

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:
AHWB/061/2017 **Esmee Fairbairn grant acceptance**

Box 1

DIRECTORATE: Adults, Health & Wellbeing

DATE: 14/07/2017

Contact Name: Carolyn Dalton

Tel. No.: 34285

Subject Matter: Esmee Fairbairn grant acceptance

Box 2

DECISION TAKEN: To accept the Esmee Fairbairn grant award of £78,850 to work in ex-mining communities using the museum mining collections

Box 3

REASON FOR THE DECISION:

This project will work with young people aged 15-25 from three of Doncaster's most deprived communities, will work with ex-miners and their families to explore the positives and negatives of their mining past through Doncaster Museums' mining collections. A programme of accredited workshops will equip participants with the skills to research and explore the collection, and create innovative interpretation to bring it to a wider audience. Through the project we will evaluate the impact of participation in heritage on health and wellbeing of participants, supporting Doncaster Heritage Services in its ambition to become a sector lead in using heritage to improve community resilience.

This is a two year project which will employ a project officer (we anticipate Grade 7 0.8fte, but this is yet to be Job Evaluated). The contribution from Heritage Services revenue budgets is £4,150 spread over two years.

Other elements of the project budget are :

Training and staff cover (£3,000)

Travel and expenses (£1,000)

Collections survey by University of Leeds (£2,750)

Workshops (£6,500)

AQA unit award scheme (registration fees for centre and per learner fees) (£1,500)

Temporary exhibitions (£18,000)

Marketing (£2,500)

Materials and other resources - Including integration of stories onto Doncaster 1914-18 website (£2,750)

Evaluation (£3,000)

Box 4**OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

The project supports the wider work of Heritage Services and the direction of travel. Refusing the grant would damage the reputation of the Council in the eyes of funders.

Box 5**LEGAL IMPLICATIONS:**

Section 1 Localism Act 2011 gives the Council a general power of competence to do anything that individuals may generally do.

E10, E11 and E12 of the Councils financial procedure rules must be complied with.

Any procurement of goods and services must be in accordance with the Councils Contract Procedure rules.

S112 of the Local Government Act 1972 allows a local authority to appoint such officers as are necessary for the proper discharge of its functions, on such reasonable terms and conditions as it thinks fit. Salary grade should be determined by job evaluation. The Council has policies to deal with recruitment which should be followed. Given the nature of the post required it is advisable to set up a temporary contract for a fixed term. Any employee regardless as to whether or not they are employed for a fixed term, part time or otherwise obtain certain employment protection, which includes protection from unfair dismissal after 2 year's employment service. In order for liability in relation to, inter alia, unfair dismissal, to be limited there must be a legitimate reason for a fixed term contract and the employee must be made aware of this reason and of the anticipated length of the contract at the commencement of the contract. After the 4th year of renewal the Employee may be entitled to the position on a permanent basis.

The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 confirm that employees should not be treated less favourably on the ground they are fixed term unless this is objectively justified. Less favourable treatment means, but is not limited to pay and terms and conditions.

If the length of the contract exceeds 1 year upon termination the Employee may be entitled to be placed on the redeployment register and after 2 years may be entitled to a redundancy payment.

If the Council terminates the contract early, then there may be some liability for payment of the outstanding salary to the employee unless a suitable break clause is included. Therefore terms of the contract must be carefully considered to avoid additional liability and/or financial loss.

Name: Helen Wilson and Nicky Dobson **Signature:** _____ **Date:**
19th July 2017

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

Box 6**FINANCIAL IMPLICATIONS:**

This ODR acknowledges the award of £78,850 Esmee Fairbairn grant funding, with conditions, after the 17/18 budget has been set as per Financial Procedure Rule E10. DMBC will provide £4,150 match funding towards the £83,000 project. Funding is for two years and the match funding will come from carefully managed Heritage services underspends over the two year period. The project plan is shown in the table below. All costs are revenue in nature.

<u>Planned Expenditure - Revenue</u>	
Grade 7 (0.8 FTE) - Bottom of scale with on costs Year 1	19,800.00
Grade 7 (0.8 FTE) - Mid-point scale with on costs Year 2	20,990.00
Training and staff cover	3,000.00
Travel and expenses	1,000.00
Collections survey by University of Leeds	2,750.00
Workshops	6,500.00
AQA unit award scheme	1,500.00
Temporary exhibitions	18,000.00
Marketing	2,500.00
Materials and other resources	2,750.00
Evaluation	3,000.00
Contingency	1,210.00
	83,000.00
<u>Funding - 2 Years</u>	
Esmee Fairburn Grant	78,850.00
Match Funding	4,150.00
	83,000.00

Name: Olivia Brown Signature: via e-mail Date: 21/07/17
Signature of Assistant Director of Finance & Performance
(or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

A job description/person spec and structure chart for the proposed posts will need to be sent through to the Adults, Health & Well-being Directorate HR Team to enable the job evaluation process to commence

Once this process is complete the posts will then need to be recruited to in line with the Council's policy and procedures, ensuring that the redeployment register is checked initially for any potential matches. Details of any changes to staffing structures, including creation of posts, will need to be updated on the HR Portal.

Employees who complete 12 months continuous service accrue employment rights. Employees who complete 2 years continuous service accrue rights to a redundancy payment.

If the successful candidate will attain 12 months continuous service prior to the end of the temporary contract they will be eligible to access the Redeployment procedure. To avoid having to retain the individual beyond the scope of the original contract terms they should be placed on the redeployment register early enough to have 12 weeks on the register plus their required notice period before the end of the contract.

Fixed-term employees have the right not to be treated less favourably than comparable permanent employees because they are on a fixed-term contract.

This means you must treat fixed-term employees the same as comparable permanent employees unless there are 'objectively justifiable' circumstances for not doing so (ie there is a genuine, necessary and appropriate business reason).

This means the same or equivalent (pro-rata) pay and conditions, benefits, pension rights and opportunity to apply for permanent positions within the business. Under the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002, employees who have been on a fixed-term contract for four years or longer will usually be legally classed as permanent if their contract is renewed or if they are re-engaged on a new fixed-term contract.

The only exemptions are when employment on a further fixed-term contract is objectively justified to achieve a legitimate business aim or when the period of four years has been lengthened under a collective or workplace agreement.

Name: Kelly Wilks_____ **Signature: By Email**_____

Date: 17th July 2017_____

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

Box 8**PROCUREMENT IMPLICATIONS:**

Any spend activity undertaken as a result to the award of this grant must first comply with the requirements of DMBCs CPRs. Spend must also comply with any specific conditions included as part of the agreement with Esmee Fairbairn grant award process. If these requirement contradict in any way, the service must raise this with the Procurement team for further consideration ASAP

Name: Daniel Charlesworth **Signature:**  **Date:** 18th July 2017
Signature of Assistant Director of Finance & Performance
(or representative)

Box 9**ICT IMPLICATIONS:**

The web platform for Heritage Services is currently provided through external suppliers (Orangeleaf Systems Ltd), following a previous business case relating to the Heritage Lottery Funded (HLF) Doncaster 1914-18 Project, that was agreed by the ICT Governance Board (IGB) in July 2014. A further business case relating to Heritage Services Digital Developments, including increasing the data storage capacity on the website to enable Heritage Services to expand usage, was considered and agreed by IGB in August '16. Digital & ICT are currently working with Heritage Services to consider options for a solution and any additional storage requirements in relation to proposed work outlined in this ODR need to be considered as part of this work, where applicable.

As with any new starters, a support call would need to be raised via the ICT Self Service Portal for any new ICT equipment/non-standard software needed and for the necessary user account(s) to be created together with access permissions to relevant systems, where applicable. Requests for new ICT equipment will be considered in line with the principles of the WorkSmart strategy and 'Maximising ICT'.

In addition, the service should ensure any new starters have completed the adequate system training and reviewed and accepted all appropriate ICT and acceptable usage policies.

Name: Peter Ward (ICT Strategy Programme Manager)

Signature:  **Date:** 17/07/17

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

Box 10**ASSET IMPLICATIONS:**

There are no immediate 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:** 14th July, 2017

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

Box 11

RISK IMPLICATIONS:

To be completed by the report author

There are risks to the Local Authority if the Esmee Fairbairn grant (awarded via the Museums Association) is not accepted. These are:

- Risk of reputational damage, as it would reflect badly on the organisation in the view of national funding agencies, in not accepting the status and funding.
- Risk of not increasing the service's capacity to reach new audiences and communities, by not using the funding the Esmee Fairbairn grant provides, not investing in developing outreach by the service.
- Risk of missing the opportunity for residents from wide-ranging communities to engage in and learn from their heritage, and risk of therefore not furthering pride in place.

There are also risks, as with any project, of managing finances in such a way as ensuring proper procurement procedures are followed, or that revenue is spent in ways which meet the criteria of the funder, but these risks are well understood by the service managers and are therefore very low risks.

(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

In receiving this grant aid, and receiving £80k over 2 years, Heritage Services has a platform for reducing inequality in access to heritage by the public in three key deprived areas within the borough, through intergenerational work in ex-mining communities using the museum's mining collections. The service will be able to demonstrate more broadly and deeply the impact of heritage in terms of access and outcomes, especially for residents with some protected characteristics.

In conducting this work, officers will remain mindful of their responsibilities under the Equalities Act 2010, both in the effective recruitment of staff, deployment of volunteers, targeted audience work, and the resources which are created.

This approach, its successes and barriers, will be documented through the outputs, outcomes, and due regard developed through the lifespan of the funding.

Name: Carolyn Dalton Signature: by email Date: 14/07/2017
(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:

Box 14
INFORMATION NOT FOR PUBLICATION:

In accordance with the Freedom of Information Act 2000, it is in the Public's interests for this decision to be published in full, redacting only the signatures

Name: Gillian Parker Signature:  Date: 31/07/2017
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: _____ **Date:** 21/08/17
Director of People , Damian Allen

Signed: _____ **Date:** _____
Additional Signature of Chief Financial Officer or nominated
representative for Capital decisions.

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