

**Savings Proposal**

|   |   |                 |                 |                 |                 |                 |          |
|---|---|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
| Cabinet Member  | Councillor Paul Sweet                                 | Type:           | Efficiency      |                 |                 |                 |          |
| Assistant Director  | Sue Davies  |                 |                 |                 |                 |                 |          |
| Savings Owner   | Dawn Phillips   |                 |                 |                 |                 |                 |          |
| Reduce number of work station assessments undertaken by external provider.  |   | 2014/15<br>£000 | 2015/16<br>£000 | 2016/17<br>£000 | 2017/18<br>£000 | 2018/19<br>£000 | Total    |
| Going forward, external workstation assessments will only be commissioned through the occupational health service where an individual workstation assessment has been undertaken by the employee, and the manager confirms outstanding health issues remain following implementation of control measures. | Reduction in Revenue Expenditure (Show as Positive)   | 5               |                 |                 |                 |                 | 5        |
|   | Additional Income (Show as Positive)                  |                 |                 |                 |                 |                 | -        |
|   | <b>Net Saving</b>                                     | <b>5</b>        | -               | -               | -               | -               | <b>5</b> |
|   | <b>Invest-to-save Funds Required</b>                  |                 |                 |                 |                 |                 |          |
|   | Revenue (Negative)                                    |                 |                 |                 |                 |                 | -        |
|   | Capital (Negative)                                    |                 |                 |                 |                 |                 | -        |
|   | Total Invest-to-save Funds Required                   |                 | -               | -               | -               | -               | -        |
| <hr/>   |   |                 |                 |                 |                 |                 |          |
|   | Reduction in Staffing - Headcount                     |                 |                 |                 |                 |                 | -        |
|   | Reduction in Staffing - FTE                           |                 |                 |                 |                 |                 | -        |
|   | Staffing remaining - post savings FTE                 | N/A             |                 |                 |                 |                 |          |
|   | Current Revenue Budget for Service Area (£000)        | N/A             |                 |                 |                 |                 |          |
|   | Revenue Budget for Service Area - post savings (£000) | N/A             |                 |                 |                 |                 |          |
| <b>Communications Strategy Implications</b>   |   |                 |                 |                 |                 |                 |          |
| Action will be needed to explain the policy, areas of responsibility and the support available to employees.  |   |                 |                 |                 |                 |                 |          |
| <b>Corporate Landlord Implications</b>  |   |                 |                 |                 |                 |                 |          |
| None  |   |                 |                 |                 |                 |                 |          |
| <b>Customer Implications</b>  |   |                 |                 |                 |                 |                 |          |
| Change of employee responsibility to under take initial work station assessment   |   |                 |                 |                 |                 |                 |          |
| <b>Economic Implications</b>  |   |                 |                 |                 |                 |                 |          |
| None  |   |                 |                 |                 |                 |                 |          |
| <b>Environmental Implications</b>   |   |                 |                 |                 |                 |                 |          |
| Benefits in regards to workstation layout and surrounding area  |   |                 |                 |                 |                 |                 |          |
| <b>Equality Implications</b>  |   |                 |                 |                 |                 |                 |          |
| Managers will need to be made aware of equality and legal responsibilities for providing suitable adaptations for employees with disabilities   |   |                 |                 |                 |                 |                 |          |
| <b>Financial Implications</b>   |   |                 |                 |                 |                 |                 |          |
| The financial implications in terms of savings are detailed in the proposal above.  |   |                 |                 |                 |                 |                 |          |
| <b>Health Implications</b>  |   |                 |                 |                 |                 |                 |          |
| Additional benefit - early recognition of potential hazard and risk allows prompt intervention to prevent ill health  |   |                 |                 |                 |                 |                 |          |
| <b>Legal Implications</b>   |   |                 |                 |                 |                 |                 |          |
| Complies with Display Screen Equipment legislation  |   |                 |                 |                 |                 |                 |          |
| <b>Policy Implications</b>  |   |                 |                 |                 |                 |                 |          |
| External work station assessments link to the corporate plan priority of being a 'confident, capable council'. Changing the approach to this will require a review of health and safety policies and procedures, and advice given via the HR support desk and safety health and wellbeing intranet page.  |   |                 |                 |                 |                 |                 |          |
| <b>Procurement Implications</b>   |   |                 |                 |                 |                 |                 |          |
| There are no requirements in the existing contract to order any particular volume of this service. No variation of contract is required.  |   |                 |                 |                 |                 |                 |          |
| <b>Staffing Implications</b>  |   |                 |                 |                 |                 |                 |          |
| None  |   |                 |                 |                 |                 |                 |          |
| <b>Trade Union Implications</b>   |   |                 |                 |                 |                 |                 |          |
| Change of employee responsibility to undertake initial work station assessment - this complies with legislation and reflects Health and Safety Executive's good practice guidance   |   |                 |                 |                 |                 |                 |          |