

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

THEME A

1. Cuts proposal	
Proposal title:	Enforcement Review – New Ways of Working
Reference:	A-02
Directorate:	Cross-Council
Director of Service:	
Service/Team area:	
Cabinet portfolio:	Safer Communities – Cllr Slater
Scrutiny Ctte(s):	Safer Stronger Communities Select Committee

2. Decision Route			
Cuts proposed:	Key Decision*	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
	Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution		
	Yes	Yes	Yes

3. Description of service area and proposal
Description of the service area (functions and activities) being reviewed: Current enforcement activities across the Council, and its partners, cover a whole range of services and functions that impact directly and indirectly on our residents and their communities, in some cases, affecting the quality of their life. It is proposed that a cross cutting review of all Council enforcement activities be undertaken to deliver more customer-focused, consistent, efficient, integrated and effective enforcement services. We will seek to build closer working arrangements across the Council, aligning practices to increase productivity across the full range of enforcement functions within the Council. This review will deliver a target operating model based on intelligence, evidenced demand and priorities and allow effective deployment of resource to delivering improved outcomes for the community.
Cuts proposal* <ul style="list-style-type: none"> • Develop a fit-for-purpose, effective and efficient structures for enforcement – develop new structures and tasking model • Clarify the role, function and approach of the enforcement services in Lewisham – developing strategies, policies, process and SLAs • Develop capability of the service and put effective management in place – quality management system, competency framework • Create an environment that the staff can deliver service effectively and efficiently – culture, IT, equipment • Communicating the role and achievement of the enforcement service – Unified brand and communications
Functions to be included in scope: <ul style="list-style-type: none"> • Community Safety (including ASB) • Environmental Health

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

- Environmental Enforcement
- Licensing including Highways and Premises
- Noise and Pollution Management
- Planning Enforcement
- Private Sector Housing
- Trading Standards
- Street Trading (including shop front trading and markets)
- Lewisham Homes Enforcement including ASB
- Partnerships with the Metropolitan Police
- Due to the commercial nature, Parking Enforcement and Building Control will not form part of the core scope but their activity will be taken into account where recommendations are cross-cutting e.g. ambassadorial role

Programme objectives

The initial programme objectives are detailed below.

- a. Review the Enforcement function to better support the delivery of high level outcomes and prioritisation. This will include the end-to-end process from reporting to resolution.
- b. Ensure the enforcement function is designed to respond to additional demand arising from both an increased population and borough growth.
- c. Deliver an integrated enforcement policy and subsequent structures to drive joint working, performance improvements and cost avoidance.
- d. Targeted use of legislation to achieve measurable outcomes and objectives
- e. Enable a cultural shift including how we use legislation
- f. To provide a target operating model for the Council and enforcement activities that provides services based on intelligence and priority and deployed accordingly
- g. Maximise new methods of working and partnership tasking approach to support any changes e.g. virtual teams, ambassadorial role
- h. Unlock and deliver efficiency savings and cost avoidance opportunities
- i. To provide a common methodology for the use of intelligence, mapping, tasking and deployment and, where necessary, joint approaches.

Programme governance

A programme board will need to be established with defined terms of reference and will be the Enforcement Strategy Board.

The programme board will consist of the programme sponsors and relevant Director and Heads of Service. The board will also be supported by Finance and HR representatives as appropriate and at particular points in the Review. The board will include attendance by other Managers where their portfolio is potentially impacted by specific proposed changes. This board will report, via the appointed EMT members, directly to EMT as a corporate project and supported by the PMO.

The programme board will meet monthly. A programme delivery group will underpin the board.

Members' briefings and engagement with the wider members group will also be co-ordinated through the board.

An engagement plan will be developed to ensure the views of various stakeholders are captured, as well as to ensure any change is well communicated to those affected. Engagement with those in the services will commence from the start of the Review.

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

Structure of the Review

The Review will be structured under the following areas:

Ambition and Prioritisation

- Vision and direction
- Policy
- Integration with local and national priorities and strategies
- Collaboration with others
- Partnership working
- Priorities and what are not priorities including what is statutory and what is discretionary

Capacity

- Capacity of the Services in scope to deliver change/meet member expectations
- Resource management
- Understanding of risk and use of intelligence/data
- IT Infrastructure

Performance management

- Performance management approach
- Use of performance information to identify gaps and target resources

Engagement with Customers

- Understanding local needs and communities
- Responsiveness to customers and stakeholders
- Accessibility
- The role and responsibility of the individual and alternative courses of action

Delivery of Outcomes

- Delivery of sustainable outcomes against priorities
- Review and scrutiny
- Evaluation and Learning

Key Questions

The Review will include a number of fundamental questions:

- What are our overall priorities and outcomes?
- Can we progress further multi-tasking of roles and functions and in particular our enforcement activities with businesses?
- Can we join up our street presence, or use an ambassadorial role?
- To what extent can officers from different areas carry out enforcement in a generic way?
- What understanding is there for alternatives or the routes for enforcement to ensure the correct process and speedier resolution?
- Reducing duplication of effort and resource e.g. on street and estate activities
- Are the priorities and outcomes being progressed currently, ours or our partners or a shared approach?
- How much can we shift to prevention and education?
- How much is intelligence and outcome a driver for activity?
- How can technology assist?
- How do the needs and accessibility of our communities affect this?
- What is the role of the individual or groups in enforcement?
- Can our offer be expanded commercially to housing providers?

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

The Review is about taking a step forward and asking what the purpose of the Council's enforcement function is from the point of view of all stakeholders. What are we seeking to achieve through enforcement, i.e. a better quality of life, and public protection. What are we enforcing against? There are the issues that residents say are important to them, e.g. tackling fly tipping, dog fouling, and street trading. Then there are more hidden issues, the minimum wage, human trafficking, consumer protection, debt, and housing quality.

Responsibility for Enforcement sits across a range of Directorates and Divisions and the scope of this Review is detailed in this bid. We need to be clear that in scope and in the Review does not mean that services and teams will be automatically be joined up or that a decision has already been made on the shape and delivery of these services. We want to explore every opportunity to help address this key area and want the knowledge, experience and views of our professional officers to add value to this work.

This programme is about re-aligning the Enforcement function to better support the delivery of high level outcomes and corporate commitments, while dealing with the additional demand arising from both an increased population and borough growth.

This programme seeks to drive a transformational-type change in the Enforcement function.

Key milestones

A programme plan will be developed and the key milestone will be the completion of the full programme plan and a "Blueprint" of the future services. This will set out a target operating model for the enforcement function, financial deliverables including savings and the projects required to get to the service delivery model from the current state.

The programme is expected to move into full delivery phase from late 2021/22 following discussion and approval of the Programme Plan and Blueprint.

Detailed gap analysis will be undertaken to identify some of the challenges that exist with services in their present state and suggest potential paths that can be taken to achieve the future state. These will be supplemented with benchmarking and the use of models from other authorities.

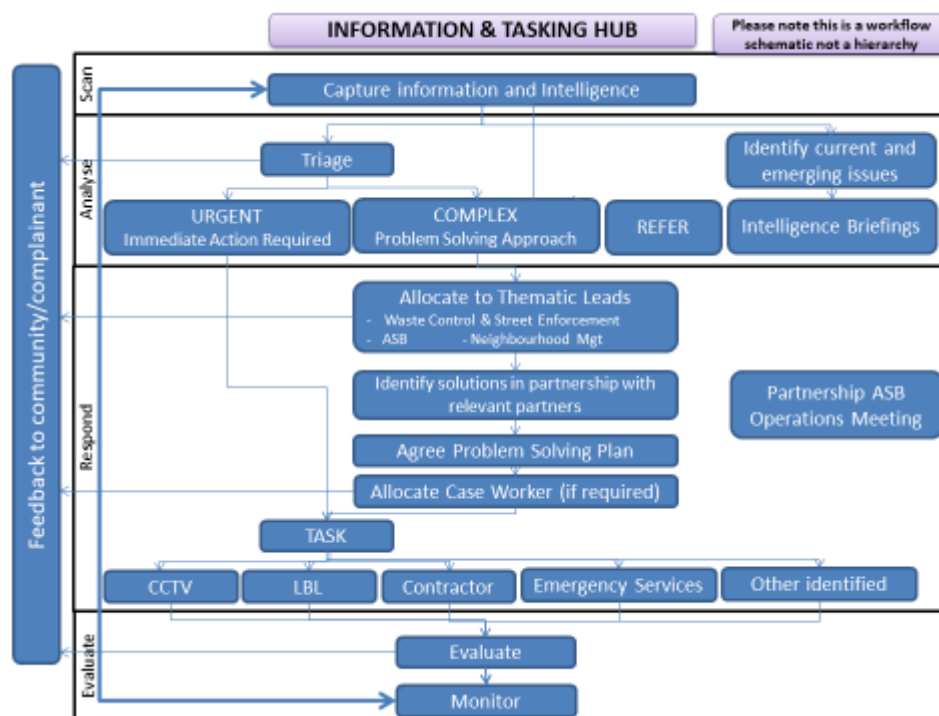
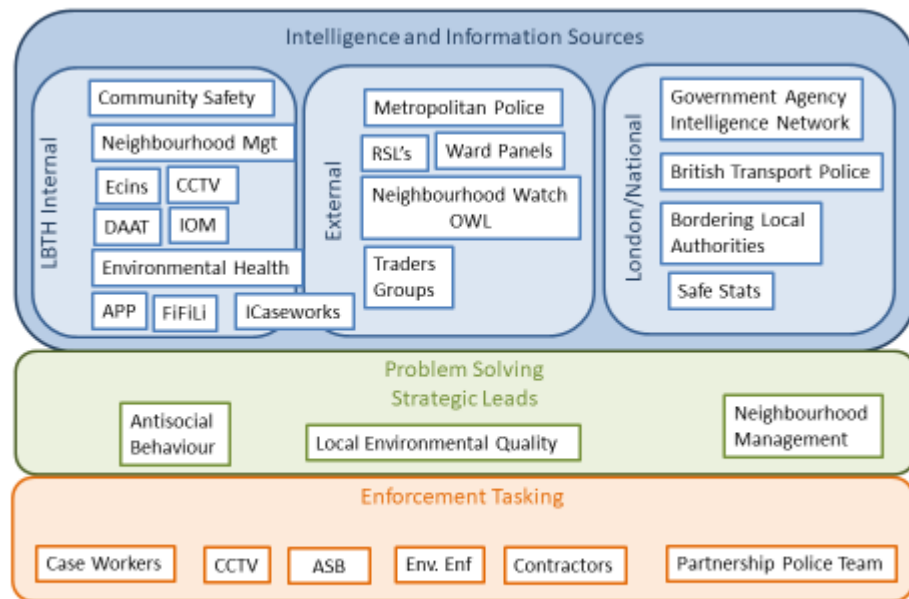
It is anticipated that the programme will provide a number of financial recommendations including:

- Re-assignment of resource to priority outcomes
- Investment where gaps or low levels of resource cannot be filled by said re-assignment
- Ensuring alignment across the organisation to ensure that outcomes are delivered including support
- Using more commercially minded approaches to enforcement e.g. examples of litter enforcement and subsequent income
- Using an ambassadorial approach to target key activities and reporting
- By focussing on outcomes, thereby looking and impacted areas e.g. addressing fly tipping and overproduction to reduce disposal costs.

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

Potential high level approach



Therefore conservative figures have been put forward for 2022/23 and 2023/24 of £50,000 and £50,000.

4. Impact and risks of proposal

Outline impact to service users, partners, other Council services and staff:

If not reviewed, potential for:

- Fragmented services

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

4. Impact and risks of proposal

- Intelligence and information flows are not streamlined. Tasking is complicated
- Lack of intelligence sharing and co-production with the partners and community
- Poor customer satisfaction
- Complex cases are not fully dealt with
- Available legal powers are not fully used to tackle issues and deliver strategic priorities
- Often no feedback to residents etc.
- Standard Operating Procedures not linked or not up to date
- Lack of clear priority approach means service stretched and not able to focus on outcomes required
- No comprehensive approach to training need
- Some of the Council strategies are not clear about what they expect for enforcement services
- No internal and external enforcement service communications strategy
- The overarching Enforcement policy/approach is outdated?
- The need to work with external services more closely (e.g. the mediation services and Victim Support).
- Need to clarify the staff's responsibilities

Outline risks associated with proposal and mitigating actions to be taken:

-

5. Financial information				
Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
		0		
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
	0	50	50	100
Total	0	50	50	100
% of Net Budget	%	%	%	%
Does proposal impact on:	General Fund	DSG	HRA	Health
Yes / No	Yes	No	No	No
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact

1. Building safer communities	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis
2. Good governance and operational effectiveness	

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

6. Impact on Corporate priorities: list in order of DECREASING impact	
3. Making Lewisham greener	3. Giving Children and young people the best start in life
4.	4. Building an inclusive local economy
5.	5. Delivering and defending: health, social care & support
6.	6. Making Lewisham greener
7.	7. Building safer communities
8.	8. Good governance and operational effectiveness

7. Ward impact	
Geographical impact by ward:	No specific impact / Specific impact in one or more
	All
	If impacting one or more wards specifically – which?
	All

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:		Pregnancy / Maternity:	
Gender:		Marriage & Civil Partnerships:	
Age:		Sexual orientation:	
Disability:		Gender reassignment:	
Religion / Belief:		Overall:	
For any High impact service equality areas please explain why and what mitigations are proposed:			
No direct equality impacts are anticipated. Working across different enforcement boundaries and partners will identify efficiencies to deliver the savings but the intention is that this is an efficiency saving so there should be limited impact at the front line and therefore limited equalities implications beyond those staffing implications.			
Is a full service equalities impact assessment required: Yes / No			No

9. Human Resources impact					
Will this cuts proposal have an impact on employees: Yes / No					Yes
Workforce profile:					
Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

9. Human Resources impact					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

10. Legal implications
State any specific legal implications relating to this proposal:
N/A

11. Summary timetable	
Outline timetable for main steps to be completed re decision and implementation of proposal – e.g. proposal, scrutiny, consultation (public/staff), decision, transition work (contracts, re-organisation etc..), implementation:	
Month	Activity
September 2020	Proposals prepared (
October 2020	
November to December 2020	Proposals submitted to Scrutiny committees leading to M&C Scrutiny meetings held with consultations ongoing Establish Boards and begin project plan for review
November to December 2020	Consultations undertaken and full decision reports (where required) prepared Commence review in December 2020
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021 – March 2023	<ul style="list-style-type: none"> Adopt new approach to enforcement in late 2021/22 Commence agreed service changes 1st April 2022
April 2023	Service Changes implemented March 2023

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Cuts proposal	
Proposal title:	Review of work related travel arrangements to reduce costs
Reference:	A-03
Directorate:	Cross Council
Director of Service:	
Service/Team area:	Corporate Services
Cabinet portfolio:	Finance and Resources – Cllr De Ryk
Scrutiny Ctte(s):	Sustainable Development Select Committee

2. Decision Route			
Cuts proposed:	Key Decision* Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
Reduce cost of travel	No	No	Yes – informal only

3. Description of service area and proposal
Description of the service area (functions and activities) being reviewed:
Across the Council officers' claim for work related mileage allowance, use pool/lease cars and take public transport to perform their duties.
Cuts proposal*
<p>The proposal is to make savings from a review of work related travel. The Council has 27 leased pool cars (all hybrid). The total cost for these is £74K pa and includes maintenance, tax and insurance. Our records indicate that these cars do an average annual mileage of 8k. The lease contracts last from 1 – 3 years.</p> <p>A review of mileage claims on the system found claims for approximately 250K to 300K in 19/20. Replacing the use of private and pool cars or public transport with a car club arrangement and electric bikes could make significant savings to the Council's travel costs and it could also increase the efficiency of officers involved as they may spend less time in traffic or searching for parking spaces.</p> <p>A detailed review is required to examine the issues and explore the full potential of this saving. The proposed savings are spread over 3 years to allow for the fact this change will require transformation.</p>

4. Impact and risks of proposal
Outline impact to service users, partners, other Council services and staff:
No impact to service users, partners and other Council services. Some staff may be impacted as the mode of work related transport will change.
Outline risks associated with proposal and mitigating actions to be taken:
That car club costs will be lower than lease car costs and that staff will be happy to use electric bikes instead of cars/public transport. A detailed review is required to fully identify the costs and options for cheaper travel as well as a thorough understanding of penalties for damage or late return of vehicles and assessment of the risk of claims in the case of any accidents while on an electric bike.

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

5. Financial information				
Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
Saving on travel costs	100	150	50	300
Total	100	150	50	300
% of Net Budget	%	%	%	%
Does proposal impact on: Yes / No	General Fund	DSG	HRA	Health
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact	
1. Good governance and operational effectiveness	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis 3. Giving Children and young people the best start in life 4. Building an inclusive local economy 5. Delivering and defending: health, social care & support 6. Making Lewisham greener 7. Building safer communities 8. Good governance and operational effectiveness
2. Making Lewisham Greener	
3.	
4.	
5.	
6.	
7.	
8.	

7. Ward impact	
Geographical impact by ward:	No specific impact / Specific impact in one or more
	No specific impact
	If impacting one or more wards specifically – which?

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:	n/a	Pregnancy / Maternity:	Low
Gender:	n/a	Marriage & Civil Partnerships:	n/a
Age:	n/a	Sexual orientation:	n/a
Disability:	High	Gender reassignment:	n/a
Religion / Belief:	n/a	Overall:	

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

8. Service equalities impact

For any High impact service equality areas please explain why and what mitigations are proposed:

Some officers with disabilities may still need to use a car.

Is a full service equalities impact assessment required: Yes / No No

9. Human Resources impact

Will this cuts proposal have an impact on employees: Yes / No No

Workforce profile:

Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

10. Legal implications

State any specific legal implications relating to this proposal:

There will need to be a procurement process to identify a car and bike club scheme that would partner up with the Council

11. Summary timetable

Outline timetable for main steps to be completed re decision and implementation of proposal:

Month	Activity
September 2020	Proposals prepared
October 2020	Proposals submitted to Scrutiny committees leading to M&C
November to December 2020	Scrutiny meetings held with consultations ongoing
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021	Cuts implemented

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

THEME C

1. Cuts proposal	
Proposal title:	Review of Short Breaks delivery
Reference:	C-07
Directorate:	CYP
Director of Service:	Angela Scattergood
Service/Team area:	SEND- Short Breaks
Cabinet portfolio:	Children's Services and School Performance - Cllr Barnham
Scrutiny Ctte(s):	Children and Young People Select Committee

2. Decision Route			
Cuts proposed:	Key Decision* Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
Short Breaks	No	No	No

3. Description of service area and proposal
Description of the service area (functions and activities) being reviewed:
<p>The term 'short breaks' is used to describe services delivered to give respite activities and support for disabled children and young people receive and/or time off to their family and carers. These breaks come in different forms. Some families' access short breaks at centres and through commissioned service providers, others are part of schemes involving placements with families. Some receive direct payments to buy their own support.</p> <p>The Council funds a range of short break support through a range of contracts with providers, including local special schools. Many of these arrangements have been in place for a number of years and a review is needed to ensure that those children with the greatest level of need are able to access appropriate short break and for their families respite support and also that the contracts deliver value for money. A review of the contracts will take place. In addition the balance of direct Council spend on short break provision will also be considered in relation to the spend directed to families through Direct Payments. Many families prefer to receive a direct payment so that they can choose the most appropriate provision for their children rather than this being determined by the Council. Nationally there has been a move towards increasing the level of personal budgets/direct payments for families, but any changes here will need to be discussed with families locally. Currently the Council spends in excess of £2M on short breaks so the savings identified are modest and should not have a negative impact on families.</p> <p>Finally the directorate will review the internal mechanisms it uses to determine the level of need that a family has. At present a significant amount of this is done by qualified social workers, but it is hoped that more of the process can be managed by</p>

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

other staff so that social work time is freed up to provide more direct support for families and children.

Cuts proposal*

- Review of targeted and specialist criteria and offer for short breaks.
- Unit costing exercise to assess VFM and impact of services.
- Review of contacts and commissioned services within the offer
- Consider distribution of assessment and monitoring roles across CWCN social work teams- identify activity which could be moved from social workers to family support workers

Mitigating Actions for 21/22

Cost reduction measures will be prioritised

4. Impact and risks of proposal

Outline impact to service users, partners, other Council services and staff:

Cost reduction measures with least impact on direct service delivery will be prioritised

Outline risks associated with proposal and mitigating actions to be taken:

5. Financial information

Controllable budget: General Fund (GF)	Spend £'000 £2M	Income £'000	Net Budget £'000	
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
	65	50	50	165
Total	65	50	50	165
% of Net Budget	2.5%	2.5%	2.5%	7%
Does proposal impact on:	General Fund	DSG	HRA	Health
Yes / No	Yes			
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact

1. Giving Children and young people the best start in life	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis 3. Giving Children and young people the best start in life 4. Building an inclusive local economy
2. Building an inclusive local economy	
3. Delivering and defending: health, social care & support	
4. Good governance and operational effectiveness	

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

6. Impact on Corporate priorities: list in order of DECREASING impact	
5.	5. Delivering and defending: health, social care & support 6. Making Lewisham greener 7. Building safer communities 8. Good governance and operational effectiveness
6.	
7.	
8.	

7. Ward impact	
Geographical impact by ward:	No specific impact / Specific impact in one or more
	All
	If impacting one or more wards specifically – which?

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:	N/A	Pregnancy / Maternity:	N/A
Gender:	N/A	Marriage & Civil Partnerships:	N/A
Age:	N/A	Sexual orientation:	N/A
Disability:	CYP with complex needs	Gender reassignment:	N/A
Religion / Belief:	N/A	Overall:	Low
For any High impact service equality areas please explain why and what mitigations are proposed:			
To be addressed as part of review.			
Is a full service equalities impact assessment required: Yes / No			Yes

9. Human Resources impact					
Will this cuts proposal have an impact on employees: Yes / No					None
Workforce profile:					
Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

9. Human Resources impact					
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

10. Legal implications
State any specific legal implications relating to this proposal:
None at present

11. Summary timetable	
Outline timetable for main steps to be completed re decision and implementation of proposal – e.g. proposal, scrutiny, consultation (public/staff), decision, transition work (contracts, re-organisation etc..), implementation:	
Month	Activity
September 2020	Proposals prepared (this template and supporting papers – e.g. draft public consultation paper, equalities assessment and initial HR considerations)
October 2020	Proposals submitted to Scrutiny committees leading to M&C
November to December 2020	Scrutiny meetings held with consultations ongoing
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021	Cuts implemented

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Cuts proposal	
Proposal title:	Mobile Telephony
Reference:	C-08
Directorate:	Corporate Resources
Director of Service:	Kathy Freeman
Service/Team area:	IT
Cabinet portfolio:	Democracy, Refugees and Accountability - Cllr Bonavia
Scrutiny Ctte(s):	Public Accounts Select Committee

2. Decision Route			
Cuts proposed:	Key Decision* Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
Reduce number of SIM Cards in the estate	N	N	N
Reduce number of mobile devices and switch to Android	N	N	N
Move to Intune mobile device management	N	N	N

3. Description of service area and proposal
Description of the service area (functions and activities) being reviewed:
<p>The council currently has 1628 mobile phones and 1032 iPads in circulation. These are managed through the shared ICT service and the data charges are pooled across the 3 shared service partners of which Lewisham pays 25%. Calls are outside this apportionment and charged directly to Lewisham.</p> <p>The original 20/21 budget allowed for £163k of charges associated with mobile telephony costs, based on last year's usage.</p> <p>Around half of the council's mobile phone fleet has reached its end of life and no longer receives security updates.</p> <p>The council has elected to use I-phones which carry a market premium over android phones. As well as pure cost implications, Android is increasingly becoming the platform of choice for corporate applications.</p> <p>The council uses Mobile Iron security software which carries a subscription cost, however the council also has access to Microsoft Intune through our standard licensing agreements which provides similar functionality with no additional cost.</p>
Cuts proposal*

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

Rather than replacing these, as part of our in year 2021 savings it was agreed that these could be retired and the remaining phones be retrieved and redistributed to those whose jobs have a specific need for them to make calls whilst on the move, and/or to receive life and limb calls.

Where phones do need to be replaced this will be a direct charge to the service. There is currently no budget provision for the replacement of mobile phones.

All fully managed laptops come with the capability to make calls via 8*8, and therefore it is proposed this becomes the main method of telephony for those working outside the office.

Furthermore it is proposed to retire the council's fleet of iPads once the roll-out of laptops is completed and reduce the allocation of SIM cards within the estate to one per person. The expectation is where an individual is issued with both a mobile phone and a laptop, that they use the hotspot facility on their phone if they need to connect their laptop via 4g.

IT and Digital Services:

It is proposed to lock in the 20/21 in-year saving of £50k into 21/22. This was already an ambitious target as it represents around a third of the council's mobile spend.

Going forward an additional saving will be possible through a migration from Mobile Iron to Intune, but this will require some investment and it would not be expected to yield benefit before 2023/24.

Cross Council:

The provision of laptops equipped with a telephony function should significantly reduce the need for services to require mobile phones. We should be looking to reduce the overall numbers in the fleet in by at least 25% which equates to around 400 handsets

Based on a cost of £200 per handset this results in a cost avoidance of £80k.

Migrating to android should yield a saving of at least £25 per handset over the remaining handsets which equates to a total cost avoidance of £30k over the fleet lifecycle. Assuming a 3 year life expectancy, this yields an additional cost avoidance of £10k per annum, although the first year saving is likely to be negated by set up costs

Note – because of the lack of existing budget this is not true savings but rather cost avoidance.

4. Impact and risks of proposal

Outline impact to service users, partners, other Council services and staff:

The main impact will be a change to the way that a large number of council staff communicate, as they use their laptop soft phones more, and get used to using mobile hotspots.

Outline risks associated with proposal and mitigating actions to be taken:

There is a degree of risk around the SIM card reduction cost due to the way the data charges are pooled and apportioned. It is expected that due to organisational growth over the last few years, Lewisham's share of the apportionment will rise, and this could completely negate the saving.

The reduction in devices and sim cards may initially be seen by users as an inconvenience to the way they work. Careful messaging as to how alternatives can provide the support required and senior corporate buy-in are essential (the 20/21 in year saving has been taken to EMT)

The redistribution will potentially be labour intensive – it may be necessary to fund a small project team to co-ordinate activities

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

5. Financial information				
Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
SIM card reduction (ITDS)	50			50
Device reduction (Cross Council avoidance)	30			30
Android migration (Cross Council avoidance)		10	10	20
Intune migration (ITDS)			?	
Total	80	10	10	100
% of Net Budget	%	%	%	%
Does proposal impact on:	General Fund	DSG	HRA	Health
Yes / No				
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact	
1. Good governance and operational effectiveness	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis 3. Giving Children and young people the best start in life 4. Building an inclusive local economy 5. Delivering and defending: health, social care & support 6. Making Lewisham greener 7. Building safer communities 8. Good governance and operational effectiveness
2.	
3.	
4.	
5.	
6.	
7.	
8.	

7. Ward impact	
Geographical impact by ward:	No specific impact / Specific impact in one or more
	No specific impact
	If impacting one or more wards specifically – which?

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:	N/A	Pregnancy / Maternity:	N/A
Gender:	N/A	Marriage & Civil Partnerships:	N/A
Age:	N/A	Sexual orientation:	N/A
Disability:	Low	Gender reassignment:	N/A
Religion / Belief:	N/A	Overall:	
For any High impact service equality areas please explain why and what mitigations are proposed:			
Is a full service equalities impact assessment required: Yes / No			No

9. Human Resources impact					
Will this cuts proposal have an impact on employees: Yes / No					No
Workforce profile:					
Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

10. Legal implications
State any specific legal implications relating to this proposal:

11. Summary timetable	
Outline timetable for main steps to be completed re decision and implementation of:	
Month	Activity
September 2020	Proposals prepared
October 2020	Proposals submitted to Scrutiny committees leading to M&C
November to December 2020	Scrutiny meetings held with consultations ongoing

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

11. Summary timetable	
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021	Cuts implemented

1. Proposal Overview	
Proposal title:	Aligning the Kickstart scheme with Government plans
Reference:	C-39
Lead officer:	Patrick Dubeck
Ward/s affected	N/A
Cabinet portfolio	Cllr Kim Powell, Business and Community Wealth Building

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Scrutiny committee/s	Sustainable Development Select Committee
----------------------	--

2. Decision Route

Key Decision	Public Consultation	Staff Consultation
N	N	N

3. Contextual Information

Which service area/s are in the scope of the cuts proposal?

In response to the increase in youth unemployment, the Government created the Kickstart scheme. This provides unemployed young people aged 16-24 a six month paid work placement with an employer. The Government provides participating employers with funding to cover six months salary at National Minimum Wage for each Kickstart trainee (25 hours per week).

In early 2021 EMT agreed that the council should participate in the scheme and take on at least 40 Kickstart trainees. Given our commitment to the Living Wage, it was agreed that the council would pay Kickstart trainees the London Living Wage (LLW). A £50k budget growth was allocated to the Economy, Jobs and Partnerships service to cover the funding gap between the Government funding and payment of LLW to the trainees.

What is the controllable budget of the service area/s?

Budget Type	Spend (£000)	Income (£000)	Net Budget (£000)
General Fund	50	0	50
HRA			
DSG			
Health			
TOTAL	50	0	50

What is the staffing profile of the service area/s?

Grades	Number Of Posts	FTE	Vacant Posts	
			Agency / Interim Cover	Not Covered
Scale 1 – Scale 5	0			
Scale 6 – SO2	0			
PO1 – PO5	0			
PO6 – PO8	0			
SMG1 – SMG3	0			
JNC	0			

4. Cuts Proposal

What changes are proposed to the service area/s?

The Kickstart programme is time limited. The Government have announced that they will not approve any additional Kickstart placements after 31 December, and all placements must have begun by 31 March 2022. The council has 45 placements approved by the Government. These placements will all be filled by January 2022.

The six month placements will continue in to next year and therefore some budget will be required in 2022/23 to continue to ensure Kickstart trainees receive the LLW. It is estimated that this will be no more than £25k, and indeed may be less if some of the trainees move on to permanent employment before the end of their six month placement. Therefore it is possible to cut the Kickstart budget by £25k in 2022/23, with the remaining £25k being saved in 2023/24.

Training and employment support and opportunities will continue to be offered via other schemes within the Economy, Jobs and Partnerships team.

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Are there any specific staffing implications?		No		
What level of saving will be achieved? (NET OF ANY CAPITAL OR REVENUE INVESTMENT)				
Proposal strand	2022/23	2023/24	2024/25	TOTAL
	£25	£25	£0	£50
TOTAL	£25	£25	£0	£50
% Net Budget				
Does proposal impact on:	General Fund	HRA	DSG	Health
	Y	N	N	N
If yes, please describe impact:				
What are the potential delivery risks and mitigation?				
The council has secured external funding to operate a youth employment hub which is supporting unemployed young people. Further external funding is expected to be secured by the end of 2021 (European Social Fund) which will allow the council to increase the capacity of the youth employment hub and also establish an all-age employment support service.				
Are there any specific legal implications?				
None				
Is public consultation required (formal/statutory)?		No		

5. Impact & Outcomes

What is the likely impact of the proposed changes?				
Service Users				
The Kickstart programme will end regardless of this savings proposal as it was a Government programme which is ending in March 2022. Ending the Kickstart programme will mean that there are no paid work placements available for unemployed young people.				
Staff				
None				
Other Council Services				
None				
Partners				
None				
Are there any specific equalities implications for service users?				
Protected characteristics and other equalities considerations	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Age				Neutral
Disability				Neutral
Ethnicity				Neutral
Gender				Neutral
Gender reassignment				Neutral

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Marriage and civil partnerships				Neutral
Pregnancy and maternity				Neutral
Religion and belief				Neutral
Sexual orientation				Neutral
Socio-economic inequality				Neutral
Is a full EAA required?			No	
How do the proposed changes align with the Council's Corporate Strategy?				
Corporate Priorities	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Open Lewisham				Neutral
Tackling the Housing crisis				Neutral
Giving children and young people the best start in life			Negative	
Building an inclusive local economy			Negative	
Delivering and defending: health, social care & support				Neutral
Making Lewisham greener				Neutral
Building safer communities				Neutral
Good governance and operational effectiveness				Neutral

THEME D

1. Cuts proposal	
Proposal title:	Generating greater value from Lewisham's asset base
Reference:	D-01

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Cuts proposal	
Directorate:	Housing, Regeneration and Public Realm
Director of Service:	Paul Moore - Director of Regeneration and Social Inclusion (Interim)
Service/Team area:	
Cabinet portfolio:	Housing and Planning - Cllr Bell
Scrutiny Ctte(s):	Public Accounts Select Committee

2. Decision Route			
Cuts proposed:	Key Decision* Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
Will vary depending on sites/proposals selected	YES	YES – Statutory on sites/Planning	Possibly

3. Description of service area and proposal
Description of the service area (functions and activities) being reviewed:
<p>The proposal is to secure a further commercial income/rental stream through the development of around 250/300 housing units for market rent. The key elements of this proposal would include:-</p> <ul style="list-style-type: none"> - The identification of land/sites from the Council's existing service/operational and commercial estate that can facilitate this development – either on a single site or as a package of sites. - The formation of a development delivery pathway/package which provides certain and secure delivery capacity – potentially utilising an existing Partner.
Cuts proposal*
<p>This does not require a service cut – It provides a viable route to securing a sustainable income stream. The development projects should also provide a route to securing further social value:</p> <ul style="list-style-type: none"> • Training and jobs during the construction cycle • Affordable Housing supply – housing at discounted/London Living rent • Potential to configure other community uses/provision within schemes <p>Mitigating Actions for 21/22</p> <ul style="list-style-type: none"> • Developing a consolidated 'short-list' of sites for active review/re-purposing. • Commencing development appraisals. • Decision on development pathway/partner on-boarding. <p>At the heart of the proposal is the intent to achieve the accelerated transition of a package of under-utilised council assets to a development programme that provides 250/300 rented homes, generating a net income return of in the region of £500k pa to the Council.</p>

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

4. Impact and risks of proposal
Outline impact to service users, partners, other Council services and staff:
Should be minimal – but site dependent.
Outline risks associated with proposal and mitigating actions to be taken:
This will require an accelerated programme of decision making and partner on-boarding. Inevitably there will be risks associated with the planning cycle. Market considerations – associated with rental values and financing costs and development costs.

5. Financial information				
Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
Release of Assets for Housing Development			500	500
Total			500	
% of Net Budget	%	%	%	%
Does proposal impact on:	General Fund	DSG	HRA	Health
Yes / No	100			
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact	
1. Any sites/development proposals would need to be progressed through the normal planning route	Corporate priorities 2. Open Lewisham 3. Tackling the Housing Crisis 4. Giving Children and young people the best start in life 5. Building an inclusive local economy 6. Delivering and defending: health, social care & support 7. Making Lewisham greener 8. Building safer communities 9. Good governance and operational effectiveness
2. Generates general needs housing supply and affordable housing supply	
3.	
4. Generates social and economic value from the development cycle – jobs and skills	
5.	
6.	
7.	
8.	

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

7. Ward impact	
Geographical impact by ward:	No specific impact / Specific impact in one or more
	This will depend on site selection
	If impacting one or more wards specifically – which?

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:	L	Pregnancy / Maternity:	L
Gender:	L	Marriage & Civil Partnerships:	L
Age:	L	Sexual orientation:	L
Disability:	L	Gender reassignment:	L
Religion / Belief:	L	Overall:	L
For any High impact service equality areas please explain why and what mitigations are proposed:			
<p>Advancing development in this way should enable options to secure badly needed affordable housing, which will support those in greatest need within Lewisham.</p> <p>This will have a positive impact on all protected characteristics – those who can be re-housed, particularly from Temporary Accommodation.</p>			
Is a full service equalities impact assessment required: Yes / No			No

9. Human Resources impact					
Will this cuts proposal have an impact on employees: Yes / No					
Workforce profile:					
Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

10. Legal implications
State any specific legal implications relating to this proposal:

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

10. Legal implications

The Council already has a delivery Partner procured (Grainger) who could form part of the delivery system for this proposal. Otherwise, there are no specific legal implications at this stage and these will need to be considered as proposals are brought forward.

11. Summary timetable

Outline timetable for main steps to be completed re decision and implementation of proposal – e.g. proposal, scrutiny, consultation (public/staff), decision, transition work (contracts, re-organisation etc..), implementation:

Month	Activity
September 2020	Proposals prepared (this template and supporting papers – e.g. draft public consultation paper, equalities assessment and initial HR considerations)
October 2020	Proposals submitted to Scrutiny committees leading to M&C
November to December 2020	Scrutiny meetings held with consultations ongoing
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021	Cuts implemented

1. Cuts proposal

Proposal title:	Generating greater value from Lewisham's asset base – Miscellaneous Items
Reference:	D-02, D-05, D-07, D-08
Directorate:	Housing Regeneration and Public Realm
Director of Service:	Paul Moore, Director of Regeneration and Inclusive Growth (Interim)
Service/Team area:	Property and Estates

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Cuts proposal	
Cabinet portfolio:	Housing and Planning - Cllr Bell
Scrutiny Ctte(s):	Public Accounts Select Committee

2. Decision Route			
Cuts proposed:	Key Decision* Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
Business Rates	No	No	No
Filming Income	No	No	No
Corporate Estate Meanwhile Use (Temporary Housing - TA/Guardians)	Yes	Yes	No
Corporate Estate - Mothball	No	No	No

3. Description of service area and proposal
Description of the service area (functions and activities) being reviewed:
<p>These proposals seek to set out a number of additional Miscellaneous Asset-based savings that have been presented or secured as part of the review of the Corporate and Service Estate over the Summer/Autumn 2020. The key proposals are:-</p> <ul style="list-style-type: none"> - Corporate Estate Business Rate Revaluation - Income Generation - Meanwhile Use (TA support and reduction in use of Guardian service) - Savings on mothballed assets
Cuts proposal*
<ul style="list-style-type: none"> • Corporate Estate Business Rate Revaluation – this element proposes an application for a business rates reassessment of assets within the operational corporate estate. The Council's operational portfolio has undergone changes and reconfiguration over the years but an assessment of the business rates has not been carried to reflect the current nature of the stock. For example, Wearside Service centre was recently reassessed following a reconfiguration of the site and is likely to provide a rates savings of approximately £40k. It is therefore assumed that carrying out a similar exercise across the entire operational asset base of approximately 80 sites is likely to generate some further savings. A profile of the likely savings over the next 3 years is provided below. This is estimated at £100k over the period. • Income Generation – This proposes the exploration of the potential use of a number of the Council's assets for income generation purposes through hire for example as film sets/locations – initially £25k pa – with review based on uptake.

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

- Meanwhile Use (TA support) – As part of the ongoing asset review, a number of assets have been identified for repurposing or potential redevelopment in the long term. However, in the short-term it is felt that these sites could provide vital support for the Council’s housing need by providing much needed accommodation for temporary housing. The specific sites currently identified for such purpose are:
 - 14 Wildgoose Drive – New Cross
 - 10 Wisteria Road – Lewisham
 - 47 Slaithwaith Road (House on the Hill) – Lewisham

A number of other assets are currently being operated by a guardianship service as a short-term use. A high level assessment of the above units and those currently being used by guardians suggests that together they could provide approximately 25 units of temporary accommodation of one form or another at £3k per unit per year. This is likely to generate savings in the region of **£75k** per year over the next 3 years.

- Operational Estate Running Cost Savings – The ongoing asset review and overall Council transformation and service redesign is expected to lead to a wider rationalisation of the Council’s operational asset base leading to a reduction in the running cost of the estate. In the short-term some of this reduction could be as a result of immediate mothballing of sites while consideration is given to longer term repurposing or redevelopment. As the review progresses, it is expected that a number of other sites could be released in a similar way generating further savings on the cost of running the operational estate. The potential saving is estimated at **£50k** over the next 3 years.

4. Impact and risks of proposal

Outline impact to service users, partners, other Council services and staff:

Should be minimal – but site dependent.
Any housing uses should only be short-term.

Outline risks associated with proposal and mitigating actions to be taken:

Planning requirements for any short term change of use in particular for the sites proposed to be used for temporary accommodation.
Short term Tenancy requirements – to ensure that, whilst they enable essential short term alternative use, they do not frustrate subsequent alternative use/re-purposing of the site.

5. Financial information

Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

5. Financial information				
Business Rates	40	40	20	100
Filming Income	0	25	0	25
Corporate Estate Meanwhile Use (Temporary Housing - TA/Guardians)	25	25	25	75
Corporate Estate - Mothball	0	50	0	50
Total	65	140	45	250
% of Net Budget	%	%	%	%
Does proposal impact on:	General Fund	DSG	HRA	Health
Yes / No	100	No	No	No
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact	
1. Any sites/development proposals may need to be progressed through the normal planning route	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis 3. Giving Children and young people the best start in life 4. Building an inclusive local economy 5. Delivering and defending: health, social care & support 6. Making Lewisham greener 7. Building safer communities 8. Good governance and operational effectiveness
2. supports short term housing supply and affordable housing supply	
3.	
4.	
5.	
6.	
7.	
8.	

7. Ward impact	
Geographical impact by ward:	No specific impact / Specific impact in one or more
	This will depend on site selection
	If impacting one or more wards specifically – which?

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:		Pregnancy / Maternity:	
Gender:		Marriage & Civil Partnerships:	
Age:		Sexual orientation:	
Disability:		Gender reassignment:	
Religion / Belief:		Overall:	L

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

8. Service equalities impact

For any High impact service equality areas please explain why and what mitigations are proposed:

In making better and more flexible use of our assets, we should help those Households and residents that are more likely to benefit from TA e.g.: older people (age), disabled people (disability), single parents with children (pregnancy and maternity). Better use of assets in this way should help support those in greatest need within Lewisham.

Is a full service equalities impact assessment required: Yes / No No

9. Human Resources impact

Will this cuts proposal have an impact on employees: Yes / No

Workforce profile:

Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

10. Legal implications

State any specific legal implications relating to this proposal:

The Council's functions in respect of homelessness are contained in Part 7 of the Housing Act 1996. A tenancy granted to a homeless household as part of any function under Part 7 of the Housing Act 1996 will not be secure, unless the local authority has notified the tenant that it is to be regarded as a secure tenancy. This enables the Council to grant short term non secure tenancies of TA for people where the Council is exercising its functions under Part 7.

11. Summary timetable

Outline timetable for main steps to be completed re decision and implementation of proposal – e.g. proposal, scrutiny, consultation (public/staff), decision, transition work (contracts, re-organisation etc..), implementation:

Month	Activity
-------	----------

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

11. Summary timetable	
September 2020	Proposals prepared (this template and supporting papers – e.g. draft public consultation paper, equalities assessment and initial HR considerations)
October 2020	Proposals submitted to Scrutiny committees leading to M&C
November to December 2020	Scrutiny meetings held with consultations ongoing
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021	Cuts implemented

1. Cuts proposal	
Proposal title:	Catford Campus - Estate Consolidation
Reference:	D-06
Directorate:	Housing, Regeneration and Public Realm

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Cuts proposal	
Director of Service:	Paul Moore – Director of Regeneration and Inclusive Growth (Interim)
Service/Team area:	Capital Programme Delivery
Cabinet portfolio:	Housing and Planning - Cllr Bell
Scrutiny Ctte(s):	Public Accounts Select Committee

2. Decision Route			
Cuts proposed:	Key Decision* Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
Laurence House 5 th floor – Lewisham Homes let	No	No	Informal
Former Town Hall - public sector hub	No	No	No
Civic suite closure	No	No	Informal
Holbeach office closure	No	No	Informal
Former Town Hall Chambers – closure/mothballing	No	No	Informal

3. Description of service area and proposal
<p>Description of the service area (functions and activities) being reviewed:</p> <p>The Catford office estate is made up of six buildings - Laurence House, Civic Suite, Old Town Hall, Holbeach, Town Hall Chambers and Eros House. As part of a wider Asset Review, officers have been reviewing possibilities for office consolidation in order to realise savings or generate income. This builds on work already undertaken over previous years to rationalise the estate. Laurence House is the Council's core office building - pre-Covid it was the office base for around 1700 staff plus the CCG. The intention is for Laurence House to remain the Council's HQ.</p> <p>Until 2013 The Old Town Hall housed part of the Council's workforce. It is currently occupied by Lewisham Homes (4 floors), Bow Arts (1 floor) and a few smaller tenants. The Council retains responsibility for the basement which has large amounts of archive storage. Lewisham Homes are due to move to Laurence House 5th floor early 2021 leaving a large portion of this landmark building empty in central Catford. The Council continues to have to service the building, pay business rates, therefore an alternative use for the building is being considered to ensure that at the very least costs are covered, and where possible additional income is generated.</p> <p>The Civic Suite provides space for Council meetings, public functions and lettings, election functions, back office functions (inprint), Cllr rooms and office accommodation. Since the start of the Covid pandemic in March, the Civic Suite has been closed. Office staff based in the building that require to return to the office have been working in Laurence House (with the remaining staff working remotely from</p>

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

home), Councillors have been using the political rooms provided in Laurence House, and Council committee meetings have been taking place online using Public-I and Microsoft Teams technology.

Eros House is currently occupied by the Council's parking contractor on the 1st floor, CCTV on part of the ground floor and archiving in the basement. The remaining vacant space on the ground floor is small and unlikely to yield any savings in running costs given the rest of the building is occupied; and may form part of the strategy for rationalising other parts of the estate.

Holbeach currently has around 100 staff based there plus front-line services including the Youth Offending Service. It is currently open, operating under Covid-safe measures.

Town Hall Chambers forms part of the Grade II listed Broadway Theatre building and pre-Covid housed training/meeting rooms, some office space, the Trade Unions and Lewisham Youth Theatre. The building is currently closed.

Within the Draft Catford Town Centre Framework agreed by Mayor and Cabinet in September, the Former Town Hall site was flagged for potential to achieve a permanent Civic/Public service Hub. In recent weeks positive discussions have taken place with several key public sector partners who are interested in achieving a relocation to central Catford and appear willing to take on a lease of the former Town Hall, linked to their own specific organisational drivers:-

- **DWP** – as part of the expansion of workload, recruitment of Work advisers and desire to co-locate within the Council's own (subject to the bid under the Lewisham Works programme) – employment support offer.
- **Ingeus** (DWP's employment support provider) – who wish to establish four new 'super-hubs' offering a base/space for staff and employment support programmes.
- **South London and Maudsley, Lewisham and Greenwich Hospital Trust and Guys and St Thomas** – who are exploring the potential to consolidate back office activity out of several ageing/fragmented properties.

Cuts proposal*

This proforma sets out proposals for savings or income generation at five out of the six sites; as follows:

Laurence House

Lewisham Homes are to move in to the 5th floor of Laurence House and the move will take place early 2021.

Old Town Hall

It is proposed to lease some or all of the vacant floors of the Old Town Hall to a number of public partners - Lewisham and Greenwich NHS Trust, SLAM, GST and DWP. The Lewisham and Greenwich Trust are seeking to move some of its office functions from within the Lewisham Hospital site elsewhere to free up buildings for clinical use. Their current back office functions are in poor condition. The DWP and its providers are keen to set up a 'super centre' in Catford with work coaching and youth employment support services.

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

Negotiations are underway currently on space requirements, rent levels and usage, however the various parties are keen to be part of and co-locate to the Public Service Hub in central Catford. The savings are to be achieved by ensuring that the costs for running the Old Town Hall are covered by rental income from the proposed tenants (and where possible additional income generated). The attached analysis shows the net position for the Council of the two main scenarios – mothballing (Option A) or re-letting to establish the Public service Hub (Option B).

There will be some capital costs involved in improving and adapting the Old Town Hall for use by the proposed tenants. The extent of this and who would pick up the costs is yet to be determined and will form part of the more detailed negotiations in due course. On this, we have already received a commitment from GLA for £965K under the 'Get Building' programme that should be capable of being focussed towards the hub.

Civic Suite

It is proposed that the civic suite remains for the foreseeable future. The building would effectively be mothballed until regeneration of the Catford town centre begins and the site is demolished as part of a new civic complex. The savings would be derived from reduced building running costs such as utilities, cleaning, security, repairs and maintenance.

Holbeach

It is proposed that Holbeach is closed and remains closed until the site is required as part of the Town Centre regeneration programme. This would require moving back office functions to Laurence House. The front-line services, particularly Youth Offending Service, would require alternative facilities. It is not appropriate for the service to be delivered from Laurence House. Potential sites could be Eros House ground floor however further analysis on the appropriateness of this site need to be undertaken and a small capital investment would be needed.

Town Hall Chambers

It is also proposed that Town Hall Chambers are closed and remain mothballed until a sustainable and alternative use is found for them. As they form part of the Broadway Theatre, they are an integral and permanent part of the town centre. Access to the upper floors currently restricts most alternative usage, however capital investment in providing new lift access could solve this. Further capital investment would be needed to upgrade the heating system and general decorations and reconfiguration. Long term the space could form part of a wider offering of the theatre.

The short-term savings would be derived from reduced building running costs such as utilities, cleaning, security, repairs and maintenance.

4. Impact and risks of proposal

Outline impact to service users, partners, other Council services and staff:

Old Town Hall

The letting of the Old Town Hall to health and DWP partners will increase closer working arrangements between them and the Council and enable a 'Public Service hub' to be created. The CCG already reside in Laurence House and has shown to be highly beneficial in terms of partnership working. Employment and training support will be critical over the coming years as unemployment figures rise as a result of the Covid pandemic. Catford is centrally located in the borough with good public transport links.

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

4. Impact and risks of proposal

The strategic synergy between these uses taken together creates a benefit beyond the individual parts. Around 400 valued public sector staff would inject much needed footfall and vitality in the heart of the town centre, supporting local businesses and jobs. The alternative option for the Old Town Hall is to mothball.

Civic Suite

In the short / medium term staff that require to work in the office can continue to access Laurence House (within agreed desk quotas for individual directorates within Covid-secure layout). In the medium / long term Laurence House utilisation will need to be re-planned in the context of different ways of working and potential wider Catford estate rationalisation; and teams currently based in the Civic Suite will form part of that. Councillors who currently access the Civic Suite will be able to access the Councillor rooms on the 1st floor of Laurence House. If the Civic Suite is permanently closed, then Council meetings would need to continue online and / or find alternative premises from which to run. It is suggested that larger meetings (e.g. Council AGM or meetings with contentious issues) could potentially take place in schools or other hireable spaces in the borough. There would be a small cost for hiring such premises and potentially for security any technology support (web casting, microphones etc.). The Civic Suite has also seen use during the day for events and meetings, including citizenship ceremonies. In the short/medium term such events will not be taking place due to Covid restrictions, however in the medium/long term alternative arrangements will need to be found. The Civic Suite is also used for election duties – polling station, postal vote counting, training and equipment storage. Alternative arrangements would also need to be found for these functions – options are available at schools/sports halls. There is a small income derived from letting the Civic Suite to third parties which would be lost; although some of those bookings may use alternative Council run buildings such as community centres.

Holbeach

Staff working in Holbeach would need to move to Laurence House. Of more significance is finding an alternative location for the Youth Offending Service and other front-line services. The YOS have worked hard to create a welcoming and safe environment for young people attending and would need this to be replicated elsewhere.

Town Hall Chambers

Town Hall Chambers are currently closed and the office staff have access to Laurence House which could be formalised as part of wider consolidation of staff into the main Council building. The trade unions have been moved temporarily into the ground floor of Laurence House however a longer-term solution for their location would need to be considered. Training and meeting rooms could be provided in Laurence House as part of new ways of working needed in a post-Covid world. Lewisham Youth Theatre would need to be considered further but access via the theatre with shared facilities in the theatre may be an option.

Outline risks associated with proposal and mitigating actions to be taken:

1. **Some or all of the partner organisations decide not to move into the Old Town Hall or decide to take a smaller floorplate;** meaning the running costs for the building cannot be covered and a saving cannot be generated.
Negotiations are still at an early stage however all parties have expressed a keen interest in making it work. Worst case scenario that none of the leases come to

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

4. Impact and risks of proposal

fruition then the building would likely have to be mothballed which would require finding Dek an alternative location.

2. Negative public response to council meetings continuing online.

The online meeting technology currently being utilised is available for public to watch and take part in where relevant, and meetings are also available to view online after the event. As suggested above in the future some critical or large meetings could be held in person and in public by utilising other larger spaces within the borough such as schools or the theatre.

3. Negative public perception of mothballed buildings in the town centre; and impact on confidence for town centre regeneration

Initiatives to animate the town centre and bring confidence to the longer-term regeneration potential have been hugely successful to date, and the Phase 1 works around the Catford Constitutional Club and surrounding area will also help to kick start confidence in the town centre's potential. It is not expected that the closure of Civic Suite, Holbeach or Town Hall Chambers will have a major impact given this activity – provided that the former town hall is occupied.

4. Lack of formal large event space

In the short-term large events, citizenship ceremonies etc. will be unlikely to be taking place due to Covid restrictions; in the medium term they could be delivered elsewhere in the borough, in schools or community facilities. Those spaces would lack the formality of a civic space, but in some cases this may be an advantage.

5. Suitable alternative accommodation cannot be found for the front-line

services in Holbeach, particularly Youth Offending Service, which requires a safe welcoming, and discreet space to be able to deliver their service.

Options include Eros House, but further analysis will be undertaken.

6. Costs associated with finding alternative accommodation for the Trade Unions may outweigh or reduce the savings potential for Town Hall Chambers.

Dependent on outcome of review of front door and library services they could potentially stay on the ground floor of Laurence House.

5. Financial information

Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
Laurence House 5 th floor – Lewisham Homes let	650*	11	12	673
Old Town Hall (net cost/income): Option A – Mothball	- 414	0	0	- 414
Old Town Hall (net cost/income): Option B - Public Service Hub	- 488	450	- 38	-76

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

5. Financial information				
Civic Suite Mothball	248			248
Holbeach office Mothball	120			120
Town Hall Chambers Mothball	70			70
Total Potential Saving(up to £,000s)				
Option A - Mothball	674	11	12	697
Option B – PS Hub	600	461	-26	1,035
% of Net Budget	%	%	%	%
Does proposal impact on:	General Fund	DSG	HRA	Health
Yes / No	100	No	No	No
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact	
1. Good governance and operational effectiveness	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis 3. Giving Children and young people the best start in life 4. Building an inclusive local economy 5. Delivering and defending: health, social care & support 6. Making Lewisham greener 7. Building safer communities 8. Good governance and operational effectiveness
2. Building an inclusive local economy	
3. Delivering and defending: health, social care & support	
4. Giving Children and young people the best start in life	
5. Tackling the Housing Crisis	
6. Open Lewisham	
7. Building safer communities	
8. Making Lewisham greener	

7. Ward impact	
Geographical impact by ward:	No specific impact / Specific impact in one or more
	No specific impact
	If impacting one or more wards specifically – which?
	Rushey Green however impact borough wide

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:	Low	Pregnancy / Maternity:	N/A
Gender:	Low	Marriage & Civil Partnerships:	N/A
Age:	Medium	Sexual orientation:	Low
Disability:	Low	Gender reassignment:	Low
Religion / Belief:	Low	Overall:	Low

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

8. Service equalities impact					
For any High impact service equality areas please explain why and what mitigations are proposed:					
Is a full service equalities impact assessment required: Yes / No					No
9. Human Resources impact					
Will this cuts proposal have an impact on employees: Yes / No					No
Workforce profile:					
Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

10. Legal implications
State any specific legal implications relating to this proposal:
<p>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4 April. These Regulations permit public committee meetings to be held virtually. However, these are temporary changes which have been put in place during the coronavirus pandemic. There is nothing to suggest that authorities will not be required to revert to holding public meetings in person in due course. Accordingly, any proposal to mothball the Civic Suite will need to ensure that the Council will continue to be in a position to hold public committee meetings once the temporary changes come to an end.</p>

11. Summary timetable	
Outline timetable for main steps to be completed re decision and implementation of proposal – e.g. proposal, scrutiny, consultation (public/staff), decision, transition work (contracts, re-organisation etc..), implementation:	
Month	Activity
September 2020	Proposals prepared (this template and supporting papers – e.g. draft public consultation paper, equalities assessment and initial HR considerations)
October 2020	Proposals submitted to Scrutiny committees leading to M&C

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

11. Summary timetable	
November to December 2020	Scrutiny meetings held with consultations ongoing
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021	Cuts implemented

1. Proposal Overview	
Proposal title:	Commercial Estate Review
Reference:	D-10
Lead officer:	Patrick Dubeck

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Ward/s affected	All wards
Cabinet portfolio	Cllr Paul Bell, Housing and Planning
Scrutiny committee/s	Sustainable Development Select Committee

2. Decision Route

Key Decision	Public Consultation	Staff Consultation
N	N	N

3. Contextual Information

Which service area/s are in the scope of the cuts proposal?

The commercial portfolio comprises approximately 250 secondary and tertiary assets and generates an income of circa £2.4M pa. It includes retail shops, offices, light industrial units, nurseries and various community assets.

The portfolio is generally in poor condition with a number of assets requiring investment in order for them to sustain the current rate of income or to bring assets back into lettable condition.

What is the controllable budget of the service area/s?

Budget Type	Spend (£000)	Income (£000)	Net Budget (£000)
General Fund	231	(3,020)	(2,789)
HRA			
DSG			
Health			
TOTAL	231	(3,020)	(2,789)

What is the staffing profile of the service area/s?

Grades	Number Of Posts	FTE	Vacant Posts	
			Agency / Interim Cover	Not Covered
Scale 1 – Scale 5				
Scale 6 – SO2				
PO1 – PO5				
PO6 – PO8				
SMG1 – SMG3				
JNC				

4. Cuts Proposal

What changes are proposed to the service area/s?

There are a range of vacant assets that are in a poor state of repair and require capital investment in order to bring them back into a lettable condition so that in turn they can become income producing. Two examples of properties that require investment are the parade of shops on Turnham Road and 203 Deptford High Street.

It is estimated that a once off capital investment of circa £200k will help stabilise and boost the income generation potential of the commercial estate by £50k in 2023/24 and £100k in 2024/25. This represents a growth of £150k on the commercial estate income by 2025. A full return on investment will be made within 4 years of the initial capital outlay.

Are there any specific staffing implications? No

What level of saving will be achieved? (NET OF ANY CAPITAL OR REVENUE INVESTMENT)

Proposal strand	2022/23	2023/24	2024/25	TOTAL
-----------------	---------	---------	---------	-------

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

	£-200 one-off capital	£50	£100	£150
TOTAL	£-200	£50	£100	£150
% Net Budget				
Does proposal impact on:	General Fund	HRA	DSG	Health
	Y	N	N	N
If yes, please describe impact:				
What are the potential delivery risks and mitigation?				
<p>A key risk of failure to deliver the proposal is that the assets which are in dire need of repair will not only reduce the income potential of the portfolio but will become liabilities to the Council where the authority will be liable for rates and all outgoings as well as keeping the buildings wind and water tight.</p> <p>There is also a risk that market forces may mean that the sort of rental growth estimated may not be achieved. This will be monitored and where possible adjustments will be made on other parts of the estate to ensure the target is met.</p> <p>Tender processes will be followed to ensure that the proposed works provide value for money. Fully costed surveys and valuations will be undertaken to ensure as far as possible that the works will produce the desired increase in rental income.</p>				
Are there any specific legal implications?				
None				
Is public consultation required (formal/statutory)?			No	

5. Impact & Outcomes

What is the likely impact of the proposed changes?

Service Users

An improved quality of commercial lettings offer from the Council will provide opportunities to small businesses and provide improved footfall and vitality in areas of vacancy.

Staff

None

Other Council Services

None

Partners

None

Are there any specific equalities implications for service users?

Protected characteristics and other equalities considerations	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Age				Neutral
Disability				Neutral
Ethnicity				Neutral
Gender				Neutral

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Gender reassignment				Neutral
Marriage and civil partnerships				Neutral
Pregnancy and maternity				Neutral
Religion and belief				Neutral
Sexual orientation				Neutral
Socio-economic inequality				Neutral
Is a full EAA required?			No	
How do the proposed changes align with the Council's Corporate Strategy?				
Corporate Priorities	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Open Lewisham				Neutral
Tackling the Housing crisis				Neutral
Giving children and young people the best start in life				Neutral
Building an inclusive local economy		Positive		
Delivering and defending: health, social care & support				Neutral
Making Lewisham greener				Neutral
Building safer communities				Neutral
Good governance and operational effectiveness		Positive		

1. Proposal Overview

Proposal title:	Business Rates revaluation of Council owned premises
Reference:	D-11
Lead officer:	Patrick Dubeck
Ward/s affected	All Wards
Cabinet portfolio	Cllr Paul Bell, Housing and Planning

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Scrutiny committee/s	Public Accounts Select Committee
----------------------	----------------------------------

2. Decision Route

Key Decision	Public Consultation	Staff Consultation
N	N	N

3. Contextual Information

Which service area/s are in the scope of the cuts proposal?

The Council's Property team is responsible for paying rates for all non-HRA assets excluding schools but including the operational corporate estate.

What is the controllable budget of the service area/s?

Budget Type	Spend (£000)	Income (£000)	Net Budget (£000)
General Fund	1,677,721	1,553,735	123,987
HRA			
DSG			
Health			
TOTAL			

What is the staffing profile of the service area/s?

Grades	Number Of Posts	FTE	Vacant Posts	
			Agency / Interim Cover	Not Covered
Scale 1 – Scale 5				
Scale 6 – SO2				
PO1 – PO5				
PO6 – PO8				
SMG1 – SMG3				
JNC				

4. Cuts Proposal

What changes are proposed to the service area/s?

The Council's assets and operational portfolio has undergone changes and reconfiguration over the years but an assessment of the business rates has not been carried out to reflect the current nature of the stock.

This proposal relates to a revaluation or reassessment of all the assets for which the Council currently holds the business rates liability.

The current savings programme has £200k earmarked from the rates revaluation programme from 2020-2024. This proposal seeks to extend the ongoing revaluation programme based on gains achieved to date.

Early analysis of the assets suggests a full review could generate an additional £150k savings over the next two years.

Are there any specific staffing implications? No

What level of saving will be achieved? (NET OF ANY CAPITAL OR REVENUE INVESTMENT)

Proposal strand	2022/23	2023/24	2024/25	TOTAL
	£100	£50	£0	£150
TOTAL	£100	£50	£0	£150
% Net Budget				

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Does proposal impact on:	General Fund	HRA	DSG	Health
	Y	N	N	N
If yes, please describe impact:				
What are the potential delivery risks and mitigation?				
<p>This proposal looks at seeking rate revaluations based on the current national rating system therefore any national changes in rating policy (such as a higher than expected annual rate increase) is likely to affect the actual level of savings achieved.</p> <p>Achieving the full savings as proposed and in a timely fashion is also reliant on the capacity of the Valuation office to process the appeals our agents submit.</p>				
Are there any specific legal implications?				
None				
Is public consultation required (formal/statutory)?			No	

5. Impact & Outcomes

What is the likely impact of the proposed changes?

Service Users

None

Staff

None

Other Council Services

The successful reduction in rateable value of the Council's estate will have an impact on the Borough wide NNDR receipt.

Partners

None

Are there any specific equalities implications for service users?

Protected characteristics and other equalities considerations	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Age				Neutral
Disability				Neutral
Ethnicity				Neutral
Gender				Neutral
Gender reassignment				Neutral
Marriage and civil partnerships				Neutral
Pregnancy and maternity				Neutral
Religion and belief				Neutral
Sexual orientation				Neutral
Socio-economic inequality				Neutral

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Is a full EAA required?		No		
How do the proposed changes align with the Council's Corporate Strategy?				
Corporate Priorities	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Open Lewisham				Neutral
Tackling the Housing crisis				Neutral
Giving children and young people the best start in life				Neutral
Building an inclusive local economy				Neutral
Delivering and defending: health, social care & support				Neutral
Making Lewisham greener				Neutral
Building safer communities				Neutral
Good governance and operational effectiveness			Positive	

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Proposal Overview	
Proposal title:	Asset Use Review and Regularisation
Reference:	D-12
Lead officer:	Patrick Dubeck
Ward/s affected	All wards
Cabinet portfolio	Cllr Paul Bell, Housing and Planning
Scrutiny committee/s	Sustainable Development Select Committee

2. Decision Route		
Key Decision	Public Consultation	Staff Consultation
N	N	N

3. Contextual Information				
Which service area/s are in the scope of the cuts proposal?				
The commercial portfolio comprises approximately 250 secondary and tertiary assets and generates an income of circa £2.4M pa. It includes retail shops, offices, light industrial units, nurseries and various community assets.				
What is the controllable budget of the service area/s?				
Budget Type	Spend (£000)	Income (£000)	Net Budget (£000)	
General Fund	231	(3,020)	(2,789)	
HRA				
DSG				
Health				
TOTAL	231	(3,020)	(2,789)	
What is the staffing profile of the service area/s?				
Grades	Number Of Posts	FTE	Vacant Posts	
			Agency / Interim Cover	Not Covered
Scale 1 – Scale 5				
Scale 6 – SO2				
PO1 – PO5				
PO6 – PO8				
SMG1 – SMG3				
JNC				

4. Cuts Proposal
What changes are proposed to the service area/s?
<p>A number of Council assets are utilised by third parties where the current consideration is less than market rate. For example, whilst most nurseries occupy council assets on commercial leases, a few pay a modest or nominal rent. If these are reviewed and regularised this could generate an additional income of circa £50k income to the commercial portfolio.</p> <p>A strategic asset review of the entire property portfolio is currently being undertaken. There are certain operational assets that are likely to be no longer required for their existing purposes, and could therefore be re-let on a commercial basis.</p> <p>Securing these units as commercial lets will mean that the Council will no longer be responsible for maintaining those assets generating further savings on the FM budget. The level of savings on the FM budget is likely to be similar to the</p>

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

increased income proposed here but will be captured separately under any savings proposed by the FM team.				
Delivering these proposals will require an increased staffing resource base due the complex and sometimes protracted nature of the negotiations. This is anticipated to be equivalent to an additional full time post to support this and other commercial portfolio income generating initiatives.				
Taken together, a review and regularisation of current arrangements could generate an additional net increase of £100k on the commercial income by 2024/25.				
Are there any specific staffing implications?			No	
What level of saving will be achieved? (NET OF ANY CAPITAL OR REVENUE INVESTMENT)				
Proposal strand	2022/23	2023/24	2024/25	TOTAL
	£25	£50	£85	£160
	£-25	-35	0	-£60
TOTAL	£0	£15	£85	£100
% Net Budget				
Does proposal impact on:	General Fund	HRA	DSG	Health
	Y	N	N	N
If yes, please describe impact:	The proposal requires an increase in the capacity of the team with an additional post			
What are the potential delivery risks and mitigation?				
Proposal not delivered because of potential misalignment with corporate or Member objectives. Efforts will be made on early engagement with affected sites and proposals considered on for example phasing rent increase over time to ease the immediate impact on the users of the building.				
Estimated increased income not delivered in full. Early work carried out by the team to understand and quantify the potential across the estate suggests that the estimated net increase in income is realistic but is only fully deliverable if there is alignment with corporate and Member objectives.				
Are there any specific legal implications?				
Any efforts to renegotiate lease terms will need to give due regard the provisions in any pre-existing lease agreements, particularly in respect of lease term, break clauses and rent review timings. Where there are existing leases, the Council may only make changes where this is permitted by the lease. If there is no provision in an existing lease for rent review, the Council is unable to make changes to the rent during the lease term.				
Is public consultation required (formal/statutory)?			No	

5. Impact & Outcomes

What is the likely impact of the proposed changes?

Service Users

This proposal has potential impacts on the leaseholders for Council owned estate, particularly where we deem there to be commercial interests operating from council owned premises at below market rates. Due consideration will need to be

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

given to the impacts on those with protected characteristics in particular circumstance.				
Staff				
None				
Other Council Services				
None				
Partners				
None				
Are there any specific equalities implications for service users?				Yes
Protected characteristics and other equalities considerations	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Age				X
Disability				X
Ethnicity				X
Gender				X
Gender reassignment				X
Marriage and civil partnerships				X
Pregnancy and maternity				X
Religion and belief				X
Sexual orientation				X
Socio-economic inequality				X
Is a full EAA required?			No	
How do the proposed changes align with the Council's Corporate Strategy?				
Corporate Priorities	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Open Lewisham				Neutral
Tackling the Housing crisis				Neutral
Giving children and young people the best start in life				Neutral
Building an inclusive local economy		Positive		
Delivering and defending: health, social care & support				Neutral
Making Lewisham greener				Neutral
Building safer communities				Neutral
Good governance and operational effectiveness		Positive		

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Proposal Overview	
Proposal title:	Review of commercial opportunities for nurseries within children's centres
Reference:	D-13
Lead officer:	Sara Rahman
Ward/s affected	All
Cabinet portfolio	Cllr Chris Barnham, Children's Services and School Performance
Scrutiny committee/s	Children and Young People Select Committee

2. Decision Route		
Key Decision	Public Consultation	Staff Consultation
N	N	N

3. Contextual Information				
Which service area/s are in the scope of the cuts proposal?				
<p>The key functions of the Children and Family Centre contract is to act as a focus for ensuring early help, which whilst primarily focused at an early years stage also take a 'whole-family' approach building appropriate teams around families to ensure all children and young people's needs are met through multi-agency responses.</p> <p>The Children and Family Centre contract is currently delivered by three separate providers commissioned from the Children Centre contract. Each provider covers different areas of the borough. The Early Years Alliance cover Area 1 of the borough where this site is located. It is close to other sites in the area, and has not been used as a Children's Centre since 2016, following a Public Consultation to de-designate this site. There has been some limited service delivery, but it has mainly been as a training site and professionals meeting space and has not been used by children and families. The part of the site dedicated in lease and site plans to Children and Family Centre activity has remained empty. It is however connected to a nursery which would like to expand into this space."</p>				
What is the controllable budget of the service area/s?				
Budget Type	Spend (£000)	Income (£000)	Net Budget (£000)	
General Fund	£20	0	£150	
HRA				
DSG				
Health				
TOTAL	£20	0	£150	
What is the staffing profile of the service area/s?				
Grades	Number Of Posts	FTE	Vacant Posts	
			Agency / Interim Cover	Not Covered
Scale 1 – Scale 5	N/A			
Scale 6 – SO2				
PO1 – PO5				
PO6 – PO8				
SMG1 – SMG3				
JNC				

4. Cuts Proposal
What changes are proposed to the service area/s?

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Review of commercial opportunities for nurseries within children’s centres starting with one specific children’s centre.

The proposal is an asset transfer 50% of a local Centre which was previously designated as a Children Centre under the CYP Directorate to a Commercial Lease to enable the expansion of a nursery currently occupying the other 50% of the building

Operational changes identified. There will be no specific operational change as there is no service delivery currently from this site or proposed. However, because this part of the site is part of the CYP Portfolio with Premises Management responsibility for Business Rates, building maintenance, cleaning and utilities, this empty site still has an operational cost against the Children Centre budget. The proposal to transfer this part of the building to the private nursery on site will remove these annual costs being incurred. In addition to this it will increase the Commercial Lease and therefore the Commercial rent applied to the nursery generating more income for the Council and ensuring this site is more sustainable moving forward.

As stated there is currently no Children and Family Centre service delivered from this site, the Nursery who wish to expand into this space will do so with the aim of develop three aspects of their work:

1. to increase support and guidance to local parents and carers by providing workshops on subjects such as toilet training, sleep routines, healthy eating, importance of play, natural resources, developmental milestones, EYFS, oral health and hygiene routines, etc.
2. to create a community hub that would offer space and facilities to local community groups that provide child care, educational and recreational provision such as exercise classes, mental wellbeing, meditation, yoga, massage, etc.
3. to meet their long-term needs for additional nursery-age provision by expanding their current baby room into the area, and by some pilot schemes that would facilitate before/after school and school holiday activities.

The proposed vision does support Lewisham’s CYP priorities under their four key areas listed below:

the best start in life and protection from harm;

- good physical and emotional health; by encouraging sound mental well-being and physical health
- making progress, achieving and being prepared for adulthood;
- feeling listened to and respected

Are there any specific staffing implications?		N (with HR input)		
What level of saving will be achieved? (NET OF ANY CAPITAL OR REVENUE INVESTMENT)				
Proposal strand	2022/23	2023/24	2024/25	TOTAL
Proposal 1	£11	£9		£20
TOTAL		£0	£0	£20
% Net Budget				

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Does proposal impact on:	General Fund	HRA	DSG	Health
	Y	N	N	N
If yes, please describe impact:	<p>This will reduce an operation cost of £20,000 against the Children Centre budget. The operating costs of an empty site specifically relate to the following:</p> <ul style="list-style-type: none"> • Business Rates = £6,000 • Insurance = £118 • Security = £4,000 • Cleaning = £9,600 • Weekly compliance checks = £4,000 • Pre-planned Maintenance = £2,000 (estimate) <p>Many of these costs will be passed on to the organisation with the Commercial lease as they are still required, there will be no negative impact to Children Centre delivery and only a positive impact for the Children Centre budget.</p> <p>There is also the potential to increase the Commercial rent generated from this site.</p>			
What are the potential delivery risks and mitigation?				
<p>Two risks:</p> <ol style="list-style-type: none"> 1. The biggest risk to this is the DfE Capital Grant utilised to building this site initially which was completed within the 25 year claw back range, however, this is to be mitigated by the nursery vision and service delivery plan detailed above for the additional space created. 2. The 2015 public consultation may not be sufficient to satisfy change of use of this building and therefore there might need to be a public consultation and Mayor and Cabinet decision before this plan can be initiated. 				
Are there any specific legal implications?				
<p>There is a statutory duty to consult on any proposal to cease using a building as a children's centre. Any proposal is therefore expressly subject to that consultation and a decision on closure being taken by Mayor & Cabinet.</p> <p>The specific site contained within this proposal has already been de-designated following public consultation in 2016. Therefore any further sites coming forward would require specific public consultation.</p>				
Is public consultation required (formal/statutory)?			Unknown	

5. Impact & Outcomes

What is the likely impact of the proposed changes?

Service Users

Proposal 1 – there would be no negative impact on service users as there is currently no service being delivered, the impact will be positive as there is an initial saving against the Children Centre contract and the potential for greater income generation at the site from an expanded Commercial Lease.

Proposal 1 - there may be positive benefits as the nursery is looking to expand their offer making more spaces available to local residents, there is also an intention to provide more community based information, like information, advice and guidance, so local residents will have more benefit from this site than they currently receive

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Staff				
Proposal 1 – no impact on staff				
Other Council Services				
Proposal 1 – there will be a positive impact on Early Years and Sufficiency as this expansion will create more nursery places in the ward and access to community services.				
Partners				
Proposal 1 – partners will not see a change in the service by the Children Centres but local community organisations will see a potentially increased opportunity to utilise space. Two other organisations currently utilise this space and they would have to be factored into the agreed expansion and new lease for this site by the Nursery.				
Are there any specific equalities implications?				
Protected characteristics and other equalities considerations	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Age			x	
Disability			x	
Ethnicity			x	
Gender			x	
Gender reassignment			x	
Marriage and civil partnerships			x	
Pregnancy and maternity			x	
Religion and belief			x	
Sexual orientation			x	
Socio-economic inequality			x	
Is a full EAA required?			N (with Corporate Policy input)	
How do the proposed changes align with the Council's Corporate Strategy?				
Corporate Priorities	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Open Lewisham	x			
Tackling the Housing crisis			x	
Giving children and young people the best start in life		x		
Building an inclusive local economy	x			
Delivering and defending:			x	

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

health, social care & support				
Making Lewisham greener			x	
Building safer communities	x			
Good governance and operational effectiveness	x			

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Proposal Overview	
Proposal title:	Facilities Management 2022/23 proposed savings
Reference:	D-14
Lead officer:	Currently Director not in post (Lead officer, Kathy Freeman/Brian Colyer)
Ward/s affected	All Wards
Cabinet portfolio	Cllr Amanda De Ryk, Finance and Resources
Scrutiny committee/s	Public Accounts Select Committee

2. Decision Route		
Key Decision	Public Consultation	Staff Consultation
No	No	Yes

3. Contextual Information				
Which service area/s are in the scope of the cuts proposal?				
<u>Facilities Management Front of House/Soft Services:</u>				
<ol style="list-style-type: none"> Cleaning services across the corporate managed properties. Review services and adjust to identify requirements. Majority of this service is delivered by a newly in-housed workforce Front of House services (Reception duties, Post Room, Document Management, Technical services and Chauffeur services). These services are provided by an in-house workforce. Security Services. Currently this service is being provided by an out-sourced contract but consideration of insourcing is under review 				
<u>Energy and Utilities Management:</u>				
<ol style="list-style-type: none"> Management of LBL energy and utilities contracts and supplies. This includes corporate property, estates rented properties, Lewisham home and schools. This service is provided with an in-house team. Note: Currently potentially procuring a contract for invoice validation. This service is proposed to be funded by a proposition of a vacant post 				
What is the controllable budget of the service area/s?				
Budget Type	Spend (£000)	Income (£000)	Net Budget (£000)	
General Fund	3,776	133	3,643	
HRA	NA	NA	NA	
DSG	NA	NA	NA	
Health	NA	NA	NA	
TOTAL	3,776	133	3,643	
What is the staffing profile of the service area/s?				
Grades	Number Of Posts	FTE	Vacant Posts	
			Agency / Interim Cover	Not Covered
Spot scale (LLW)	59	TBC	TBC	TBC
Scale 1 – Scale 5	18	18	TBC	TBC
Scale 6 – SO2	1	1	TBC	TBC
PO1 – PO5	1	1	0	1
PO6 – PO8				
SMG1 – SMG3				
JNC				

4. Cuts Proposal

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

What changes are proposed to the service area/s?				
<p>1 This saving will be achieved by greater efficiency and reduction in headcount across the Facilities Management sections along with some level of reduction to building related services on closed buildings. The saving will be delivered from 23/24 due to the time it takes to decommission the Council's wider corporate estate.</p> <p>2. Proposal to self-deliver a greater proportion of building maintenance and small works with a direct labour force. Proposal to reduce the level of central contract (bundling) and manage smaller contracts directly with an in-house resource. These changes will also remove a level of dependency on a very small number of external service providers (main contractors)</p> <p>3. Review of all buildings and FM services to ensure appropriate cost are recharged to the external partners who lease our buildings for full cost recovery.</p>				
Are there any specific staffing implications?			Y (with HR input)	
What level of saving will be achieved? (NET OF ANY CAPITAL OR REVENUE INVESTMENT)				
Proposal strand	2022/23	2023/24	2024/25	TOTAL
		£100k	£10k	£110k
TOTAL				
% Net Budget		£100k	£10k	£110k
Does proposal impact on:	General Fund	HRA	DSG	Health
	Y	N	N	N
If yes, please describe impact:	2022/23 saving are planned to provide already programmed saving. 2023/25 savings are planned to provide already programmed savings along with additional savings.			
What are the potential delivery risks and mitigation?				
<p>1. Redundancy costs which has been factored in addition to the proposed savings.</p> <p>2. Planned Buildings closure not taking place or only part closure which has limited savings to FM. FM to work closely with the estates and capital team.</p> <p>3. Cost of contract inflation and shortage of skilled contractors is likely to present a price increase.</p> <p>4. Changes to the number of Council maintained properties.</p> <p>5. Energy and Utilities inflation has been assumed to be funded.</p> <p>6. Reduction in Capital funding support for out-of-life plant and equipment. Any reduction would have a direct impact on FMs revenue budgets. It is planned that FMs capital expenditure will form part of the budget forecasting in the future.</p> <p>7. Current FMs Planned Maintenance is of a low standard. Improvement to the level of maintenance is likely to increase costs. Additional savings will be reviewed to support increased costs.</p>				
Are there any specific legal implications?				
Yes, TUPE and employment law				
Is public consultation required (formal/statutory)?			No (with Legal input)	

5. Impact & Outcomes

What is the likely impact of the proposed changes?

Service Users

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Limited impact				
Staff				
Facilities Management are planning a department restructure which will place the appropriate staff in realigned roles. This change is likely to provide a greater job satisfaction due to clear roles and responsibilities along with appropriate levels of ownership. Greater efficiency in the service is planned which will lead to redundant posts.				
Other Council Services				
Limited impact				
Partners				
Limited impact				
Are there any specific equalities implications?				
Note: This information is currently not available but will be submitted as part of the potential restructure				
Protected characteristics and other equalities considerations	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Age				
Disability				
Ethnicity				
Gender				
Gender reassignment				
Marriage and civil partnerships	the information for this table to be provided by hr and included in planned restructure documentation			
Pregnancy and maternity				
Religion and belief				
Sexual orientation				
Socio-economic inequality				
Is a full EAA required?			Y/N (with Corporate Policy input)	
How do the proposed changes align with the Council's Corporate Strategy?				
Corporate Priorities	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Open Lewisham				Yes
Tackling the Housing crisis				NA
Giving children and young people the best start in life				NA

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Building an inclusive local economy				NA
Delivering and defending: health, social care & support				NA
Making Lewisham greener				NA
Building safer communities				NA
Good governance and operational effectiveness	Yes			

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

THEME E

1. Cuts proposal	
Proposal title:	Income from Building Control
Reference:	E-02
Directorate:	Housing Regeneration and Public Realm
Director of Service:	Paul Moore
Service/Team area:	Building Control
Cabinet portfolio:	Housing and Planning - Cllr Bell
Scrutiny Ctte(s):	Public Accounts Select Committee and Sustainable Development Select Committee

2. Decision Route			
Cuts proposed:	Key Decision*	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
	Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution		
Extend commercial presence in local and regional market	no	no	no

3. Description of service area and proposal
Description of the service area (functions and activities) being reviewed:
<p>Building control are responsible for the review and approval of Building Work ranging from small scale changes to large scale redevelopment proposals. The Building Control regime is delivered via the Council as well as through approved inspectors in the private sector meaning that the Council is in competition with the private sector to deliver the service.</p>
Cuts proposal*
<p>The proposal is for increased income through an improved market share</p> <p>The Council received applications for 650 building works in 2019/20. This is compared to over 2,000 planning applications.</p> <p>The proposal is to increase the promotion of Building Control following planning permission being granted to improve the market share of Building Control and thereby increase income.</p> <p>Mitigating Actions for 21/22 Increasing market share may mean that additional resources are necessary to meet increased demand. It will be important to work to streamline existing processes and ways of working to improve efficiency alongside seeking additional work.</p>

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

4. Impact and risks of proposal

Outline impact to service users, partners, other Council services and staff:

The main risk is the ability to meet increased service demand.

Outline risks associated with proposal and mitigating actions to be taken:

Economic downturn may affect availability of work.

5. Financial information

Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
	554 (E43004)	676 (E43004)		
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
Increased Building Control market share	15	15	20	50
Total	15	15	20	50
% of Net Budget	%	%	%	%
Does proposal impact on: Yes / No	General Fund	DSG	HRA	Health
	Yes, an increase in income of £50k			
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact

1. Tackling the housing crisis	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis 3. Giving Children and young people the best start in life 4. Building an inclusive local economy 5. Delivering and defending: health, social care & support 6. Making Lewisham greener 7. Building safer communities 8. Good governance and operational effectiveness
2. Building an inclusive local economy	
3.	
4.	
5.	
6.	
7.	
8.	

12. Ward impact

Geographical impact by ward:	No specific impact / Specific impact in one or more
	No specific Impact

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

12. Ward impact

	If impacting one or more wards specifically – which?

13. Service equalities impact

Expected impact on service equalities for users – low			
Ethnicity:	N/A	Pregnancy / Maternity:	N/A
Gender:	N/A	Marriage & Civil Partnerships:	N/A
Age:	N/A	Sexual orientation:	N/A
Disability:	N/A	Gender reassignment:	N/A
Religion / Belief:	N/A	Overall:	N/A
For any High impact service equality areas please explain why and what mitigations are proposed:			
This proposal should assist in developing a better integrated and aligned suit of related services – supporting residents and businesses with a range of diverse needs.			
Is a full service equalities impact assessment required: Yes / No			no

14. Human Resources impact

Will this cuts proposal have an impact on employees: Yes / No					no
Workforce profile:					
Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

15. Legal implications

State any specific legal implications relating to this proposal:
n/a

16. Summary timetable

Outline timetable for main steps to be completed re decision and implementation of proposal – e.g. proposal, scrutiny, consultation (public/staff), decision, transition work (contracts, re-organisation etc.), implementation:
--

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

16. Summary timetable	
Month	Activity
September 2020	Proposals prepared (this template and supporting papers – e.g. draft public consultation paper, equalities assessment and initial HR considerations)
October 2020	Proposals submitted to Scrutiny committees leading to M&C
November to December 2020	Scrutiny meetings held with consultations ongoing
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021	Cuts implemented

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Proposal Overview	
Proposal title:	Building Control Service Efficiency
Reference:	E-12
Lead officer:	Patrick Dubeck
Ward/s affected	N/A
Cabinet portfolio	Cllr Paul Bell, Housing and Planning
Scrutiny committee/s	Public Accounts Select Committee

2. Decision Route		
Key Decision	Public Consultation	Staff Consultation
N	N	N

3. Contextual Information				
Which service area/s are in the scope of the cuts proposal?				
<p>Building control are responsible for the review and approval of Building Work ranging from small scale changes to large scale redevelopment proposals. The Building Control regime is delivered via the Council as well as through approved inspectors in the private sector meaning that the Council is in competition with the private sector to deliver the service.</p> <p>In addition, the impending Building Safety Bill has been published with the intention of overhauling current building regulations across England and Wales. It is intended to strengthen the whole regulatory system for building safety by establishing a comprehensive new building safety regime governing design, construction and occupation of higher risk buildings, with particular focus on fire safety measures.</p> <p>Local authorities will have a significant role in the way the new regulations will work. It is therefore important to ensure the service in Lewisham is redesigned and remains fit for purpose when the new regime becomes law in 2022. There are also opportunities to increase the market share of Council provided services. The Council can do this by ‘selling’ this service to individuals and developers operating in Lewisham but to also consider expanding this. For instance this service could be provided to other local authorities needing support.</p>				
What is the controllable budget of the service area/s?				
Budget Type	Spend (£000)	Income (£000)	Net Budget (£000)	
General Fund	£558 (E43004)	£691 (E43004)	(133)	
HRA				
DSG				
Health				
TOTAL				
What is the staffing profile of the service area/s?				
Grades	Number Of Posts	FTE	Vacant Posts	
			Agency / Interim Cover	Not Covered
Scale 1 – Scale 5				
Scale 6 – SO2				
PO1 – PO5				
PO6 – PO8				
SMG1 – SMG3				
JNC				

4. Cuts Proposal

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

What changes are proposed to the service area/s?				
<p>The Council received applications for 650 building works in 2019/20. This is compared to over 2,000 planning applications.</p> <p>The current programme of savings already has £50k earmarked for the service over the next three years including 2020/21. This new proposal is seeking to double that over the same period.</p> <p>This will be achieved through an increased market share for services for current applications going through the Planning system.</p>				
Mitigating Actions for 22/23				
<p>Increasing market share may mean that additional resources are necessary to meet increased demand. It will be important to work to streamline existing processes and ways of working to improve efficiency alongside seeking additional work.</p> <p>As part of this, and to ensure readiness to operate in the new regulatory environment, the service will be seeking ISO9001 accreditation. This will be in the form of a review to be carried out Local Authority Building Control service. This objective may require a restructure of the service at some point in the next 12 months.</p>				
Are there any specific staffing implications?				No
What level of saving will be achieved? (NET OF ANY CAPITAL OR REVENUE INVESTMENT)				
Proposal strand	2022/23	2023/24	2024/25	TOTAL
	£20	£30	£0	£50
TOTAL				
% Net Budget	£20	£30	£0	£50
Does proposal impact on:	General Fund	HRA	DSG	Health
	Y	Y	Y	Y
If yes, please describe impact:	An increase in income of £50k			
What are the potential delivery risks and mitigation?				
<p>The main risk is the ability to attract and then meet increased service demand. The service review referenced above will help ensure the service is fit for purpose. A peer assessment of the existing service is planned to support this review.</p> <p>The changing regulatory environment, whilst anticipated to create further opportunities for local authority delivered services, will also carry greater risk due to increased complexity of the incoming regime. The service will need to ensure the necessary technical competence and experience to meet this challenge are retained and recruited.</p>				
Are there any specific legal implications?				
No				
Is public consultation required (formal/statutory)?				No

5. Impact & Outcomes

What is the likely impact of the proposed changes?

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Service Users				
This proposal is intended to improve the responsiveness of the Council led service and improve the service that customers experience.				
Staff				
None				
Other Council Services				
None				
Partners				
None				
Are there any specific equalities implications for service users?				
Protected characteristics and other equalities considerations	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Age				Neutral
Disability			Positive	
Ethnicity				Neutral
Gender				Neutral
Gender reassignment				Neutral
Marriage and civil partnerships				Neutral
Pregnancy and maternity				Neutral
Religion and belief				Neutral
Sexual orientation				Neutral
Socio-economic inequality				Neutral
Is a full EAA required?			No	
How do the proposed changes align with the Council's Corporate Strategy?				
Corporate Priorities	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Open Lewisham			Positive	
Tackling the Housing crisis			Positive	
Giving children and young people the best start in life				Neutral
Building an inclusive local economy				Neutral
Delivering and defending: health, social care & support				Neutral

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Making Lewisham greener			Positive	
Building safer communities			Positive	
Good governance and operational effectiveness			Positive	

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Proposal Overview	
Proposal title:	Changes to Leisure Concessions for Older People
Reference:	E-14
Lead officer:	James Lee
Ward/s affected	All wards
Cabinet portfolio	Cllr Andre Bourne, Culture
Scrutiny committee/s	Healthier Communities Select Committee

2. Decision Route		
Key Decision	Public Consultation	Staff Consultation
Y	N	N

3. Contextual Information			
Which service area/s are in the scope of the cuts proposal?			
The Council currently offers various concessions including “Be Active” and free access to its gyms and swimming pools for those aged over 60 or in receipt of disability benefits.			
What is the controllable budget of the service area/s?			
Budget Type	Spend (£000)	Income (£000)	Net Budget (£000)
Leisure contracts budget is being rebuilt year on year but this proposal reflects a real reduction in spend transferring to a base budget reduction (due to surplus being generated across the contracts overall in 23/24.			
What is the staffing profile of the service area/s?			
None.			

4. Cuts Proposal				
What changes are proposed to the service area/s?				
<p>Under this proposal we could continue to provide some concessions such as the Be active scheme. The provision of “free swim and gym” would continue for people in receipt of disability benefits but not for all over 60s. For this option the saving across the GLL sites would be c£170,000 with an overall savings of at least £190,000 anticipated across all sites.</p> <p>The GLL figures have been based on the below assumptions:</p> <ul style="list-style-type: none"> • Total annual usage estimated at 611,170 • 60+ and people in receipt of disability benefits usage reflects 16% of total usage (97,787) • Assume 70% of 60+ and people in receipt of disability benefits will continue to use service if they have to pay (68,451) <p>Over 60s would move to existing concessionary pay and play and membership rates.</p> <p>The saving would be implemented in October 2022 in line with any extension of the GLL contract and at the same time (contracts allowing) at Downham.</p>				
Are there any specific staffing implications?				N
What level of saving will be achieved? (NET OF ANY CAPITAL OR REVENUE INVESTMENT)				
Proposal strand	2022/23	2023/24	2024/25	TOTAL
	95k	£95k	Full savings taken from	£190k

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

			base budget.	
TOTAL				£190k
% Net Budget				
Does proposal impact on:	General Fund	HRA	DSG	Health
	Y	N	N	N
If yes, please describe impact:				
What are the potential delivery risks and mitigation?				
<p>Higher than anticipated drop off will have a financial impact with secondary implications for health and social care due to decreased level of physical activity amongst target groups.</p> <ul style="list-style-type: none"> Mitigated through targeted marketing to increase overall cohort aware of the service alongside continued improvement in service standard to make the offer more attractive for those now required to pay. Drop off could be mitigated by retaining free access for those on benefits but this would reduce saving and increase administrative burden <p>There are reputational risks associated with reducing the concessions available to vulnerable groups.</p> <ul style="list-style-type: none"> This will be mitigated by highlighting the remaining concessions available and wider physical activity available for free in our parks and open spaces. “Be Active” concessions will continue to be available Communication will need to focus on the ongoing cuts from central government, the impact of Covid on leisure services and the need to target our services at those most in need (i.e. it is generally accepted that not all over 60 year olds require a concession and some are able to pay). 				
Are there any specific legal implications?				
No.				
Is public consultation required (formal/statutory)?			N	

5. Impact & Outcomes

What is the likely impact of the proposed changes?

Service Users

As outlined above there is likely to be a drop off in the number of users as a result of this cut. This is estimated to be approximately 30% of the current usage. It is anticipated that this will be a mixture of those in most financial need and those least committed to the activity.

Staff

Employees of both the Council and the leisure providers are likely to have to deal with a number of complaints and concerns from those who previously accessed the services for free – particularly during the transition period.

Other Council Services

If the removal of the concession leads to significant numbers of individual with poor health from discontinuing their use of the gym and swimming pool there may be some impact on health and social care services.

Partners

The removal of the concession will reduce some administrative burden from the leisure providers but complaints and concerns are likely to increase – particularly during the transition period.

Are there any specific equalities implications?

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

Protected characteristics and other equalities considerations	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Age	Negative			
Disability				x
Ethnicity				x
Gender		Negative		
Gender reassignment				x
Marriage and civil partnerships				x
Pregnancy and maternity				x
Religion and belief				x
Sexual orientation				x
Socio-economic inequality	Negative			
Is a full EAA required?			N	
How do the proposed changes align with the Council's Corporate Strategy?				
Corporate Priorities	High (Positive / Negative)	Medium (Positive / Negative)	Low (Positive / Negative)	Neutral
Open Lewisham			Negative	
Tackling the Housing crisis				x
Giving children and young people the best start in life				x
Building an inclusive local economy				x
Delivering and defending: health, social care & support		Negative		
Making Lewisham greener				x
Building safer communities				x
Good governance and operational effectiveness		Positive		

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

THEME F

1. Cuts proposal	
Proposal title:	Changes to Children’s Social Care services
Reference:	F-02
Directorate:	CYP
Director of Service:	Lucie Heyes
Service/Team area:	Children’s Social Care
Cabinet portfolio:	Children’s Services and Schools Performance – Cllr Barnham
Scrutiny Ctte(s):	Children and Young People Select Committee

2. Decision Route			
Cuts proposed:	Key Decision*	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
	Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution		
1. Reduce numbers of children in care	No	No	No

3. Description of service area and proposal
Description of the service area (functions and activities) being reviewed:
A range of services and functions sitting within Children’s Social Care and in particular the budget for providing placements for children and young people in care or who are care leavers. This budget is currently over-spending.
Cuts proposal*
1. <u>DEMAND MANAGEMENT: Reduction of children in care (CLA)</u> Historically the rate of Children looked after in Lewisham has been high compared to other London Borough’s (2018/19 Lewisham r = 72, 2019/20 r = 69. London r = 64). Through 2019, various steps were taken to prevent the overall number of CLA increasing, by reducing the number of new entries to care. This work continues and is being further strengthened by developing stronger Edge of Care Family Support services to support children to stay safely within their families. Through 2020 additional steps are being taken to move existing CLA into other permanent care arrangements e.g. Special Guardianship Care. There will be a period of approximately 5 – 7 years where the current high numbers of CLA have to work through the care system to adulthood and beyond Care Leaver status. Impact of this action is estimated to save up to £1m per year, initially £0.5m in the first two years.
Mitigating Actions for 21/22
Actions currently underway have generated a significant reduction in expenditure. The actions listed above should continue with this direction of travel.

4. Impact and risks of proposal
Outline impact to service users, partners, other Council services and staff:

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

4. Impact and risks of proposal

The actions listed above should not have a negative impact on the quality of care and in many cases should lead to an improvement in the service offer. These proposals do not involve denial or downgrading of services to protect children and young people: quite apart from the Council's strong commitment to the safety and wellbeing of our most vulnerable children, the services concerned are governed by strict statutory requirements.

Outline risks associated with proposal and mitigating actions to be taken:

Some of the action taken previously to manage demand for high-cost placements has not delivered the savings anticipated. The current proposals are being closely monitored by both the Executive Director for Children and Young People and the Executive Director for Finances and Resources, together with the two Cabinet Members. All of these savings have been achieved in other Local Authorities.

5. Financial information				
Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
	56,103	-3,834	52,269	
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
Reduction of children in care	500	500	1,000	2,000
Total	500	500	1,000	2,000
% of Net Budget	2.9%	2.9%	%	%
Does proposal impact on: Yes / No	General Fund	DSG	HRA	Health
	No	No	No	No
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact

1.	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis 3. Giving Children and young people the best start in life 4. Building an inclusive local economy 5. Delivering and defending: health, social care & support 6. Making Lewisham greener 7. Building safer communities
2.	
3. Giving Children and Young People the best start in life	
4.	
5.	
6.	

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

6. Impact on Corporate priorities: list in order of DECREASING impact	
7.	8. Good governance and operational effectiveness
8. Good governance and operational effectiveness	

7. Ward impact	
Geographical impact by ward:	No specific impact / Specific impact in one or more
	Borough wide
	If impacting one or more wards specifically – which?

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:	low	Pregnancy / Maternity:	low
Gender:	low	Marriage & Civil Partnerships:	N/A
Age:	N/A	Sexual orientation:	N/A
Disability:	low	Gender reassignment:	N/A
Religion / Belief:	N/A	Overall:	low
For any High impact service equality areas please explain why and what mitigations are proposed:			
Is a full service equalities impact assessment required: Yes / No			No

9. Human Resources impact					
Will this cuts proposal have an impact on employees: Yes / No					No
Workforce profile:					
Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

10. Legal implications

State any specific legal implications relating to this proposal:

None

11. Summary timetable

Outline timetable for main steps to be completed re decision and implementation of proposal – e.g. proposal, scrutiny, consultation (public/staff), decision, transition work (contracts, re-organisation etc..), implementation:

Month	Activity
September 2020	Proposals prepared (this template and supporting papers – e.g. draft public consultation paper, equalities assessment and initial HR considerations)
October 2020	Proposals submitted to Scrutiny committees leading to M&C
November to December 2020	Scrutiny meetings held with consultations ongoing
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021	Cuts implemented

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Cuts proposal	
Proposal title:	Waste Minimisation for 2023 - 2024
Reference:	F-16
Directorate:	Housing, Regeneration and Public Realm
Director of Service:	Zahur Khan – Director, Public Realm
Service/Team area:	Commercial Operations
Cabinet portfolio:	Environment and Transport - Cllr McGeevor
Scrutiny Ctte(s):	Sustainable Development Select Committee

2. Decision Route			
Cuts proposed:	Key Decision* Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
	Yes	Yes	Yes

3. Description of service area and proposal
<p>Description of the service area (functions and activities) being reviewed:</p> <p>We have successfully submitted our Reduction and Recycling Plan (RRP) to the Mayor for London, setting out how we contribute to his targets as per the London Environment Strategy. What is absent, however, is a more detailed and specific Lewisham focussed approach. In particular, a comprehensive delivery plan that enables us to be able to fully understand the opportunities and challenges within the Borough to successfully reduce the environmental and financial cost of waste.</p> <p>We now urgently need to start on a new Lewisham Waste Strategy and Delivery Plan. This will pick up on the need to reduce waste, to work towards a wider circular economy as well as the 3 Rs (Reduce, Recycle and Reuse). The Council has already recognised that this needs to be undertaken but we need to ensure that this is prioritised and supported corporately. A number of specific elements of this are considered urgent:</p> <ul style="list-style-type: none"> • Participation and Composition Surveys to understand the blockages and potential within waste streams and able to inform the direction of priority and necessary resource. • Establishment of a Blocks resource to move on the estimated 40% of properties within the borough that are in blocks, regardless of tenure. • To review and implement a clear policy and recommendation for new developments and build. • To ensure that the above will all run in parallel with the main Strategy and Delivery Plan. The main strategy will identify further areas for improvement and expansion by location, tenure and type. It is critical that that colleagues in

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

Housing and RPs are fully involved in this process and that we co-produce any pilots, trials and fully implemented schemes.

- Commencement of the tonnage/financial model with corporate colleagues along with stronger governance of Lewisham as a unitary authority to recognise the impact that waste has on the Councils financial resource.
- The focus must be waste minimisation and reuse followed by recycling and look towards, wherever possible, a circular economy
- Work with other similar unitary authorities or waste authorities for partnership approach going forward from sharing procurement opportunities to a possible quasi/informal waste authority, to reduce costs or to provide alternative approaches, services, uses or disposal routes.
- Introduction of a corporate governance board mirroring the approach from other Waste Authorities and reflecting the importance and scale of the impacts and finances of waste streams and allowing the development robust plans to reduce costs and impact or cost aversion.
- Behaviour Change – This is one of the most important areas for influencing demand on services. The need for a comprehensive Education and Engagement approach around Waste minimisation and then recycling is critical in successfully meeting our ambitions and reducing costs and future cost aversion.

This saving is based upon our new Waste Strategy and Delivery Plan and would look to reduce tonnages produced within the Borough. This requires a mix of extensive engagement and behaviour change, waste restriction on bins and longer frequencies for collections (towards 3 weeks) amongst others.

Cuts proposal*

- Currently the Council provides 180l wheelie bins to street-based properties for their residual waste.
 - Domestic waste to SELCHP for 19/20 was 84,125 tonnes.
 - 60% of properties are kerbside
 - Therefore 60% would be – 50,475 tonnes in 20/21
 - Change the capacity of bins from 180l to 110l would be around a 30% reduction
 - However, it would be sensible to assume some element of this transfer to recycling. If this was via Bywater's this would see this sum impacted. A trial would allow this level of transfer to be assessed and costed, along with evidence from other authorities.
 - The reduction in capacity would also need to be modelled in terms of impact on collection capacity and routing of vehicles and rounds and could see a reduction in resource required, with effective compaction.
- As part of a Waste minimisation campaign, there are 2 options for further investigation and potential implementation:
 - the possibility of extending fortnightly collections to a three-weekly frequency. A full cost analysis and risk assessment to be undertaken. This could be done by targeting pilot projects. The use of pilot projects would

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

provide tangible evidence as to the effect three weekly collections may have moving forward.

- limiting the volume further with the introduction of 110L bins substituted for the current 180l ones. Areas that have done this have seen waste streams adapt and been able to make efficiencies
- We would need to consider the impact on larger families and other agreed needs and provide a clear criterion for any exemptions
- Recommend to trial this in late 2021/22 for evaluation and potential implementation in 2023/24.
- Requires capital investment to swap all bins.
- Potential reduction in size of fleet necessary.
- Other alternative measures to be developed to meet our environment aspirations and efficiencies
- Further work with Resource London

Mitigating Actions for 21/22 onwards

- It is proposed that a service review for environmental operations be undertaken, to provide a full operational and management model for the borough based looking at a menu of options and approaches, using best practice and industry standards. This review would inform the future shape of services and efficiencies including capital requirements
- Development of a Lewisham Waste Strategy and Delivery Plan to inform the shape of future services and approach to waste and recycling within the authority and shaping the proposals with this saving area.
- This is also linked to the growth proposals around an Integrated Intelligence Hub and Environmental Enforcement.

4. Impact and risks of proposal

Outline impact to service users, partners, other Council services and staff:

- Potential for fly tipping.
- There will be an increase in the number of complaints by residents.
- Potential for greater savings and cost aversion in future years.

Outline risks associated with proposal and mitigating actions to be taken:

- Extensive Communications and engagement around the service changes
- Change in approach to complaints
- We would need to ensure joined up working with Environmental Enforcement.
- Capital investment is required for new bins
- Other alternative measures to be developed to meet our environmental aspirations and efficiencies

5. Financial information

Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
	4,670	0	4,670	
HRA				
DSG				
Health				

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

5. Financial information				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
	0	0	250	250
Total	0	0	250	250
% of Net Budget	%	%	%	%
Does proposal impact on:	General Fund	DSG	HRA	Health
Yes / No	Yes	No	No	No
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact	
1. Making Lewisham greener	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis 3. Giving Children and young people the best start in life 4. Building an inclusive local economy 5. Delivering and defending: health, social care & support 6. Making Lewisham greener 7. Building safer communities 8. Good governance and operational effectiveness
2. Good governance and operational effectiveness	
3.	
4.	
5.	
6.	
7.	
8.	

7. Ward impact	
Geographical impact by ward:	No specific impact / Specific impact in one or more
	All
	If impacting one or more wards specifically – which?
	All

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:	M	Pregnancy / Maternity:	M
Gender:	N/A	Marriage & Civil Partnerships:	N/A
Age:	N/A	Sexual orientation:	N/A
Disability:	N/A	Gender reassignment:	N/A
Religion / Belief:	M	Overall:	M
For any High impact service equality areas please explain why and what mitigations are proposed:			
Is a full service equalities impact assessment required: Yes / No			Yes

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

9. Human Resources impact					
Will this cuts proposal have an impact on employees: Yes / No					Yes
Workforce profile:					
Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5	5	5			
Sc 6 – SO2	7	7		1 plus 1 grade NK	
PO1 – PO5	2	1.6			
PO6 – PO8	1	1			
SMG 1 – 3	1	1			
JNC					
Total	16	15.6		2	
Gender	Female	Male			
	7	9			
Ethnicity	BME	White	Other	Not Known	
	3	13			
Disability	Yes	No	PNTS	Not known	
		7	3	6	
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	PNTS
	12	1			3

10. Legal implications
State any specific legal implications relating to this proposal:
<ul style="list-style-type: none"> • Government targets for Waste including recycling and minimisation • The Mayor for London's Environment Strategy and its Reduction and Recycling Plan (RRP) process

11. Summary timetable	
Outline timetable for main steps to be completed re decision and implementation of proposal – e.g. proposal, scrutiny, consultation (public/staff), decision, transition work (contracts, re-organisation etc..), implementation:	
Month	Activity
September 2020	Proposals prepared
October 2020	Proposals submitted to Scrutiny committees leading to M&C
November to December 2020	Scrutiny meetings held with consultations ongoing
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021 – March 2023	<ul style="list-style-type: none"> • Development of Waste Strategy • Review of Environmental Operations • Potential Pilots
April 2023	Service Changes implemented

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Cuts proposal	
Proposal title:	Climate Emergency – Parking
Reference:	F-17 and F-18
Directorate:	Housing, Regeneration and Public Realm
Director of Service:	Zahur Khan – Director, Public Realm
Service/Team area:	Parking
Cabinet portfolio:	Environment and Transport - Cllr McGeevor
Scrutiny Ctte(s):	Sustainable Development Select Committee

2. Decision Route			
Cuts proposed:	Key Decision* Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
	Y	Y	N

3. Description of service area and proposal
<p>Description of the service area (functions and activities) being reviewed:</p> <p>Air pollution is a major public health issue in London and in February 2019, a motion to declare a 'climate emergency' was agreed asking the Mayor and Cabinet to agree a new action to make the borough carbon neutral by 2030.</p> <p>There are two Air Quality Management Areas (AQMAs) declared within the London Borough of Lewisham and eight Air Quality Focus Areas (AQFAs), which are areas with some of the poorest air quality in Lewisham.</p> <p>Road based transport is responsible for a large proportion of nitrogen dioxide and particulate matter emissions and is one of the largest single contributors in areas where national air quality objectives have failed. It is therefore essential to implement actions that will result in reductions in air pollution on the borough's roads.</p> <p>The Council can influence residents' and visitors' choice of vehicle by promoting more efficient and less polluting vehicles through variations in parking charges and the management of parking space.</p> <p>There is a greater demand for parking than there is space available. Parking Zones (PZs) help prevent commuter parking, discourage unnecessary car use and can help contribute to road safety objectives by preventing unsafe parking. Most of the Victorian road network was not built to accommodate widespread car ownership and use which means the Council must carefully manage the supply of on- and off street parking space according to need.</p> <p>The main purpose of a Parking Zone is to effectively manage the supply and demand for on-street parking in an area. In doing so, the Council helps to improve road safety, reduce congestion, improve the local environment, reduce carbon dioxide emissions and improve local air quality.</p>

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

Liveable neighbourhoods can only be achieved by reducing the dominance of the private vehicle primarily through the management of on-street parking.

Cuts proposal*

This proposal falls in 2 parts:

- Climate Emergency – Parking - One of our strongest tools to reduce car dependence and increase more sustainable modes of transport such as walking and cycling, is the use of parking controls. To meet the challenge of the Climate Emergency in Lewisham, extending our CPZs borough wide would be a key tool as part of the Councils approach to tackling the Climate Emergency and reducing the impact of the car on the environment and health. Given the need for development, design and engagement, it is proposed that this would have to be year 3 of the budget cycle, in 2023/24

It would seem sensible to develop this proposal in parallel with an updated Parking and Enforcement Plan (PEP) for Lewisham allowing convergence of relevant climate, environment and transport policy and ambitions.

Currently there are 163 kms of uncontrolled parking within the Borough or 77% of the available public highway. If CPZ's were introduced into these half of these streets, based upon the above policy, over a 2 year period, a by-product of this approach would be annual net income in the region of £4m.

The initial estimated costs have been identified:

- engagement, design and implementation £1 million
- Additional on-going costs enforcement, IT, maintenance back office staff etc. £2 million per annum.

Income has been estimated extrapolating information from our current CPZs and applied to a number of scenarios of coverage.

Table A - Parking income projections

	P&D Net Income	Permit Net Income	Net PCN Income
19/20 Income (23%)	£2,334,541.42	£2,387,585.18	£5,290,380.85
100%	£10,150,180.09	£10,380,805.12	£23,001,655.87
38%	£3,857,068.44	£3,944,705.94	£8,740,629.23
20% or 40%	£771,413.69	£1,577,882.38	£1,748,125.85
Estimated Income	£3,105,955.11	£3,965,467.55	£7,038,506.70

At this stage these are global estimates and it is proposed that further work be undertaken to provide firm figures around implementation and operation. At this stage a placeholder of £1m has been identified for 2023/24.

This proposal could be implemented from 1st April 2023.

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

- Parking – Safety and Congestion – To help manage safety and congestion on the boroughs main roads, a recent study identified 19 sites where box junction enforcement would ensure access at these locations. The study looked at 19 sites over a 5 day period which highlighted in excess of 16,000 contraventions. It is proposed to review all 19 junctions and install a network of 12 mobile cameras at these locations, using capital investment, and rotate them as required, to help manage congestion and emergency access and help towards improving road safety and reducing injuries within the borough and meeting our and the Mayor for London's targets.

This proposal could be implemented in 2021/22

Start-up costs are estimated in the region of £60k in terms of staffing, Traffic Order making and necessary remarking and amendment of the sites.

A conservative estimate of 5 Parking Charge Notices (PCNs) per day has been used for modelling and then multiplying that figure by 360 operational days a year and then by 12 CCTV cameras. This figure is then multiplied by the average gross income per ticket of £52 which equates to £1,123,200.00. The processing cost of £6.40 per ticket and maintenance cost of £3.61 is then subtracted resulting in a potential surplus in the region £907,000 surplus. At this stage this an estimated cost and potential surplus and a full analysis will be set out in the business case. The business case will be ready in November 2020 with an implementation date of 1st April 2021I estimate that we will submit the business case next month with an insulation date of 4 months.

Given the above it is sensible to consider the financial by-product of adopting this approach would be annual net income in the region of £500,000, subject to the further detailed business case, based on an increased level of compliance.

Once implemented and reviewed, the potential of expanding this function to use enforcement cameras for all of moving traffic offences from banned turns, one ways, no entry's would seem sensible.

Any net income will be used in line with Section 55 of the Road Traffic Regulation Act 1984 which means it is to be spent making good to the general fund where the parking account was in deficit (up to 4 years), meeting all or any part of the cost of provision and maintenance by the local authority of off and on street parking, meeting cost of public passenger transport services, highway or road improvements, maintenance of the public highway, environmental improvements and implementation of London transport strategy.

4. Impact and risks of proposal

Outline impact to service users, partners, other Council services and staff:

- A wide range of positive impacts around environment, from local streetscape to air quality.
- Perceived impact on personal access and business

Outline risks associated with proposal and mitigating actions to be taken:

- Not popular with residents and businesses
- Make sure that an effective engagement process that place with communities explain the challenge around climate and the effective actions that local authorities can take

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

4. Impact and risks of proposal

- Make the services as accessible as possible and ensure that local needs and demands are met, where possible
- Reinvestment into local environmental improvements and transport and accessibility initiatives and services
- Provide travel planning and guidance

5. Financial information

Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
	4,042	10,347	-6,305	
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
Climate – Safety	250	250		500
Climate – Parking			1000	1000
Total	250	250	1000	1500
% of Net Budget	3.9%	3.9%	15.8%	23.7%
Does proposal impact on:	General Fund	DSG	HRA	Health
Yes / No				
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact

1. Building safer communities	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis 3. Giving Children and young people the best start in life 4. Building an inclusive local economy 5. Delivering and defending: health, social care & support 6. Making Lewisham greener 7. Building safer communities 8. Good governance and operational effectiveness
2. Making Lewisham greener	
3. Good governance and operational effectiveness	
4.	
5.	
6.	
7.	
8.	

7. Ward impact

Geographical impact by ward:	No specific impact / Specific impact in one or more
	All
	If impacting one or more wards specifically – which?
	All

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:	N	Pregnancy / Maternity:	N
Gender:	N	Marriage & Civil Partnerships:	N
Age:	M/L	Sexual orientation:	N
Disability:	M/L	Gender reassignment:	N
Religion / Belief:	N	Overall:	N
For any High impact service equality areas please explain why and what mitigations are proposed:			
<p>The extension of CPZs affects all sections of the community especially the young and the elderly in terms of impact on air quality and health, and assists in improving safety for all road users and achieves the transport planning policies of the Mayor for London and the London Borough of Lewisham.</p> <p>The Council carries out extensive and consultation to ensure that all residents and businesses are given a fair opportunity to air their views and express their needs, and this includes road users. The design of the scheme includes special consideration for the needs of people with blue badges, local residents and businesses.</p> <p>The needs of commuters are also given consideration but generally carry less weight than those of residents and local businesses. Bodies representing motorists, including commuters are included in the statutory consultation required for draft traffic management and similar orders published in the local paper and London Gazette</p> <p>In all of any agreed consultation, issues such carers, the use of new technology, cashless systems, signage and hours of operation will be carefully considered in any subsequent design and implementation, if any scheme is agreed, around the impact on users.</p>			
Is a full service equalities impact assessment required: Yes / No			No

9. Human Resources impact					
Will this cuts proposal have an impact on employees: Yes / No					No
Workforce profile: Both of these proposals would see a funded increase in staffing both within the Council and with the contractor.					
Posts	Headcount in post	FTE in post	Establishment posts	Vacant	
				Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

9. Human Resources impact					
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

10. Legal implications
State any specific legal implications relating to this proposal:
Use of surplus income from parking charges and penalty charges is governed by section 55 of the Road Traffic Regulation Act 1984.

11. Summary timetable	
Outline timetable for main steps to be completed re decision and implementation of proposal – e.g. proposal, scrutiny, consultation (public/staff), decision, transition work (contracts, re-organisation etc..), implementation:	
Month	Activity
September 2020	Proposals prepared (this template and supporting papers – e.g. draft public consultation paper, equalities assessment and initial HR considerations)
October 2020	Proposals submitted to Scrutiny committees leading to M&C
November to December 2020	Scrutiny meetings held with consultations ongoing
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021	Commence implementation of Safety and Congestion project
September 2021	Review of Safer Lewisham and potential development of the next stage
December 2021	Commence engagement strategy and design process for Climate Change – Parking
January 2022 – January 2023	Engagement, design and decision process
April 2023	Commence implementation of Climate Change – Parking project

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

1. Cuts proposal	
Proposal title:	Emission based charging for Short Stay Parking
Reference:	F-20
Directorate:	Housing, Regeneration and Public Realm
Director of Service:	Zahur Khan – Director, Public Realm
Service/Team area:	Parking
Cabinet portfolio:	Cllr Sophie McGeevor - Cabinet Member for Environment and Transport
Scrutiny Ctte(s):	Sustainable Development Select Committee

2. Decision Route			
Cuts proposed:	Key Decision* Yes / No See para 16.2 of the Constitution https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/how-council-is-run/our-constitution	Public Consultation Yes / No and Statutory vs informal	Staff Consultation Yes / No and Statutory vs informal
	Y	Y	N
		Statutory	

3. Description of service area and proposal
Description of the service area (functions and activities) being reviewed:
<p>In 2020, the Council, as a response to the declared Climate Emergency, introduced an emissions based policy and charging regime for parking permits.</p> <p>In summary, new banded charges for resident and business parking permits were introduced based on a vehicle's CO2 emissions. Permits for those with the least polluting vehicles were cheaper than previous permits, whilst those with the most polluting vehicles paid more.</p> <p>However, due to technical issues with infrastructure, this change did not allow the Council to cover the Councils short stay, Pay & Display parking with the same approach.</p>
Cuts proposal*
<p>This proposal considers the particular adverse environmental and health impacts of fossil fuel emissions on short stay parking and proposes implementing an emission based parking regime similar to that for parking permits within Lewisham. This involves a CO2 based regime on short stay parking visitors, in order to deter the use of such vehicles and reduce the emissions arising. In addition a levy on diesel vehicles is proposed.</p> <p>New infrastructure now allows this policy to be extended over the Short Stay Pay and Display area but the production and delivery timelines will, as with most current procurement, be subject to delay due to Covid-19 and will mean a later start in 2021/22 with a half year of benefits in that financial year.</p> <p>Initial analysis indicates that a full CO2 regime will require modelling but could be similar in approach and operation to the regime currently in place for Permit holders in Lewisham.</p>

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

3. Description of service area and proposal

This is estimated to potentially generating £140,000.

A Diesel surcharge is in place in other similar inner London authorities and it is proposed to charge a comparable amount of £3 surcharge on diesel vehicles, on top of a CO2 regime. It is estimated this proposal will generate £100,000. However the infrastructure issues highlighted above will mean a half year of benefits in 2021/22.

The proposal will require £60k in 2021/22 for staff time to start up, implementation and consultation/traffic order making/amending.

This proposal is aimed at improving air quality, reducing the harmful effects of pollution to people, especially the young and the elderly and supports the Lewisham's air quality aims and the Mayor of London's Ultra-Low Emission Zone.

To enable this approach, the remaining 65 P&D machines will require a capital upgrade of £400k capital investment. With cashless transactions at around 80%, it would be sensible to consider a full cashless regime. Paypoints can be arranged in shops with 100m of all P&D locations, should motorists still wish to pay by cash. However Members have previously indicated that they wish to retain machines in a number of areas and therefore, if this route is agreed then this will need to be tied in with the proposal for introducing emission based charging for motorcycles and the necessary capital investment.

This will require a borough wide statutory consultation as part of the Traffic Order Making process and can be delivered halfway through 2021/22.

Mitigating Actions for 21/22

None

4. Impact and risks of proposal

Outline impact to service users, partners, other Council services and staff:

- This measure maybe unpopular with users
- Will further support the Council's climate agenda.
- Will contribute to benefitting those most vulnerable to poor air quality.
- Will encourage, along with other measures, to motorists investing in cleaner emission vehicles.

Outline risks associated with proposal and mitigating actions to be taken:

5. Financial information

Controllable budget: General Fund (GF)	Spend £'000	Income £'000	Net Budget £'000	
	4,041,880	10,397,000	6,355,120	
HRA				
DSG				
Health				
Cuts proposed*:	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
CO2 surcharge	70	70		140
Diesel surcharge	50	50		100

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

5. Financial information				
Total	120	120		240
% of Net Budget	0.0018%	0.0018%	%	0.0037%
Does proposal impact on:	General Fund	DSG	HRA	Health
Yes / No	Y	N	N	N
If DSG, HRA, Health impact describe:				

6. Impact on Corporate priorities: list in order of DECREASING impact	
1. Making Lewisham greener	Corporate priorities 1. Open Lewisham 2. Tackling the Housing Crisis 3. Giving Children and young people the best start in life 4. Building an inclusive local economy 5. Delivering and defending: health, social care & support 6. Making Lewisham greener 7. Building safer communities 8. Good governance and operational effectiveness
2. Good governance and operational effectiveness	
3.	
4.	
5.	
6.	
7.	
8.	

7. Ward impact	
Geographical impact by ward:	No specific impact / Specific impact in one or more
	All Wards within Controlled Parking Zones
	If impacting one or more wards specifically – which?

8. Service equalities impact			
Expected impact on service equalities for users – High / Medium / Low or N/A			
Ethnicity:	N	Pregnancy / Maternity:	N
Gender:	N	Marriage & Civil Partnerships:	N
Age:	N	Sexual orientation:	N
Disability:	N	Gender reassignment:	N
Religion / Belief:	N	Overall:	N
For any High impact service equality areas please explain why and what mitigations are proposed:			
Is a full service equalities impact assessment required: Yes / No			No

9. Human Resources impact			
Will this cuts proposal have an impact on employees: Yes / No			No
Workforce profile:			
Posts		FTE	Vacant

Appendix 4 – Previously Agreed Budget Reduction in 2020/21 and 2021/22

9. Human Resources impact					
	Headcount in post	in post	Establishment posts	Agency / Interim cover	Not covered
Scale 1 – 2					
Scale 3 – 5					
Sc 6 – SO2					
PO1 – PO5					
PO6 – PO8					
SMG 1 – 3					
JNC					
Total					
Gender	Female	Male			
Ethnicity	BME	White	Other	Not Known	
Disability	Yes	No			
Sexual orientation	Straight / Heterosex.	Gay / Lesbian	Bisexual	Not disclosed	

10. Legal implications
State any specific legal implications relating to this proposal:
Subject to statutory consultation under the Traffic Management Act with regard to introduction and setting a fee.

11. Summary timetable	
Outline timetable for main steps to be completed re decision and implementation of proposal – e.g. proposal, scrutiny, consultation (public/staff), decision, transition work (contracts, re-organisation etc..), implementation:	
Month	Activity
September 2020	Proposals prepared (this template and supporting papers – e.g. draft public consultation paper, equalities assessment and initial HR considerations)
October 2020	Proposals submitted to Scrutiny committees leading to M&C
November to December 2020	Scrutiny meetings held with consultations ongoing
November to December 2020	Consultations undertaken and full decision reports (where required) prepared
December 2020	Proposals to M&C, including Equality & HR assessments
January 2021	Decision reports return to Scrutiny at the latest
February 2021	Final decisions at M&C with the Budget
March 2021	Cuts implemented