

# Birmingham City Council

## Cabinet Member for Education, Skills and Culture



10<sup>th</sup> January 2020

**Subject:** UNIVERSITY FUNDED PROJECT POSTS AT LIBRARY OF BIRMINGHAM

**Report of:** Director for Education and Skills

**Relevant Cabinet Member:** Cllr Jayne Francis - Education, Skills and Culture

**Relevant O &S Chair(s):** Cllr Kath Scott - Education & Children's Social Care

**Report author:** Tom Epps  
Cultural Partnerships Manager  
Library of Birmingham  
Tel: 0121 303 6662  
Email: [tom.epps@birmingham.gov.uk](mailto:tom.epps@birmingham.gov.uk)

Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, add Forward Plan Reference:		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential :		

### 1 Executive Summary

- 1.1 The University of Birmingham has secured National Lottery Heritage funding for a £1m Shakespeare/Birmingham heritage project at the Library of Birmingham. The three-year project will fund three posts at the Library. The project will start in January 2020.
- 1.2 The proposals in this report seek approval to initiate pre-recruitment processes in anticipation of active recruitment starting as soon as the project has been given

official National Lottery Heritage Fund (NLHF) permission to start in early January 2020. (The University received confirmation of funding from the NLHF on 27 November 2019 – the Lottery’s formal “permission to start” process normally takes at least a month, so active recruitment of library posts is expected to start in mid-January)

- 1.3 Approval is also sought to periodically drawdown funds from the University to cover employee and other project related costs.

## **2 Recommendations**

That the Cabinet Member for Education, Skills and Culture:

- 2.1 Authorises the Assistant Director for Skills and Employability, or her delegate, to arrange for the Library of Birmingham to commence preparatory pre-recruitment processes and, following National Lottery permission to start the project, to drawdown £314,500 over three years from the University of Birmingham to cover employee and other project-related costs,

## **3 Background**

- 3.1 The University of Birmingham (UoB) and Birmingham City Council (BCC) are collaborating on a £1 million plan to revive the Birmingham Shakespeare Memorial Library - the first, oldest and largest Shakespeare collection in any public library in the world and one of the UK’s most important cultural assets.
- 3.2 The ‘Everything to Everybody’ project unites two of the Library of Birmingham’s historic collections: the Shakespeare Collection with the George Dawson Collection – the latter contains a wealth of documents relating to the nonconformist preacher, lecturer and activist, who founded the Shakespeare Memorial Library as part of a pioneering ‘Civic Gospel’ which helped make 19<sup>th</sup> century Birmingham the world’s most progressive modern city.
- 3.3 Both collections are covered by the Arts Council England designation scheme and as such are officially recognised as of National cultural significance.

#### 4 Options considered and Recommended Proposal

	Options	Implications on project delivery
1	Do not start preparatory work in advance of official National Lottery permission to start.	The NLHF grant must be spent on approved project purposes within time schedules agreed with the NLHF and UoB/BCC collaboration agreement. Pre-recruitment preparatory work such as Job Evaluations will delay the recruitment of project staff and make meeting agreed project deadlines problematic or impossible.
2	Start preparatory work in advance of official National Lottery permission to start.	Conducting pre-recruitment preparatory work such as Job Evaluations in advance of official NLHF permission to start will mean project staff can be recruited efficiently and in line with project deadline commitments.

#### 5 Consultation

##### 5.1 External

Programme of public and partner consultation took place – a requirement of NLHF applications.

##### 5.2 Internal

To support the NLHF application, a formal collaboration agreement has been written by the University and BCC legal teams and has been signed off at Assistant Director (Anne Ainsworth) level.

#### 6 Risk Management

6.1 The project has a comprehensive risk register attached as **Appendix 2**.

6.2 Administrative delays will risk the successful delivery of the project. The NLHF grant must be spent on approved project purposes within time schedules agreed with the NLHF – authority to spend grant income will mitigate by allowing the Library of Birmingham to meet all required deadlines.

#### 7 Compliance Issues:

7.1 **How are the recommended decisions consistent with the City Council's priorities, plans and strategies?**

7.1.1 The project has been designed to address all 5 key BCC priorities, but particularly

- Birmingham is a great city to live in
- Birmingham residents gain the maximum benefit from hosting the Commonwealth Games The Everything to Everybody project culminates in 2022 coinciding with the Commonwealth Games and cultural

programme. The NLHF advised the University of Birmingham to establish connections with the Commonwealth cultural programme – they have done so and the Everything to Everybody project has accordingly been planned to connect with themes strongly relating to Commonwealth, internationalism and cultural inclusion. The University has already had a number of meetings with Martin Green to ensure that the Everything to Everybody project informs the development of the Commonwealth Games cultural programme.

## 7.2 Legal Implications

- 7.2.1 A formal Collaboration Agreement has been drawn up by the legal teams at BCC and UoB.

## 7.3 Financial Implication

- 7.3.1 The University of Birmingham, National Lottery Heritage Fund and philanthropic funders will invest in excess of £950k in the *Everything to Everybody* project with approximately 90% of project outputs contributing to Library of Birmingham services.
- 7.3.2 As detailed in the table below BCC will contribute a 5% match (£60k) over three years. Spend has been identified by the Head of Library Services (Dawn Beaumont) as part of the Library of Birmingham Collections and Exhibitions budget.
- 7.3.3 As detailed in the table below, the University of Birmingham (as lead applicant) will receive and manage a total grant of £675,200. BCC/LoB

	<b>Total</b>
Total delivery costs	<b>£ 1,012,946</b>
Total University/BCC contribution (BCC = £58, 146 UoB = £279,600)	<b>£337,746</b>
HLF Grant Request	<b>£675,200</b>
HLF Delivery Grant %	<b>67%</b>

<b>UoB/BCC split of HLF funds</b>	<b>£</b>
<b>BCC (LoB)</b>	<b>314,407</b>
<b>UoB</b>	<b>360,878</b>
<b>Total from HLF</b>	<b>675,200</b>

## 7.4 Procurement Implications (if required)

- 7.4.1 NLHF procurement requirements align closely to BCC's requirements. Most goods and services procured by BCC will fall under £10k

## 7.5 Human Resources Implications (if required)

- 7.5.1 Three fixed-term project posts are to be recruited by BCC to work as part of a team of five posts on the project team (two full time project management roles will be employed by the University at equivalent of GR5). All the posts are project-specific and will last for the duration of the project. A competitive recruitment process will be adopted to recruit to the three BCC posts in line with the Council's Recruitment and Selection policy. As the posts are over two years in duration, those appointed will be eligible for a redundancy payment at the end of their contract if they are not redeployed via Priority Movers during their 12-week notice period.

## **8. Public Sector Equality Duty**

- 8.1 All relevant public sector equality duty considerations have been taken into account in relation to the recommendations set out in this report. The Equality Impact Assessment concludes that there will be no negative impact on any protected characteristic groups. The EIA is attached as Appendix 1

## **9 Appendices**

- 9.1 Appendix 1 - EA
- 9.2 Appendix 2 - Risk Register
- 9.3 Appendix 3 - Everything to Everybody Overview.doc
- 9.4 Appendix 4 - Everything-to-everybody-birmingham-shakespeare-memorial-library-booklet - 82191.pdf

## **10 Background Documents**

None