

## **Online DDM – Sustainable Warmth Competition**

The proposal, if approved, seeks authorisation to spend a total of £1,194,296.81 of £82.4m of grant funding received from the Department of Business, Energy and Industrial Strategy (BEIS), to cover staffing costs at the Midlands Energy Hub (£809,358.06) and Nottingham City Council (£384,938.75), to administer the Sustainable Warmth Competition programme that supports low income households in energy inefficient homes by installing energy efficient and low carbon heating upgrades.

The proposal seeks to extend a number of existing fixed term contracts (FTC) or secondments at the Midlands Energy Hub and Nottingham City Council until June 2023 in order to support the administration and delivery of the scheme.

As funding for these posts is temporary in line with the funding available, the service will need to be aware of the associated redundancy costs after the employees have been in post for more than 2 years and budget accordingly.

Should the extension of the FTC take individuals beyond a 2 year period, the service will need to be aware of the associated redundancy costs. 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.

The proposal also seeks approval to recruit to four posts which are currently vacant, as detailed below, until June 2023:

- Legal Support – Grade I
- Principal Fuel Poverty Project Officer – Grade H
- Fuel Poverty Project Office – Grade F
- Project Support Officer – Grade E
- Customer Service Officer – Grade E

A number of 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 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.

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. An appropriate exit strategy must be in place in order to terminate the contracts 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 employees 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.

Sheena Yadav-Staples

HR Consultant

[Sheena.yadav-staples@nottinghamcity.gov.uk](mailto:Sheena.yadav-staples@nottinghamcity.gov.uk)

Ext: 62951