

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4424
Author:	Michael Gallagher
Department:	Growth and City Development
Contact:	Michael Gallagher (Job Title: Regional Energy Project Manager, Email: michael.gallagher@nottinghamcity.gov.uk, Phone: 07864 969755)
Subject:	Establishment of and recruitment to 4 new grant funded posts in the Midlands Energy Hub
Total Value:	£385,466 (Type: Revenue)
Decision Being Taken:	To approve spend of £385,466 from grant funding on 4 posts on a fixed term contract basis - Portfolio Holder decision To approve the creation of and recruitment to the following 4 grant funded posts in the Midlands Energy Hub; Low Carbon Energy Projects Manager (I grade), Principal Low Carbon Heat Project Officer (H grade), Principal Building Decarbonisation Projects Officer (H grade), Senior Bid writer (G grade) - Non-Executive Officer decision
Reasons for the Decision(s)	As part of the Midlands Energy Hub's core offering; the Department of Business Energy and Industrial Strategy have requested that £1,122,782 of funding be used for supporting the development of investment grade business cases for decarbonising the public estate. This requires specialist skills and knowledge. These posts are fully grant funded, with no cost to NCC and generate a management fee of £112,000. Funding has been accepted through the attached LKD for the Midlands Energy Hub.
Other Options Considered:	Not recruiting - this will result in funding not being spent as detailed by BEIS. Funding will be returned to BEIS and management fee lost with detrimental impact to MTFP.
Background Papers:	NA
Published Works:	Delegated Decision 3119 - Local Energy Projects Capacity Support: Midlands

Affected Wards:	Citywide
Colleague / Councillor Interests:	None
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	No Crime and Disorder implications
Equality:	EIA not required. Reasons: This is not a new service or function.
Relates to staffing:	Yes
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	10/11/2021
Advice Sought:	Legal, Finance, Human Resources
Legal Advice:	<p>Any appointments must be made on merit in accordance with section 7 Local Government and Housing Act 1989. Any pay relating to the proposed new posts should be assessed in accordance with the Council's pay policy.</p> <p>It is understood that these are to be fixed term posts and therefore any contract of employment should state the period for which the employment will be in place and explain the reason as to why it is of a limited duration. The contracts should also be clear that the employment will end upon the cessation of the fixed term period or some other event, or by way of standard notice provisions for Nottingham City Council employees. In addition the provisions of the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 must also be considered.</p> <p>Finally, before any employment ends it is proposed that an appropriate exit strategy is in place which may include utilising the redundancy process and making a redundancy payment.</p> <p>Advice provided by Naomi Vass (Senior Solicitor) on 28/10/2021.</p>
Finance Advice:	<p>See attached document. Advice provided by Tania Clayton Perez (Commercial Business Partner) on 14/10/2021.</p> <p>Advice documents: PSDS 4x posts Fin Advice.docx</p>

The proposal seeks approval to recruit to four grant funded posts, as detailed below, to the Midlands Engine Hub for a period of up to 18 months to 2 years:

- . Low Carbon Energy Projects Manager - Grade I**
- . Principal Low Carbon Heat Project Officer - Grade H**
- . Principal Building Decarbonisation Projects Officer - Grade H**
- . Senior Bid Writer - Grade G**

The proposal seeks to spend £385,466 of £1,122,782 grant funding, which has already been approved through the Leaders Key Decision for the Midlands Energy Hub, from the Department of Business, Energy and Industrial Strategy (BEIS) to cover the costs of the above named posts, in order to support the development of investment grade business cases for decarbonising the public estate.

The roles are specialist in nature and the knowledge and capacity to carry out this work is not currently available in the existing team, therefore this proposal seeks approval to recruit to these posts.

Any appointment to these temporary posts should be on a fixed term contract (FTC) or secondment basis and in accordance with the Council's recruitment process. If approved, recruitment for the posts cannot commence until the posts have been established in Oracle Fusion.

Should the FTC be extended beyond the initial 2 year period, the service will need to be aware of the associated redundancy costs after the employees have been in post for more than 2 years. At this point, the recommendation is for the service to consider making the employees permanent, rather than to continue extending the FTC incrementally. If redundancies need to be made after this time, the affected employees should be consulted with accordingly, in line with the Restructuring Principals and Redundancy Guidelines.

I understand from management that a job description already exists for the above job roles that has undergone a job evaluation process and been evaluated as detailed above.

Recruitment should follow the current protocols, with consideration for the current vacancy freeze and budget/spending controls that are in place. A business case for recruitment is required, with the support of the relevant Director, and all requests should be submitted through the recruitment portal. The posts will be considered for redeployment in the first instance. The service should ensure that their recruitment process is supportive of the Council's Equality, Diversity and Inclusion (EDI) strategy and make every effort to attract a diverse pool of applicants.

Management should be aware that the selected candidates should commence on a starting salary of level one within the respective grade, unless the appointed colleague is already in employment at the Council and currently on Level two of the same grade, in which case the employee would be matched over at the rate of pay they currently receive.

There will need to be a support and development plan for the new post holders once appointed in line with managing performance through the probationary policy.

As the posts are initially temporary, an appropriate exit strategy must be in place in order to terminate the contract in line with NCC guidance in the event that the post/funding cannot be made permanent at the end of the FTC. Management will need to ensure appropriate timelines are in place to notify the affected employee and give appropriate notice.

Employees should be referred to redeployment in good time, 12 weeks before the end of contract (end of funding), and supported by management throughout the redeployment process.

Signatures

Sally Longford (PH for Energy, Environment and Waste Services)
SIGNED and Dated: 02/11/2021
Sajeeda Rose (Corporate Director of Growth & City Development)
SIGNED and Dated: 02/11/2021