

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## Personnel Committee.

### Report of the Head of Streetcare

M. Roberts

#### Matter for Decision

**Wards Affected:** *All Wards*

#### Proposed Appointment of Apprentices – Building Services

#### Purpose of Report

1. This report is to seek Members approval to provide Foundation Apprenticeship opportunities within Streetcare Services, supported by the Welsh Government's Young Recruits Programme (YRP) for 16 to 24 year olds and to retain the current apprentice (Plumber / Heating Engineer) as a full time operative from September 2016.

#### Background.

2. Previously, Building Services had an Apprentice Training Programme. However, the last Apprentice intake was in 2012, with those trainees subsequently successfully completed their Apprenticeships.
3. The proposal set out in this report is supportive of one of the aims of the new People Strategy which was the subject of a separate report to the Personnel Committee insofar as the creation of these Apprenticeship opportunities will enhance the employment prospects of a number of local young people as well as making a contribution towards a more diverse workforce in terms of age profile.

#### Proposal.

4. Previously Apprentices would have been appointed to an NVQ level 3 Modern Apprenticeship scheme from day one. However, in the current circumstances, in order to maximise the number of opportunities which can be provided, it is proposed to appoint

individuals as Foundation Apprentices and to pay a training allowance of £122.10 per week (£6350 / annum) for a two year fixed term contract leading to the achievement of a NVQ level 2. At that point, dependent on the proposed trade / occupation, a decision will then need to be made about which of the following options is most appropriate at that time;

- a. Progression to a full Apprenticeship to complete a NVQ 3 Qualification.
  - b. Appointment to a permanent position within the structure if available.
  - c. Cessation of the Apprenticeship arrangement, having provided the individual/s concerned with a valuable first class training opportunity.
5. The two posts identified for 2016/2017 Foundation Apprenticeships are as follows;

Carpenter.  
Electrician.

6. The current trainee Plumber / Heating Fitter will complete his Apprenticeship in September 2016 and there is sufficient workload and service delivery needs to employ a full time Plumber / Heating Fitter. It would seem prudent given the investment and training provided that a transfer to full time position takes place rather than recruit externally.

### **Foundation Apprentice Recruitment.**

7. The Foundation Apprenticeships would be administered via Pathways Training based in NPT Collage as part of Welsh Government's Young Recruits Programme (YRP) targeting 16 to 24 year olds. One of the requirements of the YRP is that applications must be received via the Careers Service (online). However, an internet job advert will also be placed signposting this requirement.
8. Due to the changes in the law regarding Foundation Apprentices, it is a requirement to have employed status even though they are paid training allowance. Therefore, it will be necessary to create corresponding Foundation Apprentice posts on the Streetcare structure, whilst keeping any current "Apprentice" posts vacant for

potential, subsequent progression to full Apprenticeship status at the end of their two year training programme.

### **Financial Impact**

9. The funding of the posts will be met by the relevant service area within Streetcare, i.e. Building Services. Each apprentice post, including relevant employer costs, will be in the sum of £7873 per annum for a two year period. This figure may vary a little as it is dependent upon the age of the candidate when starting their second year of the contract and applicable National Living Wage. Costs for the Plumber/Heating Engineer will also be met by the Building Services Trading Account.

### **Equality Impact Assessment**

10. A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equalities Impact Assessment

### **Workforce Impact**

11. The recruitment and training of apprentices forms part of succession planning

### **Legal Impact**

12. There are no legal impacts associated with this report

### **Risk Management**

13. *There are no risk management issues associated with this report*

### **Consultation**

14. There is no requirement under the Constitution for external consultation on this item

### **Recommendation(s)**

15. It is recommended approval be given for the creation of two Foundation Apprentices in Streetcare Division as set out in this report and that the existing apprentice Plumber/Heating Fitter be transferred to a full time post on successful completion of training in September.

### **Reason for Proposed Decision(s)**

16. To assist with succession planning in Building Services.

### **Appendices**

- 17 None

### **List of Background Papers**

- 18 None

### **Officer Contact**

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