

# OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:

**RE17 0099**

## Box 1

**DIRECTORATE:** Regeneration & Environment

**DATE:** 5 July 2017

**Contact Name:** Eleanor Churchward

**Tel. No.:** 01302 735000

**Subject Matter:** Provision of match funding to Doncaster Chamber for the Doncaster Skills Academy.

## Box 2

### DECISION TAKEN:

The decision to allocate £150k to Doncaster Chamber to provide match funding for the Edge Foundation Grant was approved by Cabinet on 14 February 2017 and by Council on 2 March 2017 as part of the "Revenue Budget 2017/18" report (detailed in appendix F) and therefore the requirement for Cabinet approval for a grant over 50k has already been met.

The purpose of this report is to provide additional information relating to that decision.

The grant of £150,000.00 will be spread over 2017/18 and 2018/19 and will be funded from earmarked reserves.

## Box 3

### REASON FOR THE DECISION:

#### Give relevant background information

Doncaster Skills Academy (DSA) is an existing bespoke package of support available to Doncaster schools consisting of a variety of modules covering three key areas of activity: Aspiration and awareness; Employability and Work Readiness; Commerciality.

The DSA offers students real life work experiences and support from local businesses through a variety of means.

This money will be used to extend this project by matching funding that has been secured via the Edge Foundation. The fund is provided to continue the growth of the 'bridging the gap' activities for academic year 10 to 13 in every Doncaster secondary school (targeting approx. 18,000 young people).

It aims to:

- Improve the design and delivery of engaging and relevant IAG
- Extend the offer to all pupils in academic years 10 to 13 (previously only years 10 and 11)
- Additional online resources for students and staff
- Enhance and support the key focus of progression to HE and STEM careers
- Engage with partners – University of Sheffield, local businesses

**Box 4****OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:****If other options were considered, please specify and give reasons for recommended option**

**Recommended option - it is agreed** – The work would begin immediately using the current resource provision from DSA in order to retain the integrity of the project to date without any disruption to current delivery, partnerships with schools. It will use their business network and contacts which are required for this project to achieve any outcomes. It will involve key members of their team organising activities and meetings to support the development of these associated activities in schools.

**It is not agreed** – There would be an adverse effect on the potential long term career outcomes for some Doncaster young people and the Chamber may not be able to secure the Edge funding.

**Box 5****LEGAL IMPLICATIONS:**

**Section 1 of the Localism Act 2011 provides the Council with the power to do anything that an individual may generally do.**

**As set out in Financial Procedure Rules, a funding agreement between the parties will be required.**

**Name: Debra Buckingham Signature: Debra Buckingham Date: 05.07.07**

**Signature of Assistant Director of Legal and Democratic Services (or representative)**

**Box 6****FINANCIAL IMPLICATIONS:**

The allocation of £150k to Doncaster Chamber for the provision of Doncaster Skills Academy (DSA) was approved by Cabinet on 14<sup>th</sup> February 2017 as part of the Revenue budget report 2017/18 (detailed in the Grants section). This will be used to provide match funding for Edge Foundation Funding already secured by the Chamber to provide this service during the period 1<sup>st</sup> April, 2017 and 31<sup>st</sup> March, 2019. An indicative figure for 2017/18 is £75k.

The budget report stated that the grant will be funded from £22k specific earmarked reserve and the remainder from general reserves, however, the £22k has already been committed for other purposes, and therefore the full £150k will need to be funded from general reserves.

Financial procedure rules say:

“E.14 The approval of Cabinet is required for all grants and annual assistance to external bodies with a financial value of £50,000 or more with the exception of Academies, VA schools for capital projects and joint arrangements under sections 75 and 76 of the National Health Service Act 2006....” The approval of this grant as part of the Revenue budget report fulfils this requirement.

A funding agreement between the Council and the Chamber will need to be in place to ensure that the Council's interests are protected and should include appropriate payment, delivery and monitoring arrangements. No expenditure should be committed until this decision and the agreement have been signed. All expenditure incurred in relation to the project must be eligible and comply with the terms and conditions of the funding agreement.

**Name: Bev Crossley      Signature: B Crossley      Date:16/06/2017**

**Signature of Chief Financial Officer & Assistant Director of Finance (or representative)**

**Box 7****HUMAN RESOURCE IMPLICATIONS:**

**There are no HR Implications in relation to this ODR and grant provision.**

**Name: Claire Rudd      Signature: C Rudd      Date: 19/06/2017**

**Signature of Assistant Director of Human Resources and Communications (or representative)**

**Box 8****PROCUREMENT IMPLICATIONS:**

The allocation of grant funds by the Council must be carried out and executed in line with the Authorities Financial Procedure Rules and ensure that a suitable legal funding agreement and payment schedule is signed prior to the issuing of grant funds. All expenditure incurred in relation to the project must be eligible and comply with the terms and conditions of the funding agreement.

**Name: S Duffield      Signature S Duffield      Date: 21/06/17**

**Signature of Assistant Director of Finance & Performance  
(or representative)**

**Box 9**

**ICT IMPLICATIONS:**

There are no direct ICT implications in relation to the match funding. However, the Skills & Enterprise Service should consult with Digital & ICT in relation to the provision of additional online resources to ensure that any arising ICT implications are fully considered and understood and where applicable submitted via the prescribed Business Case pro-forma for consideration by the ICT Governance Board.

**Name:** Peter Ward (ICT Strategy Programme Manager)

**Signature:** **Date:** 16/06/17

**Signature of Assistant Director of Customers, Digital & ICT (or representative)**

**Box 10**

**ASSET IMPLICATIONS:**

There are no implications arising from the recommendations of this report that impact on the use of DMBC assets.

**Name:** Gillian Fairbrother (Assets Manager, Project Co-ordinator)

**Signature:** By email **Date:** 16<sup>th</sup> June, 2017

**Signature of Assistant Director of Trading Services and Assets  
(or representative)**

**Box 11**

**RISK IMPLICATIONS:**

**To be completed by the report author**

Without the additional resource, the Chamber will not secure the Edge Funding for use in Doncaster to extend this provision of careers advice and guidance in secondary schools, an area in much demand to support positive outcomes for young people, and this type of activity will remain disparate and under-resourced.

**(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)**

**Box 12****EQUALITY IMPLICATIONS:****To be completed by the report author**

Decision makers must consider the Council's duties under the Public Sector Equality Duty at s149 of the Equality Act 2010. The duty requires the Council, when exercising its functions, to have 'due regard' to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the act, and to advance equality of opportunity and foster good relations between those who share a 'protected characteristic' and those who do not share that protected characteristic.

**Name:** Eleanor Churchward **Signature**    **Date:** 7/6/17  
**(Report author)**

**Box 13****CONSULTATION****Officers**

**(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)**

**Members**

**Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further consultation with Members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council, Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.**

**Please list any comments from Members below:**

**NA**

**Box 14****INFORMATION NOT FOR PUBLICATION:**

**It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full, redacting only signatures**

**Name:** Joan L'Amie    **Signature:** Joan L'Amie    **Date:** 20<sup>th</sup> June 2017  
**Signature of FOI Lead Officer for service area where ODR originates**

**Box 15**

**Signed:** Peter Dale **Date:** 14.07.17  
**Director/Assistant Director**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Additional Signature of Chief Financial Officer or nominated representative for Capital decisions (if required)**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of Mayor or relevant Cabinet Member consulted on the above decision (if required).**

- **This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.**
- **A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.**
- **A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.**
- **A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox**