

## 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:  
2017/13/PH/MexCA

### Box 1

**DIRECTORATE:** AHWB

**DATE:** 25/10/2017

**Contact Name:** Nick Germain

**Tel. No.:** 737276

**Subject Matter:** Novation of contract with Mexborough Citizens Advice

### Box 2

#### DECISION TAKEN:

To agree the novation of the grant agreement with Mexborough Citizens Advice over to the newly established Citizens Advice for Doncaster as a whole (merging Mexborough Citizens Advice and North East (Thorne) Citizens Advice).

### Box 3

#### REASON FOR THE DECISION:

##### Give relevant background information

Doncaster Council has a grant agreement with Mexborough Citizens Advice for the delivery of outreach of generalist advice in Denaby. This is funded through the Well Doncaster project. The grant totals £8,200 for the period 2017/18, resourcing an advisor at the Springwell Centre each Wednesday from 10am-3pm plus additional time for administration and supervision. The grant is in place up to March 31<sup>st</sup> 2018. The outreach advises approximately 20-30 people each month; the majority live in Conisbrough and Denaby Ward, over 70% are economically inactive and many have other dependents in the household. The advice has helped mitigate the impact of welfare reform e.g. Bedroom Tax, Work Capability Assessments and Universal Credit.

The two Citizen Advice services for Doncaster (Mexborough and North East Doncaster) are merging into once organisations called Citizens Advice Doncaster Borough. Well Doncaster received notice of this merger in September and is in agreement to novate the grant agreement to the new organisations pending the completion of this Officer Decision Record.

The grant agreement and deed of novation have been attached to the email requesting implications for the ODR. The deed of novation states a merger date of 29<sup>th</sup> Sept 2017 although Doncaster Council Legal Services have advised that the novation is taking place 31<sup>st</sup> Oct 2017.

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

**If other options were considered, please specify and give reasons for recommended option**

**Option 1 (Recommended)**

Agree to the novation and continue outreach of generalist advice in Denaby up to March 31<sup>st</sup> 2018. The outreach is essential to limit the impact of changes to welfare reform and especially the expansion of Universal Credit. The novation will not make any material change to the funding or delivery of the outreach.

**Option 2**

Refuse to accept the novation and end generalist advice outreach, with the social and economic impacts this will have on local people accessing the support.

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

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

The report author has advised that the required due diligence has been undertaken.

Legal should be consulted to prepare the novation agreement which must be signed by all of the parties.

**Name: Stacy Cutler    Signature: by email    Date: 3/11/17**  
**Signature of Assistant Director of Legal and Democratic Services (or representative)**

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

Well Doncaster is part of the Better Care fund. The project has been approved and funding is in place as below.

Each Accountable Body has agreed to contribute to the Programme match funding of £1,000,000 (one million), which shall comprise a minimum of £400,000 in cash and the remaining £600,000 as an in-kind contribution. The exact details of an Accountable Body's contribution to be agreed with the Well North Programme Director and PHE.

The Programme shall be funded through contributions from PHE and the Accountable Bodies

This ODR proposes to agree the novation of a grant agreement with Mexborough Citizens Advice over to the newly established Citizens Advice for Doncaster as a whole

(merging Mexborough Citizens Advice and North East (Thorne) Citizens Advice. This grant is £8k

The Better care fund has allocated the sum of £500k over a 3 year period to Well Doncaster. This £8k will come out of the allocated £500k which has already been approved.

**Name: Nick Cameron Signature: Date: 30.10.2017**  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

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

There are no apparent HR implications within this particular ODR as the Well North Project team within the current Public Health Establishment will be co-ordinating this Contract within their day to day roles and responsibilities.

**Name: Bill Thompson Senior HR&OD Officer Signature: Bill Thompson Date:**  
**25/10/2017**  
**Signature of Assistant Director of Human Resources and Communications (or**  
**representative)**

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

The terms of the existing agreement allow the novation with the consent of DMBC so there are no procurement implications

**Name: Dan Charlesworth Signature: Date: 25<sup>th</sup> November 2017**  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

**Box 9**  
**ICT IMPLICATIONS:**

There are no ICT implications associated with this decision.

**Name: Peter Ward (Governance & Support Manager) Signature: *P. Ward***  
**Date: 27/10/17**  
**Signature of Assistant Director of Customer Services and ICT**  
**(or representative)**

**Box 10**  
**ASSET IMPLICATIONS:**

The Citizens Advice Doncaster Borough service will continue to be located in space that Doncaster Council leases from Doncaster Community Solutions (FundCo 1) Limited. This accommodation is comprised of a unit within the Springwell Centre at Denaby.

When the Springwell Centre was built, the space was first used to deliver library services, however the library closed to the general public on 21<sup>st</sup> December 2011. Since this time the space has been either vacant or very under-utilised. The Council's lease for the Springwell Centre accommodation runs from 29<sup>th</sup> September 2005 until 18<sup>th</sup> October 2031 with no option to break and currently costs the Council in excess of £45,000 per annum (annual price index uplifts are applicable). In addition, the lease is very restricted in respect of assignment and under-letting opportunities hence this has not been something the Council has been able to successfully achieve on a commercial basis since the unit closed as a library.

As such, from an assets perspective, the use of the accommodation by the Citizens Advice Doncaster Borough service, whilst not generating a commercial income for the Council that would offset current costs, will bring tangible community benefits and is therefore supported on an ongoing basis

**Name:** Gillian Fairbrother (Assets Manager, Project Co-ordinator) **Signature:** By email **Date:** 31<sup>st</sup> October, 2017

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

**Box 11**

**RISK IMPLICATIONS:**

**To be completed by the report author**

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

There is significant risk that withdrawing generalist advice will result in people not being able to access advice and support to mitigate the impacts of welfare reform. This will result in more people in Conisbrough and Deanby Ward facing destitution and financial hardship. The advice sessions currently support approximately 20-30 people each month, with the vast majority living in the ward, being economically inactive and having a number of dependents in the home.

**Box 12**

**EQUALITY IMPLICATIONS:**

**To be completed by the report author**

Withdrawing the service will increase inequalities as higher rates of people in Conisbrough and Denaby Ward claim benefits and are therefore disproportionately affected by welfare reform compared to Doncaster Borough as a whole.

**Name:** Nick Germain **Signature:** \_\_\_\_\_ **Date:** 25/10/17  
**(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)**

None

### **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:**

None

**Box 14**

**INFORMATION NOT FOR PUBLICATION:**

**None identified**

**Name:   Claire Hewitt   Signature: \_\_\_\_\_ Date: 10/11/2017**  
**Signature of FOI Lead Officer for service area where ODR originates**

