

EXECUTIVE

Tuesday, 11 April 2023

5.00 pm

**Committee Rooms 1 and 2,
City Hall, Beaumont Fee,
Lincoln, LN1 1DD**

Membership: Councillors Ric Metcalfe (Chair), Donald Nannestad (Vice-Chair),
Chris Burke, Sue Burke, Bob Bushell and Neil Murray

Officers attending: Angela Andrews, Democratic Services, Kate Ellis, Jaclyn Gibson,
Daren Turner, Simon Walters and Carolyn Wheater

A G E N D A

PLEASE NOTE EARLIER START TIME

SECTION A	Page(s)
1. Confirmation of Minutes - 20 March 2023	3 - 8
2. Declarations of Interest	

Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.

OUR PEOPLE AND RESOURCES

3. HR Policies	9 - 36
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REMARKABLE PLACE

4. Lincoln's Green Museum	37 - 42
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Present: Councillor Ric Metcalfe (*in the Chair*),
Councillor Donald Nannestad, Councillor Chris Burke,
Councillor Sue Burke, Councillor Bob Bushell and
Councillor Neil Murray

Apologies for Absence: None.

94. Confirmation of Minutes - 20 February 2023

RESOLVED that the minutes of the meeting held on 20 February 2023 be confirmed and signed by the Leader as a correct record.

95. Declarations of Interest

Councillor Donald Nannestad declared a Pecuniary Interest with regard to the agenda item titled 'UKSPF Projecting Funding'. Reason: He sat on the Executive Board for 'Let's Move'.

He left the room during the consideration of this item and took no part in the discussion and vote on the matter to be determined.

96. Health and Wellbeing Strategy

Purpose of Report

1. To consider adoption of the Lincolnshire Districts Health and Wellbeing Strategy and associated action plan as a framework for improving health and wellbeing across the County.
2. To commit to working closely with partners in the public, private and voluntary sector to implement the strategy and positively impact on health outcomes for residents of Lincolnshire.

Decision

1. That the document 'The Role of District Councils in tackling Health Inequality and the Social Determinants of Health' as a summary of the work undertaken by District Councils on the social determinants of health be noted.
2. That the Lincolnshire Districts Health and Wellbeing Strategy as a document which provided the Council with the framework for improving health and wellbeing in Lincoln be adopted.
3. That engagement in both the further development of this strategy and the delivery of the actions outlined be committed to in full.

Alternative Options Considered and Rejected

None.

Reasons for the Decision

As part of the response to Covid-19 the seven Lincolnshire Districts developed a culture of working closely together to identify and address challenges. Since then, the Districts had continued to embed this collective approach to both strategic and operational issues, with a particular focus on the role of District councils in addressing health inequalities.

Lincolnshire district councils were committed to developing an ambitious agenda for improving health and wellbeing in Lincolnshire, focussed on:

- a strategic, long-term approach to improving outcomes
- a sense of opportunity and ambition - district collaboration
- a holistic view based on social determinants
- developing system leadership.

The 2021 Health and Care White Paper and establishment via the NHS of Integrated Care Systems (ICS) underlined the vital importance of health and care partners working together to focus on prevention and addressing the wider determinants of health.

District Councils were reflected in the governance arrangements for the ongoing development of the ICS and tackling health inequalities via membership on the Lincolnshire Health and Wellbeing Board and the Better Lives Lincolnshire Working Group. In addition, all district councils had active relationships with the relevant Primary Care Networks (PCNs) to support the successful delivery of action at a local level.

Districts were in a position, alongside partners, to take a proactive role at this pivotal stage for Lincolnshire in supporting the reshaping of policy, strategy and delivery and improving outcomes. Therefore in 2021 the seven districts collectively engaged PA Consulting to work alongside Leaders, Chief Executives and key officers in developing a county-wide District Health and Wellbeing Strategy.

There have been a number of key activities and early successes of the strategy as detailed within the officer's report.

Note: Councillor Neil Murray joined proceedings at this stage.

97. Performance Measure Targets for 2023/24

Purpose of Report

To present to Executive the performance measure targets for 2023/24.

Decision

That the proposed targets for 2023/24, as set out in the report, be approved.

Alternative Options Considered and Rejected

That existing measures remained.

Reasons for the Decision

Performance measure targets were reviewed on an annual basis to ensure they remained appropriate but suitably challenging.

As with previous years, target setting for 2023/24 had focused largely on the analysis of the council's performance outturn trend over recent quarters / years, alongside the expected impacts over the coming year. Where available benchmarking data had been used, however, the availability of this data was extremely limited.

For 2023/24 target setting some measures had seen their targets reduced due to increasing financial pressures on the council, resource impacts, recruitment pressures and the cost of living crisis - all of which would inevitably continue to impact on performance. However, in some cases the targets had been increased where some improvement in performance was expected.

The Appendix to the report detailed the measures chosen to have targets monitored. The targets had been developed by Assistant Directors in consultation with their Service Managers and then confirmed by Directors and Portfolio Holders. The proposed targets had been considered and supported by the Performance Scrutiny Committee.

98. Local Authority Housing Fund

Purpose of Report

1. To advise Executive about the Local Authority Housing Fund, to explain its benefits and process.
2. To advise the Executive of the Council's allocation under the Local Authority Housing Fund and request authority to proceed with the purchase of properties utilising this funding alongside a contribution from the Council.

Decision

1. That the capital funding for the provision of additional local authority housing be accepted.
2. That the Director of Housing and Investment be authorised, in consultation with the Chief Finance Officer, to approve the acquisition of nine properties, the resulting budget implications to be reflected in the Housing Investment Programme and the Housing Revenue Account.

Alternative Options Considered and Rejected

None.

Reasons for the Decision

During 2022 the United Kingdom welcomed more than 150,000 Ukrainian into homes and communities under the Homes for Ukraine and Ukraine family schemes. Around 23,000 Afghans who worked with the UK Government and Armed Forces had also been welcomed. Working in partnership with other public sector and charity organisations, help was being provided to support those that had arrived from Ukraine and Afghanistan to find housing in the private sector.

The Department for Levelling up, Housing and Communities (DLUHC) introduced a £500 million capital fund, the Local Authority Housing Fund (LAHF) for local authorities in England that were facing challenges to provide accommodation for those families with housing needs. This funding had been allocated under section 31 of the Local Government Act 2003 using a formula that had a blended grant per property model. It was left to local authorities to determine how the accommodation would be delivered using this grant.

Households on the following schemes were eligible for the housing:

- Afghan Citizen Resettlement Scheme (including eligible British Nationals under this scheme) (ACRS)
- Afghan Relocations and Assistance Policy (ARAP)
- Ukraine Family Scheme (UFS)
- Homes for Ukraine (HFU)
- Ukraine Extension Scheme (UES)

The Council would allocate the properties made available through this scheme in order of priority using the Homelessness Reduction Act and Lincoln Allocations Policy criteria.

The LAHF was announced in January 2023 with confirmation of funding being received in February 2023 which had resulted in the requirement to fast track the approval process to enable the allocation to be split across two financial years.

99. Exclusion of the Press and Public

RESOLVED that the press and public be excluded from the meeting during consideration of the following items of business because it was likely that if members of the public were present there would be a disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

These items were considered in private as they were likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations had been received in relation to the proposal to consider these items in private.

100. Repair to Retaining Wall

Purpose of Report

As detailed in the exempt report to the Executive.

Decision

That the recommendations to the Executive, as set out in the exempt report, be approved.

Alternative Options Considered and Rejected

As detailed in the exempt report to the Executive.

Reasons for the Decision

As detailed in the exempt report to the Executive.

Note: Councillor Donald Nannestad left proceedings at this stage.

101. UKSPF Projecting Funding

Purpose of Report

As detailed in the exempt report to the Executive.

Decision

That the recommendations to the Executive, as set out in the exempt report, be approved.

Alternative Options Considered and Rejected

As detailed in the exempt report to the Executive.

Reasons for the Decision

As detailed in the exempt report to the Executive.

Note: Councillor Donald Nannestad rejoined proceedings at this stage.

102. Change to Establishment

Purpose of Report

As detailed in the exempt report to the Executive.

Decision

That the recommendations to the Executive, as set out in the exempt report, be approved.

Alternative Options Considered and Rejected

As detailed in the exempt report to the Executive.

Reasons for the Decision

As detailed in the exempt report to the Executive.

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SUBJECT: HR POLICIES

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

REPORT AUTHOR: ALI THACKER, HR AND PAYROLL TEAM LEADER

1. Purpose of Report

- 1.1 To provide Executive with an overview of the proposed changes to three HR Policies, namely:-
- Acting Up Policy
 - Secondment Policy
 - Grievance Policy

2. Background

- 2.1 Human Resources have reviewed the above policies, and this report provides a summary of the proposed changes.

3. Acting Up Policy Changes

3.1 Time Limits:-

In line with the current policy acting up opportunities will normally last up to 6 months, however no limit will be placed on extensions to this period, but approval must be sought normally from an Assistant Director to extend beyond 6 months.

3.2 Increments:-

It is proposed that increments (where applicable) will be awarded each year on the anniversary of the start date for the acting up period. It is proposed that this takes effect from when the policy is formally agreed (for any ongoing acting up arrangements) or on the anniversary of the start of any acting up arrangement which start in the future. There will be no backdated pay/ increments on current or past arrangements.

3.3 Rights to Posts during Management of Change:-

It is proposed that during management of change processes, employees' rights to posts will be based upon their substantive post and grade, however in exceptional circumstances where the employee has been undertaking acting up duties for over two years, the Assistant Director/ Director has the discretion to give an employee rights to post(s) based upon their acting up duties/ grade. (This however does not apply to employees acting up into Chief Officer positions as in line with the Constitution appointments to permanent Chief Officer positions are to be made following Member Appointment Panels).

4. Secondment Policy Changes

4.1 Time Limits:-

In accordance with the current policy secondments can last up to 23 months, however extensions beyond 11 months should be approved by an Assistant Director. It is however proposed that where there are exceptional circumstances which may mean a secondment is extended beyond 23 months these should be signed off by CMT.

In addition, a change to section 2.3 is being proposed (following discussion with Unions) to confirm that if a secondment goes beyond 11 months an employee loses their automatic right to return to their substantive position or be in competition for their substantive post if the role has been filled with a fixed term contract.

4.2 Rights during Management of Change:-

It is proposed that when an employee is on secondment and a change is proposed under the Management of Change Procedure the employees' rights are to their substantive post. In this case the employee may be asked to end their secondment early and return to their substantive post. However, in exceptional circumstances and where the employee has been on a secondment for over Two years, the Assistant Director/ Director may use their discretion to give employee assimilation rights to a post(s) based upon the post/duties/ grade of the position they have been seconded to. (This however does not apply to employees seconded into Chief Officer positions as in line with the Constitution appointments to permanent Chief Officer positions are to be made following Member Appointment Panels).

5. Management Of Change Policy

Following a review of the above policies, it is proposed that the above changes are reflected within the Management of Change Policy when this policy is reviewed in due course.

6. Grievance Policy

Human Resources have completed a whole review of the Council's Grievance Policy in line with best practices, and a summary of the changes are detailed below:

6.1 Informal Processes:-

The proposed policy encourages informal resolution of grievances, and in the first instance all grievances should be attempted to be resolved informally (unless the matter is so serious that it has wider implications and its more appropriate to move to the formal stage).

6.2 Formal Processes:-

Formal Grievances will no longer be investigated immediately and/or progress to a hearing automatically after the investigation. Instead, the new process is

that a Presiding Officer will be appointed, and they will be required to meet with parties to discuss the grievance/issues and attempt to resolve the issues raised formally (by way of a meeting with those concerned).

If a Presiding Officer feels certain aspects of the complaint needs investigating, they can request for HR to undertake an investigation where necessary.

Once the formal meeting has taken place the Presiding Officer will communicate the decision to all parties (and write to confirm the outcome accordingly)

Appeal processes will also be conducted by way of a formal appeal meeting (as opposed to a hearing) to discuss the appeal and communicate the outcome of the appeal.

7. Organisational Impacts

7.1 Finance

Where an acting up arrangement continues beyond one year, there may be some minor cost implications which arise due to employees receiving increments on their pay.

7.2 Legal Implications including Procurement Rules

There are no legal implications arising from this report.

7.3 Equality, Diversity and Human Rights

There are no Equality, Diversity and Human Right implications arising from this report.

7.4 Human Resources

The proposed changes to the Acting Up and Secondment Policies have been discussed with Unions during local HR and Trade Union meetings, and Unions are supportive of the changes.

The proposed changes to the Grievance policy have also been discussed with Unions, and on the whole unions are supportive of the changes outlined above.

Unions have outlined that they wish for the appeal time to be extended from five days to ten days. Unions feel this will ensure that employees have more time to consider if they wish to appeal or not, and allow for additional time if an employee is absent etc. This may also reduce the number of appeals.

HR's view is that this should remain at five days as this is in accordance with other appeal rights (in terms of Disciplinary and Dignity at Work), and in the event where an employee is absent (i.e., on leave) the appeal timescales can be discussed and considered accordingly at that stage by the Presiding Officer. In addition, an extension may impact on the alleged if increased.

The Employee Joint Consultative Committee have agreed that ten days should be considered for the appeal timescale.

8. Risk Implications

8.1 (i) Options Explored

N/A

8.2 (ii) Key Risks Associated with the Preferred approach

N/A

9. Recommendation

9.1 That Executive consider the proposed policy changes for formal approval.

Is this a key decision?

No

Do the exempt information categories apply?

No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?

No

How many appendices does the report contain?

3

Acting Up / Secondment / Grievance Policies

List of Background Papers:

None

Lead Officer:

Ali Thacker
HR and Payroll Team Leader
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City Of Lincoln Council

Acting Up Policy

Appendix A

1 The Purpose of this Policy

From time to time acting up opportunities, both full and part time, arise within the Council. The Council recognises that acting up opportunities are an essential tool for Managers when needing to provide temporary emergency cover, e.g. due to sickness or other staff cover.

The Council also recognises that acting up duties are a valuable tool in staff development, to give staff opportunities for enhancing their skills set, and enabling the employee to gain wider experience and exposure to a differing range of situations.

The purpose of this Policy is to aid Managers in following best practice when offering acting up opportunities to existing team members and to ensure consistency and fair application throughout the Council.

2 Responsibilities

Responsibility of Directors and Assistant Directors

It is the responsibility of Directors and Assistant Directors to ensure this Policy is adhered to so that there are consistent standards of recruitment across the Council.

It is also the responsibility of Directors and Assistant Directors to consider applications from Managers to extend an acting up arrangement beyond a 6 month period.

Responsibility of Managers

It is the responsibility of Managers to ensure this Policy is followed and to ensure that acting up arrangements maximise career development opportunities for employees.

It is also the responsibility of Managers to ensure that the length of any acting up arrangement within their service area(s) are monitored to ensure that the timescales set out in this policy are adhered to.

Responsibility of HR

It is the responsibility of HR to make sure that all Managers are trained in this policy. It is also HR's responsibility to review and update this policy in line with new legislative requirements.

3 Eligibility

Acting up duties are ring-fenced to the team requiring the acting up arrangement. It is the Managers responsibility to consider the pool of staff applicable to apply for an acting up arrangement.

This Policy is applicable to all employees of the Council.

4 Time Limit on Acting up Periods

The Council understands the needs of Managers in wanting to provide cover using existing team members who will already be familiar with the work, regulations and/or department practices, whilst at the same time providing acting up opportunities to enhance the skills set for their team members. However, the Council needs to balance that against the need to provide redeployment opportunities for those employees at risk of redundancy, as well as considering the needs of employees in other departments who may wish to be considered for a secondment opportunity to gain wider experience of other Council roles.

As a result of that, any acting up arrangement will ordinarily be limited to no more than 6 months duration. If cover is required for longer than 6 months consideration should be made by the Assistant Director as to whether the position should be advertised as a fixed-term contract or secondment opportunity (subject to section 5 below).

It is the Manager's responsibility to assess at the outset how long an acting up role will be required and to advise HR, in writing, of their reasoning for that prior to notifying any staff member of the acting up opportunity.

5 Extension to Time Limits for Acting up Periods

The Council understands that, in exceptional circumstances, an acting up arrangement may need to continue for longer than 6 months, which was not reasonably apparent at the time the acting up arrangement was first entered into.

In these circumstances, the Manager must request an extension of time from their Assistant Director stating how much longer the acting up period is likely to continue. The Manager will need to state whether or not the acting up arrangement is again going to be offered to all existing team members to provide another employee in the team the opportunity of gaining additional skills and experience and, if not, why not.

The Manager must also state why it was not apparent at the time of first entering into the acting up arrangement that the period of time needed was likely to exceed 6 months. The Assistant Director will then advise whether or not the request is approved.

Any approvals required for candidates to act up into an Assistant Director role will be made by a Director or the Chief Executive.

6 When acting up arrangements can be offered

Acting up can be:

- when an employee carries out work duties at a higher grade and a payment is made to bridge the gap between the employee's current salary and the Acting Up grade.
- OR
- when the duties performed are outside and/or over and above the scope of the employee's own position.

A variety of positions may be advertised as suitable for an acting up opportunity such as:

- Cover for absent employees
- Short term project work;
- Introduction of a new initiative;
- Policy Development;
- Specific time-limited task;

7 Terms while Acting Up

If the employee is undertaking the full range of acting up duties, he/she will be paid at the rate applicable for the substantive role.

If the employee is undertaking part of the full range of duties, the Manager should determine at what grade the acting up opportunity is to be offered, taking into account how much of the role is being covered by the employee acting up.

The employee acting up will be assigned to a spinal point in line with the Councils pay scales. Increments, if applicable, will be paid annually each year on the anniversary of the start date of the acting up until they reach the top spinal point of the acting up grade.

Acting up payments should not be awarded to employees for carrying out additional work at the same and/or similar level to the individual's existing job description.

Leave entitlements and Notice periods will continue to be based upon the employee's substantive post and pay.

During management of change processes, employees rights to posts will be based upon their substantive post and grade, however in exceptional circumstances where the employee has been undertaking acting up duties for over two years, the Assistant Director/ Director has the discretion to give an employee rights to post(s) based upon their acting up duties/ grade. (This however does not apply to employees acting up into Chief Officer positions – including Assistant Directors as in line with the Constitution appointments to permanent Chief Officer positions are to be made following member appointment panels).

8 Selection Process for Acting Up opportunities

To select a team members for an acting-up opportunity, the following must take place:-

Notification of role

The Manager should forward an email to all applicable staff as follows:-

- Citing who can apply for the role – the Manager will need to consider the skills set required for the role, taking into account that it is an acting up opportunity and thus the employee may not be expected to have all the requisite skills and knowledge that the substantive post holder would be expected to have.
- Setting out what the role involves, how long the role is expected to last, and what grade is payable
- Confirming the closing date by when team members must submit expressions of interest
- Managers should include specific questions and/or request for information that the team member would need to answer in their expression of interest. Those responses will provide the Manager with the basis upon which to shortlist. E.g. a Manager could ask applicants to cite why they think they would be suitable for the role/what qualities they would bring, etc.

The Manager/recruiting panel will need to set a minimum benchmark an applicant would need to pass in order to proceed to interview if there is more than one employee submitting an expression of interest, ensuring that the weight given to particular facets of the candidates' abilities reflect the requirements of the job in a non-discriminatory way.

Managers should enable a sufficient amount of time for expressions of interest to be submitted. The Council recognises that acting-up opportunities are often used to provide emergency cover and thus the time by when expressions of interest need to be submitted is at the discretion of the Manager.

The time period should not however be less than 48 hours in order to allow employees sufficient time to consider the role and apply.

If members of the team are absent, e.g. because of sickness or annual leave, the Manager should consider whether or not it is feasible to extend the application date until they return to the office to ensure they are given the same opportunity to apply and/or to contact them at home in order to provide details of the acting up opportunity.

The Council's formal application forms do not need to be completed unless the Manager requires such.

9 Short-listing

Short-listing should be based on the responses given in the expressions of interest.

If a Manager chooses not to shortlist a candidate, they should ensure they provide verbal and/or written feedback (whichever the applicant prefers) as to why the team member was not successful.

Any feedback on areas for development should then be monitored and reviewed at the employee's appraisal and 1-1 meetings.

10 Interview

Successful candidates should be invited to interview. As this is an acting up opportunity, Managers will need to arrange the interviews and contact the

candidates directly. At least two people must be on the interview panel, one of whom would normally be the Line Manager for the role in question.

The Council recognises that acting-up opportunities are often used to provide emergency cover and thus Managers have discretion to list interviews as quickly as they believe is reasonable in the circumstances. The time period should not however be less than 48 hours from the date of submission of an interest in the role.

Depending on the level and type of role, Managers may request candidates prepare a short presentation or take a short test. Interview questions and the benchmarking applicable must also be set prior to interview.

Managers must take notes at the interview so they can provide feedback to applicants, highlighting any development areas and discussing with the applicant how any areas can be developed moving forward. It is recommended that face to face feedback be given so that the team member can learn from the experience.

Where only one candidate has applied, or where only one candidate has reached the bench-mark to proceed to interview, a formal interview does not have to take place. However, Managers must have a Job Chat with the candidate to satisfy themselves that the candidate understands the nature and extent of the role, and that the candidate has the necessary skills to undertake the role. Evidence of that must be documented and a copy sent to HR.

11 Selection

Once a successful candidate has been selected, the Manager should agree a start date and complete the "Current Employee – Change form" which must then be submitted to HR.

12 Ongoing support and training

As this is an acting-up opportunity the successful candidate will not have all the skills or experience required for the substantive role. It is therefore essential there is a support network in place to guide them through areas of work that are new to them.

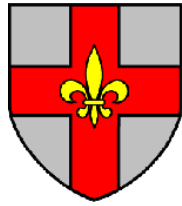
As this is a learning opportunity, Managers should ensure that regular 1 to 1 meetings take place with the successful candidate in order to monitor their progress and assist them where necessary.

13 Review of Policy

This policy will be reviewed at intervals of three years, or earlier at the request of either the management or staff side.

Human Resources

Reviewed 2023



Secondment Policy

Appendix B

1. The Purpose of this Policy

- 1.1 From time to time secondment opportunities, both full time and part time, arise both within and external to the Council. The Council recognises that secondment is a valuable tool in staff development, enhancing skills, communications and resourcing of short term projects. For the individual, it allows the employee to gain wider experience and exposure to a differing range of situations.
- 1.2 The key principle of a secondment is that the employee will return to their substantive post when the secondment ends.

2. Type of Secondments

- 2.1 A variety of positions may be advertised as suitable for secondment but will usually fall into one of the following categories:
- Short term project;
 - Introduction of new initiative;
 - Policy Development;
 - Specific time-limited task;
 - Receipt of external funding for a time limited period;
 - Short-term appointment.
- 2.2 The duration of the secondment will depend on the circumstances giving rise to it but it may last from 1 month to 11 months. The duration must be clearly specified at the time of advertisement. Extensions beyond 11 months will only take place with the formal agreement of the Assistant Director and HR on receipt of the relevant business case/justification for changes. No extension can exceed 23 months, unless there are exceptional circumstances to extend beyond this point. Any such further extension beyond 23 months would need to be signed off by CMT (where an overview of the exceptional circumstances for the extension is provided).
- 2.3 Employees should be aware that any extension of a secondment beyond 11 months means the employee would lose their automatic right to return to their substantive post, or be in competition for their substantive post if the role has been filled with a fixed term contract.

3. Responsibilities

3.1 Responsibility of Managers

It is the responsibility of Managers to ensure this Policy is followed and to ensure that secondment requests are fully considered to maximise career development opportunities for employees, increase the skills mix of employees and to reduce the risk of redundancies.

It is also the responsibility of Managers to ensure that the lengths of secondments within their service area(s) are monitored to ensure that the timescales set out in this policy are adhered to.

3.2 Responsibility of HR

It is the responsibility of HR to make sure that all managers are trained in this policy. It is also HR's responsibility to review and update this policy in line with new legislative requirements.

4. Eligibility

4.1 This Policy is applicable to all employees, although any employee wishing to take advantage of a secondment opportunity must seek agreement from their manager before applying for a post. The Appointing Officer must speak to the Line Manager to confirm agreement prior to any secondment offer being made.

4.2 This Policy does not apply to more informal acting-up arrangements which are likely to be more temporary in nature for example to cover periods of sickness.

5. The Secondment Process

5.1 Secondment opportunities will be advertised internally and appointed to in accordance with the Council's Recruitment Policy.

5.2 Any applicant must discuss their application with their manager and obtain agreement prior to submitting their application.

5.3 Employees whose request for a secondment is refused by their manager will have the right to refer their request to their Assistant Director/Director and the HR Manager for further consideration. Any decision not to support a secondment will be explained fully to the employee and confirmed in writing. There will be no further right to appeal.

5.4 For an employee returning to their substantive post after an 11 months secondment or less, the Council undertakes to provide re-employment in the substantive post or where this is not reasonably practical, on duties of broadly similar nature and on the same salary point.

5.5 When an employee is on secondment and a change is proposed under the Management of Change Procedure the employees' rights are to their substantive post. In this case the employee may be asked to end their secondment early and return to their substantive post. However, in exceptional circumstances and where the employee has been on a secondment for over

two years, the Assistant Director/ Director may use their discretion to give an employee assimilation rights to a post(s) based upon the post/duties/ grade of the position they have been seconded to. (This however does not apply to employees seconded into Chief Officer positions – including Assistant Directors as in line with the Constitution appointments to permanent Chief Officer positions are to be made following member appointment panels).

- 5.6 Where a manager provides a business case to extend a secondment beyond 11 months up to 23 months this must be agreed by the Assistant Director and HR. In exceptional circumstances extensions beyond 23 months would need to be agreed by CMT.

Any extension of a secondment beyond 11 months may mean that the employee would lose their right to return to their substantive post, or may be in competition for their substantive post if the role has been filled with a fixed term contract.

The Council's aim must be to retain employees and not lose them when a seconded role comes to an end. This means an extension will only be granted in exceptional circumstances.

The business case must consider the following areas:

- the nature of the employee's substantive post and contracted terms
- the nature of the seconded post
- the length of the secondment
- the arrangements the manager is able to make to cover the secondment
- the contracted terms of the person covering for the employee on secondment

- 5.7 In the event of a secondment being extended beyond 11 months and the employee is not being able to return to their substantive post, where possible suitable alternative employment will be sought via redeployment. If no employment is found the full notice period as stated in their Terms and Conditions of Employment must be given unless agreement to an alternative arrangement is reached with their substantive manager. However, it is not the purpose of this policy to terminate employees at the end of a secondment and this must be considered in full before appointing an employee to a secondment position.

- 5.8 If an employee wishes to apply for a secondment to an external organisation, Paragraphs 5.3 to 5.7 will apply. It is also expected that the employee and their line manager will agree to keep in touch either by visits or by letter, at regular intervals of no more than 3 months.

6. Terms of Employment

- 6.1 Whilst on internal secondment the employee will be paid the appropriate grade and be entitled to annual leave levels commensurate with the duties and grade of the advertised post.

For an employee obtaining an external secondment the individual will not receive payment from the Council nor will accrue annual leave with the Council

during the term of the secondment. Individuals undertaking an external secondment will be subject to the terms and conditions of the external organisation, but the secondment will not break their continuity of service with the Council providing their secondment does not exceed the maximum of 23 months.

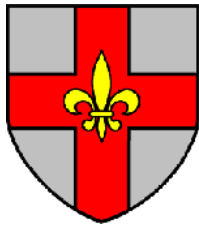
- 6.2 Employees whose employment is subject to being registered with a professional body must either maintain their registration during a secondment, if it is to another area of work, or must ensure that they re-register prior to their return to their pre-secondment post. Employees who must fulfil specific service or training criteria to maintain or renew their registration must take these into account when considering making application for secondment.

7. Review of Policy

- 7.1 This policy will be reviewed at intervals of three years, or earlier at the request of either the management or staff side.

Human Resources

Revised 2023



CITY OF *Lincoln* COUNCIL

Grievance Procedure

Appendix C

1 The Purpose of this Procedure

- 1.1 A Grievance is a concern, problem, complaint, or potential dispute that employees raise with their employer.
- 1.2 This grievance procedure sets out a framework by which grievances are addressed in order to try and reach a resolution.
- 1.3 The objectives of this policy are to ensure that workplace problems, complaints or concerns are dealt with quickly and fairly as possible.
- 1.4 The Council encourages employees to resolve grievances and complaints at the informal stage in the first instance/ wherever possible, however the Council appreciates this may not always be appropriate and therefore this policy set out the full procedure for attempting to resolve grievances.

2 Responsibilities

2.1 Responsibility of Assistant Directors/Directors/Managers

- To understand and comply with the policy and to ensure the compliance of others.
- To respond sensitively and promptly to any issues raised under this policy.

2.2 Responsibility of HR

- To provide support and guidance on the application of this policy.
- To ensure as far as reasonably possible that timescales are met and escalated where necessary/required.
- To regularly review and update this policy as required.

2.3 Responsibility of the Trade Unions

- To respond sensitively and promptly to any issues raised under this policy.
- To attempt to work with both the employee and employer to resolve grievances before they reach the informal or formal stages of this policy.

3. Eligibility

The procedure applies to all current employees. However where an employee leaves the Council prior to the conclusion of a grievance, the manager would not meet with the former employee once they have left, but will write to them with their findings (and there would be no appeal rights as the individual is no longer an employee of the Council).

The grievance procedure cannot be used where the same issue has previously been determined under the Council's Dignity at Work Policy.

4 Use of this procedure

4.1 When this procedure should be used.

It isn't possible to list all the circumstances, but examples of when an employee may raise a grievance could include issues about:

- Terms and conditions of employment including pay.
- Health and safety.
- Equality.
- Working environments/practices.

4.2 When this procedure should not be used.

Employees should not use this procedure for those employment matters listed below as these are dealt with under separate policies:

- Grading of posts/ Job Evaluation scores.
- Dignity at Work matters (bullying, harassment, or discrimination complaints etc).
- Any policy with its own appeals procedures.

4.3 Collective Grievances

Where a grievance applies to more than one employee, it may be appropriate for the matter to be dealt with through a collective grievance process. In these instances, every effort should be taken initially to fully discuss the issues informally between the employees and their manager in an attempt to understand and resolve the situation. Should this fail, the procedure for collective grievances must be followed as set out in the Collective Consultation and Communication Agreement.

5 General principles

- 5.1 When an employee lodges a grievance the matter which is the subject of the grievance (status quo) will be maintained whenever possible, until it is resolved, or the procedure completed.
- 5.2 All parties will try to resolve issues as quickly as possible.

- 5.3 Employees have the right to be accompanied at all formal stages of the process by their trade union representative, a full-time trade union official or a work colleague. They may not have legal representation or be accompanied by their line manager.
- 5.4 Managers/Presiding Officers will keep written records, and where appropriate provide copies to the employee raising the grievance (and their representative where requested), including:
- letters.
 - reports.
 - meeting notes.
 - action plans.
 - agreements.
- 5.5 If an employee raises a grievance against an Assistant Director/Head of Service, where possible the relevant Director of that area will conduct stage 2 of the procedure and another Director or the Chief Executive will conduct the appeal stage (however where that is not possible, HR will appoint an alternative Presiding Officer at a similar level). If a grievance is raised against a Director, the Chief Executive will conduct stage 2 and the Member Investigatory Committee will conduct any appeal. If a grievance is raised against the Corporate Management team as a whole then the Council may appoint an appropriate external party to conduct the stage 2 processes, and the Member Investigatory Committee will conduct any appeal.
- 5.6 If an employee raises a grievance, which the HR Manager and the chair of the JCC Staff Side agree will affect other employees, then we will refer it to the Joint Consultative Committee in consultation with the employee. Everyone involved must recognise that there will be a delay in resolving the grievance during this consultation.
- 5.7 It is the responsibility of everyone involved in a grievance to try to resolve matters as quickly as possible without undue delay. However, in complex matters it may be appropriate to extend time limits provided in the procedure to allow sufficient time to deal with the matter appropriately.
- 5.8 Where a grievance or a dignity at work complaint has been received which relates to the same/similar matters arising from another investigation which is ongoing, the Council reserves the right to investigate these matters at the same time. In such cases the presiding officer will confirm this is appropriate.
- 5.9 If the complaint is about the direct line manager the employee should raise the matter with either the next senior manager or the HR department if they do not feel comfortable raising their concerns directly with their manager.
- 5.10 If the employee(s) are unable to attend any grievance meetings (set out within this procedure) because of circumstances beyond their control, they should inform the manager/ Human Resources/ Assistant Director (etc) conducting the meeting as soon as possible. If the employee fails to attend without explanation, or if it appears that they have not made sufficient attempts to attend, the meeting may take place in their absence, based on their written grievance statement and any other supporting documentation available.

6 Stages of the procedure

Stage 1 – informal

- 6.1 The purpose of the informal procedure is to help deal with complaints fairly, quickly and effectively, with confidentiality maintained. The focus of informal resolution is on exploring whether the issue can be resolved through discussion/informal intervention and in particular on ways of avoiding similar issues arising in future.

Whilst the informal resolution of all complaints is encouraged in the first instance, if a manager deems the matter so serious in that it potentially has wider implications it may be appropriate to progress the matter formally straightaway. Equally, if an employee does not want the matter to be dealt with informally due to the serious nature (as outlined above) they can request that the grievance progresses to the formal stage straightaway.

- 6.2 In the first instance (unless a matter is deemed so serious that it has wider implications that it is more appropriate to progress the matter formally straightaway), you should raise any grievance that you may have informally with your line manager or the individual directly (as detailed below):

Option 1: If an employee has a concern, problem or complaint relating to another employee, the employee could in the first instance discuss this with the individual directly as it may be possible to agree an informal solution.

Option 2: Alternatively if an employee has a concern, problem or complaint relating to another employee and/or their work etc, the employee could in the first instance discuss this with their line manager as it may be possible to agree an informal solution.

- 6.3 Where the employee raises the grievance with their line manager (verbally or in writing), it should be raised as soon as possible and within a maximum of three months of the original issue or problem unless there are exceptional reasons why this is not possible.
- 6.4 The line manager will then arrange an informal meeting with the employee(s) concerned. The purpose of the meeting is to allow the employee to explain the complaint and the line manager to ask the employee how they would like to see the matter resolved. The focus of informal resolution is on exploring whether the issue can be resolved through discussion/informal intervention and in particular on ways of avoiding similar issues arising in the future. A record of the meeting will be kept, and the line manager will write to all parties involved within 5 working days of the meeting confirming the outcome.
- 6.5 If the employee is not satisfied with the outcome, they must confirm this in writing to their Service manager/ Assistant Director/HR within five working days (as detailed in 7.1).

7. Stage 2 - formal

7.1 If the employee wishes to make a formal complaint, either straightaway due to serious nature of the matter (as outline above), or because the informal procedure has failed to resolve the complaint they should write to their Service Manager/Assistant Director/HR specifically detailing the following:

- details of the issues or problem.
- the reasons why they wish to use the formal complaint procedure/ why they are not satisfied with the outcome of stage 1.
- The outcome they want from the formal grievance.

Please see appendix 2 which sets out the required form which should be completed to raise a formal grievance.

The Service Manager/Assistant Director/HR may request further information from the employee before progressing the case, if the above information is not detailed within the original complaint/form.

If a manager deems it appropriate for the matters to progress to the formal stage straightaway they should discuss this with HR directly.

HR will appoint a suitable Presiding Officer, and the Presiding Officer will then write to any parties involved to notify them of the formal complaint and outline the next steps.

7.2 The Formal Grievance Meeting (Stage 2)

7.3 The Presiding Officer will then write to the complainant inviting them to a formal grievance meeting, this should ordinarily be held within 10 working days of receiving the formal grievance complaint. However, if this is not possible, the employee will be informed accordingly.

7.4 The grievance meeting provides the employee an opportunity to explain their grievance, share any evidence, provide details of any witnesses where applicable and to share how they think it should be resolved. It is also an opportunity for the Presiding Officer to ask any questions they may have in order to obtain a full understanding of the complaint and the circumstances to be considered.

7.5 Employees may be represented or accompanied if they wish, by a work colleague or a trade union representative at the formal grievance meeting.

7.6 At the end of the grievance meeting, the Presiding Officer will decide what action to take, if any.

7.7 In some cases, following the formal meeting the Presiding Officer may determine that further information is required to enable a fair decision to be reached and/or that there are potential conduct matters arising from the complaint. In these circumstances the Presiding Officer can meet with other employees to gather further information or request that an investigation into certain areas is conducted. Should this be the case the Presiding Officer will confirm with the employee(s) any steps they intend to take and anticipated timescales. A copy of the grievance

meeting minutes will be shared with the employee (and their representative where requested) for their records. Any investigation will be conducted in the same manner as to which they are carried out in accordance with the Councils Disciplinary procedure.

- 7.8 The Presiding Officer will meet with the employee(s) involved in the grievance to outline/ discuss their decision, along with any further actions or recommendations they may decide are appropriate for resolving the grievance. The grievance outcome reached will also be provided in writing to all parties and the Presiding Officer should aim to do this within 5 working days of the meeting.

8. Appeals Procedure (Stage 3)

- 8.1 If the employee is not satisfied with the outcome of the stage 2 grievance meeting, they should submit an appeal in writing to the HR Manager within five working days of the date of the decision, confirming:

- that they are not satisfied with the outcome of the stage 2 meeting
- The reasons why they wish to appeal against the Presiding Officer's decision.
- The outcome they expect to happen as a result of the appeal.

HR may request further information from the employee before progressing the case, if the above information is not detailed within their original appeal/complaint.

- 8.2 The HR Manager will acknowledge receipt of the appeal and will appoint a new Presiding Officer to hear the Appeal. The Presiding Officer will be at Assistant Director level or above and an Appeal meeting will be held as soon as possible.
- 8.3 The Presiding Officer will conduct the appeal meeting. They will consider the grounds for appeal, review the conclusion reached in the original grievance meeting and any other information relevant to the matter arising. Where appropriate, a member of the HR department may also be present.
- 8.4 Following the appeal meeting, the Presiding Officer will inform the employee of the outcome and confirm this in writing. The Presiding Officer will aim to do this within 5 working days, of the outcome. The outcome of the appeal is final.

9 Employee illness, absence, or adjustments.

- 9.1 It is the responsibility of everyone involved in a grievance to try to resolve matters as quickly as possible.
- 9.2 Where an employee is unfit to attend a meeting due to health related reasons/sickness absence within a reasonable period of time, their Trade Union representative or work colleague could (if requested) attend the meeting to represent the employee's interests. The employee can elect to additionally submit written representations for consideration.
- 9.3 Alternatively, the employee is unfit to attend within a reasonable period of time and elects not to have a representative, meetings may take place in the employees absence and a decision will be made by the Presiding Officer based on the

available information at the time of the meeting. The employee should be encouraged to provide written submissions for consideration in such instances.

- 9.4 Should employees require any reasonable adjustments during proceedings, it is the individual’s responsibility to raise this with Human Resources/the manager as soon as possible. In such cases we will consider providing appropriate reasonable support/adjustments during proceedings.

10 Vexatious or malicious grievances

- 10.1 We will not allow an employee to raise the same grievance again after this procedure has been exhausted (after stage 3).
- 10.2 In addition, the Council will commence a disciplinary investigation against an employee if, at any stage, the Presiding Officer considers that their grievance is vexatious or malicious.

11 Review of policy

- 11.1 This policy will be reviewed at intervals of three years, or earlier at the request of either the management or staff side.

Human Resources
October 2014
Revised 2021
Revised 2023

Document control

Organisation	City of Lincoln Council
Title	Grievance Policy
Author - name and title	Ali Thacker – HR Team Leader
Owner - name and title	As above
Date	
Approvals	TBC
Filename	-
Version	V01
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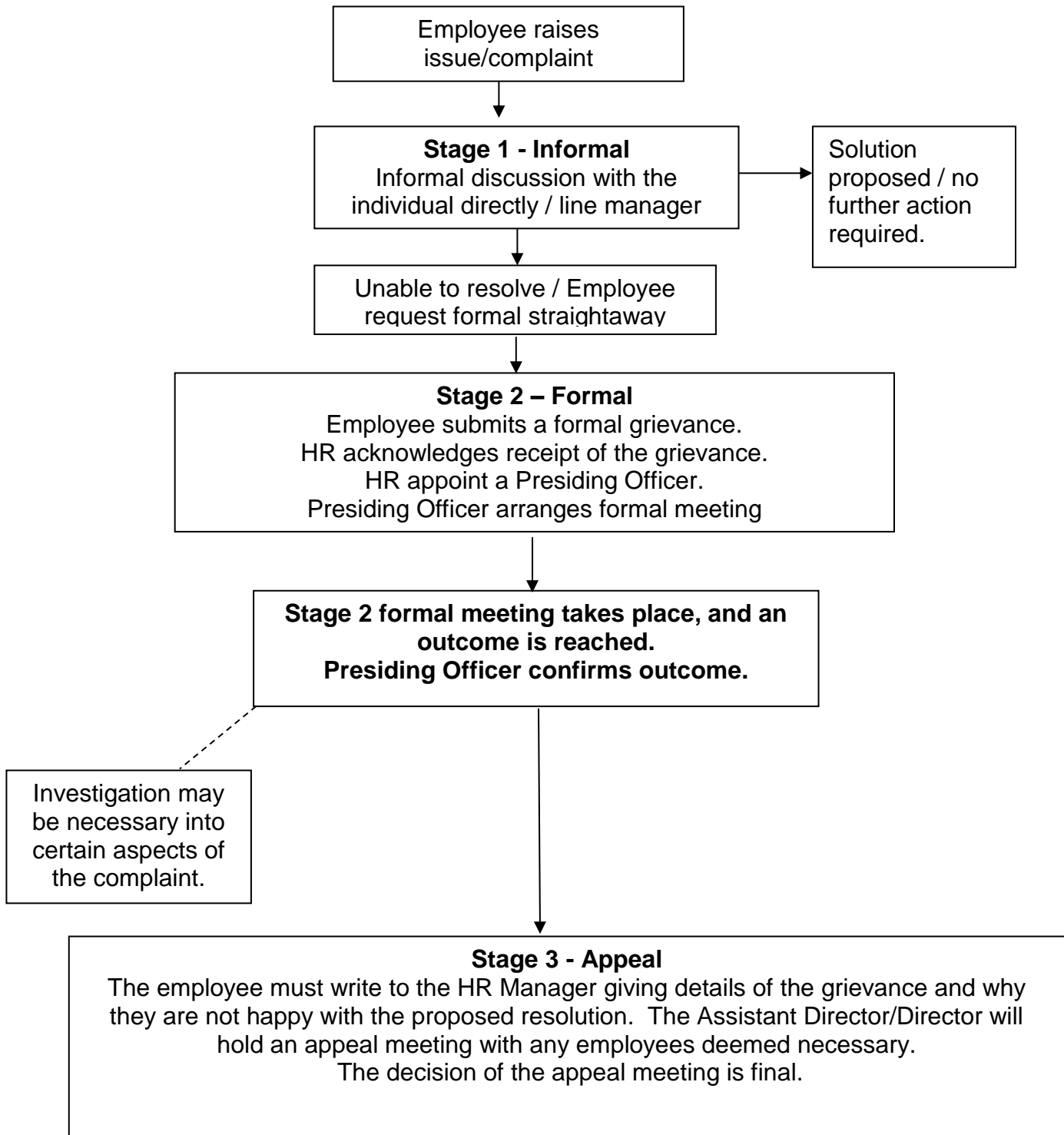
Document Amendment history

Revision	Originator of change	Date of change	Change description

Distribution and training history

Details	Date

The Grievance Procedure (General Guide)



Appendix 2

Formal grievance	
Employee's name:	
Employee's job title:	
Employee's department:	
Date:	
Does your grievance relate to your line manager?	Yes/No
<p>Summary of complaint: (provide as much detail as possible) Please set out:</p> <ul style="list-style-type: none"> • The details of your complaint, issue or problem (including dates, times, locations and the identities of those involved) • The reasons why you wish to use the formal complaint procedure/ why you are not satisfied with the outcome of stage 1. 	
<p>Outcome requested: Please set out how you would like to see happen with your complaint/ how you feel it should be dealt with, and why and how you believe that this will resolve the issue.</p>	
<p>Declaration:</p> <p>I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that making any false, malicious or untrue allegations may result in disciplinary action being taken against me by the organisation. (In the most serious cases, making false, malicious or untrue allegations can be treated as gross misconduct.)</p>	
Form completed by:	
Signature:	

EXTRACT FROM COMMITTEE

53. **Human Resources Policies**

Claire Burroughs, HR Manager

- a. presented to Employee JCC an overview of the proposed changes to three HR Policies:
 - Acting Up Policy
 - Secondment Policy
 - Grievance Policy
- b. summarised the main proposed changes to the Acting Up Policy as detailed at paragraph 3 of the report in the following areas:
 - i. Time Limits
 - ii. Increments
 - iii. Right to posts during Management of Change Processes
- c. explained the main proposed changes to the Secondment Policy as detailed at paragraph 3.4 of the report in the following areas:
 - i. Time Limits
 - ii. Rights during Management of Change
- d. outlined the main proposed changes to the Grievance Policy as detailed at paragraph 3.8 of the report in the following areas:
 - i. Informal Processes
 - ii. Formal Processes
- e. invited committees questions and comments.

The Staff Side referred to the Grievance Policy and suggested that the time to submit an appeal should be extended from 5 working days to 10 working days. This was to allow more time for a case to be discussed and considered before submitting an appeal. On some previous cases an appeal had been submitted prior to discussion with the Trade Union Representative, this did not give enough time to find out if there were grounds for an appeal or not. It was felt that by extending the time to 10 working it would take the pressure off the employee and would reduce the number of appeals being submitted.

The committee considered the suggestion and generally supported the proposal.

Claire Burroughs, HR Manager advised that HR's view was that the proposal would prolong the grievance and 5 days was consistent with other appeal timescales but accepted unions comments.

RESOLVED that

1. The proposed changes to the Acting Up Policy, Secondment Policy and Grievance Policy as set out in the report be supported and referred to Executive for approval.
2. The proposal to extend the time to submit an appeal from 5 working days to 10 working days in the Grievance Policy be supported and referred to Executive for consideration.

SUBJECT: LINCOLN'S GREEN MUSEUM

DIRECTORATE: COMMUNITIES & ENVIRONMENT

REPORT AUTHOR: CAROLINE BIRD , COMMUNITY SERVICES MANAGER (PROGRAMME)

1. Purpose of Report

1.1 To draw to Members' attention a bid to the National Lottery Heritage Fund, which if successful will enable a three-year programme of community engagement across our heritage parks and open spaces.

2. Executive Summary

2.1 A bid has been submitted to the National Lottery Heritage Fund (NLHF) for funding of £249,925 to enable a three-year programme of community engagement focused on heritage, community and wellbeing.

2.2 If successful, the funding will create a Community Engagement post and part time project support to deliver a creative programme of activities with special focus on attracting new people to heritage through the city's heritage greenspaces.

2.3 The project will also build on the existing digital archive for Boutham Park, curating the information already held on all of our heritage green spaces, to create an archive for each of the spaces, with the help of members of the public, volunteers, students and partner organisations.

2.4 The outcome will be benefits for people (health and wellbeing, learning skills and developing knowledge, engaging with and enjoying open spaces in new ways) and for our heritage green spaces (increased volunteering and stewardship, archives developed and available for future use).

2.5 The open spaces included in the project are:

- West Common
- South Common
- Cow Paddle
- Hartsholme Country Park
- Arboretum
- Boutham Park
- Birchwood Nature Park

All of which have heritage designations and / or have played an important role in the history of their community and the wider city.

3. Background

- 3.1 In recent years, the Council has seen the significant benefits to people, our communities and the park, of having a focused and resourced activity plan centred on the Boultham Park Lake Restoration. This has been supported by existing permanent staff including the Volunteer Coordinator and the Conservation Ranger (Education and Promotion), but led by the Community Engagement Officer, a post funded by the Boultham Park Lake Restoration Project. The outcomes in terms of health and wellbeing, positive engagement in our parks, building community, skills and the many benefits related to volunteering have been witnessed, evidenced and recorded as a part of the formal evaluation of that project.
- 3.2 The project ends in July 2023. Officers have endeavoured to ensure the sustainability of activities post project, wherever possible, and the impacts of the project in terms of capital works and activities will be felt for many years to come.
- 3.3 However, it will not be possible to continue with the same level of focussed activities without dedicated staff and budget. This, coupled with a need to broaden community engagement across the city's open spaces, has led to the proposed project 'Lincoln's Green Museum.'

4. Lincoln's Green Museum - Proposal

- 4.1 The benefits of spending time in well-managed green spaces are well documented. Our public open spaces are free to use, available to all, places to destress and unwind, to play and exercise, to meet people, to walk the dog, to enjoy nature, to enjoy events, to learn more about and build appreciation of our natural environment, to volunteer, building skills, confidence and employability.
- 4.2 For our heritage open spaces, the benefits are multiplied: heritage promotes personal and community wellbeing, it gives a sense of place and identity, it provides links to the past, a sense of perspective and a better understanding of today.
- 4.3 As custodians of these important assets, we are in the unique position of being able to encourage people to use and enjoy these places, and in so doing, to build on our wider understanding of them, thus helping in our management and maintenance decision. This is an opportunity to curate our heritage before it is degraded or even lost, gathering memories and information into an online publicly accessible archive.
- 4.4 The programme of activities would be carefully designed, flexible and constantly evaluated, so that opportunities to engage with a broad range of people are maximised. It would seek to understand barriers to engagement and to break them down, with the aim of involving people who would not normally visit these places or engage in heritage related activities.
- 4.5 The project would run for three years, with the new Community Engagement Officer post leading on activities and evaluation, supported by a part time support officer, and answering to the Community Services Manager. It is hoped that, if successful, the project would start in the summer of 2023.

- 4.6 The Chairs of the Arboretum, Hartsholme Country Park and Boutham Park Advisory Groups all support the proposal, and have provided a letter of support to accompany the bid.
- 4.7 The Chair of the Commons Advisory Panel has also been consulted and is supportive of the project.
- 4.8 The total value of the project is £299,925. In addition to the £249,925 requested from the NLHF, a further (equivalent value of) £35,000 would be provided through volunteer works and in-kind contributions, and £15,000 would be found through other external funding. That £15,000 if not achieved by external funding, would be found from grounds maintenance budgets over the three years of the project.

5. Strategic Priorities

5.1 Let's Enhance our Remarkable Place

By increasing stewardship and volunteering, digital archives and our own understanding of these heritage sites, we will further conserve and protect them for people and for wildlife. This will broaden the appeal and further enhance Lincoln's reputation as a heritage city.

The activity programme will encourage more people to visit and enjoy our public green spaces, to the benefit of their physical and mental health.

5.2 Let's Reduce all Kinds of Inequality

Our parks and open spaces are free to use, well managed spaces for everyone's use. They are places to enjoy fresh air and nature, to de-stress, get exercise, meet people, play, build skills, knowledge and employability, to take part in community events and volunteering. They are wonderful city assets that provide mental and physical health benefits for all. There are similar, and complementary, benefits to wellbeing through engaging with heritage. This project aims to connect more people, and a wider range of people, to heritage and green space in ways that are easily accessible.

6. Organisational Impacts

6.1 Finance

There are no capital works planned as part of the project, although it is possible that activities may result in permanent or semi-permanent interpretation at one or more of the sites. All of the spend is therefore expected to be revenue funded.

The project budget is made up of:

Staff costs	£141,100
Recruitment	£ 1,000
Publicity / promotion	£ 3,500
Evaluation (5% of cash budget)	£ 11,700
Activities	£ 72,000

Staff training / development	£ 3,750
Volunteer training	£ 3,000
Staff travel	£ 3,000
Volunteer travel / expenses	£ 1,300
Volunteer time	£ 35,000
Contingency (10% of costs excl volunteering)	£ 24,575
TOTAL	£299,925

The staff budget is estimated based on gross pay, NI, pension and potential redundancy costs at the end of the project. If there is any shortfall at the end of the project this would be borne by Community Services staff budget.

The funding plan is made up of:

National Lottery Heritage Fund	£249,925
Volunteer hours	£ 35,000
City of Lincoln Council	£ 15,000
TOTAL	£299,925

The £15,000 committed by the City Council would, if possible, be covered wholly or in part by external funding. Any balance not covered by other funding would be met by grounds maintenance budgets of the sites over the three years of the project.

6.2 Legal Implications including Procurement Rules

There are no capital works included in the project and no expected procurement implications. The £72,000 activities budget will be spent through a series of separate, small purchases for equipment and services. In the unlikely event of larger spend (one-off or a series of spends to one provider) this will be in accordance with the Council's Procurement policies.

6.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

The purpose of this project is to broaden engagement within our heritage open spaces. This will include listening to what (currently dis-engaged) people tell us, removing barriers and encouraging wider community 'ownership' of these places. The activity plan will focus on creative ways to do this, and all activity planning will consider our equality duty.

6.4 Human Resources

There are two fixed term posts funded by the project.

Recruitment will be in accordance with the City Council Recruitment Policy and NLHF Terms and Conditions.

In accordance with NLHF policy and current City Council arrangements, any recruitment during the project would be by way of concurrent internal and external advertising. This would be dependent on a business case to Trade Unions if the simultaneous advertising trial has expired by that point.

7. Risk Implications

- 7.1 If the bid is successful, the maximum financial commitment by the Council is £15,000 over three years. Some or all of this may be covered by external funding bids, but in the event that isn't possible, it can be covered by the revenue maintenance budgets of the various sites, over the three-year project, minimising the impact on any single site or in any single year.
- 7.2 With regard to the volunteer hour commitment, this is not a cash contribution but is a commitment to around 2,700 hours of volunteer works over the three years. This is substantial, and challenging, but based on project experience in recent years, and the experience of our Volunteer Coordinator, is achievable.
- 7.3 There will be a requirement to abide by the NLHF's terms and conditions, and to deliver against agreed Approved Purposes. The risk if this isn't achieved is that the NLHF would withhold payment for those outcomes not achieved. This is a very low risk, as we have experienced officers who are well-versed in the NLHF terms and conditions, have good relationships and ongoing communications with the NLHF, operate close project management and regular updates where any potential issues are flagged and dealt with, and a carefully designed and closely monitored Activity Plan which ensures delivery of all of the required outcomes.

8. Recommendation

- 8.1 Members are asked to support the funding bid and to delegate acceptance of the funding and the related Terms and Conditions to the Portfolio Holder for Remarkable Place.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain? None

List of Background Papers: None

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