

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: 2223002

BOX 1

DIRECTORATE: Education, Skills,
Culture and Heritage

DATE: 06/04/2022

Contact Name: Nick Stopforth

Tel. No: [REDACTED]

[REDACTED]
/

Bill McHugh

[REDACTED].

Subject Matter: Extension of contact for library services between Doncaster Council and Her Majesty's Prisons and Probation Services (HMPPS)

BOX 2**DECISION TAKEN**

To approve the extension of an existing contract to provide library services on behalf of HMP Lindholme, HMP Hatfield and HMP Moorland. Effective prison library services are proven through an evidence base to contribute to improving literacy and skills for prisoners, and contributing to reducing re-offending.

Extension date from expiry date of the 1 July 2022 to the 31 March 2025.

Costs to date for 2021-22 are totalling £170k across prison library sites (HMP Moorland, HMP Lindholme, The Lakes, and Hatfield YOI open). Costs include the staff for the libraries and purchases of new books.

BOX 3**REASON FOR THE DECISION**

- The continuation of an essential service within the prison service.
- Gives assurance of further employment to Council staff to 2025, without disruption in service to HMPPS and the prisoner communities who use these libraries.

- Continuation of positive and valued working relationship with our local custodial institutions.
- Neutral cost to Doncaster Council. Staff and book purchases paid by HMPPS.

BOX 4

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- Allow termination of contract.
Rejected on basis of need for continuous delivery of service, which cannot be easily sourced elsewhere by HMPPS.
Rejected on basis that it allows continuation of employment to 2025 for Council staff, and continuity of a highly valued service for the prison community.
- Negotiate to refine the contract.
This would not meet HMPPS's requirements and would harm the valued working relationship and potentially outcomes for prison library users.

BOX 5

LEGAL IMPLICATIONS:

Section 86 of the Apprenticeships, Skills, Children and Learning Act 2009 provides that the Secretary of State must secure the provision of such education and training facilities as he considers appropriate for education and training suitable to the requirements of persons who are subject to adult detention.

Section 7 of the Public Library and Museum Act 1964 places a duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof whose residence or place of work is within the library area.

Government in 2019 issued the 'Prison Education & Library Services for adult prisons in England Policy Framework'. The aim of this Policy Framework is to detail the minimum mandatory requirements which are needed to deliver education and library services in adult prisons in England.

The extension of the existing contract to provide library services on behalf of HMP Lindholme, HMP Hatfield and HMP Moorland will be agreed and signed by all parties.

Name: Signature: Nicky Dobson Date: 6th April 2022

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

BOX 6

FINANCIAL IMPLICATIONS:

There are no direct financial implications arising from this report.

Total 2021-22 gross budgeted expenditure over the four prison sites total £221,880 and these budgets cover staffing costs and the purchase of books. All costs incurred on the budgets are fully recharged to the Her Majesty's Prison and Probation Services (HMPPS) so there are no costs to the Council from the running of these services.

Name: David Armistead

Signature: 

Date: 8/04/2022

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

BOX 7

OTHER RELEVANT IMPLICATIONS

Procurement

Name: __ __ **Signature:** __ __ **Date:** ____

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).

To continue service to prisons seeking to enhance the literacy and life skills of those in their custody.

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

None identified in accepting this extension of contract

**BOX 10
CONSULTATION**

No further consultation required for this decision.

**BOX 11
INFORMATION NOT FOR PUBLICATION**

All information contained in this ODR is for publication; there is nothing to be redacted.

Name: Nick Stopforth Signature  **Date: 06/04/2022**

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

No

**BOX 13
AUTHORISATION**



Name: Riana Nelson Signature:

Date: 05/05/2022

Director of Learning Opportunities and Skills (DCS)

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 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.