

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee.

4th September 2017

Report of the Head of Streetcare

M. Roberts

Matter for Decision

Wards Affected: All Wards

Foundation Apprenticeships in Building Services

Purpose of Report

1. The purpose of this report is to seek Members approval to provide three Foundation Apprenticeship opportunities within Building Services to the following posts:-
 - Carpenter.
 - Electrician.
 - Business Support Assistant

Background.

2. Building Services has traditionally had an Apprentice Training Programme. The last Apprentice intake was in 2016 and those trainees are successfully undertaking their Apprenticeships at the present time.
3. The Building Services age profile indicates that a substantial number of staff will be retiring in the next ten years so in order to ensure that necessary skills and experience are available and retained within the Authority then it is vital that apprenticeships continue to be made available.

4. The proposal set out in this report supports one of the aims of the Career Start Scheme insofar as the creation of apprenticeship opportunities will enhance the employment prospects of a number of local young people as well as making a contribution towards a more diverse Council workforce in terms of age profile.

Proposal.

5. 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 for a two year fixed term contract leading to the achievement of a NVQ level 2. At this point, dependent on the proposed trade / occupation, a decision will need to be made about which of the following options is most appropriate at that time;
 - a. Continuation 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.
6. The three posts identified for 2017/2018 Foundation Apprenticeships are as follows;
 - Carpenter.
 - Electrician.

- Business Support Assistant.

Foundation Apprentice Recruitment.

7. The Foundation Apprenticeships would be delivered via Pathways Training based in Neath Port Talbot College (NPTC Group) as part of the national apprenticeship programme led by the Welsh Government. Advertisement will be made on the Neath Port Talbot County Borough Council Website and across the partnerships including the Careers Service via Neath Port Talbot College (NPTC Group) and the Neath Port Talbot Learning Promotion Group.
8. Given the request for the three apprenticeships, it will be necessary to create Foundation Apprentice posts on the Streetcare Staffing 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 these posts will be met within the Building Services operational budget. Each post, including relevant employer costs will be in the sum of £13,921 per annum for the initial two year period based on the current £5.60 per hour pay rate for an 18-20 year old. This figure may fluctuate dependent upon age of the candidate and applicable National Living Wage.

Financial Appraisal – Appendix 1.

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. There are no workforce impacts associated with this report

Legal Impact

12. There are no legal impacts associated with this report

Risk Management

13. None.

Consultation

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

Recommendation(s)

15. It is recommended that members approve the proposals in this report in relation to the creation of three Foundation Apprentices in Building Services to the posts of Carpenter, Electrician and Business Support Assistant.

FOR DECISION

Reason for Proposed Decision(s)

16. To assist in Building Services succession planning programme needed to supplement trades and technical experts that will be lost due to retirement.

Implementation of Decision

17. The decision is proposed for immediate implementation.

Appendices

18. Appendix 1 - Financial Appraisal

List of Background Papers

19 None

Officer Contact

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