

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

4918

Author:

Sarah Boulton

Department:

People

Contact:

Sarah Boulton

(Job Title: Acting Service Manager, Email: sarah.boulton@nottinghamcity.gov.uk, Phone: 0115 8762745)

Subject:

Short Breaks Innovation Fund

Key Decision (decision valued at more than £1million):

Yes

Total Value:

£886,781 (Type: Revenue)

Decision Being Taken:

To accept and spend grant award - £886,781 awarded from the Department for Education in relation to Short Breaks. Spend in accordance to appendix 1.

Reasons for the Decision(s)

The range of 'short breaks' activities and support on offer to Nottingham City children and young people has been depleted for considerable time. Despite extensive commissioning activity, there remains just one provider on our existing short breaks framework. There is a particular gap in support for children with complex health needs and physical disabilities. The difficulty in attracting opportunities for this group of young people, has been reflected in the City's recent experience of coordinating the Holiday Activity Fund (HAF) programme. We are looking to draw on the relationships being developed with HAF providers to influence market development for short breaks.

Our proposal aims to re-energise the local market by upskilling existing community organisations who do not currently support children with complex needs, to deliver activities for our families whilst also generating new, bespoke provision to meet localised demand. The grant contribution will aid the commission of new groups via a compliant process. This pilot of one year, will increase opportunities for children with complex needs to attend community based individual and group activities at weekends and during school holidays, enabling them to develop friendships, improve their health and wellbeing, and create support networks for parents.

Briefing notes documents:

Appendix 1.docx

Other Options Considered:

To not accept the short breaks innovation grant funding.

Children, young people and families, (many linked to our local Parent Carer Forum - Rainbows) tell us that the lack of provision has had a negative impact on their lives. Parents/carers want more accessible places for children to attend, with well trained staff, offering a wider variety and choice of activities.

We have based this proposal around service delivery data, feedback received from community providers about their barriers and from parents about their needs. The success of our proposal rests on accepting the grant money and developing a supportive network of providers, via a complaint process.

Background Papers:

Unpublished background papers:

Short Breaks Innovation Fund - Year 2 Application Form 04NOV2022 (004).docx

Published Works:

Affected Wards:

Citywide

Colleague / Councillor Interests:

Consultations:

Those not consulted are not directly affected by the decision.

Crime and Disorder Implications:

N/A

Equality:

EIA not required. Reasons: It would be disproportionate to carry out an Equality Impact Assessment.

Relates to staffing:

Yes

Decision Type:

Leader's Key Decision

Subject to Call In:

Yes

Call In Expiry date:

26/04/2023

Advice Sought:

Legal, Finance, Procurement, Human Resources

Legal Advice:

The short breaks funding will be subject to funding terms and conditions which must be complied with, failing which there is the risk of clawback by the funding body against the Council. Any procurement of external services with the grant funding must be in accordance with public procurement rules and the Council's Contract Procedure Rules. Advice provided by Sarah O'Bradaigh (senior solicitor) on 15/02/2023. Advice provided by Anthony Heath (Senior Solicitor) on 29/03/2023.

Finance Advice:

The decision is whether to accept Short Breaks Innovation Funding of £886,781 and spend it as per the funding bid.

There is no financial reason not to accept the funding and go ahead with the project. The project needs to progress at pace and progress should be closely monitored as extensions will not be provided by DfE beyond the 31st March 2024.

Management should ensure that appropriate safeguards are put in place as below:

- Once this decision has been approved, a budget virement will be required to align the budgets, ensuring transparency, and supporting robust budget monitoring/forecasting.

- The service need to understand and comply with the bid conditions. Costs need to be closely monitored to ensure they do not exceed the value of the approved bid and the contingency needs to be managed appropriately. The DfE require monthly reporting on progress for the project, and finances against the approved budget plan in the bid, and compulsory data collection exercises throughout the length of your project.

- Management need to be aware that any changes in scope to the original terms of the grant agreement must be approved by the DfE before they are implemented.

- Appropriate exit strategies need to be established for temporary posts ensuring that exit costs including redundancy are avoided where possible. Any costs that do arise will need to be mitigated by the service.

- Any 2023/24 budgets that are in place to fund the activity included within the bid should be reviewed and reallocated as appropriate to other priority ASC pressures.

Advice provided by Joanna Jenkins (Senior Commercial Business Partner) on 07/03/2023.

HR Advice:

This decision relates to acceptance and spending of the Sort Breaks Innovation funding of £886,781 from the Department for Education.

In terms of HR advice (staffing) - this consists of the following:

Project Manager £24,713 FTE 0.5 Project Manager - £24,713 per annum (£2059 per month

Project Support Team £171,661 FTE 1.0 Short Breaks Senior Coordinator - £49,426 (£4118 per month), FTE 1.0 Short Breaks Service Advisor - £24,405 (£2033 per month), FTE 3 Link Workers- £97,830 (£8152 per month)

As stated these are temporary roles for a one - year period from April 23 to April 24 unless more funding is available from DfE

Management should ensure the roles are confirmed with job evaluation before they are advertised and are remunerated in line with NCC pay Policy.

Management should ensure a clear agreement is in-place to guarantee the funding for the proposed period, with all on-costs included in order that all salary-related costs are off-set by the funding.

Management should ensure all roles are recruited to in line with the Nottingham City council recruitment policy, with priority consideration to be given to active re-deployees before the posts are advertised externally. Management should attract the widest candidate pool and interview with a balanced panel. EDI considerations will be taken into account throughout the whole process.

These roles are considered on a fixed term basis from April 2023 to until April 2021 and it is then proposed the posts will end. It should be noted that if the fixed term is extended beyond two years' redundancy consultation will be required; in this case, it is likely that the employees will be entitled to a redundancy payment. Management will need to ensure appropriate timelines for either scenario and budget for the exit payments if relevant. Redundancy cost/consideration should be given to each individual applicant as circumstances of acceptance of appointment may differ.

Development and Induction - Management to be committed to support the induction and development of all new post holders once appointed in line with the probationary policy.

Trade Union Consultation - Management to inform/advise TU's via email or Collective Consultation of the proposal.

Advice provided by Vivienne Wardle (HR Consultant)

17 March 2023 Advice provided by Vivienne Wardle (HR Consultant) on 17/03/2023.

Procurement Advice:

This decision relates to the receipt and expenditure of an allocation of Short Breaks Innovation grant funding by the Department for Education (DfE), on a range of activities as set out in Appendix 1.

The proposed award of a contract to undertake market development activity will be through a quotation process in accordance with the requirements of the Council's Contract Procedure Rules at Article 18 of the Constitution.

The proposal to allocate funding to a number of community organisations to deliver short breaks activities is considered to be a grant funding arrangement, therefore not subject to the requirements of the Council's Contract Procedure Rules. All organisations identified through market development as able to deliver this activity in the City will be included in this grant process.

The use of this funding must be in accordance with the grant conditions set out by the DfE, and awards of funding to external organisations must be compliant with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015, if applicable. The procurement team will support and advise on this.

Advice provided by Steve Oakley (Head of Contracting and Procurement) on 29/03/2023.

Signatures:

David Mellen (Leader/ PH Strategic Regeneration Communications)
SIGNED and Dated: 13/04/2023
Catherine Underwood (Corporate Director for People)
SIGNED and Dated: 06/04/2023