

<b>Responsible Officer :</b>	<b>Mark Warren</b>
<b>Cabinet Member :</b>	<b>Cllr Z Chauhan</b>
<b>Support Officer :</b>	<b>Kirsty Littlewood</b>

## BR1 - Section A

<b>Service Area :</b>	<b>Adult Social Care Support</b>
<b>Budget Reduction Title :</b>	<b>Direct Payment Review</b>

### Budget Reduction Proposal - Detail and Objectives :

The Community Health and Adult Social Care Service are proposing to review its approach to the administration, management and audit of Direct Payments (DP's) for those people who have eligible adult social care needs.

Direct payments are one of three statutory mechanisms which local authorities have to offer as a way for people to meet their eligible social care needs. A direct payment is an amount of money paid to the individual so that they can purchase their care and support services directly, without the need for the Council to manage the contractual arrangements.

At the present time, there are 1,002 clients who receive a direct payment to meet their eligible social care needs with a net cost to the service of £14m.

To ensure direct payments are managed appropriately and the funds are used to meet a person's eligible needs, people in receipt of a direct payment are audited on an annual basis to ensure any overpayment, non-payment of client contributions, misuse or mismanagement of funds identified are reclaimed. Between 2015 and 2019, the amount of monies being reclaimed in this way has risen from £0.250m to in excess of £1m.

With such high recoupment rates and a year on year increase in the use of direct payments, it is appropriate to review our policy and procedural approach to the management and assurance for direct payments.

(See additional information)

<b>2019/20 Service Budget and Establishment</b>	<b>£000</b>
Employees	1,980
Other Operational Expenses	429
Income	(703)
<b>Total</b>	<b>1,706</b>

<b>Current Forecast (under) / overspend</b>	<b>(175)</b>
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<b>Number of posts (Full time equivalent)</b>	<b>61.94</b>
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	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Proposed Budget Reduction (£000)</b>	<b>(150)</b>	<b>0</b>	<b>0</b>
<b>Proposed Staffing Reductions (FTE)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Is your proposal a "one-off" in 2020/21 or is it ongoing?</b>	<b>Ongoing</b>
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## Section B

What impact does the proposal have on the following? :

<b>Property</b>
None.
<b>Service Delivery</b>
The changes proposed will not impact service users and as such the completion of an Equality Impact Assessment (EIA), whilst considered, is not required at this time. A wider review will be completed and if further changes are proposed that would impact on service users, an EIA will be completed as required.
<b>Future expected outcomes</b>
None.
<b>Organisation</b>
None.
<b>Workforce</b>
Increase in work for Income and Payments in relation to the processing of invoices for payment. An additional member of staff will be required to undertake the additional work. There will be a reduction in the number of audits that need completing as the payment of invoices will be managed internally.
<b>Communities and Service Users</b>
None.
<b>Oldham Cares</b>
None.
<b>Other Partner Organisations</b>
None.

Who are the key stakeholders?

<b>Staff</b>	Yes
<b>Elected Members</b>	No
<b>Residents</b>	Yes
<b>Local business community</b>	No
<b>Schools</b>	No
<b>Trade Unions</b>	No
<b>External Partners (if yes please specify below)</b>	Yes
Clinical Commissioning Group alongside Continuing Health Care (CHC)	
<b>Other Council Departments (if yes please specify below)</b>	Yes
Corporate Audit Function.	
<b>Other (if yes please specify below)</b>	Yes
Yvonne Mooney, Sica Support, Instream, ILBP - all brokerage providers.	

## Benefits to the organisation/staff/customers including performance improvements

The savings made will help to meet budget requirements.

Accurate and timely reporting of expenditure.

There will be better control over the funds being paid out in relation to the provision of Adult Social Care services.

Less audits will be required freeing up capacity to ensure legislative compliance with audit requirements.

## Section C

### Key Risks and Mitigations:

Risk	Mitigation
Impact on brokerage providers due to the reduction in requirements for their service, some brokers would see a significant reduction in packages potentially impacting their ability to continue operating.	The brokerage framework is currently being reviewed.
Brokers withdraw from the market resulting in the need to identify alternative support for Direct Payments that are to remain broker managed.	Details of those who could be impacted are known.
Delay in payment of invoices during transition period to Income and Payments.	Communications with brokers/providers to ensure that all information has been collated and the full positions is understood prior to transfer.

### Key Development and Delivery Milestones:

Milestone	Timeline
Completion of a holistic review of DP processes.	December 2019.
Transfer payment of invoices to Income and Payments Team.	April 2020.
Amend Direct Payments to remove the National Insurance (NI) elements where not required (in line with statutory regulations).	April 2020.
N/A.	N/A.

## Section D

Consultation Required?	No
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	Start	Conclusion
Staff	not applicable	not applicable
Trade Union	not applicable	not applicable
Public	not applicable	not applicable
Service User	not applicable	not applicable
Other	not applicable	not applicable

### Equality Impact Screening

Is there the potential for the proposed budget reduction to have a disproportionate adverse impact on any of the following?

Disabled people	No
Particular Ethnic Groups	No
Men or women (including impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation	No
People who are proposing to undergo, undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths and beliefs	No

EIA required? (automatically updates to Yes, if any of the above impacts are Yes)	No
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## Section E

Finance Comments
Changing our approach to paying National Insurance contributions by applying HMRC guidance relating to employers NI benefit and by bringing 'invoice only' Direct Payments back in-house, thus avoiding brokerage fees, is expected to realise a reduction in cost of £0.150m. Potentially, further efficiencies may well be identified pending a full review of the DP process.

Signed RO	23-Dec-2019
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Signed Finance	18-Dec-2019
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Cabinet Member Signature		
Name and Date	Cllr Z Chauhan	13-Jan-2020

## Additional Information (if required)

Detail and Objectives (continued):

A working group has already been established to take forward a holistic review of Direct Payments and initial outcomes suggest that savings in the region of £150k can be achieved by April 2020 across the following areas:

- **National Insurance Contributions**

There are currently 169 DP's where Employer's National Insurance provision is included in the DP. National insurance contributions are no longer payable across all personal assistant packages due to changes relating to the Employers NI Allowance Scheme. This would realise savings in the region of £110,000 per year.

- **Cost effective invoice only payments**

There are currently 385 DP's which are managed by brokers, for which only invoices require payment. These packages cost the service £69k per year. It is proposed that these will be managed in-house by the service income and payments team to realise a net saving of £40k per year (savings are less £29k staff on-costs to accommodate the additional work pressures).

In turn, the payment of invoices by the Income and Payments Team will reduce the number of audits required to be completed and reduce risks relating to overspend or mismanagement of funds.

It is estimated that these proposals will save the service £150k.

<b>Responsible Officer :</b>	<b>Emma Barton</b>
<b>Cabinet Member :</b>	<b>Cllr S Fielding</b>
<b>Support Officer :</b>	<b>Dominic Whelan</b>

## BR1 - Section A

<b>Service Area :</b>	<b>Economy Skills and Neighbourhoods Management</b>
<b>Budget Reduction Title :</b>	<b>Property Savings and Accommodation Review</b>

<b>Budget Reduction Proposal - Detail and Objectives :</b>
<p>The Council has a large and diverse property portfolio and significant progress has been made to rationalise the office estate of the Council and make budget savings. Addressing the opportunities that exist in the remainder of the portfolio requires a fundamental review of the Council's approach to both its property assets and the management of those assets. This review and approach is captured in the Council's Medium Term Property Strategy but it will take time for the full benefits of the review to be achieved.</p> <p>Working over a five year timeframe and having regard to the Council's regeneration ambitions, it is expected that in 2020/21 a modest £0.261m can be generated from cost savings from asset rationalisation, new income and capital receipts. As the review is implemented fully and assets are disposed, further savings will be generated forming part of a full detailed Budget Reduction Proposal and Equality Impact Assessment from the financial year 2021/22. This will be introduced into respective budget setting processes.</p>

<b>2019/20 Service Budget and Establishment</b>	<b>£000</b>
Employees	11,661
Other Operational Expenses	26,539
Income	(33,052)
<b>Total</b>	<b>5,148</b>

<b>Current Forecast (under) / overspend</b>	<b>1,861</b>
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<b>Number of posts (Full time equivalent)</b>	<b>365.60</b>
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	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Proposed Budget Reduction (£000)</b>	<b>(261)</b>	<b>0</b>	<b>0</b>
<b>Proposed Staffing Reductions (FTE)</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Is your proposal a "one-off" in 2020/21 or is it ongoing?</b>	<b>Ongoing</b>
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## Section B

What impact does the proposal have on the following? :

<b>Property</b>
All Council property (land & buildings) will be affected by the detailed proposal, to be brought forward as the review is implemented, for 2021/22.
<b>Service Delivery</b>
The management of Council properties, largely undertaken by Unity Partnership Limited (UPL) will need to change as the portfolio changes.
<b>Future expected outcomes</b>
A smaller more efficient property portfolio with a greater number of categories rather than operational and non-operational, as reflected in the Corporate Property Strategy, aligning more closely with the objectives and priorities of the Council.
<b>Organisation</b>
As property is used to deliver Council services it is an enabler to transformational change within the organisation.
<b>Workforce</b>
As property is used to deliver Council and partner services, any portfolio change will affect staff.
<b>Communities and Service Users</b>
Better identification of assets important to communities in support of the co-operative agenda, including Community Asset Transfer. As property is used to deliver Council services, any portfolio change has the opportunity to improve the experience of service users.
<b>Oldham Cares</b>
The current property portfolio includes properties used by Oldham Cares and any changes to the portfolio may impact on the operations of Oldham Cares.
<b>Other Partner Organisations</b>
In recent years there has been an increase in the co-location of services, this is expected to continue.

Who are the key stakeholders?

<b>Staff</b>	Yes
<b>Elected Members</b>	Yes
<b>Residents</b>	Yes
<b>Local business community</b>	Yes
<b>Schools</b>	Yes
<b>Trade Unions</b>	Yes
<b>External Partners (if yes please specify below)</b>	Yes
Schools, health, blue light services etc.	
<b>Other Council Departments (if yes please specify below)</b>	Yes
All services.	
<b>Other (if yes please specify below)</b>	Yes
Unity Partnership Limited.	

### Benefits to the organisation/staff/customers including performance improvements

Long term revenue savings from a smaller, more focused property portfolio. Improvements for staff and customers when property is used to facilitate organisational change.

## Section C

### Key Risks and Mitigations:

Risk	Mitigation
Decision making too slow to enable the Council to take the benefit from time sensitive investment opportunities.	Review Council decision making arrangements.
Operational estate rationalisation does not take place.	Business case approach to decision making to drive a programme of change.
N/A	N/A

### Key Development and Delivery Milestones:

Milestone	Timeline
Property Workshops to review existing estate.	Summer 2019.
Approval of amendments to the Medium Term Property Strategy.	November 2019.
N/A	N/A
N/A	N/A



## Section D

Consultation Required?	Yes
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	Start	Conclusion
Staff	18-Nov-2019	14-Feb-2020
Trade Union	18-Nov-2019	14-Feb-2020
Public	not applicable	not applicable
Service User	not applicable	not applicable
Other	18-Nov-2019	14-Feb-2020

### Equality Impact Screening

Is there the potential for the proposed budget reduction to have a disproportionate adverse impact on any of the following?

Disabled people	No
Particular Ethnic Groups	No
Men or women (including impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation	No
People who are proposing to undergo, undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths and beliefs	No

EIA required? (automatically updates to Yes, if any of the above impacts are Yes)	No
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## Section E

Finance Comments
The proposal will be met from a fundamental review of the Council's assets and their management in line with the Medium Term Property Strategy.

Signed RO	20-Dec-2019
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Signed Finance	20-Dec-2019
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Cabinet Member Signature		
Name and Date	Cllr S Fielding	13-Jan-2020

Responsible Officer :	Anne Ryans
Cabinet Member :	Cllr A Jabbar
Support Officer :	Neil Stott

## BR1 - Section A

Service Area :	Finance
Budget Reduction Title :	Financial Services Redesign

Budget Reduction Proposal - Detail and Objectives :
<p>The Finance Service continues to deliver a high quality of service to the Council. However, the structure (of the Accountancy Function) requires realigning formally to reflect the revised directorate structure and operational management arrangements of the Council. This realignment also reflects efficiencies in operational practice whilst at the same time delivering continuous improvement.</p> <p>The result of these changes to the Finance Service has reduced the head count requirement and will generate a budget reduction of £0.100m including non-pay budgets. This budget reduction is in addition to the £0.962m savings achieved by the Finance Service since 2016/17, which generated a reduction in FTEs of 28.5.</p>

2019/20 Service Budget and Establishment	£000
Employees	3,154
Other Operational Expenses	339
Income	(1,277)
<b>Total</b>	<b>2,216</b>

Current Forecast (under) / overspend	(108)
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Number of posts (Full time equivalent)	66.99
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	2020/21	2021/22	2022/23
Proposed Budget Reduction (£000)	(100)	0	0
Proposed Staffing Reductions (FTE)	2.70	0.00	0.00

Is your proposal a "one-off" in 2020/21 or is it ongoing?	Ongoing
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## Section B

What impact does the proposal have on the following? :

<b>Property</b>
There will be no impact on property from this proposal.
<b>Service Delivery</b>
There will be no impact on the service delivered by the Finance Team.
<b>Future expected outcomes</b>
The proposal will contribute to the achievement of the 2020/21 budget reduction target.
<b>Organisation</b>
There will be no impact on the organisation from this proposal.
<b>Workforce</b>
There will be a reduction of 2.7 FTE as a result of the deletion of vacant posts.
<b>Communities and Service Users</b>
There will be no impact on communities and service users from this proposal.
<b>Oldham Cares</b>
There will be no impact on Oldham Cares from this proposal.
<b>Other Partner Organisations</b>
There will be no impact on other partner organisations from this proposal.

Who are the key stakeholders?

<b>Staff</b>	Yes
<b>Elected Members</b>	Yes
<b>Residents</b>	No
<b>Local business community</b>	No
<b>Schools</b>	No
<b>Trade Unions</b>	Yes
<b>External Partners (if yes please specify below)</b>	No
N/A	
<b>Other Council Departments (if yes please specify below)</b>	No
N/A	
<b>Other (if yes please specify below)</b>	No
N/A	

**Benefits to the organisation/staff/customers including performance improvements**

A £0.100m contribution to the achievement of the 2020/21 budget reduction target.

## Section C

### Key Risks and Mitigations:

Risk	Mitigation
Concerns expressed by staff.	Consultation and discussions with staff.
Concerns expressed by service users.	Service provision will not be compromised as the posts have been vacant for some time.
Increased requirement for financial advice and support from the finance service.	The service is flexible and responsive to the demands of customers and can prioritise key activities accordingly.

### Key Development and Delivery Milestones:

Milestone	Timeline
Preparation of a consultation document for staff.	December 2019.
Consult with staff and Trade Unions.	December 2019 / January 2020.
Incorporation of any changes arising from consultation.	January / February 2020.
Implementation.	April 2020.

## Section D

Consultation Required?	Yes
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	Start	Conclusion
Staff	01-Dec-2019	14-Feb-2020
Trade Union	01-Dec-2019	14-Feb-2020
Public	not applicable	not applicable
Service User	not applicable	not applicable
Other	not applicable	not applicable

### Equality Impact Screening

Is there the potential for the proposed budget reduction to have a disproportionate adverse impact on any of the following?

Disabled people	No
Particular Ethnic Groups	No
Men or women (including impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation	No
People who are proposing to undergo, undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths and beliefs	No


EIA required? (automatically updates to Yes, if any of the above impacts are Yes)	No
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## Section E

Finance Comments
The budget reduction proposal for the Finance Service can be delivered in full from 2020/21 onwards.

Signed RO	20-Dec-2019
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Signed Finance	12-Dec-2019
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Cabinet Member Signature		
Name and Date	Cllr A Jabbar	13-Jan-2020

Responsible Officer :	Mark Stenson
Cabinet Member :	Cllr A Jabbar
Support Officer :	Victoria Gallacher

## BR1 - Section A

Service Area :	Finance
Budget Reduction Title :	Insurance Review

Budget Reduction Proposal - Detail and Objectives :
<p>Following on from the £0.500m saving in 2018/19, and £0.300m saving achieved in 2019/20, it is now possible to reduce the insurance budget by an additional £0.300m from 2020/21. This can be achieved through a reduction in claims paid using embedded and robust fraud / defence strategies, alongside the benefits from reduced external premia.</p>

2019/20 Service Budget and Establishment	£000
Employees	133
Other Operational Expenses	3,842
Income	(142)
<b>Total</b>	<b>3,833</b>

Current Forecast (under) / overspend	0
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Number of posts (Full time equivalent)	2.60
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	2020/21	2021/22	2022/23
Proposed Budget Reduction (£000)	(300)	0	0
Proposed Staffing Reductions (FTE)	0.00	0.00	0.00

Is your proposal a "one-off" in 2020/21 or is it ongoing?	Ongoing
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## Section B

What impact does the proposal have on the following? :

<b>Property</b>
There will be no impact on property from this proposal.
<b>Service Delivery</b>
There will be no impact on service delivery from this proposal.
<b>Future expected outcomes</b>
The proposal will contribute to the achievement of the 2020/21 budget reduction target.
<b>Organisation</b>
There will be no impact on the organisation from this proposal.
<b>Workforce</b>
There will be no impact on the workforce from this proposal.
<b>Communities and Service Users</b>
There will be no impact on communities and service users from this proposal.
<b>Oldham Cares</b>
There will be no impact on Oldham Cares from this proposal.
<b>Other Partner Organisations</b>
There will be no impact on partner organisations from this proposal.

Who are the key stakeholders?

<b>Staff</b>	Yes
<b>Elected Members</b>	No
<b>Residents</b>	No
<b>Local business community</b>	No
<b>Schools</b>	No
<b>Trade Unions</b>	No
<b>External Partners (if yes please specify below)</b>	No
N/A	
<b>Other Council Departments (if yes please specify below)</b>	No
N/A	
<b>Other (if yes please specify below)</b>	Yes
Insurance provider and brokers.	

**Benefits to the organisation/staff/customers including performance improvements**

A £0.300m contribution to the achievement of the 2020/21 budget reduction target.

## Section C

### Key Risks and Mitigations:

Risk	Mitigation
An increase in successful insurance claims against the Council and hence a budgetary pressure.	Robust and proven insurance claims processes and procedures.
N/A	N/A
N/A	N/A

### Key Development and Delivery Milestones:

Milestone	Timeline
Initial review of budget requirement for insurance.	Summer 2019.
Further review to confirm the position.	December 2019.
N/A	N/A
N/A	N/A



## Section D

Consultation Required?	No
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	Start	Conclusion
Staff	not applicable	not applicable
Trade Union	not applicable	not applicable
Public	not applicable	not applicable
Service User	not applicable	not applicable
Other	not applicable	not applicable

### Equality Impact Screening

Is there the potential for the proposed budget reduction to have a disproportionate adverse impact on any of the following?

Disabled people	No
Particular Ethnic Groups	No
Men or women (including impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation	No
People who are proposing to undergo, undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths and beliefs	No


EIA required? (automatically updates to Yes, if any of the above impacts are Yes)	No
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## Section E

Finance Comments
The proactive approach to risk management has led to an increase of the repudiation of insurance related claims which has resulted in the Council benefitting from a reduction in compensation payments made and from ongoing reduced external premia.

Signed RO	20-Dec-2019
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Signed Finance	12-Dec-2019
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Cabinet Member Signature		
Name and Date	Cllr A Jabbar	13-Jan-2020

Responsible Officer :	Anne Ryans
Cabinet Member :	Cllr A Jabbar
Support Officer :	Lee Walsh

## BR1 - Section A

Service Area :	Finance
Budget Reduction Title :	Treasury Management

Budget Reduction Proposal - Detail and Objectives :
<p>A full review of Treasury Management income and expenditure budgets has been undertaken to examine the assumptions and forecasts underpinning investment interest and external income. It is anticipated that previously unbudgeted income of at least £1.000m can be generated in 2020/21.</p>

2019/20 Service Budget and Establishment	£000
Employees	0
Other Operational Expenses	20,684
Income	(8,155)
<b>Total</b>	<b>12,529</b>

Current Forecast (under) / overspend	(2,749)
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Number of posts (Full time equivalent)	0.00
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	2020/21	2021/22	2022/23
Proposed Budget Reduction (£000)	(1,000)	0	0
Proposed Staffing Reductions (FTE)	0.00	0.00	0.00

Is your proposal a "one-off" in 2020/21 or is it ongoing?	Ongoing
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## Section B

What impact does the proposal have on the following? :

<b>Property</b>
There will be no impact on property from this proposal.
<b>Service Delivery</b>
There will be no impact on service delivery from this proposal.
<b>Future expected outcomes</b>
The proposal will contribute to the achievement of the 2020/21 budget reduction target.
<b>Organisation</b>
There will be no impact on the organisation from this proposal.
<b>Workforce</b>
There will be no impact on the workforce from this proposal.
<b>Communities and Service Users</b>
There will be no impact on communities and service users from this proposal.
<b>Oldham Cares</b>
There will be no impact on Oldham Cares from this proposal.
<b>Other Partner Organisations</b>
There will be no impact on partner organisations from this proposal.

Who are the key stakeholders?

<b>Staff</b>	No
<b>Elected Members</b>	Yes
<b>Residents</b>	No
<b>Local business community</b>	No
<b>Schools</b>	No
<b>Trade Unions</b>	No
<b>External Partners (if yes please specify below)</b>	No
N/A	
<b>Other Council Departments (if yes please specify below)</b>	No
N/A	
<b>Other (if yes please specify below)</b>	Yes
Investment Counterparties.	

**Benefits to the organisation/staff/customers including performance improvements**

A £1.000m contribution to the achievement of the 2020/21 budget reduction target.

**Section C****Key Risks and Mitigations:**

Risk	Mitigation
Treasury Management Investments carry a level of risk in relation to security of capital, liquidity and level of return.	The Council's Treasury Management Policy sets out how the Council will manage and mitigate these risks.
External factors such as the ongoing Brexit process may affect future interest rate levels and economic activity with adverse consequences for the cost of borrowing as well as returns from investment.	Interest rates and income forecasts are kept under regular review in order to mitigate this risk.
External income / interest on investments received is not at the level anticipated.	Budget estimates are risk adjusted meaning a degree of adverse variation can be absorbed. The strategy / approach to calculating the Council's minimum recommended level of General Fund balances is also prepared accordingly.

**Key Development and Delivery Milestones:**

Milestone	Timeline
Commencement of review of Treasury Management budget and commitments.	Autumn 2019.
Completion of initial review.	December 2019.
Additional review to confirm estimates.	January 2020.
N/A	N/A

## Section D

Consultation Required?	No
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	Start	Conclusion
Staff	not applicable	not applicable
Trade Union	not applicable	not applicable
Public	not applicable	not applicable
Service User	not applicable	not applicable
Other	not applicable	not applicable

### Equality Impact Screening

Is there the potential for the proposed budget reduction to have a disproportionate adverse impact on any of the following?

Disabled people	No
Particular Ethnic Groups	No
Men or women (including impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation	No
People who are proposing to undergo, undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths and beliefs	No


EIA required? (automatically updates to Yes, if any of the above impacts are Yes)	No
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## Section E

Finance Comments
The review of the Treasury Management activities and opportunities to maximise external income is a key function of the Finance Service. The budget proposal has therefore been subject to appropriate considerations and analysis and the £1.000m target is considered achievable.

Signed RO	20-Dec-2019
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Signed Finance	20-Dec-2019
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Cabinet Member Signature		
Name and Date	Cllr A Jabbar	13-Jan-2020

Responsible Officer :	Anne Ryans
Cabinet Member :	Cllr A Jabbar
Support Officer :	John Hoskins

## BR1 - Section A

Service Area :	Finance
Budget Reduction Title :	Housing Benefit - Reduction in provision for loss of subsidy

Budget Reduction Proposal - Detail and Objectives :
<p>The roll out of Universal Credit is leading to fewer claimants receiving Housing Benefit and therefore lowering the incidence and value of Housing Benefit overpayments. Therefore the Council can amend its budgetary provision for the loss of Housing Benefit subsidy associated with the occurrence of overpayments. As more and more people are transferring to Universal Credit there is the potential for further release of budgetary provision within this area in future years.</p>

2019/20 Service Budget and Establishment	£000
Employees	0
Other Operational Expenses	58,648
Income	(55,234)
<b>Total</b>	<b>3,414</b>

Current Forecast (under) / overspend	0
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Number of posts (Full time equivalent)	0.00
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	2020/21	2021/22	2022/23
Proposed Budget Reduction (£000)	(500)	0	0
Proposed Staffing Reductions (FTE)	0.00	0.00	0.00

Is your proposal a "one-off" in 2020/21 or is it ongoing?	Ongoing
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## Section B

What impact does the proposal have on the following? :

<b>Property</b>
There will be no impact on property from this proposal.
<b>Service Delivery</b>
There will be no impact on service delivery from this proposal.
<b>Future expected outcomes</b>
The migration of Housing Benefit claimants to Universal Credit is continuing to reduce the incidence and value of Housing Benefit overpayments.
<b>Organisation</b>
There will be no impact on the organisation from this proposal.
<b>Workforce</b>
There will be no impact on the workforce from this proposal.
<b>Communities and Service Users</b>
There will be no impact on communities and service users from this proposal.
<b>Oldham Cares</b>
There will be no impact on Oldham Cares from this proposal.
<b>Other Partner Organisations</b>
There will be no impact on partner organisations from this proposal.

Who are the key stakeholders?

<b>Staff</b>	No
<b>Elected Members</b>	Yes
<b>Residents</b>	Yes
<b>Local business community</b>	No
<b>Schools</b>	No
<b>Trade Unions</b>	No
<b>External Partners (if yes please specify below)</b>	No
N/A	
<b>Other Council Departments (if yes please specify below)</b>	No
N/A	
<b>Other (if yes please specify below)</b>	No
N/A	

## Benefits to the organisation/staff/customers including performance improvements

A £0.500m contribution to the achievement of the 2020/21 budget reduction target without an impact on Housing Benefit claimants.

## Section C

### Key Risks and Mitigations:

Risk	Mitigation
Reductions in the number of Housing Benefit claimants do not lead to a reduction in the incidence of Housing Benefit overpayments.	Regular monitoring to take place to ensure that Housing Benefit overpayments are reducing in line with expectations.  Refinement to the process of assessing Housing Benefit claims.
N/A	N/A
N/A	N/A

### Key Development and Delivery Milestones:

Milestone	Timeline
Additional review of Housing Benefit claimant numbers, forecast reductions and associated impact on overpayment levels of Housing Benefit subsidy grant.	Late Summer / Autumn 2019
Complete review.	December 2019.
Further review to confirm estimates.	January 2020.
N/A	N/A



## Section D

Consultation Required?	No
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	Start	Conclusion
Staff	not applicable	not applicable
Trade Union	not applicable	not applicable
Public	not applicable	not applicable
Service User	not applicable	not applicable
Other	not applicable	not applicable

### Equality Impact Screening

Is there the potential for the proposed budget reduction to have a disproportionate adverse impact on any of the following?

Disabled people	No
Particular Ethnic Groups	No
Men or women (including impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation	No
People who are proposing to undergo, undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths and beliefs	No


EIA required? (automatically updates to Yes, if any of the above impacts are Yes)	No
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## Section E

Finance Comments
<p>The continuation of the migration towards universal credit has resulted in the value of rent allowances paid on behalf of the Government reducing from £80.540m in 2014/15 to £45.100m in 2019/20.</p> <p>As a consequence of this reduction the value of housing benefit overpayments that are a charge to the general fund have reduced accordingly.</p>

Signed RO	20-Dec-2019
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Signed Finance	11-Dec-2019
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Cabinet Member Signature		
Name and Date	Cllr A Jabbar	13-Jan-2020

Responsible Officer :	Anne Ryans
Cabinet Member :	Cllr A Jabbar
Support Officer :	John Hoskins

## BR1 - Section A

Service Area :	Finance
Budget Reduction Title :	Pension Prepayment

### Budget Reduction Proposal - Detail and Objectives :

The proposal seeks to take advantage of potential arrangements to make lump sum payments into the Greater Manchester Pension Fund (GMPF) which should enable the Pension Authority to offer a discount against Employer Superannuation rates. This discount should enable a saving of £0.700m.

2019/20 Service Budget and Establishment	£000
Employees	13,968
Other Operational Expenses	0
Income	(0)
<b>Total</b>	<b>13,968</b>

Current Forecast (under) / overspend	0
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Number of posts (Full time equivalent)	0.00
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	2020/21	2021/22	2022/23
Proposed Budget Reduction (£000)	(700)	0	0
Proposed Staffing Reductions (FTE)	0.00	0.00	0.00

Is your proposal a "one-off" in 2020/21 or is it ongoing?	Ongoing
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## Section B

What impact does the proposal have on the following? :

<b>Property</b>
There will be no impact on property from this proposal.
<b>Service Delivery</b>
There will be no impact on service delivery from this proposal.
<b>Future expected outcomes</b>
The proposal will contribute to the achievement of the 2020/21 budget reduction target.
<b>Organisation</b>
There will be no impact on the organisation from this proposal.
<b>Workforce</b>
There will be no impact on the workforce from this proposal.
<b>Communities and Service Users</b>
There will be no impact on communities and service users from this proposal.
<b>Oldham Cares</b>
There will be no impact on Oldham Cares from this proposal.
<b>Other Partner Organisations</b>
There will be no impact on partner organisations from this proposal.

Who are the key stakeholders?

<b>Staff</b>	No
<b>Elected Members</b>	Yes
<b>Residents</b>	No
<b>Local business community</b>	No
<b>Schools</b>	No
<b>Trade Unions</b>	No
<b>External Partners (if yes please specify below)</b>	No
N/A	
<b>Other Council Departments (if yes please specify below)</b>	No
N/A	
<b>Other (if yes please specify below)</b>	Yes
Tameside Metropolitan Borough Council - lead authority for GM Pension Fund.	

**Benefits to the organisation/staff/customers including performance improvements**

A £0.700m contribution to the achievement of the 2020/21 budget reduction target.

## Section C

### Key Risks and Mitigations:

Risk	Mitigation
Arrangements to facilitate the up front payment of pension contributions are not put in place by the GMPF.	Regular contact with GMPF will be maintained to help ensure such arrangements are put in place prior to April 2020.
N/A	N/A
N/A	N/A

### Key Development and Delivery Milestones:

Milestone	Timeline
Discussions and agreement with GMPF.	Autumn 2019.
GMPF up front payment arrangements are finalised.	April 2020.
N/A	N/A
N/A	N/A

## Section D

Consultation Required?	No
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	Start	Conclusion
Staff	not applicable	not applicable
Trade Union	not applicable	not applicable
Public	not applicable	not applicable
Service User	not applicable	not applicable
Other	not applicable	not applicable

### Equality Impact Screening

Is there the potential for the proposed budget reduction to have a disproportionate adverse impact on any of the following?

Disabled people	No
Particular Ethnic Groups	No
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People who are married or in a civil partnership	No
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People who are proposing to undergo, undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths and beliefs	No


EIA required? (automatically updates to Yes, if any of the above impacts are Yes)	No
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## Section E

Finance Comments
For the triennial period 2017 - 2020, the Council has benefited from employer pension contribution savings following the upfront payment of its 3 year employer pension contributions. This saving is the result of the continuation of these arrangements for the next triennial period 2020 - 2023.

Signed RO	20-Dec-2019
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Signed Finance	11-Dec-2019
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Cabinet Member Signature		
Name and Date	Cllr A Jabbar	13-Jan-2020