

Business Planning / MTFS Options 2021/22 – 2025/26

AS101 & AS102

This pro forma is for use in **Stage 1** of the Business Planning / MTFS process.

Please fill this pro forma out fully. It is important that options brought forward from Stage 1 are worked up into fuller, more robust proposals that are fit for progression to the formal decision-making process.

Title of Option:	Client contributions income opportunities		
Priority:	People	Responsible Officer:	Charlotte Pomery/Farzad Fazilat
Affected Service(s) and AD:	Adults social Care, John Everson	Contact / Lead:	John Everson

Description of Option:

- What is the proposal in essence? What is its scope? What will change?
- What will be the impact on the Council's objectives and outcomes (please refer to relevant Borough Plan 2019-23 objectives and outcomes, and Borough Plan Evidence Packs)
- How does this option ensure the Council is still able to meet statutory requirements?
- How will the proposal deliver the benefits outlined?

[Proposals will be mapped to the new Borough Plan Priorities/Objectives/Outcomes as they emerge – please take account of any likely changes when framing proposals]

Further to reviewing comparative statistics for income collection with our nearest neighbours, some areas of income collection were reviewed with the view to maximise council income collection.

Existing income collection initiatives have been expanded upon where this has proved successful. this includes charging for managed accounts, fast tracking financial assessments, reviewing clients potentially eligible for charging that had not previously been assessed.

The income opportunities presented here are working with existing policies and approvals. This savings bid is noting the increased stretch for inclusion in the MTFS for 2020/21.

Please complete Sections 3 and, if applicable, 4 of the Financial Benefits Detail Tab

Savings <i>All savings shown on an incremental</i>	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s	2025/26 £000s	Total £000s
New net additional savings	- 1,537	-	-	-	-	- 1,537

Capital Implementation Costs	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s	2025/26 £000s	Total £000s
Total Capital Costs	-	-	-	-	-	-

Financial Implications Outline

- How have the savings above been determined? Please provide a brief breakdown of the factors considered.
- Is any additional investment required in order to deliver the proposal?
- If relevant, how will additional income be generated and how has the amounts been determined?

Financial assessments are carried out for new clients to determine the clients financial ability to contribute towards the cost of social care services. Additionally, annual financial assessments should routinely be carried out if the client's circumstances change, the type of care provided changes or on an annual basis to determine if a charge should be introduced or an existing charge amended. Carrying out financial assessments as early as possible increase the amount of contributions the council receives and is able to recover from the client.

It has been shown that additional resources in the financial assessment team has been able to recover more income from clients. These clients have an outstanding review from either new or revised care packages and changes in personal circumstances. The bid will improve systems and processes to increase capacity for reviewing clients in a timely manner so that the Council minimises loss of income. This bid further develops these principles.

In order to carry out the increased number of assessments and in a timely manner there are two financial assessment posts included in the £90k ongoing revenue costs.

Delivery Confidence – Stage 1

At this stage, how confident are you that this option could be delivered and benefits realised as set out? (1 = not at all confident; 5 = very confident)	4
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Indicative timescale for implementation

Est. start date for consultation DD/MM/YY	01/04/2021	Est. completion date for implementation DD/MM/YY	31/03/2022
Is there an opportunity for implementation before April 2021? Y/N ; any constraints?	Yes. Following existing savings proposals from prior year's MTFS we have been able to increase income collection in 2020/21.		

Implementation Details

- How will the proposal be implemented? Are any additional resources required?
- Please provide a brief timeline of the implementation phase.
- How will a successful implementation be measured? Which performance indicators are most relevant?

Continuing successful format of implementing previous year's MTFS savings proposals and formalising the increased capacity of financial assessments team. Two additional financial assessors are required total £90k.

Impact / non-financial benefits and disbenefits

What is the likely impact on customers and how will negative impacts be mitigated or managed?

List both positive and negative impacts. Where possible link these to outcomes (please refer to relevant Borough Plan 2019-23 objectives and outcomes)

Positive Impacts

The Council will be able to respond quicker to fairly charge for changes to both client packages and circumstances.

Negative Impacts

None. All assessments are carried out within the Council's fairer charging policy.

What is the impact on businesses, members, staff, partners and other stakeholders and how will this be mitigated or managed? How has this been discussed / agreed with other parties affected?

List both positive and negative impacts.

Positive Impacts

Additional capacity within the financial assessment team will provide breadth of cover and ability to respond more quickly.

Negative Impacts

Management of additional staff will be undertaken within existing resources.

How does this option ensure the Council is able to meet **statutory requirements**?

The Council has a fairer charging policy and all clients are required to be financially assessed to determine if they should contribute towards their care package.

Risks and Mitigation

What are the main risks associated with this option and how could they be mitigated?(Add rows if required)

Risk	Impact (H/M/L)	Probability (H/M/L)	Mitigation
Not reaching income target	M	L	Recruiting permanently to the financial assessments team. Improved client assessment monitoring to identify and target where reviews need to be conducted.

Has the EqIA Screening Tool been completed for this proposal? The Screening Tool should be completed for all Options at Stage 1. EqIA Screening Tool	No
Is a full EqIA required? Full EqIAs to be undertaken at Stage 2	Yes. Follows on from existing approved MTFS savings proposal.

Reviewed by		
Director / AD		[Comments]
Charlotte Pomery and John Everson	Signature:	
	Date:	
Finance Business Partner		[Comments]
Brian Smith	Signature:	
	Date:	