

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 15 (24/25)

Portfolio / Chief Officer : Improvement & Innovation / Jim Carrington-West

Service: Democratic Services

Activity: Civic Expenses

No. of Staff 0 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Reduce Expenses of the Chairman and Deputy Chairman by 50%	CXCIVEX / 57360	0	£8,000 saving from 2025/26

Box 1. Reasons for and explanation of proposed change in service

A review of the level of expenses being used suggests that not all the current budget is required and therefore an £8,000 reduction can be realised from 2025/26.

Box 2. Key Stakeholders Affected:

Chairman & Deputy Chairman

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

None

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT**Cost Centre 2023/24 Budget (£'000)**

Operational Cost	18
Income	0
Net Cost	18

Service Budget 2023/24 (relating to the area effect by this SCIA)

Operational Cost	18
Income	0
Net Cost	18

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 16 (24/25)

Portfolio / Chief Officer: Cleaner and Greener/Adrian Rowbotham

Service: Direct Services

Activity: Street Cleansing

No. of Staff 1 FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Collection of separated dog waste by a dedicated operative - stopped as dog waste is now also put in regular street bins	20500 FAD 8070	(36)	Ongoing (permanent decrease in staff)
Transport Running Costs Fuel & Oil	42100 / FAD / 9999	(1)	Ongoing
Fixed Transport Charge	47200 / FAD / 9999	(3)	Ongoing

Box 1. Reasons for and explanation of proposed change in service

Direct Services historically had a dedicated post for dog waste emptying, this is no longer required. Therefore, the post can be deleted, and the operative will be deployed in a vacant street cleansing post.

Box 2. Key Stakeholders Affected:

No effect on stakeholders, as dog waste can be placed in general street litter bins.

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

None.

SERVICE CHANGE IMPACT ASSESSMENT**Risk to Service Objectives (High / Medium / Low)**

Low.

Cost Centre 2023/24 Budget (£'000)

Operational Cost	1,531
Income	(1,487)
Net Cost	44

Service Budget 2023/24 (relating to the area effect by this SCIA)

Operational Cost	896
Income	0
Net Cost	896

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 17 (24/25)

Portfolio: People and Places
Chief Officer: Sarah Robson
Service: People & Places
Activity: Health & Communities
No. of Staff: 1FTE

Details of proposed change	Cost Centre & Account Code of Budget	2024/25 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Citizens Advice - General Advice Grant	CDGRNTS 67100	(35)	ongoing
KCC - Active Kent and Medway website	60501 CDDEVLP	(3)	ongoing
Community Grants Programme	CDGRNTS 67100	(20)	ongoing

Box 1. Reasons for and explanation of proposed change in service

Sevenoaks District Council give a number of voluntary grants to the community.

This SCIA proposes to reduce the grant awarded as follows:

- 1) We are proposing to reduce the General Advice Grant by £35,000 to £63,540, whilst the Housing Advice Service will remain at £18,000. The total grant will therefore be £81,540 per annum.

The new SLA with Citizens Advice will commence in April 2024, expiring on March 2027. A provision in the new SLA has been added to allow for the Council to adjust the payment sums included by giving a minimum of three months' notice in writing to the Citizens' Advice.

- 2) The current grant to Kent County Council is £3,000 per year and helps to fund the Active Kent & Medway website and staffing be reduce to £0.

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- 3) The Health and Communities team runs an annual community grants programme. However, we are proposing to reduce the annual budget by £20,000 to a total of £23,848.

If the SCIA is approved, Citizens Advice will duly be provided with three months' notice of the change.

The saving is considered feasible as the Council offers other funding options through its Better Together and Community Safety Partnership grants, whilst enabling communities and partner organisations to secure funding and deliver projects as part of our community mobilisation programme.

Box 2. Key Stakeholders Affected:

Voluntary and community organisations

Box 3. Likely impacts and implications of the change in service (include Risk Analysis)

There will be no change to the Housing Advice Service grant to Citizens Advice, which will help continue to provide a specialist approach to provide debt counselling, mortgage arrears and benefits advice and to prevent homelessness where possible.

However, there will be a reduction in the annual funding provided for employment, consumer advice, relationship breakdown and money advice, which may impact some residents in the Sevenoaks District. It should be noted that the Council will continue to provide its HERO service and Here to Help support, alongside Government's Help for Households campaign.

There will be a reduction in the number of grants awarded each year via the Community Grants scheme.

However, grants will still be available via the Better Together fund and Community Safety Partnership grants. The Council will continue to host the Voluntary Sector Forum and its annual Funding Fair in partnership with Imago.

Risk to Service Objectives (High / Medium / Low)

Low

SERVICE CHANGE IMPACT ASSESSMENT**Cost Centre 2023/24 Budget (£'000)**

Operational Cost	201
Income	0
Net Cost	201

Service Budget 2023/24 (relating to the area effect by this SCIA)

Operational Cost	201
Income	0
Net Cost	201

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Community Impact and Outcomes

There may be a community impact for those residents seeking employment, consumer advice or relationship breakdown advice. However, other voluntary organisations, DWP and Government campaigns do provide this support.

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Wellbeing

There may be a wellbeing impact for those residents seeking employment, consumer advice or relationship breakdown advice. However, other voluntary organisations and Government campaigns do provide this support, for example, DWP, Acas, Mind, Relate and the Chartered Trading Standards Institute.