

AGENDA MANAGEMENT SHEET

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| Report Title: | Additional Resources - Bid Officer |
| Name of Committee: | Council |
| Date of Meeting: | 28 September 2022 |
| Report Director: | Chief Officer - Growth and Investment |
| Portfolio: | Growth and Investment |
| Ward Relevance: | All wards |
| Prior Consultation: | Internal consultation with Human Resources, Finance, Legal, Corporate Performance and Risk and Equalities. |
| Contact Officer: | Nicola Smith- Chief Officer Growth and Investment |
| Public or Private: | Public |
| Report Subject to Call-In: | No |
| Report En-Bloc: | No |
| Forward Plan: | No |
| Corporate Priorities: | This report relates to the following priority(ies): <input checked="" type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input checked="" type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but |
| (C) Climate (E) Economy (HC) Health and Communities (O) Organisation | |
| Summary: | The purpose of this report is to make recommendations for improving the resources within the new Major Projects and Economic Development Team to enable them to deliver the aims of its Corporate Strategy, emerging Town Centre, Economic and Climate Change Strategies and the levelling up agenda to meet the Council's growth, economic and levelling up aspirations. |

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| Financial Implications: | The indicative cost of the post is £43,620 based on 12 months at 2021/22 pay scales. The post has been evaluated at Grade F and it is proposed that this will be financed 70% through the Town Centre Improvement Fund and 30% through Climate Change Reserve as detailed in section 3 for the first year of the post, years 2 & 3 will be picked up as part of the annual budgeting cycle process. |
| Risk Management/Health and Safety Implications: | None identified |
| Environmental Implications: | This post will assist with exploring funding opportunities in line with the Climate Strategy. |
| Legal Implications: | None identified |
| Equality and Diversity: | An equality impact assessment has been undertaken and is attached at Appendix 3. |
| Options: | <p>The post will be recruited within the Borough Council's Recruitment & Selection procedures.</p> <p><u>Option 1</u> Approve the establishment of the new position of Bid Officer Fixed Term for 3 years</p> <p><u>Option 2</u> Do not approve the establishment of the new position of Bid Officer</p> |
| Recommendation: | <ol style="list-style-type: none"> 1. The establishment of a new fixed term post of Bid Officer, as detailed in the report, be approved; and 2. a budget of £43,620 over 2022/23 and 2023/24 be established to fund the post in the first year which will be funded by; <ul style="list-style-type: none"> • a supplementary budget in 2022/23 of £10,178 and in 2023/24 of £20,346 to be financed from the Town Centre Improvement Reserve and • a supplementary budget in 2022/23 of £4,362 and in 2023/24 of £8,724 to be financed from the Climate Change reserve. |

**Reasons for
Recommendation:**

To enable the Borough Council to identify, bid for and win new sources of funding particularly to implement the delivery plan outcomes of the Town Centre Regeneration Strategy, and to provide an additional resource to support the delivery of other corporate priorities such as the Climate Change, transformation and health and well-being agendas.

Council - 28 September 2022

Additional Resources - Bid Officer

Public Report of the Chief Officer - Growth and Investment

1. The establishment of a new fixed term post of Bid Officer, as detailed in the report, be approved; and
2. a budget of £43,620 over 2022/23 and 2023/24 be established to fund the post in the first year which will be funded by;
 - a supplementary budget in 2022/23 of £10,178 and in 2023/24 of £20,346 to be financed from the Town Centre Improvement Reserve and
 - a supplementary budget in 2022/23 of £4,362 and in 2023/24 of £8,724 to be financed from the Climate Change reserve.

1. Background

- 1.1 In March 2021 Cabinet approved a 1 year post for a bid officer to sit within Growth and Investment. The post was to secure funding and available grants to assist in the delivery of the emerging Town Centre Regeneration Strategy and the Climate Change Strategy.
- 1.2 The Council were unsuccessful in the recruitment exercise in the summer of 2021. It is considered that the term of the post being only 1 year was a contributory factor and therefore a post for a longer term may be more appealing to applicants.

2. Bid Officer

- 2.1 The Council has already granted approval to expand the Major Projects and Economic Development teams through the appointment of two Economic Development Officers in July 2022. This post would sit alongside this team to
 - (a) identify, bid for and win new funding to realise the proposed Town Centre development ambitions and delivery outcomes;
 - (b) provide an additional resource to support the Climate Change agenda and;

(c) to provide corporate support to other teams across the Borough Council with funding bids to benefit other corporate priorities such as the transformation and health and well-being agendas.

- 2.2 A revised team structure is attached at Appendix 1. A Job Description and Person Specification is attached at Appendix 2. Subject to Member approval of the new post, recruitment to the position can commence with immediate effect.

3. Financial Implications

- 3.1 The post has been indicatively evaluated at Band F at a total cost of £43,620 including all oncosts.
- 3.2 The post will be initially funded for the first year via the Town Centre Improvement Fund Reserve (70%) and the Climate Change Reserve (30%) to enable the post to become established and begin the process of securing external funding streams, as it is unlikely this position will be filled until later in the financial year the budget will be split as shown in the below table.

| Financial Year | Budget Required | Town Centre Improvement Reserve (70%) | Climate Change Reserve (30%) |
|--------------------|-----------------|---------------------------------------|------------------------------|
| 2022/23 (4 months) | 14,540 | 10,178 | 4,362 |
| 2023/24 (8 Months) | 29,080 | 20,356 | 8,724 |
| Total | 43,620 | 30,534 | 13,086 |

- 3.3 It is then envisaged that in years 2 and 3 the post will be in a position to self-finance its costs and this will be picked up as part of the annual budgeting cycle.

4. Options available

- 4.1 Taking the above into account, two options are proposed for the consideration of Members, namely:

Option 1

To approve the establishment of the new position of a Bid Officer for a 3 year fixed term period or;

Option 2

To not approve the establishment of the new position of a Bid Officer.

5. Conclusion and Recommendation

- 5.1 It is recommended that the establishment of a new post of a Bid Officer, as detailed in the above report, be approved. This will enable the Borough Council to identify, bid for and win new sources of funding to implement the delivery plan outcomes of the Town Centre Regeneration Strategy and drive forward other corporate priorities, in particular tackling the Climate Change emergency.

- 5.2 The new post will increase the capacity of the Economic Development Team and will enable greater support to be provided to other teams internally. Without providing this additional resource there is a risk that the Borough Council will be unable to reach its full potential when implementing its recovery and environmental initiatives and when accessing external funding streams corporately.

Name of Meeting: Council
Date of Meeting: 28 September 2022
Subject Matter: Additional Resources Bid Officer
Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

| Doc No | Title of Document and Hyperlink |
|--------|---------------------------------|
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The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

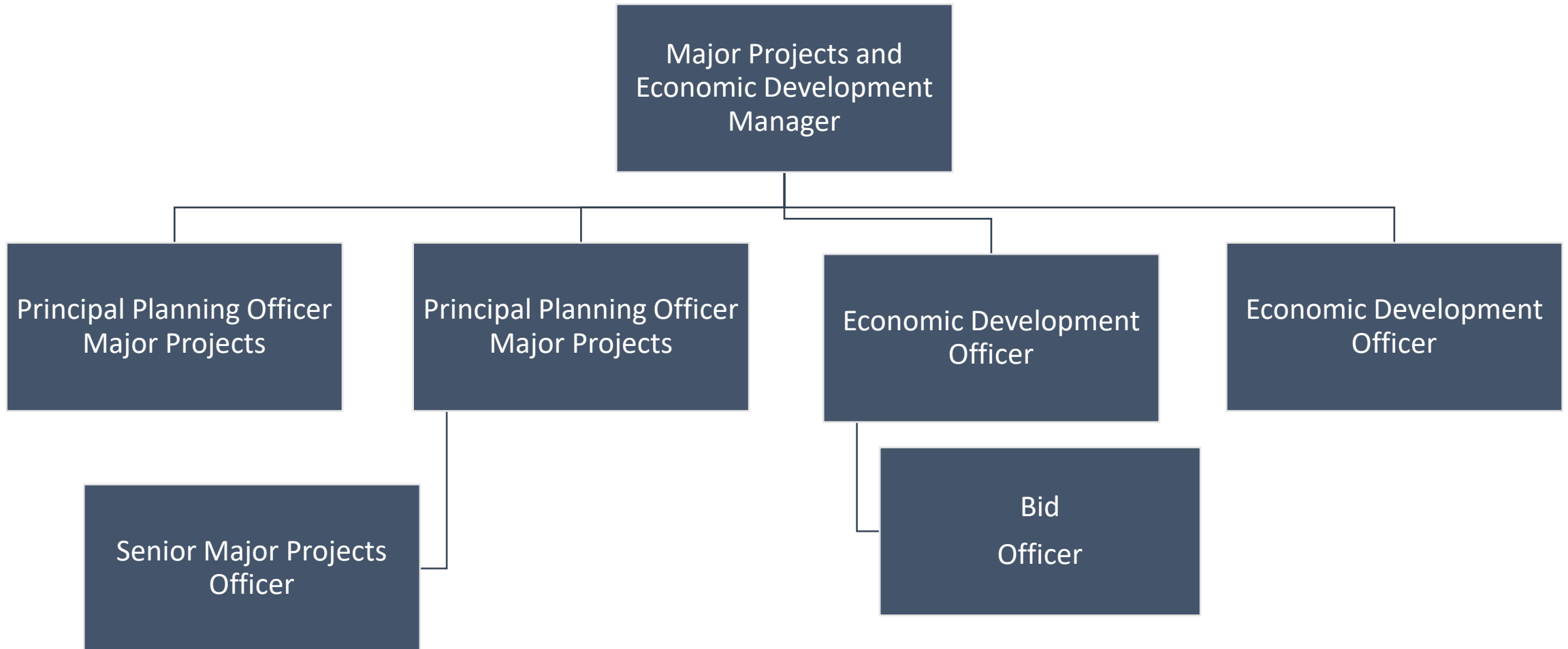
| Doc No | Relevant Paragraph of Schedule 12A |
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Appendix 1

Team Structure Growth and Investment



Major Projects and Economic Development



RUGBY BOROUGH COUNCIL

JOB PROFILE

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| Post No. | [.....] |
| Post Title: | Bid Officer |
| Unit/Team: | Major Projects and Economic Development |
| Grade: | Grade F |
| Service: | Growth & Investment |
| Reports to: | Major Projects and Economic Development Manager |
| Issue Date: | August 2022 |

PURPOSE OF THE JOB

To source, identify, bid for and secure significant levels of grant or loan external funding that supports the Council and its partners to achieve their ambitions and strategic objectives. This includes drafting an External Funding Strategy, identifying, and securing grant and loan funding from a range of agencies, leading on bid submission and the collaboration of Council services and external partners in order to maximize success and compliance, once awarded. To ensure all parties involved are clear on their on-going responsibilities for compliance including outputs, spend, monitoring, reporting and claims submission.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Support the drafting, consulting on and implementation of a new External Funding Strategy that focusses on the delivery the Corporate Strategy.
- 1.2 Act as the technical funding expert by research and identify likely funding sources, monitoring funding intelligence sources, and understand the requirements of bids for that funding and keep track of new sources of funding and relevance with specific focus to facilitating the delivery of the Regeneration Strategy for Rugby Town Centre and the Climate Change Strategy.
- 1.3 Develop and maintain a close working relationship with potential funding bodies.
- 1.4 Lead on the drafting of bid submissions, that are timely, of high quality and that succeed in bringing significant amounts of new funding into Rugby.
- 1.5 For successful funding application, take the lead role in providing management, monitoring and performance information to the relevant funding

body in line with the format and deadlines prescribed by the scheme. Ensure that external grants procedures and any delegated responsibilities are fully complied with and that all parties are advised and understand their responsibilities for each funding agreement they are responsible for.

- 1.6 Develop and maintain an appropriate database record detailing the various sources of funding available to the Council, the organisations and key fund contacts and interactions, and record progress on funding bids made.
- 1.7 To co-ordinate active joint working across Council services and key partners and stakeholders that supports the successful implementation of the External Funding Strategy.
- 1.8 Contribute to the delivery of objectives within the Council's Economic Development Strategy, and monitor performance accordingly.
- 1.9 Attend internal and external working groups and teams, as appropriate.
- 1.10 Develop and deliver presentations for a range of audiences including Senior Management Team, Councillors, and stakeholders.
- 1.11 Report funding key performance indicators to the Major Projects and Economic Development Manager.
- 1.12 Where applications are successful, provide all required management, monitoring and performance information to the relevant funding body, in line with the format and deadlines prescribed by the scheme.
- 1.13 To build a Grants Manual documenting best practice and procedure.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Any other relevant duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

- 3.1 Supervision of funding agreement procedures and external organisations using funding to ensure compliance.

4. FINANCIAL RESPONSIBILITIES

- 4.1 Following the Council's procurement procedures relating to any commitments to third parties.

5. RESPONSIBILITY FOR ASSETS AND DATA

- 5.1 Responsible for all data and equipment used to perform the duties of the role.

6. EXTENT OF PUBLIC CONTACT

- 6.1 Dealing with enquiries from businesses and funding sources on a daily basis in reception, by phone, e-mail, video conferencing and letter

7. WORKING CONDITIONS AND ENVIRONMENT

- 7.1 Principally office based but with the need to visit sites and attend meetings at external venues including locations outside the Borough with occasional out of hours and evening working.

8. CORPORATE RESPONSIBILITIES

- 8.1 All employees must act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the Sharepoint.

- 8.2 In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against Rugby Borough Council values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

- 9.1 Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION**Post: Funding Bid Officer**

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

| Criteria | Essential/ Desirable | Method of Assessment |
|--|---------------------------------|---------------------------------|
| Degree level qualification in Funding or a related subject, or a Professional Qualification in Funding or Business or equivalent experience | D | A/D |
| Demonstrable experience of working in Funding or a related field. | E | A/I |
| Successful record of bidding for and winning grant and loan funding and working with fundholders or equivalent influencing experience | E | A/I/R |
| Able to demonstrate an excellent standard of literacy and report writing skills. | E | A/I |
| Able to demonstrate an excellent standard of presentation skills | E | A/I |
| Good strategic and political awareness with the ability to work positively and constructively with internal and external stakeholders | E | A/I |
| Ability to work on own initiative | E | A/I |
| Demonstrable competence with relevant PC based software systems, including Microsoft Office (Word, Outlook, Excel and Powerpoint) or equivalent. | E | A/T |
| Possess a current UK driving licence or have access to alternative transport in order to be able to attend meetings and site visits throughout the Borough | D | A/D |
| A commitment to work within our CAN DO values | E | A, I |
| Member of a professional funding organisation | D | A/D |

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| Application | A |
| Interview | I |
| Test (written, presentation, practical – e.g. word processing) | T |
| References | R |
| Documentary – e.g. certificates | D |

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

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| Service Area | Growth and Investment |
| Policy/Service being assessed | Major Projects and Economic Development |
| Is this is a new or existing policy/service? If existing policy/service please state date of last assessment | One fixed term post |
| EqIA Review team – List of members | |
| Date of this assessment | 26/08/22 |
| Signature of responsible officer (to be signed after the EqIA has been completed) | Nicola Smith |

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

| <u>Stage 1 – Scoping and Defining</u> | |
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| (1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)? | To create an additional post within the Major Projects and Economic Development Team. |
| (2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities? | <p>The specific corporate objective that these objectives / workstreams relate to are: Outcome 2 – Economy where the council wants to ensure that businesses grow, individuals prosper and places thrive. To achieve this the Strategy sets out a number of outcomes.</p> <ul style="list-style-type: none"> • Promote the borough of Rugby as a place to do business. • Encourage and support sustainable economic growth consistent with our social and environmental priorities. • Help businesses thrive and provide jobs for our residents. • Develop and promote our town centre as a place to live, socialise and work. • Make sure that residents have the skills they need to meet local demand. • Regenerate neighbourhoods that need support and build communities that sustain change. • Nurture and support independent shops. |
| (3) What are the expected outcomes you are hoping to achieve? | The new post will provide experience and a skill set not currently available in the team to deliver the Corporate Strategy. |
| (4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups | No employees will be affected by the decision. |

Stage 2 - Information Gathering

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

(1) What does the information tell you about those groups identified?

The functions of the Economic Development part of the team will be as follows.

- Support the drafting, consulting on and implementation of a new External Funding Strategy that focusses on the delivery the Corporate Strategy.
- Act as the technical funding expert by research and identify likely funding sources, monitoring funding intelligence sources, and understand the requirements of bids for that funding and keep track of new sources of funding and relevance with specific focus to facilitating the delivery of the Regeneration Strategy for Rugby Town Centre and the Climate Change Strategy.
- Develop and maintain a close working relationship with potential funding bodies.
- Lead on the drafting of bid submissions, that are timely, of high quality and that succeed in bringing significant amounts of new funding into Rugby.
- For successful funding application, take the lead role in providing management, monitoring and performance information to the relevant funding body in line with the format and deadlines prescribed by the scheme. Ensure that external grants procedures and any delegated responsibilities are fully complied with and that all parties are advised and understand their responsibilities for each funding agreement they are responsible for.
- Develop and maintain an appropriate database record detailing the various sources of funding available to the Council, the organisations and key fund contacts and interactions, and record progress on funding bids made.

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| <p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p> | <p>N/a – This is about the creation of a new post</p> | | |
| <p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p> | <p>N/a – This is about the creation of a new post</p> | | |
| <p><u>Stage 3 – Analysis of impact</u></p> | | | |
| <p><u>(1)Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p> | <p style="text-align: center;">RACE</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p> | <p style="text-align: center;">DISABILITY</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p> | <p style="text-align: center;">GENDER</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p> |

Appendix 3

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| | <p>MARRIAGE/CIVIL PARTNERSHIP</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p> | <p>AGE</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p> | <p>GENDER REASSIGNMENT</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p> |
| | <p>RELIGION/BELIEF</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p> | <p>PREGNANCY MATERNITY</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p> | <p>SEXUAL ORIENTATION</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p> |
| <p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how? (b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p> | <p>Not applicable</p> | | |

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| (3) If there is an adverse impact, can this be justified? | Not applicable |
| (4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.) | The recruitment and selection policy of the Council will be applied. |
| (5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done? | Not applicable |
| (6) How does the strategy/service/policy promote good relations between groups? If not what can be done? | Not applicable |
| (7) Are there any obvious barriers to accessing the service? If yes how can they be overcome? | Any colleague with specific needs will be taken into consideration as part of the recruitment and selection process |
| <u>Stage 4 – Action Planning, Review & Monitoring</u> | |

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| <p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p> | |
| <p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p> | <p>Review of the new way of working will be via 121's, team meetings, informal feedback, outcomes in service plans.</p> |

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’