

## OFFICER DECISION RECORD 2 FORM

This form should be used to record Officer Decisions which have a financial impact (income/expenditure) between £25k - £100k.

Decision Reference No: e.g. Directorate/Ref No/Year - 2122008

**BOX 1.****DIRECTORATE:**

Learning and Opportunities

**DATE:** 19/05/21**Contact Name:**

Matt Cridge

**Tel. No.:** [REDACTED]**Subject Matter:**

To extend the temporary positions for library services to HMP & YOI Hatfield Lakes and HMP Moorland until 30.6.2022 when the current contracts end.

**BOX 2****DECISION TAKEN:**

To agree to extend the temporary positions for HMP & YOI Hatfield Lakes and HMP Moorland, facilities which Doncaster Council's library service is contracted to manage and deliver on behalf of the prison service.

**BOX 3****REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:****BOX 3****REASON FOR THE DECISION**

The library services to 3 HM Prison establishments in Doncaster is operated under an annual Contract between Doncaster Borough Council and the Prison Service. The service to all prisons is recharged with all costs paid by the Home Office and the current contract is due to end on the 30<sup>th</sup> of June 2022. There are 5 posts within the group that currently have temporary position end dates of 30/6/2021 that require extending until 30<sup>th</sup> June 2022 in order to meet contractual requirements to maintain staffing levels; these posts are at HMP & YOI Hatfield Lakes and HMP Moorland.

Guaranteed funding currently stands at up to £57,950 per annum for HMP Hatfield Lakes and £101,738.00 for HMP Moorland and will be paid for by the Home Office. The actual spend proposed during this period is **£54,510** (see Background Paper).

This funding is secure and available for the purpose described, and in taking this option the Council will fulfil current contractual obligations and meet the required standards and expectations of HMPPS. All costs incurred are fully recovered from the Home Office; consequently there are no direct financial implications to the council.

Under the terms of the service contract, all funding received is ring-fenced for Prison Library related expenditure.

Discussions have been held between Head of Service, Matt Cridge and Assistant Director, Leanne Hornsby, and it has been agreed that the best option would be to extend the occupancy end dates of the temporary positions until the end date of the current contract which is 30<sup>th</sup> June 2022.

The only other option would be to not attempt to meet this requirement to maintain staffing levels. Staffing requirements form part of the contracts with HMPPS and it is a necessity to provide the required staffing levels to meet operational standards. The option to refuse the request to extend the position end dates was not seen as a viable alternative. This is because the Council would not be delivering within the scope of to support the HMP standards/expectations as required by the Department of Justice.

In implementing the recommended option, the Council's library service will ensure sustainable and equitable services across all sites, depriving no population of the quality of library services. Deprivation of quality could be challengeable by prisoners.

Doncaster Council within its Contract should provide fair, consistent and equitable standards to library services for all prisoners across all sites.

The current vacancies are:

HMP Lindholme – 18.5 grade 6 Library Supervisor (currently on the system as a permanent post)

HMP Moorland – 9 hour grade 5 Library Advisor (the hours of this post are vacant within a temporary fixed term position whereby the employee reduced their hours through a flexible working request)


HMP The Lakes – 2 hours Library Supervisor (the hours of this post are vacant within a temporary fixed term position whereby the employee reduced their hours through a flexible working request)

**BOX 4  
BACKGROUND PAPERS**

**YES – Fixed Term Contract Costs spreadsheet.**

**BOX 5  
INFORMATION NOT FOR PUBLICATION:**

This ODR is to be published in full redacting signatures only.

**Name: Matt Cridge Signature:**  **Date 8.6.2021**

Signature of FOI Lead Officer for service area where ODR originates

**BOX 6  
AUTHORISATION:**

**Name: Lee Golze Signature:**  **Date: 09/06/2021**

Assistant Director: Partnerships, Early Intervention & Localities

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

NO

If yes please authorise below:

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chief Executive/Director/Assistant Director of \_\_\_\_\_

**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 along with any relevant background papers should be forwarded to Governance Services at [Democratic.Services@doncaster.gov.uk](mailto: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.