in ICT Reduction of one Full Time Equivalent through the holding of any part time / vacant posts.	25			25	25	25	0	This saving has been achieved
	E65	Tech Fund Contribution to Budget Commitment to budget of £50k from current EE contract tech fund.		50		50	50	50	0	This saving has been achieved
	E66	Increased Income from Procurement Generate additional income by Extending Partnership Authority Working			120	120	120	120	0	This saving is anticipated to be fully achieved via MCC contract
	E67	Increase Vacancy Provision across Resources Directorate	91			91	68	91	0	This saving is anticipated to be fully achieved
	E68	Review of staffing resources in the Business Support / Administration Function Not full year with efficiencies achievable from 1 October 2021. Hold Vacant posts.	40			40	10	40	0	This saving is anticipated to be achieved
	E69	Increased Income from Information Governance Further increase income targets by £20,000.			20	20	10	20	0	This saving is anticipated to be achieved
E70	Review of staffing resources in Accountancy Saving will be achieved through a review of work streams and potential restructure. Currently vacant posts will be held vacant prior to decisions.	60			60	60	60	0	Achieved	

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	E71	Increased Income from HR Increase income from customers such as Schools to reflect cost incurred in delivering the service.			15	15	15	15	0	Achieved
Resources - Efficiency Total			343	50	538	931	788	931	0	
G L S	E72	Cease use of DX (Document Exchange Service)		2		2	2	2	0	Achieved
	E73	Increased Income from Legal Services			1	1	1	1	0	Achieved
Governance and Legal Services - Efficiency Total			0	2	1	3	3	3	0	
GRAND TOTAL EFFICIENCY			1,433	2,395	1,712	5,540	3,780	4,867	673	