

MEDIUM-TERM FINANCIAL PLAN
SAVING PROPOSAL- BUDGET IMPACT ASSESSMENT

DIRECTORATE:	Economy & Environment
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SERVICE AREA:	Regeneration & Planning – Visitor Economy & Destinations
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1. GENERAL INFORMATION

SAVING PROPOSAL TITLE:	Mothball the Winding House while a Community Asset Transfer (CAT) is explored. Staff will temporarily transfer to alternative buildings. The engine will continue to be run by volunteers on a monthly basis as it does at present.
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BUDGET AREA:	Visitor Economy & Destinations
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TOTAL BUDGET FOR THIS AREA:	£206,000
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TOTAL SAVING:	£93,000
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PLEASE PROVIDE A BRIEF DESCRIPTION OF HOW THE SAVING CAN BE ACHIEVED:	<p>The proposal is to close the building to the public and to cease operation of the current museum, gallery, shop and coffee shop. Efforts to carry out a Community Asset Transfer (CAT) will be made in 2024-25. This will remove the subsidy burden for the Authority.</p> <p>The remaining budget requirement for 2024-25 relates to ongoing staffing costs for the three officers employed at this location, 2 officers will be transferred to Llancaiach Fawr Manor and the 1 remaining officer will be redeployed in due course. There is also an ongoing utilities and maintenance budget need as the building will remain open for its tenants.</p>
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2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE YOUR PLANS TO MITIGATE THE IMPACT UPON THE PUBLIC (where possible):	<p>Consider the 5 ways of working think about the <i>long-term</i> implications for future generations and <i>preventative services</i> while recognising that savings now will secure future services. NB* IT IS IMPORTANT TO RECOGNISE THE SIGNIFICANT FINANCIAL CHALLENGE FACING THE COUNCIL.</p> <p>Long-term guidance: Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs, including the future financial sustainability of the Council.</p> <p>This proposal will achieve a significant saving as set out above. The saving will be sustained in the years ahead, especially if the proposed CAT procedure is successful. Even without the CAT, the</p>
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subsidy reduction should still be achieved if tenants are secure, subject to utilities and maintenance budget allocations.

There will be an impact on services available to the public, with the loss of the only accredited museum in the County Borough and a barely used shop and coffee shop. It should, however, be noted that visitor numbers have been extremely low (5,000 to 8,000 p.a.) and the plan is to relocate the museum service and associated education outreach to operate from Llancaiach Fawr Manor.

It should also be noted that the budget report identifies that we mothball operations for a year as other options are investigated.

Prevention guidance: Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being and how this can be mitigated if the service reduces, or ceases.

As a result of the relocation plans, there will be minimal on support for well-being of local people who are unable to travel to other facilities

STATUTORY ASSESSMENTS

<p>DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (Please tick) (Reminder- AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION)</p>		<p>No - closure of the facility will impact equally on all visitors. However, as the building is so lightly used, the effect is anticipated to be correspondingly low. The budget report also identifies mothballing for a 12 month period. It has been noted that there are very few visitors from the local community. Most of the visitors are school groups, who can be transported to LFM just as easily.</p>
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<p>DOES THE PROPOSAL IMPACT ON PEOPLE WHO FACE SOCIO-ECONOMIC DISADVANTAGE? (Please tick) (Reminder- LOW INCOME/INCOME POVERTY, LOW WEALTH/OR NO WEALTH, MATERIAL DEPRIVATION, AREA DEPRIVATION, SOCIO-ECONOMIC BACKGROUND, and CUMULATIVE IMPACT OF THEM)</p>		<p>No - closure for 12 months will not have a detrimental effect on anyone facing socio-economic disadvantage. Those using the coffee shop can easily utilise the café in the White Rose Centre next door.</p>
<p>DOES THE PROPOSAL HAVE AN IMPACT ON THE WELSH LANGUAGE? (Please tick) (Reminder- OPPORTUNITIES TO USE THE LANGUAGE, PROMOTE THE LANGUAGE and/or TREATING THE WELSH LANGUAGE LESS FAVOURABLY THAN THE ENGLISH LANGUAGE)</p>		<p>No – as the museum service will be relocated, there is no detrimental impact on the Welsh Language or on any other social aspect or characteristic.</p>

NB * If you answered ‘yes’ to the any of the above, please complete an Integrated Impact Assessment (IIA). For further advice and guidance please see the [Integrated Impact Assessment](#) page on the Intranet. This Budget Impact Assessment, or an IIA, if relevant, must be submitted to be included as hyperlinks to all decision reports related to the proposed savings. **IIAs are NOT required for nil public impact proposals.**

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. Summarise any feedback received.

Consider the 5 ways of working, in particular, *involvement*.

Involvement: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.

Consultation will commence with staff, trade unions and service users in January 2024 as part of the Budget consultation.

Update following a period of public consultation:

The council’s public consultation on the draft budget proposals for 2024/25 ran from Monday 22nd January 2024 until Tuesday 13th February 2024.

Residents and other stakeholder groups were invited to offer their views on the proposals in a number of ways. This included a survey (available online and in paper formats), attending face-to-face engagement sessions, using the council’s online digital engagement platform and targeted stakeholder engagement with potentially impacted groups.

337 responses to the consultation were received by the closing date. A low response rate such as this comes with the caveat of self-selecting bias in the response and local media has focused attention on a small number of issues.

Face-to face conversations have had low levels of attendance (less than 10 visitors per session) with the exception of Caerphilly where over 40 people attended. A meeting was held with 9 Viewpoint Panel members and one person attended an online drop-in session.

The full consultation feedback report will be available at [Council Budget Setting 2024-2025 | The Caerphilly Conversation](#)

Through completing the consultation survey, 102 responses were received in support of the proposal. 44 responses against the proposal were also received. In terms of face-to-face engagement, concern was raised in the sessions in the north of the borough about the potential impact of this proposal, particularly in terms of promoting the area’s heritage.

IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED?		No		
NB* Please seek guidance from the Insights and Intelligence Team , who can advise on whether a formal consultation is required and adherence to the Gunning Principles.				
TAKING ACCOUNT OF THE ABOVE, THE IMPACT RATING DEFINITIONS, AND THE MITIGATION YOU ARE PLANNING, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (please tick):				
NIL IMPACT	MINOR IMPACT	MODERATE IMPACT	SIGNIFICANT IMPACT	CRITICAL IMPACT
		X		

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE YOUR PLANS TO MITIGATE THE **IMPACT UPON THE ORGANISATION (where possible)** :

e.g. gradual reduction in service, alternative delivery models, managing demand, more efficient use of assets, income generation, transferrable skills of staff, commercialisation of the service etc.

In addition, consider the 5 ways of working, in particular, acting in *collaboration* with other service areas or partners.

Collaboration guidance: Acting in collaboration with any other service or partner to meet objectives where they may be able to deliver a broadly equivalent service.

Negative publicity will be mitigated by honest and timely communications with the public, using all appropriate media.

PLEASE DESCRIBE YOUR PLANS TO MITIGATE THE **IMPACT UPON MEMBERS OF STAFF:**

Consultation with all affected staff and their representatives will commence early in January and continue throughout the period up to the final decision being made at the end of February 2024.

Every effort will be made to redeploy all staff currently working in New Tredegar Winding House. Opportunities will be created at Llancaiach Fawr Manor, using the transferred staffing budget as follows:

- Tourism Hospitality and Catering Assistant – casual hours sufficient for the existing Winding House Saturday officer
- Museum & Collections Officer and Lifelong Learning Assistant (two posts held by one officer) – posts will remain unchanged but will be relocated to be based at Llancaiach Fawr Manor
- Visitor Services and Facilities Officer – there is no corresponding post at Llancaiach Fawr Manor, so the budget for this post will be utilised to provide 18 months of salary protection as the officer will have to be offered a suitable post via the Redeployment Pool.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN THE PROJECT:	2 FTE.
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Post	Grade	% FTE
Visitor Services & Facilities Officer	7	1.00
Museum & Collections Officer	7	0.61
Lifelong Learning Assistant	5	0.40
Tourism Hospitality and Catering Assistant	4	0.20

NUMBER OF POSTS IN THE PROJECT: (Reminder- PLEASE ENSURE YOU HAVE SOUGHT THE ADVICE OF PEOPLE SERVICES IN HOW TO MANAGE ANY STAFFING CHANGES)	4
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PLEASE SPECIFY HOW THIS WILL BE MANAGED:	HOW MANY POSTS?
POST(S) ALREADY VACANT:	
VOLUNTARY SEVERANCE:	
RETIREMENT:	
REDEPLOYMENT:	The stated aim is to redeploy all affected staff into suitable posts that they travel to.
REDUNDANCY:	

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:	Redeployment can be effected on 1 st April 2024.
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WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (please tick)	Yes	
WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (please tick)		No

If yes to either of the above, please consider the 5 ways of working, in particular *integration*.

PLEASE DESCRIBE HOW THE SAVING CAN BE ACHIEVED IN A WAY THAT WILL MITIGATE THE IMPACT ON OTHER SERVICE AREAS OR PARTNERS (**where possible**)

Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives, recognising that the savings requirement on the Council may override some concerns.

Temporary closure of the building will remove the need for Cleansing Services to work there. This currently provides employment for one officer on a part time basis.

TAKING ACCOUNT OF THE ABOVE, THE IMPACT RATING DEFINITIONS, AND THE MITIGATION YOU ARE PLANNING, PLEASE INDICATE THE **ORGANISATIONAL IMPACT RATING** APPLICABLE TO THIS SAVING PROPOSAL (please tick):

NIL IMPACT	MINOR IMPACT	MODERATE IMPACT	SIGNIFICANT IMPACT	CRITICAL IMPACT
		X		

4. LINKS TO POLICY AND CORPORATE OBJECTIVES

DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING?

POLICY AREA	WHAT IS THE LINK?
CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives)	Improving education opportunities for all – no change as the Lifelong Learning post and museum service will be maintained.
STATUTORY DUTIES	No
WELSH GOVERNMENT GUIDANCE or STRATEGY	Yes – Officers will work with colleagues in WG’s museum service to seek accreditation of the new museum offer at Llancaiach Fawr Manor.

5. OTHER RISK(S) AND SENSITIVITIES

HAVE ANY <u>OTHER</u> RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL?		No
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PLEASE DESCRIBE ANY RELEVANT INFORMATION (Risks and Sensitivities) WHICH YOU FEEL HAS NOT BEEN CAPTURED.
The mothballing of the existing operation will reduce the financial risk to the Council. As mentioned above, the positive impact on the budget will be sustained providing the existing and new tenants remain in occupation.

HEAD OF SERVICE: Rhian Kyte

DATE OF COMPLETION: 19/12/2023