



Historic England

Mr Paul Seddon  
Nottingham City Council  
Loxley House  
Station Street  
Nottingham  
NG2 3NG

Direct dial: 01604 735424

Our ref: PRP6947

Date: 13 March 2017

Dear Mr Seddon

### **Funding For Capacity Building**

Project Support Officer – Nottingham Heritage Action Zone

Thank you for your application under the Funding for Capacity Building programme. We have now completed our assessment. On behalf of Historic England, I am pleased to offer you funding towards the costs of the above project and to invite you to sign the enclosed funding agreement.

We are willing to provide up to £57,500 ('the Funding') under this programme to Nottingham City Council ('the Recipient') towards the costs of a Project Support Officer - Nottingham Heritage Action Zone ('the Approved Purposes') as set out in your application dated 10 March 2017. These costs will form the basis of the funding agreement as the eligible costs.

We have summarised the heritage outcomes of your project as follows:

- Work in partnership with the Heritage Strategy Officer at Nottingham City Council
- Supporting the delivery of the aims and objectives of the Heritage Action Zone, including sixteen projects and three area grant schemes
- Reducing risk to heritage assets, including working towards the removal of designated heritage assets from the Heritage at Risk register

- Promoting heritage-led economic regeneration, education, and an increased public awareness of heritage and conservation
- Specific details to be agreed for the Job Description.

This offer covers activities designed to deliver the Approved Purposes which will take place in the period 31 March 2017 to 1 April 2022 ('the Term'). If these activities are not carried out or completed within the Term, Historic England may withdraw this offer and recover any payment made. If you anticipate any change to the project timetable, you should notify us immediately. You should plan for the fact that the Funding will expire at the end of the Term. Any further funding will need to be the subject of a separate application and cannot be guaranteed.

The Funding is conditional on your organisation's formal acceptance of the terms and conditions set out in this letter, including the attached Schedule of Conditions and the following special conditions:

1. All matters relating to employment or staff, including employer's statutory liabilities are to be the responsibility of the Recipient.
2. A formal job description setting out the responsibilities of the post, together with a personnel specification, must be submitted to Historic England for agreement before the post is advertised. Any variations in the terms of employment must be agreed in advance with Historic England.
3. An Historic England representative is entitled to participate in the shortlisting of applicants for interview and to sit on the interview panel. The name of the officer appointed and date of appointment are to be confirmed in writing to Historic England once they are known. A copy of the appointee's contract shall be provided to Historic England on request.
4. The appointment of the individual to the post, and any successor during the period in question, will be made with Historic England's agreement.
5. There will be formal performance targets and standards of work for the post and these are to be subject to Historic England's agreement. The performance targets and standards shall be subject to annual review by the Recipient and Historic England.

6. The continued employment of the individual post holder will be subject to satisfactory performance judged against the agreed targets and standards, and subject to the Recipient's established rules for the employment and discipline of staff.
7. The funding is offered on the condition that the position is recruited and filled within 4 months of the date of this offer letter.
8. If the cost of the post increases beyond the scope of the offer, Historic England is under no obligation to increase the funding. You must inform us as soon as additional costs become apparent. An increase in funding will only be considered in exceptional circumstances.
9. If requested by Historic England, the post holder and their line manager will participate in regular liaison meetings with Historic England.

You must ensure, and be able to demonstrate, that value for money has been achieved in the procurement of any goods or services undertaken with the Funding. Full details on current procurement regulations can be found on the Historic England website at: <https://HistoricEngland.org.uk/services-skills/grants/procurement-regulations/>.

Payment of the funding will be released in a single payment, upon return of the signed Acceptance Form. Payment may be reclaimed if the scheme does not satisfactorily meet the Approved Purposes upon review.

Funding is allocated by financial years as follows:

- up to £57,500 in 2016/17 @ 50% of the eligible costs; making a total of up to £57,500. We will use this percentage to calculate payments. Should the costs of the Approved Purposes in any financial year prove to be more than anticipated, we will not normally be prepared to consider an increase in funding. Should the costs of the Approved Purposes in any financial year prove to be less than anticipated, we may reclaim the excess in line with the stated percentage, thereby making a proportional reduction in the funding. We will not normally be prepared to roll forward any unspent portion of the funding from one financial year to the next.

Any changes to the eligible costs confirmed in this letter will need to be agreed in writing with Historic England before any payment is made.

In order to monitor your progress during the project, we will need you to provide (in each financial year of the project):

- A mid-year report setting out what you have achieved to date against the Approved Purposes for the financial year. This should be submitted by 31 October.
- An end of year report setting out what you have achieved against the Approved Purposes and in line with the Heart of Nottingham Heritage Action Zone review for the financial year. This will enable us to review your performance in order to make any necessary adjustments and to agree the basis for the following year's activity (if applicable). This report should be submitted by 28 February.
- A copy of your organisation's annual report and accounts for each of the years covered by the Term, clearly identifying expenditure on the Approved Purposes and the amount and purpose of the Funding, to be submitted within six months of the end of your organisation's financial year; and
- A completed Auditor's Certificate for each of the years covered by the Term, confirming that the Funding received was spent on the Approved Purposes, to be submitted within six months of the end of your organisation's financial year.

In order to evaluate the project, we require a final report setting out what you have achieved in relation to the Approved Purposes during the Term. This must be submitted within three months of completion.

All reports should explain in quantitative and qualitative terms how you have performed against the Approved Purposes, including any specific targets or special conditions agreed with Historic England.

We expect you to acknowledge the award of the Funding. Details as to what form this acknowledgement should take can be found on our website at:

<https://HistoricEngland.org.uk/services-skills/grants/acknowledging-your-grant/>.

Please also note that we reserve the right to publish details of the project on our website.

Clive Fletcher will act as your Nominated Contact for this project and will be able to assist with any queries you might have concerning this offer.

If you would like to accept this offer, please sign the enclosed Acceptance Form and return it to me within one month of the date of this letter.

Yours sincerely,

Rachel Jordan

Business Officer

E-mail: [Rachel.Jordan@HistoricEngland.org.uk](mailto:Rachel.Jordan@HistoricEngland.org.uk)

cc. Alice Ullathorne – Nottingham City Council