

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/104/2017 Hull
Regional Armed Forces
Covenant Partnership
Agreement**

Box 1

DIRECTORATE: Adults, Health and Wellbeing.

DATE: October 2017

Contact Name: Lisa Swainston

Tel. No.: 01302 734169

Subject Matter: Hull Regional Armed Forces Covenant Partnership Agreement

Box 2

DECISION TAKEN:

To agree and commit to the Hull Regional Armed Forces Covenant Partnership, including signature to the partnership agreement. In doing so, for Doncaster to agree to the funding application with the Ministry of Defence, the financial approach, terms and recruitment of a Doncaster veterans support officer for the term of the funding agreement.

Box 3

REASON FOR THE DECISION:

Hull City Council in partnership with East Riding, North Lincolnshire, North East Lincolnshire and Doncaster Council have been awarded £480k funding from the Ministry of Defence (MoD) (spread across two years and divided between the five local authorities) to strengthen local delivery of Armed Forces Covenants, and consider a standardised approach to supporting Veterans and their families.

Hull City Council is the Accountable Body for the project. A project board has been set up with representatives from each Local Authority and the Board is chaired by Lt Col Allan Hinton, the MoD representative for the Region.

A partnership agreement (Appendix 1) and constitution for the partnership board have been proposed and signed by the other four authorities. Doncaster needs to sign and authorise agreement with the other partners to ensure that we benefit from the funding application brought into the Region.

Each Local Authority area has identified an elected member champion and a local authority lead to assist with the delivery of the project. For Doncaster this is Cllr Paul Wray, supported by Cllr John Healy and Lisa Swainston.

As part of the funding agreement an action plan (Appendix 2) has been drawn up to deliver the project. The action plan focuses of four key areas: A Sub Regional

Approach, Standardised Website, Training and Annual Conference.

The action plan meets the requirements of the MoDs “Our Community – Our Covenant Toolkit” In the application is included funding for each of the local authorities to add to resource to deliver the elements of the project. Doncaster would utilise this with the recruitment of a Veterans Support Officer (Appendix 3) for the remaining period of the 2 year project.

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

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

If No Action is taken by Doncaster Council. The project and funding successfully applied for within the Hull Sub Region, would be utilised for the remaining authorities, not including Doncaster. This would mean that none of the resources, funding and gains made to community support, web information, education and training would be applied in the Doncaster borough and would not benefit Doncaster’s Armed Forces, Veterans and families.

If the recommended decision is agreed, then Doncaster will benefit from financial income through the MOD successful application, providing better support and consistent information, advice and guidance for Doncaster Armed Forces, veteran and their families. This will also ensure a full time employed resource is provided for the term of the project to fulfil this additional work

Box 5

LEGAL IMPLICATIONS:

Section 1 of the Localism Act 2011 provides the Council with the so-called general power of competence which allows the Council to do anything which a person may generally do.

The Council is required by the Ministry of Defence (MoD) and Kingston Upon Hull City Council (KUHCC) to enter into a formal partnership agreement with KUHCC in order to receive the Grant funding for which KUHCC is the Accountable Body.

The Partnership Agreement requires the Council to comply with the Grant Conditions as set out in the Grant Offer Letter.

It is essential that the decision maker and the project manager are comfortable with the terms of the Partnership Agreement including the Grant Conditions and is confident that the Council can meet its obligations under that Agreement. Failure to comply with those obligations will lead to claw back of funding by the MoD which could have liability implications for the Council under the Partnership Agreement.

The appointment of representatives to the Armed Forces Covenant Partnership Board

must be made in accordance with the Council's Constitution.

Name: Rebecca Brookes Signature: By email Date: 12/10/17
Signature of Assistant Director of Legal and Democratic Services (or
representative)

Box 6

FINANCIAL IMPLICATIONS:

Hull City Council, in partnership with East Riding, North Lincolnshire, North East Lincolnshire and Doncaster Council, has been awarded £480k funding from the Ministry of Defence (spread across two years and divided between the five local authorities). It is proposed to agree and commit to a Hull Regional Armed Forces Covenant Partnership, including signature to the partnership agreement in order to access Doncaster's share of this funding.

There is a detailed partnership agreement setting out the use and terms of this £480k. An extract of the agreement which sets out how the £480k will be allocated is included in the table below. A column has been added on the right to provide more detail on the impact of each item for Doncaster.

Funding Programme	How funding will be distributed	Frequency of payment	Funding Allocation	Impact on Doncaster
General Funding including Annual Conference Costs	To cover the cost of the Annual Conference and KUHCC management costs	As required	£40,000	None. Cost of these will all be met by the Lead Authority.
AFCP Partnership Approach including single point of contact within each LA	Shared equally between each LA (£70,000)	8 quarterly instalments of £8,750	£350,000	£70,000 will be received to fund the salary of a new grade 7 temporary Veteran Support Officer post (£25-28k) and the costs of their projects.

Website Provision	To be agreed by the AFCP Partnership	As required	£25,000	DMBC are hoping to get a share of this. Need to bid to the partnership.
Training Programme	To be agreed by the AFCP Partnership	As required	£65,000	DMBC not anticipating a need for this but are entitled to bid for a share.
		TOTAL	£480,000	

The funding has been approved for two years and will span 3 financial years. Hull City Council has agreed to act as the Accountable Body for the Programme but each authority will be responsible for supplying quarterly up to date progress reports to Hull City Council as part of the monitoring process.

**Name: Olivia Brown Signature: via e-mail Date: 12.10.17
Signature of Assistant Director of Finance & Performance
(or representative)**

Box 7

HUMAN RESOURCE IMPLICATIONS:

This post has previously been evaluated through the Council's GLPC job evaluation system at Grade 7 JE ID number 5992.

This post will need establishing on the HR Portal again as it was disestablished when the funding ended in March 2017.

The 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.

Name: Kelly Wilks Signature: By Email

Date: 12th October 2017

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

Box 8

PROCUREMENT IMPLICATIONS:

There are no procurement implications regarding signing to receive the grant. Doncaster Council must be assured through the delivery of the project that any monies spent with contractors is in line with any applicable procurement legislation.

[redaction]

Name: **Holly Wilson** Signature: _____ Date: **12/10/2017**

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

Box 9

ICT IMPLICATIONS:

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.

The Council is currently finalising a Web Governance Strategy which provides an

overview of the web and digital governance controls that are in place across the organisation to ensure the Council utilises its existing website/web platform to:

- Ensure value for money
- Ensure compliance with the relevant accessibility and security standards
- Maximise and exploit the existing investment in the Council's 4 star website/ cloud hosted web platform and associated knowledge and skills (including content management)
- Ensure the sustainability of the Council's web content
- Ensure the Council's web content is as accurate and up to date as possible
- Ensure consistent digital communication to the Council's customers
- Avoid confusion for our customers by having web content in multiple locations and maximise their user experience
- Ensure the necessary standards and controls are in place for the Council's web content
- Enable effective monitoring of use of the Council's web content
- Ensure consistent branding, but with the flexibility to adapt the look and feel to meet agreed business need
- Ensure the ongoing rationalisation of Council websites
- Ensuring the procurement and coordination of domain names used across the organisation is effectively managed

The proposed work around standardised websites should be discussed further with the Web Governance Group to ensure these are in line with the Council's Web Governance Strategy.

Name: Peter Ward (Governance & Support Manager)

Signature: [redaction]

Date: 13/10/17

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

Signature: By email

Date: 12th October, 2017

Box 11**RISK IMPLICATIONS:**

The Risk implications of not taking the decision are as stated in Box 4 under the No Action option.

(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:**

This is to ensure Equality and removal of disadvantage as per the Community Covenant for Armed Forces and Veterans.

Name: L. Swainston Signature: by email Date: 11.10.2017
(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: 19/10/2017
Signature of FOI Lead Officer for service area where ODR originates**

Box 15 [redaction]

Signed: Debbie John-Lewis Assistant Director Date: 20/10/2017

**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