



Director Non-Key Executive Decision Report

Author/Lead Officer of Report: Angela Greenwood
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Report to: *Jayne Ludlam*

Date of Decision: *23rd March 2017*

Subject: *Acceptance of Home Office grant to employ Community Co-ordinator (Counter-extremism)*

Which Cabinet Member Portfolio does this relate to? Cabinet Member for Community Services and Libraries

Which Scrutiny and Policy Development Committee does this relate to? Safer and Stronger Communities

Has an Equality Impact Assessment (EIA) been undertaken? Yes No

If YES, what EIA reference number has it been given? 1237

Does the report contain confidential or exempt information? Yes No

If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-

Appendix – Grant Agreement and covering letter from Home Office

Purpose of Report:

Seeking permission to accept a Home Office grant to pay for a counter-extremism Community Co-ordinator Council post for 12 months.

Recommendations:

Approve acceptance of the Home Office grant of up to £60,000 for the Community Coordinator post.

Background Papers:

(Insert details of any background papers used in the compilation of the report.)

Job description (ungraded)

Letter from Home Office

Grant Agreement from Home Office - Office of Counter Extremism

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: <i>(Insert name of officer consulted)</i> M. Wassell
	Legal: <i>(Insert name of officer consulted)</i> Henry Watmough-Cownie
	Equalities: <i>(Insert name of officer consulted)</i> Liz Tooke
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	Lead Officer Name: <i>Angela Greenwood</i>
	Job Title: <i>Community Services Manager (Cohesion and Migration)</i>
Date <i>23rd March 2017</i>	

1. PROPOSAL

- 1.1 To accept the written offer of a Home Office grant of up to £60,000 to employ a local Community Coordinator. This new post would provide a new specialist role within Sheffield City Council and would be responsible for coordinating and delivering counter-extremism priorities across statutory partners and within the council.

2. HOW DOES THIS DECISION CONTRIBUTE ?

- 2.1 Extremism is one of the greatest challenges the country currently faces and Local Authorities have a core role to play in building more resilient communities and tackling the harms extremists cause.

This Home Office grant-funded post will help strengthen our partnership work in the city in this area and support national work to build partnerships with local communities and groups, a key part of the Counter-Extremism Strategy published on 19 October 2015 (<https://www.gov.uk/government/publications/counter-extremism-strategy>).

The post will be part of the Community Services Team and work alongside the small team on migration and cohesion issues across the city, and will enable our partnership work with the VCF and other public sectors to be strengthened on all aspects of community cohesion as well as its counter terrorism role.

In terms of the Corporate plan, this post will support our work with thriving neighbourhoods and communities. Some communities we need to know more about and what specific help and needs they have. This post will be able to identify practical support needs and work with groups to help them. The post will take a community development approach and work alongside our community development staff working on migration and integration issues.

This post will work closely with our community Safety/ASB team including Prevent Officer and with our locality management team.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 We have not consulted externally on this proposal. The Cabinet member for Libraries and Community Services approves the use of this external funding for this new post. We have consulted with the Head of Neighbourhood Intervention and Tenant Support, the PREVENT Co-ordinator and the Locality Team Manager.

The Home Office have been involved in each stage of the process and have approved the JD and will be on the recruitment panel.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

4.1.1 An EIA has been completed for this new post.

4.2 Financial and Commercial Implications

4.2.1 Key features (not exclusive) of the Home Office Funding Agreement are summarised as follows:

- **The grant covers the period 1st April 2017 to 31st March 2018** and currently there is no commitment to renew the grant after the Funding Period.
- The grant is not able to be paid in advance of need.
- SCC shall ensure that this Grant falls within the scope of audit as part of the Recipient's annual internal and external audit programme. The external auditor will be expected to sign off an Independent Assurance Statement as part of the scope.
- SCC will need to submit in-year monitoring information as detailed in the Funding Agreement.
- The work should be completed within agreed timescales, and SCC will report any significant variations to spending on work funded by the Home Office.
- SCC must notify the Authority as soon as reasonably practicable that an under spend is forecast. Any underspend of Grant funds cannot be carried over to the following financial year except with the express consent of the Authority.
- If SCC fails to comply with any of the conditions set out in this Grant Agreement, then the grant may be reduced or required to be repaid
- Expenditure must comply with the procurement requirements as identified in the Funding Agreement (the Budget Holder will need to take advice from Commercial Services.)

The Budget Holder will need to read, understand and comply with all the terms and conditions in the Funding Agreement

4.3 Legal Implications

4.3.1 Section 26 of the Counter- Terrorism and Security Act 2015 places a specific duty on Specified Authorities to have due regard to the need to prevent people from being drawn into terrorism (the Prevent duty), this came into force on 1 July 2015. The Government has produced guidance outlining the responsibilities of local authorities following the

commencement of the duty. The guidance highlights the importance of local authorities basing their work on a properly understood level of risk within their areas using Counter- Terrorism Local Profiles, and drawing together information from a wide range of stakeholders.

The creation of this new post will ensure that the council delivers on those new duties and that the responsibilities are understood and addressed.

The Home Office is responsible for monitoring compliance with Prevent duty, if it is deemed that a Local Authority has failed to discharge that duty, the Secretary of State has the power to make directions to enforce the performance of the duty.

4.4 Other Implications

- 4.4.1 The post will be a fully funded Sheffield City council full time post for 12 months funded externally by the Home Office, including on costs. The post will be a 12 month temporary post. The post will have an office base in Moorfoot but will be an out and about post.

5. **ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 We could not accept the offer of funding, not have the post but would not have the extra capacity for any targeted counter-extremism work.

6. **REASONS FOR RECOMMENDATIONS**

- 6.1 This funding will enable Sheffield to strengthen our work on counter-extremism and add extra capacity to our work on cohesion, migration and partnership working in the city



SHEFFIELD CITY COUNCIL

JOB DESCRIPTION

PORTFOLIO	COMMUNITIES
DIVISION/SECTION	Communities - Libraries and Community Services
POST TITLE	Community Co-ordinator
GRADE	Grade tbc
RESPONSIBLE TO	Community Services Manager (Cohesion & Migration)
HOLIDAY AND SICKNESS RELIEF	For the Team and by the Team
PURPOSE OF JOB	<p>To build an understanding of the wider harms extremism can cause and play a core role in responding to this challenge by building partnerships across Sheffield to build stronger and more cohesive communities.</p> <p>Conduct face-to-face engagement with partners and members of the community around extremism, including the delivery of presentations..</p> <p>Work directly with partners including the voluntary, community and faith sectors to strengthen partnership working in the city.</p> <p>Lead on the delivery of multi-agency meetings at a local level.</p>

March 2017

CONTEXT FOR THE POST

Extremism is one of the greatest challenges the country faces and Local Authorities have a core role to play in building more resilient communities and tackling the harms extremists cause.

This Home Office grant-funded post will help strengthen our work in this area and support national work to build partnerships with local communities and groups, a key part of the Counter-Extremism Strategy published on 19 October 2015 (<https://www.gov.uk/government/publications/counter-extremism-strategy>).

This is a high profile role. You will be expected to build up an extensive understanding of the issues and challenges in the local area, lead on identifying mainstream voices and providing support to groups countering extremism in all its forms. You will need to have excellent communication and influencing skills and will be expected to represent the council at various internal and external meetings, working closely with the local community, senior council officers and elected councillors, as well as central Government.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE POST

Working under the direction of the Community Services Manager (Cohesion and Migration):

1. Building Understanding

- Develop understanding of the drivers, prevalence and wider harms of extremism in the local area.
- Share local knowledge and insights with the Local Authority and national Government, supporting specific national research projects.
- Ensure that national insights and analysis on extremism are used to help shape local strategy and interventions.
- Support the evaluation of projects in the local area, working with evaluation experts and contractors to do so.
- Maintain a good understanding of established and emerging communities and civil society infrastructure in Sheffield;

2. Identifying Local Partners

- Use your expert knowledge to identify and build relationships with individuals and groups in the Sheffield Local Authority area who are credible, mainstream and doing important work to build stronger communities and/or counter extremism. This might include public sector professionals, faith leaders or charity leaders.
- Strengthen and expand the network of key contacts in Sheffield to identify, monitor and address emerging community tensions;

3. Supporting Local Partners

- Support individuals and groups in identifying what help they require to consolidate and expand their reach, including by pointing them towards and helping them submit high quality bids for the national competitive process for accessing both in-kind support and grants.
- Ensure local authority views inform the national competitive process for awarding support.
- Provide mentoring and support to local authorities in other areas.
- Reinforce and develop opportunities to support constructive dialogue in relation to extremism with individuals, families, communities and civil society organisations, and build local capacity to safeguard vulnerable individuals from being drawn into extremism;

4. General

- Work effectively as a member of the Community Services Team and with other appropriate Officers within the Council, for example the PREVENT Co-ordinator, Community Safety/ASB team officers and Locality Officers.
- Advise and support elected members and locality based officers in their work when related to community cohesion and counter-extremism issues.
- The post holder must, at all times carry out their duties and responsibilities in accordance with Sheffield City Council policies and procedures, in particular those relating to the Officer Code of Conduct, Equality, Diversity and Inclusion, Dignity and Respect, Health and Safety and within our performance standards framework and best value.
- *To undertake any other duties and responsibilities appropriate to the grade/job as may be determined between the post holder and their Line Manager.*
- *Be prepared to undergo Home Office and Police vetting.*

<u>Person Specification: Community Co-ordinator</u>	
Minimum Essential Requirements	Method of Assessment
Skills / Knowledge / Experience	Assessment Application/Interview /Reference
<p>Ideally a practitioner with a minimum two year's experience of working in a multi-agency and partnership setting (e.g. community development, safeguarding, social care).</p> <p>Ability to coordinate multi-agency work to address key priorities.</p> <p>Ability to develop constructive relationships with voluntary, community and faith organisations.</p> <p>Ability to develop the capacity of local voluntary, community and faith organisations to deliver activity.</p>	A/I/R
<p>A minimum two year's experience in planning and implementing community based and/or citywide projects to achieve agreed outcomes.</p> <p>Experience of action planning, performance management and improving service delivery.</p> <p>Experience in providing advice, information and data analysis to inform strategic and policy development in relation to this area of work and other Government and council initiatives.</p> <p>Experience of identifying external funding opportunities and bidding for funding, including supporting groups in writing bids.</p>	A/I/R
<p>Good understanding of what constitutes both violent and non-violent extremism and how they can manifest in local communities, and the range of interventions that can create more cohesive communities.</p> <p>A sound understanding of the Government's Counter-Extremism Strategy (Please note that this is distinct and complementary from the Prevent Strategy).</p> <p>A minimum two years experience working in a political and partnership environment.</p> <p>Understanding of local communities (including new communities to Sheffield) and their needs and expectations.</p> <p>Understanding of national and international events and their potential impact on local communities.</p>	A/I/R

<p>Ability to develop professional credibility and earn the respect and trust of others.</p> <p>Negotiation and conflict resolution skills.</p> <p>Ability to manage sensitive issues and confidential information in a professional manner.</p> <p>Ability to work effectively with peers and more senior colleagues.</p>	<p>A/I/R</p>
<p>Excellent written and verbal communication skills.</p> <p>Ability to present to a range of audiences in appropriate and accessible formats</p> <p>Current I.T. skills including the use and management of e-communication techniques.</p>	<p>A/I/R</p>
<p>Work related circumstances</p>	
<p>Commitment to own personal and professional development.</p> <p>Prepared to undergo Home Office/ Police vetting.</p> <p>Ability to travel locally and to occasionally attend regional and national events.</p> <p>Able to work evenings and weekends on an occasional basis.</p> <p>Able to work flexibly outside normal office hours if required.</p>	<p>A/I/R</p>

SCHEDULE 1 – THE PROJECT

1. Purpose of the funding

The grant scheme covers the funding to employ a Community Co-ordinator. This includes salary and associated on-costs to carry out their duties to cover:

- NI contribution
- Pension contribution
- Training costs
- Travel and subsistence expenses
- Office expenses (stationery etc) and IT
- Bonus payments

Any other costs claimed, including overtime, will be subject to agreement by the Home Office prior to any payment being made. Management costs will be met by the Recipient.

2. Key deliverables

The Community Co-ordinator will have the following responsibilities, which can be tailored in the job description to meet local needs subject to the Authority's agreement:

1. Building Understanding

- Develop understanding of the drivers, prevalence and wider harms of extremism in your local area.
- Share local knowledge and insights with the Local Authority and national Government, supporting specific national research projects.
- Ensure that national insights and analysis on extremism are used to help shape local strategy and interventions.
- Support the evaluation of projects in your local area, working with evaluation experts and contractors to do so.

2. Identifying Local Partners

- Use your expert knowledge to identify and build relationships with individuals and groups in your Local Authority area who are credible, mainstream and doing important work to build stronger communities and/or counter extremism.

3. Supporting Local Partners

- Support individuals and groups in identifying what help they require to consolidate and expand their reach, including by pointing them towards, and helping them submit high quality bids for the national competitive process for accessing both in-kind support and grants.

- Ensure local authority views inform the national competitive process for awarding support.
- Provide mentoring and support to other local authorities.

3. Core values

The Community Co-ordinator role holder is expected to carry out their duties with a commitment to the highest possible standards and with reference to the core values of:

- Integrity – always act in a way that is professional and that retains the confidence of all those with whom the role holder has dealings;
- Honesty – set out facts and relevant issues truthfully and correct any errors as soon as possible;
- Objectivity – drive delivery of counter-extremism work locally on the basis of evidence and analysis, and accurately present facts; and
- Impartiality – carry out responsibilities in a way that is fair, just and equitable.

4. Freedom of information requests

The Office for Counter-Extremism (“OCE”) should be alerted to any FOI requests made to the local authority relating to the local authority’s counter-extremism work, including funding, projects, staffing, recruitment or any other counter extremism related issue.

5. Media/press enquiries

OCE should be alerted to any press enquiries or media requests made to the local authority relating to the local authority’s counter-extremism work, including funding, projects, staffing, recruitment or any other counter extremism related issue.

6. The Community Co-ordinator Post

- The Community Co-ordinator should be employed at a sufficiently senior level to have influence within and outside the council to achieve the objectives set out in this Schedule. Funding has been provided on the basis that the Community Co-ordinator post is set to not below Civil Service grade SEO equivalent.
- The Community Co-ordinator shall be line managed by a senior member of the local authority.
- The Recipient will inform OCE at the time that a vacancy for the post of Community Co-ordinator becomes known.
- It is expected that any vacancy will be advertised externally and that OCE will be involved in each step of the recruitment process, including:

- I. providing core objectives for the post which will be included in the job description and approving the advertisement;
 - II. involvement in the sift of applications;
 - III. feeding into interview questions for the interview; and
 - IV. sitting on the interview panel.
- No offer will be made without an applicant having been subject to a formal interview panel which includes OCE. The final decision on candidate appointment will be made by the Recipient in agreement with OCE.
 - Appointment is subject to the person undergoing reputational checks by the Home Office open source and online and obtaining SC level clearance. A person may be provisionally appointed pending the obtaining of that clearance, but if the application is not successful that person cannot be appointed and another person who has, or is able to obtain, SC clearance must be appointed.

7. Cover

- The Community Co-ordinator or their line manager must advise OCE of any absence of longer than two weeks (annual leave, sick leave, special leave etc).
- If the Community Co-ordinator goes on leave for more than two months (e.g. sick leave, maternity leave, etc.) the Recipient must appoint a temporary full-time replacement of appropriate skills and with (or willing to obtain) SC clearance. OCE must be informed of any arrangements that are put in place in these circumstances.
- If the temporary appointment does not have SC clearance at the time of the appointment and fails within a reasonable time to obtain that clearance, that person must be replaced by someone with (or willing to obtain) SC clearance.

8. Performance Management

- The Recipient is responsible for the performance management of the Community Co-ordinator. OCE will provide a set of core objectives, which will be kept under review. It is expected that they will be the basis for the Community Co-ordinator's performance objectives against which they will be reviewed at the mid and end year points.
- OCE will additionally review performance with the Recipient at the mid and end year points (in addition to reporting requirements set out elsewhere in this Agreement).

9. OCE support

- A dedicated point of contact in OCE Local Delivery will be available to support and advise the Community Co-ordinator and assist in problem solving issues locally where they impact on delivery.
- Learning and development opportunities across 2015/16 designed to strengthen Co-ordinators' ability to deliver counter-extremism national and local priorities.
- Quarterly Community Co-ordinator network events to disseminate learning and best practice across the network.
- Regular communications and products to support and inform local delivery.
- SC level clearance paid for by OCE to enable Co-ordinators to access relevant papers and information to support a better understanding of the local threat picture