

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	3433
<b>Author:</b>	Robert Dixon
<b>Department:</b>	Development and Growth
<b>Contact:</b>	Robert Dixon (Job Title: Head of Business Growth and International Strategy, Email: robert.dixon@nottinghamcity.gov.uk, Phone: 64907)
<b>Subject:</b>	Digital Skills Innovation Fund bid
<b>Total Value:</b>	£324,000 (Type: Revenue)
<b>Decision Being Taken:</b>	<ol style="list-style-type: none"><li>1. To bid for the Department for Digital, Culture, Media and Sport (DCMS) Digital Innovation Fund grant and to act as accountable body. Should we be successful in this bid:</li><li>2. To delegate authority to the Director of Economic Development to negotiate and sign the grant agreement with DCMS and agreements with its delivery partners and to allocate funding to those partners</li><li>3. To delegate authority to the Director of Economic Development to implement a grant award policy and award grants as the accountable body</li><li>4. To approve the use of the grant to fund a 1.0 FTE I Grade project manager post and a 0.5 FTE F Grade administration officer post for 6 months.</li></ol>
<b>Reasons for the Decision(s)</b>	This is a D2N2/Leicestershire/Lincolnshire/Sheffield City region wide project to improve digital skills with certain under represented groups to help people into employment and to increase employability. This particular project targets people with autism and women getting back into work.

**Other Options Considered:**

1. Bidding as a City or just D2N2 LEP. Rejected. DCMS are keen to have joint bids with multi LEP and Combined Authority areas.
2. Other partners to be the accountable body. Rejected: Nottingham took the lead with partners to generate the concept, and we will gain credibility with DCMS for future funding by doing so.
3. Other under represented groups. Rejected. DCMS have given positive feedback on the target groups identified and there is good evidence to support this choice of under represented groups.
4. Not participating in the bid. Rejected. Nottingham has a strong digital sector and high demand for people with digital skills. This project is one way of helping increase the digital skills talent pool and helping people increase their value in the jobs market.

**Background Papers:** None

**Published Works:** None

**Affected Wards:** Citywide

**Colleague / Councillor Interests:** None

**Consultations:** Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:** Not expected to have any crime and disorder impact

**Equality:** EIA not required. Reasons: An EIA is not required at this stage but one will be required later for more detailed activity.

**Relates to staffing:** Yes

**Decision Type:** Portfolio Holder

**Subject to Call In:** Yes

**Call In Expiry date:** 12/03/2019

**Advice Sought:** Legal, Finance, Human Resources

**Legal Advice:**

The City Council must comply with the terms of the grant funding agreement with DCMS and should put in place agreements with its partners to ensure the City Council can manage its obligations as the accountable body for the funding. All new posts are decisions for the Corporate Director and must be appointed on merit in accordance with statutory requirements.

Advice provided by Andrew James (Team Leader Contracts and Commercial) on 07/02/2019.

**Finance Advice:**

Nottingham City Council will act as Accountable Body for the Digital Innovation Fund. The detailed arrangements and governance of the Accountable Body and the responsibilities of both Nottingham City Council and the partners will be set out in the Memorandum of Understanding (MoU) which is still being drafted. As Nottingham City Council will be the Accountable Body, the MoU to ensure that it is set up in accordance with Financial Regulations, Contract Procedure Rules and any other appropriate governance procedures. All Grant funding requirements must be met and ensuring this happens is the responsibility of the Project Manager when they are appointed. Until this time the responsibility will sit with the Head of Business Growth. The total budget for the project is £324k and this comprises grant funding (£280k) and match funding (£44k) which is secured.

Advice provided by Susan Tytherleigh (Senior Finance Manager) on 13/02/2019.

**HR Advice:**

Whilst there are no direct implications arising for existing employees from the proposals as they are to be fully funded from the DCMS grant, consideration should be given to capacity within existing resources, which may generate income for the Service.

If the Council is to act as the governing body, any new posts should be subject to job evaluation and recruited to using the Council's Recruitment policy including consideration of redeployees. New post holders will be subject to the NJC (Green Book) terms and conditions of employment except where varied by the Council's local 'People Management Handbook'.

Consideration should be given to employment of new post holders on fixed term contracts given that the posts are dependant on grant funding. Any contracts of employments and extensions of contracts will need to give consideration to any redundancy implications arising from accrued continuity of service entitlements of post holders.

Advice provided by Shilpa Arya (HR Consultant) on 04/02/2019.

**Signatures**

Neghat Khan (Portfolio Holder for Education & Skills)
SIGNED and Dated: 01/03/2019
Chris Henning (Corporate Director for Development and Growth)
SIGNED and Dated: 28/02/2019