

OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

Decision Reference No: e.g. Directorate/Ref No/Year - RE19 0045 STF 121

BOX 1

DIRECTORATE: Regeneration &
Environment

DATE: 24/6/19

Contact Name: Chris Dungworth /
Michelle Beeney

Tel. No.: 01302 737857

Subject Matter: DGT Inclusive Growth – Request for Resources

BOX 2

DECISION TAKEN

To approve the draw down £394,510 of earmarked Service Transformation Funds (STF) in 2019/20 and £382,670 in 2020/21 to contribute to the delivery of Doncaster Growing Together programme activities. To note progress made in delivery of previously approved activities in 2018/19.

BOX 3

REASON FOR THE DECISION

In January 2018 the Working Assurance Board considered a “DGT Inclusive Growth Resource Request” for the following:

Year	Amount
2018/19	£707,830
2019/20	£743,660
2020/21	£763,657
Total	£2,215,147

The Programme Board approved the initial transformational projects and actions to deliver Inclusive Growth and financial allocations of £360,000 per annum permanent increase to the core revenue budget and £347,830 for 2018/19 from temporary available budget were approved by Assurance Board, chaired by the Chief Financial Officer. The Assurance Board also agreed to earmark £383,660 STF for 2019/20 and £403,660 for 2020/21, subject to the outcome of a review of impact at the end of 2018/19. This paper aims to provide details of progress made across all areas as a result of the additional funding in 2018/19 and seeks to confirm the drawdown of STF for 2019/20 and 2020/21.

Summary of Funding Allocations approved for 3 years:

Detail	Funding 2018/19 £	Funding requested 2019/20 £	Funding requested 2020/21 £
Business Doncaster - realignment of staffing along the Government's Place Based Industrial Strategy to include Sector Growth Officers for Rail, Retail & Industry as well as Sector Key Account Manager	130,040	160,870	160,870
Business and Enterprise Manager and Sector Growth Officer for Social Economy and Food	60,920	60,920	60,920
Digital Marketing to business and visitors utilising place brand – social media / web	65,000	65,000	65,000
Apprenticeship Programme Management – staffing costs to support the programme management of the Apprenticeship Levy and ensure the Council's responsibility of achieving Apprenticeship targets are met	100,000	100,000	100,000
Business & Enterprise Team - Delivery of Employment & Advancement Service	180,000	*160,000	145,000
Town Centre Events Team - Delivery of programme of major events	190,000	**225,850	**229,010
Funded from Visit Doncaster Team cost reduction	-18,130	-18,130	-18,130
TOTAL	707,830	754,510	742,670

- * £160,000 allocation includes additional £15,000 for website development work originally provided for in 2018/19 but timing of expenditure meant that the funds could not be utilised in that year. Added to the 2019/20 STF request under instruction from the Head of Financial Management.
- ** A review of the anticipated expenditure for delivering the programme of events has taken place and resulted in slightly reduced anticipated costs (£4,150 in 2019/20 and £20,990 in 2020/21).

The STF request required to fund the above schedule (£394,510 2019/20 and £382,670 2020/21) reflects the £360,000 core budget already provided and differs slightly from the original outline STF requirement estimated in January 2018 due to adjustments for the two bullet points above.

A full impact report, evidencing the delivery of benefits against each of the delivery areas above is attached for information at Appendix 1.

BOX 4

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

1. Do nothing – failure to secure Service Transformation Funds would result in activities ceasing delivery. These activities are high profile and there is therefore reputational risk with this course of action.

2. Submit reduced request for funds – A full review of requested financial allocations has been conducted and adjustments have already been included where these are considered appropriate. Further reductions would be detrimental to the success of the programme.

BOX 5

LEGAL IMPLICATIONS

There are no specific legal implications in agreeing the draw down from the Service Transformation Fund earmarked reserve to fund the approved Doncaster Growing Together programme.

This ODR is to detail the progress made across the programme as a result of the additional funding in 2018/19 and confirm the drawdown of Service Transformation Fund for 2019/20 and 2020/21.

Name: Paula Coleman

Signature: By E-mail

Date: 03rd July 2019

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

BOX 6

FINANCIAL IMPLICATIONS:

In January 2018 the Working Assurance Board approved the following additional resources for a DGT Inclusive Growth Programme: -

Year	Core Budget	Temporary Budget	Total Budget
2018/19	£360,000	£347,830	£707,830
2019/20	£360,000	£383,660	£743,660
2020/21	£360,000	£403,657	£763,657

The on-going core funding has been allocated to support the staffing elements of the programme and the temporary funding has been allocated to the Events Programme and the Employment and Advancement service, which is a pilot scheme for 3 years. Consideration should be given as to how the Events Programme can become more sustainable after this temporary funding ends.

In 2018/19 the temporary funding was met from a planned underspend in Regeneration and Environment. It was proposed that for 2019/20 and 2020/21 the temporary funding would be met from the Service Transformation Fund (STF), subject to a review of what has been achieved with the additional funding in 2018/19, details of which are contained in the appendices to this report. The service are now seeking to draw down allocations of STF for 2019/20 and 2020/21. The values have been updated to include an additional £15,000 for website development that was allocated in 2018/19 but could not be utilised in that year; and a reduction in the events budget of £4,150 in 2019/20 and £20,990 in 2020/21, after a review of the anticipated expenditure. The revised programme and STF values now being requested are shown below: -

Year	Core Budget	Temporary Budget	Total Budget
2018/19	£360,000	£347,830	£707,830
2019/20	£360,000	£394,510 (STF)	£754,510
2020/21	£360,000	£382,670 (STF)	£742,670

Review of 2018/19 Finances supporting the progress in delivery outlined in Appendix 1: -

Total expenditure for 2018/19 was £638,195 (per the table below), and resulted in an underspend of £69,635, which was reflected in the Development outturn position: -

Detail	2018/19 Allocation	2018/19 Net Exp	2018/19 Underspend
Business Doncaster Sector Growth Officers & Key Account Manager	£130,040	£102,225	£27,815
50% Business & Enterprise Manager & Sector Growth Officer for Social Economy and Food	£60,920	£43,365	£17,555
Apprenticeship Programme Management	£100,000	£100,000	£0
Digital Marketing	£65,000	£63,060	£1,940
Employment & Advancement			
Staffing	£106,510	£80,660	£25,850
Set Up Costs	£40,000	£25,000	£15,000
Running Costs and Marketing	£33,490	£34,640	-£1,150
Visit Doncaster Events	£190,000	£189,245	£755
less funded from Visit Doncaster restructure	-£18,130	0	-£18,130
TOTAL	£707,830	£638,195	£69,635

As mentioned, £15,000 of the underspend relates to website development costs for the Employment and Advancement Service. Timing of expenditure meant that this was still committed to be spent in 2019/20 and therefore a carry forward request for this amount was made at the end of the last financial year. The Head of Financial Management suggested that this should be added to the STF request rather than carried forward and is therefore included in the total for 2019/20.

The remaining £54,635 underspend was mostly against staffing budgets due to delays in recruitment to some of the posts. The posts have now been filled and therefore equivalent underspends will not occur in 2019/20.

The Inclusive Growth Programme will continue to be monitored and the use of resources reported to the Working Assurance Board to ensure that the additional budget is being used effectively. In the event of STF resources not being required to the value requested then Finance should be notified as soon as possible.

As the funding is being sought from STF, this decision will need approval by the Chief Executive and the Chief Financial Officer (CFO).

Name: Bev Crossley Signature:  Date: 28/06/2019

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

BOX 7

OTHER RELEVANT IMPLICATIONS

HR - There are no immediate HR implications specific to the recommendations in the report, however, any emerging matters that impact on the workforce will require HR engagement at the appropriate time.

- Any realignment of staff that impacts on structure / role changes should involve the Consultation process with Senior Management, staff and the Trades Unions in-line with the Council's Structure review policy.
- Job Evaluation of new and revised posts will be required.
- All new / vacant posts should be recruited to in line with the Council's policy and procedures, ensuring that the redeployment register is checked initially for any potential matches.
- If seeking to appoint an agency worker the Hiring and Managing Agency Worker policy should be followed. The council's approved managed service provider, Reed Specialist Recruitment Ltd (in effect from 10th September 2016), must be used to source appropriate candidates.

All of the above would involve separate approval as appropriate.

Name: Claire Rudd **Signature:**  **Date:** 03/06/2019

Signature of Assistant Director (or representative)

Procurement - There are no procurement implications attached to the allocation of budgets outlined in this ODR.

Name: Zara Jones **Signature:** By email **Date:** 1/7/19

Signature of Assistant Director (or representative)

ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.

BOX 8

EQUALITY IMPLICATIONS: (To be completed by the 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.
- The Council will comply with amendments to UK law implemented as a result of the UK's exit from the EU

BOX 9**RISK IMPLICATIONS:** (To be completed by the author)

- Failure to deliver the activities specified within this ODR will impact on the Council's ability to deliver our Key Priorities as well as promises made within Doncaster Growing Together Programme
- The activities specified within this report are considered essential in delivering Inclusive Growth for the borough, improving Doncaster as a place to work in, learn in and visit and ensuring that Doncaster residents are connected to opportunities arising from an improved economy.
- Delivery is already underway in Business Doncaster team to provide sector specialists, events and the Advance Service and there is reputational risk involved in retreating from these activities at this stage

BOX 10**CONSULTATION**

Wide ranging consultation for the DGT Working programme was undertaken during the completion of Doncaster's Inclusive Growth Strategy.

Stakeholders including the Portfolio holder for Business, Skills and Economic Development, Director of Regeneration & Environment, Assistance Director of Development, Director of Public Health, Doncaster Chamber of Commerce and DWP have been kept informed of developments in programme activity through attendance at regular DGT Working Programme Boards and have expressed support for continuation of programme activities.

BOX 11**INFORMATION NOT FOR PUBLICATION**

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

Name: Sarah Greaves

Signature By E-Mail

Date: 04/07/19

Signature of FOI Lead Officer for service area where ODR originates

BOX 12**BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR **YES/NO**

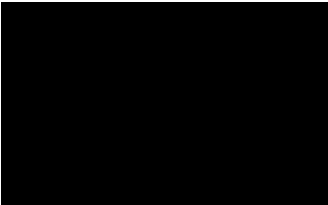
(If YES please list and submit these with this form)

Appendix 1 - Final Impact report for Year 1 (May 2019)

Advance Brief Jan 18

Directors cover report - Advance

**BOX 13
AUTHORISATION**

Name: Damian Allen ___ Signature:  ___ Date: 02/08/19_

Chief Executive _____

Does this decision require authorisation by the Chief Financial Officer or other Officer

YES

If yes please authorise below:

Name: Faye Tyas ___ Signature:  Date: 05/08/19__

Chief Financial Officer

Consultation with Relevant Member(s)

Name: _____ Signature: _____ Date: _____

Designation _____

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

Declaration of Interest YES/NO

If YES please give details below:

PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at Democratic.Services@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.