

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 1 (20/21)

Head of Service:	Lee Banks	Service:	Corporate Management
Activity	Apprenticeship Levy	No. of Staff:	N/a

Activity Budget Change	Year: 2020/21 Growth £000	Later Years Comments (ongoing, one-off, etc.)
Apprenticeship Levy	50	Ongoing for three years

Reasons for and explanation of proposed change in service

The Government introduced the apprenticeship levy and public sector duty on apprenticeships in April 2017. This requires all public sector bodies with a payroll of £3m and over will be expected to contribute 0.5% of their payroll towards the levy, the funds from which are used to pay for apprenticeship training and assessment. Initially the levy was to be introduced for three years and the Council approved a growth in its budgets in 2017 to meet the costs of the levy. It is now expected that the levy will continue for the coming years and it is prudent to plan for three further years of levy payments.

Key Stakeholders Affected

None.

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

It is a statutory duty for the Council to pay the apprenticeship levy. Failure to meet these costs through growth in the budget may lead to the need to identify savings within other service budgets.

Risk to Service Objectives (High / Medium / Low)

High

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2019/20 Budget	£'000	Performance Indicators		
		Code & Description	Actual	Target
Operational Cost	45			
Income	-	None.		
Net Cost	45			

Equality Impacts

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.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 2 (20/21)

Chief Officer:	Jim Carrington-West	Service:	General Corporate
Activity	Administrative Expenses	No. of Staff:	N/a

Activity Budget Change	Year: 2020/21 Growth £000	Later Years Comments (ongoing, one-off, etc.)
Mobile Phone Charges	6	Ongoing
Mileage costs	4	Ongoing

**Reasons for and explanation
of proposed change in service**

Reductions in charges for mobile phone costs and changes to processes that result in mileage claims have resulted in an achievable reduction to the administrative expenses to be taken from relevant service area budgets.

Key Stakeholders Affected

None.

**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

2019/20 Budget	£'000	Performance Indicators		
Operational Cost		Code & Description	Actual	Target
Income		None.		
Net Cost				

Equality Impacts

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.