

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/111/2017 Delete & Create Museum post

Box 1

DIRECTORATE: Adults, H&WB

DATE: 22 October 2017

Contact Name: Carolyn Dalton

Tel. No.: 34285

Subject Matter: Deletion of post, creation of new post

Box 2

DECISION TAKEN: To delete the post of Curatorial Support Assistant, Grade 5 0.8FTE and to create the post of Assistant Museums Officer (Military History) Grade 6 (proposed) 1.0FTE

Box 3

REASON FOR THE DECISION:

The post of Curatorial Support Assistant has become vacant. It is proposed that a new post of Assistant Museums Officer (Military History) with an enhanced remit and responsibilities be created. New responsibilities that are envisaged for this post are:

1. Trained museum curator to allow for enhanced research, cataloguing, collections care and display capabilities
2. Post holder to take responsibility for training and supervising volunteers to a curatorial standard
3. High standard of community engagement – both through physical engagement and digital engagement, growing the online King's Own Yorkshire Light Infantry family
4. Development of partnerships across the borough and within military heritage circles
5. Specialist contribution to the development of the new museum displays for the new Library, Museum, Gallery and Archive
6. Applications for grant aid
7. Contribution to health & wellbeing agendas

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

The options considered were:

1. Retain the original current post and recruit to this post – this option was rejected. The post was a new post at the last restructure of 2014 and while having a post to curate the King's own Yorkshire Light Infantry Museum has proved valuable, the post has not had the level of responsibility or remit that we require as we develop into new ways of working for the new Library, Museum, Gallery and Archive.
2. Create a new post with greater levels of responsibility and professional expertise to deliver what has proved to be a valuable service for the King's Own Yorkshire Light Infantry collection and develop the service further through partnership working and digital engagement, as well as bringing a level of curatorial expertise to the post

The additional sum of £6,653 is required (taking top scale points). Of this figure the King's Own Yorkshire Light Infantry Trustees have agreed to contribute an ongoing sum of £3,120 p.a., which leaves £3,533 to be found from Heritage Services budgets. It is envisaged that this sum can be taken from some additional flexible funding within the HX014 staffing establishment budget.

Option 2 is recommended as the previous post – which was new to Heritage Services – has proved the value of having a member of staff working with the KOYLI collection, but in retrospect a greater level of responsibility and professional expertise is required and will assist us to develop our service delivery into new ways of working for the new Library, Museum, Gallery and Archives.

Box 5**LEGAL IMPLICATIONS:**

There are no legal implications in deleting a vacant post.

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. Therefore the only considerations must be whether or not the appointment is necessary and whether the terms and conditions are reasonable in the particular circumstances. The grading of any position is subject to the outcome of a job evaluation/grading exercise being undertaken.

The Council has policies to deal with Recruitment which should be followed.

**Name: Helen Wilson Signature: by email Date: 26/10/2017
Signature of Assistant Director of Resources (Legal and Democratic Services)
(or representative)**

Box 6**FINANCIAL IMPLICATIONS:**

It is proposed to delete an existing grade 5 post (0.8 FTE) and replace it with a grade 6 post (1.0 FTE).

The difference between the existing post budget and the proposed post budget, (including salary on costs and a 3% vacancy factor) is estimated at £6,460 per annum. This difference will be met from within existing Heritage Service budgets.

The King's Own Yorkshire Light Infantry (KOYLI) Trustees have agreed to contribute an ongoing sum of £3,120 per annum towards this post. This would reduce the amount required from existing budgets to £3,340 for as long as the KOYLI were happy and able to continue to contribute towards the post. There is currently no proposed end date to this agreement.

Name: Olivia Brown Signature: __by email__ Date: 08/11/17
Signature of Assistant Director of Finance & Performance
(or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

The post of Assistant Museums Officer is a new post that has been through the job evaluation system and evaluated at Grade 6 (**pending final approval at JE Panel**) JE ID number 7386.

This new post should be recruited to in line with DMBC's Safer Recruitment policy, initially open to Redeployees before being advertised internally / externally and will need to be created on the HR portal prior to any appointment.

Employees who were employed before 6 April 2012 and have 1 year's continuous service, or after 6 April 2012 and have at least two years continuous service, accrue employment rights. Employees who complete 2 years continuous service accrue rights to a redundancy payment.

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.

In addition to HR Portal input we should also ensure liaison has been established with the relevant AH&WB Principal Finance Officer so as to ensure budgetary provision has been secured.

Name: Kelly Wilks Signature: By Email

Date: 25th October 2017

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

Box 8

PROCUREMENT IMPLICATIONS:

No procurement implications.

[redaction]

Name: Dan Charlesworth Signature:

Date: 23rd October 2017

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

Box 9

ICT IMPLICATIONS:

The proposed changes to the establishment within the Museum Service will need to be updated via the HR Portal, when agreed.

In implementing the recommended option within this ODR, the Recruiting Manager should consider the ICT and Technology needs of the recruited resources and ensure timely notification is made to ICT via i-Serve, for the creation of accounts, access to technology and systems.

The Recruiting Manager must also ensure that all mandatory training in respect to data quality and protection is undertaken by any new recruits as well as familiarisation with acceptable use policies as set by the Council and its SIRO.

Any additional technology requirements to those listed above, must be submitted via the prescribed Business Case pro-forma for consideration by the ICT Governance Board.

Name: Peter Ward (Governance & Support Manager)

Signature: [redaction]

Date: 24/10/17

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: David Stimpson, Property Manager

[redaction]

Signature:

Date: 23 October 2017

Property Manager – on behalf of Assistant Director of Trading Services and Assets

Box 11**RISK IMPLICATIONS:**

If the post is not able to be developed then the potential of the King's Own Yorkshire Light Infantry and other military collections will not be fully developed. This will impact negatively on the new Library, Museum, Gallery and Archive as well as on engagement with the wider Doncaster public, the Doncaster 1914-18 project and the many military veterans within Doncaster.

(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:**

The upgrading of this post will allow for greater community engagement. Military veterans often come from some of Doncaster's most deprived communities and the increased responsibilities of this post would allow for the development of skills through volunteering by these veterans. We would be keen to work with soldiers returning into civilian life.

It will also see increased digital engagement – allowing those confined at home through ill health to participate and engage.

Name: Carolyn Dalton **Signature:** *Carolyn Dalton* **Date:** 22 October 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: by email Date: 08/11/2017
Signature of FOI Lead Officer for service area where ODR originates**

[redaction]

Box 15

Signed: _____ Date: _09/11/2017_
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