



AGENDA ITEM: 10
SUMMARY

Report for:	Cabinet
Date of meeting:	20 October 2015
PART:	1
If Part II, reason:	

Title of report:	APPRENTICESHIP SCHEME 2016
Contact:	<p>Cllr Neil Harden, Portfolio Holder for Residents and Corporate Services</p> <p>Author/Responsible Officer – Anne Stunell, Human Resources Team Leader</p> <p>Matthew Rawdon - Group Manager - People</p> <p>Lisa Devayya – SPAR Officer - Learning</p>
Purpose of report:	To recommend to Cabinet the establishment of a new Apprenticeship Scheme Framework to support the Council's workforce development needs and contribute to the economic regeneration of Dacorum.
Recommendations	<ol style="list-style-type: none"> 1. To approve the establishment of an Apprenticeship Scheme for 2016; and, 2. That Cabinet recommend to Council the release of £41,522 from the Management of Change reserve in order to deliver the scheme.
Corporate objectives:	<p>Regeneration and Economy Working with those offering skills, training and apprenticeships needed for local jobs.</p>

<p>Implications:</p> <p>'Value For Money Implications'</p>	<p><u>Financial</u></p> <p>The cost of establishing this scheme from January 2016 is £41,522 which will create two apprenticeship opportunities at Dacorum.</p> <p><u>Value for Money</u></p> <p>There will be a competitive salary package and development plan in place to ensure staff are supported and productive.</p>
<p>Risk Implications</p>	<p>If the Council decided not implement this programme the following risks have been identified:</p> <ul style="list-style-type: none"> • Risk of increasing skill gaps for the local area, which would impact on the local economy. • Reduced employment opportunities for people in the local community. • Not supporting the delivery of economic well being in the local community. • Workforce issues will remain in some services
<p>Equalities Implications</p>	<p>A Community Impact Assessment has been completed.</p>
<p>Health And Safety Implications</p>	<p>All posts would be supported by the Council's Health and Safety policies.</p>
<p>Monitoring Officer/S.151 Officer Comments</p>	<p>Deputy Monitoring Officer:</p> <p>No further comments to add to this report.</p> <p>Deputy S.151 Officer</p> <p>This will reduce the balance on the Management of Change reserve down to £746k.</p> <p>The objectives set out in this report will need to be balanced against the requirements to deliver organisational objectives throughout the period of the MTFS and the potential pressures on the Management of Change reserve especially given the potential additional pressures and complexities that will arise out of business rates reform.</p>
<p>Consultees:</p>	<p>Cllr Neil Harden</p> <p>Assistant Director – Chief Executive's Unit</p> <p>Corporate Management Team – workforce planning paper</p>
<p>Background papers:</p>	<p>Workforce planning Paper for CMT, dated 4 August 2015</p>
<p>Glossary of acronyms and any</p>	<p>CMT – Corporate Management Team</p>

other abbreviations used in this report:	EMF – Establishment Management Form HR – Human Resources LFW – London Fringe Weighting LWA – Living Wage Allowance NAS – National Apprenticeship Service NGDP - National Graduate Development Programme
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1. Introduction

- 1.1 In May 2012, Cabinet agreed to support and fund an Apprenticeships Scheme Framework, to support and enable the employment of local people, and contribute to the economic regeneration of Dacorum. The Scheme was implemented and 12 employees were recruited, with an extra three people that were Council funded and based in the voluntary sector. In addition, funding was also agreed for two graduates from the National Graduate Development Programme (NGDP) to join the Council for a two year period from October 2012.
- 1.2 In September 2013, Cabinet agreed to support and fund a further Apprenticeships Scheme Framework. The Scheme was implemented and four employees were recruited. In addition, funding was also agreed for two graduates from the NGDP to join the Council for a two year period from September 2014.
- 1.3 Since the scheme started in 2012, 19 Apprentices have been employed and completed their NVQ level 2 apprenticeship qualification. Approximately a quarter of the apprentices found employment with the Council after their apprenticeship and the majority of the others gained employment with other organisations. It is important to note that there is no specified role for apprentices after their 13 month contract.
- 1.4 The Government has committed to delivering 3 million apprenticeships in this Parliament. That is equivalent to more than one apprentice starting every minute of every day over the next five years. In order to meet the target the Skills Funding Agency wants to increase the number of apprenticeships delivered through the public sector. We are still awaiting information from the Government about how this scheme will work in practice.
- 1.5 Hertfordshire is currently presenting a low apprentice engagement and there is a risk of increasing skill gaps for the area, which would impact the local economy.
- 1.6 Evidence from the National Apprenticeship Service (NAS) shows that if you employ someone on an Apprenticeship, they form an attachment to the organisation who gave them the opportunity, and this increases not only their morale but the morale of the wider workforce.
- 1.7 There is a low percentage of staff aged between 16 to 25 at the Council which presents succession planning issues as well as a limitation of service delivery ideas from this demographic.
- 1.8 The latest workforce data showed that the Council has pockets where it is difficult to recruit and retain staff. This apprenticeship scheme will support these areas by 'ring fencing' apprentices to these areas in the first instance.

1.9 The proposal is for the Council to employ two level 2 Business Administration Apprentices in January 2016 for a period of 13 months. The scheme was supported by CMT on 4 August 2015.

2. Cost based on 13 months

We have assumed that the applicants are over 23 years old, however if they are 16 – 18 years, there are no provider costs, and if they are 19 – 23 the cost is £750 per applicant.

Salary per person including LFW and LWA	£16,407
On costs	£3,354
Provider costs	£1,000
Total	£20,761
Total for 2 apprentices	<u>£41,522</u>

3. Additional apprenticeships at Dacorum

3.1 To encourage more take up of Apprenticeships, HR will continue to work with managers to encourage new Apprenticeships through the establishment management form process. Currently Strategic Housing has two Apprentices, Bereavement Services and Financial Services have one each.

3.2 CMT agreed on the 4 August 2015 to support the Apprentice Pledge, namely that - all Assistant Directors should pledge to consider at least one apprentice over the next financial year, to increase apprentice participation numbers.

4. Recommendation

That Cabinet agree to support the proposal for the 2016 Apprenticeships Scheme.