



**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?

The saving has been established based on current and projected expenditure.  
 No additional investment is required to make this saving, but it is dependent on the service continuing using an electronic case management system and bundling software.

**Delivery Confidence**

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)

5

**Indicative timescale for implementation**

Est. start date for consultation DD/MM/YY	N/A	Est. completion date for implementation DD/MM/YY	N/A
Is there an opportunity for implementation before April 2020? Y/N ; any constraints?	Yes		

**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?

The changes has already taken place and the reduction in annual subscription negotiated and the number of files going into storage is reducing.

**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**

This proposal will have no impact on the service and is not linked to the Borough Plan objectives and outcomes.

**Negative Impacts**

N/A

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**

The working practices are already established so there will be no impact on staff members.

**Negative Impacts**

N/A

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

This proposal does not affect the discharge of the Council's statutory duty.

## 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
Computer system failure and the server can no longer access the information	H	L	Liaise with IT to regularly upgrade and future proof check system.

Has the EqIA Screening Tool been completed for this proposal?	Yes
<u>EqIA Screening Tool</u> Is a full EqIA required?	No