

Authority to Recruit - Request Template

Please complete all sections, incomplete forms will be returned

Note: Please do not use this form to request approval for Flexible Retirement requests. Instead, please use the Flexible Retirement Authorisation form.

In all cases of Flexible Retirement, please contact HR before proceeding.

Managers Information

Name	[REDACTED]
Job Title	Community Services Manager
Tel	[REDACTED]
Email	[REDACTED]
Request Date	28/03/2023

Post Information

Job Title	Community Development Officer – Domestic Abuse Specialist
Grade	H
Hours	37
Permanent / Fixed Term	Fixed Term 12 Months
Estimated Budget Impact	Zero - to be funded by external DLUHC Domestic Abuse New Burdens funding allocated to Dover DC. We have received £34480 in 21/22, 22/23 and have had confirmation for 23/34 of same – see grant letter. The majority of the funds remain unspent at present but need committing to DA related work and projects.
Reason for request	Yes / No / Details
Backfill due to resignation	No
Backfill of long-term absence	No
New Role	Yes
Restructure	No
Other – please specify	No
Summary of requirements	
Funding has become available to create a role to support the local authority in its response to Domestic Abuse. The role will support the hopeful successful DAHA accreditation which seeks to provide a benchmark for how housing providers should respond to domestic abuse in the UK. This supports the governments aim to reduce Violence Against Women and Girls Strategy.	

Confirmations

Has your HOS / Director agreed your application?	Yes Name: [REDACTED]
If the job is a new post, has it been through Job Evaluation	N/A Date of evaluation: Existing job family type
Have finance agreed the costs associated with your request?	Yes Accountant: [REDACTED]

Is the request within your existing budget?	Yes Comments: External funding received from DLUHC – 23/24 grant letter attached.
Have you discussed proposals with the HR team?	Yes HR Advisor: [REDACTED]
Have you discussed recruitment with Safeguarding? If applicable	N/A Comments:

If you have answered no to the above questions, please explain here.

Please email this form to hr@dover.gov.uk. Once approved you will be emailed confirmation.
HR and Finance Use Only

HR comments (Manager responses to feedback in red)

[REDACTED] – fyi this was the other role I discussed with yourself, [REDACTED] and [REDACTED] we met to discuss the Communities T/L role, which is fully externally funded.

How much additional budget is available to cover the post – if this is a ‘H’ grade, the funding for 23/24 is unlikely to cover the cost of the post in its own right. **There is plenty of funding available – circa 100k which includes project monies. My accountant [REDACTED] if fully versed and agrees proposal**

No JD has been attached. This job has not been evaluated as the manager refers to it being a ‘job family’ position. Is this a correct process for this specialised post? Is this broadly the same as other community development officer posts? They seem unlikely to secure a ‘specialist’ by using a generic JD for a CDO post? **We have good DA/Community Safety networks that we are confident we can utilise to promote – the ‘job family’ was following a discussion I had with [REDACTED]**

This is a fixed term contract, there would be a lesser risk of a redundancy situation with other community development officer posts if the post had an individualised job description specifically for this post and all the advert, offer letter and contract documentation referring to it being a funded post for a specific purpose. **Noted**

What has happened with the surplus funding – has the manager considered whether this post could impact on other posts within the team doing similar work. **As above re funding, this will not impact on other team members.**

Manager has not specified if they would be requesting internal and external advertising immediately or if they wish to go straight to external posting. **Prefer external**

Will this be a 12-month contract from the date of employment or does funding require the post to finish before 31st March 2024 irrespective of the length of the contract? i.e if the post was not recruited to until 1st July would the post therefore be a 9 month contract or would the post still be a 12 month contract running until 30 June 2024? **We can extend for full 12 month if required**

[REDACTED] and [REDACTED] 11/04/2023 - **Manager updates 18/04/2023**

Agreed by HR	YES / NO / Refer CMT
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Finance comments

The Community Development Officer - Domestic Abuse Specialist at H-1 and 37hrs pw is estimated to incur c.£40k salary including on-costs based on 2023/24 pay scale. The 12month fixed term post is subject to external funding from DLUHC to avoid creating a budget pressure. (JS 12/04/2023)

█ – funding letter confirms £34,840, how will shortfall be covered? Discussed with █ - funding received in current and previous years is being held in reserves and can be allocated for use.

█ Response

Agreed by Finance	YES
Budget Impact	

Refer to CMT – Comments

CMT Decision	
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Memorandum of Understanding (MOU)

The Secretary of State for Levelling Up, Housing and Communities has determined under Section 31 of the Local Government Act 2003 that a grant of £127 million should be paid to the local authorities detailed at Annex A.

Definitions

1. In this memorandum of understanding ('MoU'):

'DLUHC' means the Department for Levelling Up, Housing and Communities.

'Act' means the Domestic Abuse Act 2021.

'Tier 1 Local Authorities' means county and unitary councils (other than London Boroughs), the Greater London Authority and the Council of the Isles of Scilly.

'Tier 2 Local Authorities' means district, borough and city councils and London Boroughs.

'LPB' means the Domestic Abuse Local Partnership Board described in Part 4 of the Domestic Abuse Act 2021.

2. The 'statutory duty' is: the statutory duties on Tier 1 Local Authorities relating to the provision of support for victims of domestic abuse and their children within safe accommodation as set out in Part 4 of the Domestic Abuse Act.

3. 'Eligible expenditure' means the payment of £127 million.

4. 'Funding Period' means the period commencing on 01 April 2023 and ending on 31 March 2024.

5. 'Grant Recipient' means Local Authorities.

Purpose of the Memorandum of Understanding

The purpose of the Memorandum of Understanding (MOU) is to formalise the working relationship and expectations relating to the payment of £127 million from the Department for Levelling Up, Housing and Communities (DLUHC) to the local authorities detailed at Annex A for the purposes of exercising their functions under Part 4 of the Domestic Abuse Act 2021 ('the Act') relating to the provision of support to victims of domestic abuse and their children residing within safe accommodation.

This MoU has been drafted to set out the principles and practices that will apply to the working relationship between DLUHC and local authorities detailed at Annex A regard to delivering the new functions under Part 4 of the of the Act (as described above).

While this document is not a legal or binding agreement, all parties enter into the MOU committed to honouring all their obligations within it.

About the Grant

7. The Secretary of State has determined that to ensure that local authorities are able to deliver the duties under Part 4 of the Act the grant funding for 2023/24 is to be paid on 17 April based on the understanding that:

- a) The grant only covers revenue expenditure relating to the functions set out in Part 4 of the Act on Tier 1 Local Authorities relating to the provision of accommodation-based support to victims of domestic abuse and their children and on Tier 2 Local Authorities to co-operate with Tier 1 Local Authorities as far as reasonably practicable.
- b) The grant is distributed to Local Authorities for the period from 01 April 2023 to 31 March 2024 for the purpose of fulfilling the functions of the duties in line with the Act.
- c) Where it has been agreed to delegate commissioning decisions to Tier 2 Local Authorities, Tier 1 Local Authorities should ensure adequate funding is passed to Tier 2 Local Authorities.

Amount of Grant until the end of March 2024

8. The maximum amount of grant payable for the funding period between 01 April 2023 and 31 March 2024 will be £127 million.

Eligibility criteria

9. Payment of grant cannot be offered unless the Grant Recipient is a local authority in England.

SIGNED for on behalf of

The Secretary of State for the Ministry of Housing, Communities and Local Government

Name: 

Position: Deputy Director

Signature: 

Date 27/3/2023

SIGNED for on behalf of

Local Authority: **DOVER DISTRICT COUNCIL.**

Name:



Position:

Community Services Manager

Signature



Date

29-03-2023

Annex A – Local Authority Allocations

Name	DA Duty 2023/24 allocation
Adur	£34,325
Amber Valley	£34,715
Arun	£33,878
Ashfield	£33,761
Ashford	£35,438
Babergh	£34,421
Barking and Dagenham	£36,624
Barnet	£38,155
Barnsley	£599,591
Basildon	£35,980
Basingstoke and Deane	£37,065
Bassetlaw	£33,680
Bath and North East Somerset	£318,487
Bedford	£343,444
Bexley	£35,660
Birmingham	£3,337,493
Blaby	£35,129
Blackburn with Darwen	£390,840
Blackpool	£420,994
Bolsover	£34,029
Bolton	£698,173
Boston	£33,215
Bournemouth, Christchurch and Poole	£767,383
Bracknell Forest	£208,418
Bradford	£1,413,102
Braintree	£34,046
Breckland	£33,186
Brent	£37,673
Brentwood	£36,669
Brighton and Hove	£620,128
Bristol, City of	£1,104,067
Broadland	£34,903
Bromley	£36,819
Bromsgrove	£34,645
Broxbourne	£35,987
Broxtowe	£34,756
Buckinghamshire	£874,433
Burnley	£33,533
Bury	£410,526
Calderdale	£466,374
Cambridge	£39,137
Cambridgeshire	£1,166,348
Camden	£44,745
Cannock Chase	£33,492

Canterbury	£35,008
Castle Point	£34,228
Central Bedfordshire	£480,989
Charnwood	£34,078
Chelmsford	£36,065
Cheltenham	£35,375
Cherwell	£36,284
Cheshire East	£663,131
Cheshire West and Chester	£662,500
Chesterfield	£34,083
Chichester	£35,941
Chorley	£32,748
City of London	£51,272
Colchester	£35,504
Cornwall	£1,200,358
Cotswold	£35,656
County Durham	£1,193,813
Coventry	£869,332
Crawley	£37,642
Croydon	£36,847
Cumberland Council	£663,085
Dacorum	£36,037
Darlington	£227,440
Dartford	£36,929
Derby	£614,918
Derbyshire	£1,504,786
Derbyshire Dales	£34,171
Devon	£1,454,366
Doncaster	£749,468
Dorset	£665,584
Dover	£34,840
Dudley	£679,129
Ealing	£37,708
East Cambridgeshire	£35,858
East Devon	£33,724
East Hampshire	£35,918
East Hertfordshire	£35,972
East Lindsey	£33,505
East Riding of Yorkshire	£586,534
East Staffordshire	£35,230
East Suffolk	£34,229
East Sussex	£1,093,681
Eastbourne	£34,544
Eastleigh	£35,705
Elmbridge	£37,878
Enfield	£36,962
Epping Forest	£37,471

Epsom and Ewell	£36,096
Erewash	£33,046
Essex	£2,826,541
Exeter	£35,075
Fareham	£36,513
Fenland	£33,570
Folkestone and Hythe	£34,272
Forest of Dean	£33,502
Fylde	£35,030
Gateshead	£470,100
Gedling	£33,708
GLA	£21,160,496
Gloucester	£34,442
Gloucestershire	£1,130,901
Gosport	£33,331
Gravesham	£34,918
Great Yarmouth	£34,153
Greenwich	£37,037
Guildford	£38,969
Hackney	£39,576
Halton	£334,442
Hammersmith and Fulham	£41,769
Hampshire	£2,352,731
Harborough	£35,401
Haringey	£37,624
Harlow	£36,235
Harrow	£37,145
Hart	£36,606
Hartlepool	£242,483
Hastings	£33,602
Havant	£35,180
Havering	£37,004
Herefordshire, County of	£370,172
Hertfordshire	£2,059,626
Hertsmere	£37,288
High Peak	£33,753
Hillingdon	£39,244
Hinckley and Bosworth	£34,537
Horsham	£35,883
Hounslow	£40,139
Huntingdonshire	£34,719
Hyndburn	£32,570
Ipswich	£34,522
Isle of Wight	£298,706
Isles of Scilly	£63,000
Islington	£43,305
Kensington and Chelsea	£46,225

Kent	£3,174,764
King's Lynn and West Norfolk	£34,678
Kingston upon Hull, City of	£749,573
Kingston upon Thames	£38,115
Kirklees	£939,899
Knowsley	£470,263
Lambeth	£40,436
Lancashire	£2,550,447
Lancaster	£33,077
Leeds	£1,888,259
Leicester	£876,935
Leicestershire	£1,152,936
Lewes	£34,653
Lewisham	£37,571
Lichfield	£34,406
Lincoln	£33,998
Lincolnshire	£1,487,327
Liverpool	£1,542,169
Luton	£514,179
Maidstone	£35,174
Maldon	£36,168
Malvern Hills	£33,646
Manchester	£1,690,730
Mansfield	£32,963
Medway	£605,643
Melton	£34,123
Merton	£37,664
Mid Devon	£34,247
Mid Suffolk	£33,590
Mid Sussex	£35,489
Middlesbrough	£403,879
Milton Keynes	£547,406
Mole Valley	£37,981
New Forest	£35,070
New Somerset Council	£1,201,456
Newark and Sherwood	£32,770
Newcastle upon Tyne	£752,461
Newcastle-under-Lyme	£33,994
Newham	£38,037
Norfolk	£1,847,408
North Devon	£34,440
North East Derbyshire	£33,220
North East Lincolnshire	£382,451
North Hertfordshire	£35,337
North Kesteven	£34,418
North Lincolnshire	£350,436
North Norfolk	£33,912

North Northamptonshire	£679,459
North Somerset	£386,939
North Tyneside	£430,122
North Warwickshire	£36,792
North West Leicestershire	£34,370
North Yorkshire Council	£1,307,346
Northumberland	£655,784
Norwich	£34,483
Nottingham	£891,116
Nottinghamshire	£1,575,247
Nuneaton and Bedworth	£33,708
Oadby and Wigston	£34,085
Oldham	£591,721
Oxford	£38,820
Oxfordshire	£1,167,200
Pendle	£33,233
Peterborough	£488,271
Plymouth	£603,288
Portsmouth	£508,150
Preston	£34,529
Reading	£349,792
Redbridge	£35,195
Redcar and Cleveland	£322,714
Redditch	£34,570
Reigate and Banstead	£36,681
Ribble Valley	£35,193
Richmond upon Thames	£39,218
Rochdale	£578,549
Rochford	£34,443
Rossendale	£32,870
Rother	£34,241
Rotherham	£632,075
Rugby	£36,131
Runnymede	£39,099
Rushcliffe	£34,009
Rushmoor	£37,504
Rutland	£63,000
Salford	£693,068
Sandwell	£861,028
Sefton	£619,418
Sevenoaks	£36,137
Sheffield	£1,356,134
Shropshire	£591,756
Slough	£348,559
Solihull	£432,059
South Cambridgeshire	£38,623
South Derbyshire	£34,561

South Gloucestershire	£478,654
South Hams	£34,043
South Holland	£33,807
South Kesteven	£33,683
South Norfolk	£35,176
South Oxfordshire	£35,392
South Ribble	£33,642
South Staffordshire	£34,435
South Tyneside	£362,613
Southampton	£600,412
Southend-on-Sea	£380,583
Southwark	£41,736
Spelthorne	£38,079
St Albans	£36,673
St. Helens	£446,489
Stafford	£34,593
Staffordshire	£1,589,852
Staffordshire Moorlands	£33,025
Stevenage	£36,475
Stockport	£589,593
Stockton-on-Tees	£432,242
Stoke-on-Trent	£662,341
Stratford-on-Avon	£36,316
Stroud	£34,231
Suffolk	£1,444,073
Sunderland	£682,097
Surrey	£1,960,723
Surrey Heath	£36,176
Sutton	£35,939
Swale	£34,515
Swindon	£440,148
Tameside	£560,128
Tamworth	£34,520
Tandridge	£35,785
Teignbridge	£34,046
Telford and Wrekin	£398,424
Tendring	£33,433
Test Valley	£35,135
Tewkesbury	£36,738
Thanet	£33,779
Three Rivers	£38,199
Thurrock	£374,897
Tonbridge and Malling	£36,133
Torbay	£315,583
Torridge	£33,879
Tower Hamlets	£44,260
Trafford	£442,573

Tunbridge Wells	£35,204
Uttlesford	£36,782
Vale of White Horse	£37,109
Wakefield	£818,126
Walsall	£705,904
Waltham Forest	£36,483
Wandsworth	£38,895
Warrington	£409,086
Warwick	£36,403
Warwickshire	£1,063,876
Watford	£35,832
Waverley	£36,836
Wealden	£34,141
Welwyn Hatfield	£37,707
West Berkshire	£255,810
West Devon	£33,855
West Lancashire	£34,734
West Lindsey	£33,540
West Northamptonshire	£782,543
West Oxfordshire	£35,268
West Suffolk	£34,642
West Sussex	£1,532,374
Westminster	£50,619
Westmorland and Furness Council	£565,068
Wigan	£732,125
Wiltshire	£848,998
Winchester	£36,285
Windsor and Maidenhead	£245,867
Wirral	£766,937
Woking	£39,035
Wokingham	£253,022
Wolverhampton	£665,760
Worcester	£34,734
Worcestershire	£1,117,647
Worthing	£34,558
Wychavon	£33,755
Wyre	£33,004
Wyre Forest	£32,767
York	£342,141