

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:

RE18 0086

Box 1

DIRECTORATE: Regeneration & Environment

DATE: 8th May 2018

Contact Name: Andrew Webb

Tel. No.: 01302 862464

Subject Matter:

Overseas travel. Proposal to visit Innotrans rail event in Berlin to promote Doncaster rail sector, inward investment and the National College for High Speed Rail. We are supporting the Department for International Trade (DIT), Northern Powerhouse Rail (NPH) and Sheffield City Region investment team. Previously attended by Jo Miller, Scott Cardwell and Andrew Webb.

Box 2

DECISION TAKEN:

Andrew Webb, Rail Sector Development Manager to attend the event.

The visit will cover the period 17th September to 21st September with flights from Manchester Airport.

Box 3

REASON FOR THE DECISION:

Doncaster was chosen as one of the sites for the National College for High Speed Rail. A significant factor in this decision was the strong private sector support we received. Rail has been cited as a growth sector not only for Sheffield City Region but nationally with over £45bn earmarked by government to be spent on rail by 2024 and with over 80,000 UK jobs in the supply chain and around £7bn per annum value to the UK economy. In addition the total spend on HS2 is currently estimated to be around £55bn over the next 15-20 years.

Doncaster's growth aspirations recognise the importance of the rail sector and we need to build on the momentum we have gained following the successful college opening and the increase in profile that this has given us. Innotrans is the world's largest rail event and held in Berlin every 2 years. Many Doncaster businesses will be there along with businesses from across the world. We need to be talking to these businesses and making them aware of the Doncaster offer. In 2016 the event attracted 3,000 exhibitors and 140,000 trade visitors and the 2018 event is forecast to be even bigger. Jo Miller, Lee Tillman and Andrew Webb attended in 2016. Jo Miller concluded that Doncaster should be represented again in 2018.

We are working with DIT, Northern Powerhouse Rail and the Sheffield City Region investment team who will also be in attendance.

Although we will not be taking a trade stand due to costs I have negotiated 'hot desk' options with our Doncaster rail companies who are exhibiting along with agreement to use DIT/NPH facilities at the event for meetings etc.

In addition, we are supporting the organising of a breakfast event at the British Embassy in Berlin that will focus on innovation. Other events planned include supporting the Railway Industry Association event at the Ambassador's residence.

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

Sheffield City Region originally considered the option of taking stand space that we could share however, the costs were considered too high and the available space was considered to be in an area of the exhibition that was deemed inappropriate.

Instead we have decided that utilising economy flights from Manchester to Berlin and hotel rooms carrying discount rates we can arrange a cost effective way of getting the most benefit out of visiting Innotrans.

Utilising our excellent relationships we have negotiated 'hot desks' on stands as previously outlined and we are attending free events across the week to maximise the promotion opportunities for Doncaster.

Return flights for Andrew Webb are around £100 and the hotel rate is £125 per room, per night including breakfast. Andrew Webb will attend as Rail Sector Development Manager for 4 nights.

Box 5

LEGAL IMPLICATIONS:

Section 1 of the Localism Act 2011 provides the Council with the general power of competence which allows the Council to do anything with a person may generally do. S111 Local Government Act 1972 states that a local authority shall have power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.

Foreign travel should have a clear benefit that justifies the costs and this report details the reasons that the trip would benefit Doncaster. It is recommended that written feedback is obtained from the trip.

Name: Helen Potts Signature Date: 10th May 2018
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6**FINANCIAL IMPLICATIONS:**

The cost of the Rail Sector Development Manager attending the Innotrans rail event is expected to be approximately £800, based on the following:

Flights - £100 return

Hotel - £125 per night x 4 nights = £500

Subsistence £50 each per day x 4 days = £200

Total = £800

These costs will be funded from the rail college revenue budget. £400k was allocated to earmarked reserves to support revenue costs associated with the development of the rail college. £238k has been spent to date from this reserve, with commitments of £123k and a further proposal to commit £20k for bursaries during the 2018/19 academic year, which would leave an uncommitted balance of £19k from which the above costs could be met.

Name: Bev Crossley **Signature** **Date:** 15/05/2018
Signature of Chief Financial Officer & Assistant Director of Finance (or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

There are no direct HR Imps in relation to the Innotrans ODR and the proposal to support A Webb's overseas travel to Berlin.

Name: Claire Rudd **Signature:** **Date:** 10/05/2018
Signature of Assistant Director of Human Resources and Communications (or representative)

Box 8

PROCUREMENT IMPLICATIONS:

The Council currently has in place a corporate contract for the provision of Business travel services via Click Travel, which can be access via forms through the intranet or by speaking with the P2P team.

This provides the author with a compliant route to procuring the necessary business travel requirements in line with contract procedure rules

Name: H Donnellan

Signature:

Date: 24/05/18

**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:

Date: 009/05/18

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 (Principal Property Surveyor)

Signature:

Date: 9th May, 2018

**Signature of Assistant Director of Trading & Property Services
(or representative)**

Box 11**RISK IMPLICATIONS:**

This is an excellent opportunity to promote Doncaster and Doncaster businesses alongside the new rail college at the largest event of its kind in the world. We will be utilising the new flights from Doncaster to Berlin to keep down costs and we have secured an excellent rate from the hotel particularly as room costs at this particular time are notoriously high with rooms being scarce. The risk of not attending is that we miss a fantastic opportunity to meet with international rail sector businesses seeking to invest in the UK to outline Doncaster's fantastic offer.

(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.

No equality implications identified.

Name: Andrew Webb _____ **Signature:** _____ **Date:** 21st June 2018 _____
(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: 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: _A Rowbotham_ Signature: _____ Date: _20th June 2018
Signature of FOI Lead Officer for service area where ODR originates**

Box 15

**Signed: _____ Date: 27.06.18
Director of Regeneration and Environment**

- **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**