

Economic Development - staff savings	
Option Number	ED1
Savings Proposal	Economic Development Service
Division	Economic Development
Service area	Whole Service

Forecast Savings	2015-16 £m	2016-17 £m	2017-18 £m	Total £m
Incremental Savings	0.120	0.000	0.000	0.120
Cumulative Savings	0.120	0.120	0.120	0.120

Description of Savings Proposal
<p>The service has reviewed all current activities and has set out the following proposals to achieve the savings total required.</p> <p>Reduce headcount in Economic Development (3 positions in 2015/16) - £0.120m</p>

Potential Impact on Service Outcomes and any Mitigating Actions Proposed	
<p>Turnover in the service is low but it is anticipated that three positions will become vacant in the year 2015/16. A recruitment freeze is currently in place and recruitment controls are being updated to ensure this saving can be delivered and in line with the Council's approach to recruitment. However the recruitment freeze will lead to additional pressure on existing team members.</p>	
Service lead/owner	Alison Coburn

Risks To Savings Delivery	Mitigating Action	Risk Owner
Headcount reduction cannot be achieved.	Turnover in the service is low but anticipate that 3 positions can be deleted from the baseline by the end of the three year period. A freeze on recruitment is currently underway and where recruitment is required, a robust business case process will be established.	Alison Coburn

Area to be Consulted	Points for Consideration	Name
Service	Recruitment controls need to be updated and communicated. Workload management and managing attendance to be considered.	Alison Coburn
Finance (Senior Accountant)	None identified at this stage.	Iain Shaw
Organisational Development	Recruitment controls need to be updated and communicated. Workload management and managing attendance to be considered.	Eleanor Kay
Equalities	None identified at this stage.	Laura McIntyre

Specific impacts to be considered	Summary of impacts and any mitigating actions to address negative impacts
Equalities and rights	It is not anticipated that there will be any positive or negative equalities impacts arising from this proposal. However further consideration will be given to this at the point where the positions which will not be back-filled are identified.
Carbon impact	There are no carbon impacts arising from this proposal.
Partnership	There are no anticipated impacts on partnership working arising from this proposal.
Prevention	There are no anticipated impacts on prevention arising from this proposal.

Key Stakeholders – Name	Service Area
Capital City Partnership	Engagement is not required as the saving impacts on the Council service rather than arms length companies.
Marketing Edinburgh	Engagement is not required as the saving impacts on the Council service rather than arms length companies.
Edinburgh Business Forum	Engagement is not required as the saving impacts on the Council service rather than external agencies.

Impact on Wider Council	Consultation Arrangements and Outcome	Service Manager

Next Steps - Actions	Action Owner	Completion Date
Create a process for all future recruitment in line with the Council policies on recruitment and selection.	Alison Coburn	
Review all recruitment requests in line with recruitment controls and Council policy.	Alison Coburn	

Political Sensitivity	
Assessment Level	Low

Approvals Required	Name	Approval Date
Head of Service		
Director	Greg Ward	06/10/2014