

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee.

14th January 2019

Report of the Head of Streetcare

M. Roberts

Matter for Decision

Wards Affected: All Wards

Foundation Apprentices – Highways & Drainage Services

Purpose of Report

- 1 The purpose of this report is to seek Members approval to provide Foundation Apprenticeship opportunities by creating 4 posts within the capital works teams, within Highways & Drainage Services.

Background.

- 2 Highways & Drainage Services has previously had Apprentice Training Programmes. The last Apprentice intake was 2017 and those trainees are successfully undertaking their Apprenticeships at the present time, whilst the majority of previous intakes are now working in office and front line positions.
- 3 The Highways & Drainage 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 it is vital that apprenticeships continue to be made available.
- 4 The creation of apprenticeship opportunities would enhance the employment prospects of a number of local young people as well as make 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 proposed trade / occupation. A decision would then 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 valuable first class training opportunity.
- 6 The four post identified for 2018/2019 Foundation Apprenticeships would be Roadworker Apprentices in the Capital Works Gangs.
- 7 The Foundation Apprenticeships would be delivered via Pathways Training based in Neath Port Talbot College (NPT Group) as part of the national apprenticeship programme led by the Welsh Government. Advertisement would be made on the Neath Port Talbot County Borough Council Website and across the partnership including the Careers Service via Neath Port Talbot College (NPTC Group) and the Neath Port Talbot Learning Promotion Group.
- 8 If Members approve the four apprenticeships, it will be necessary to create an equivalent number of Apprentice posts on the Streetcare Staffing Structure.

Financial Impact

- 9 Costs for these posts would be charged to capital works that the service is engaged in and are therefore not expected to have any revenue impact. Each post, including relevant employer costs would be in the sum of £14,833 per annum for the initial two year period based on the current £5.90 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 An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its legislative duties, which identified that there are no equality issues.

Sustainable Development

- 11 The recruitment of apprentices will help ensure that the delivery of in-house services remains sustainable going forward.

Workforce Impact

- 12 The employment of apprentices will mitigate against skills shortages in future.

Legal Impact

- 13 There are no legal impacts associated with this report.

Risk Management

- 14 There are no risk management issues associated with this report.

Consultation

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

Recommendation(s)

- 16 It is recommended that Members approve the creation of four Foundation Apprentices within the capital works teams of Highways & Drainage Services.

Reason for Proposed Decision(s)

- 17 To assist in Highways & Drainage Services succession planning programme needed to supplement trades where skills will be lost due to retirement.

Implementation of Decision

- 18 The decision is proposed for immediate implementation

Appendices

- 19 Appendix 1 – Financial Appraisal
Appendix 2 - Equality Impact Screening Assessment.

List of Background Papers

- 20 None.

Officer Contact

- 21 Mr Steve Owen, Highways & Drainage Services Manager. Tel: 01639 686304 or e-mail: s.owen@npt.gov.uk

FINANCIAL APPRAISAL

SETUP COSTS

	Current Year £
<u>Costs</u>	
Recruitment Costs	
Accommodation Costs	
Office Costs	
I.T.	
Other (Specify)	
Total Set Up Costs	0
<u>Funding of Set Up Costs</u>	
Revenue Budget	
Reserves	
Special Grant:	
Other (Specify)	
Total Funding of Set Up Costs	0

RECURRING COSTS:

	Current Year £	Full Year £	Maximum £
<u>Costs</u>			
Salary (See next page)	14,832	59,332	59,332
Employee Training & Seminars			
Accommodation Running Costs			
Travel & Subsistence (Standby Allowance)			
Other Running Costs - Office Supplies			
Other Running Costs - IT.			
Total Recurring Costs	14,832	59,332	59,332
<u>Funding of Recurring Costs</u>			
<u>External Sources</u>			
Specific Grant			
Funding from External Agencies			
Service Level Agreement			
Other (Specify)			
<u>Internal Sources</u>			
Existing Budget Allocation			
Other (specify) Capital Works programme	14,832	59,332	59,332
Total Funding	14,832	59,332	59,332

FINANCIAL APPRAISAL – SALARY DETAILS**APPENDIX (CONTINUED)**

POST	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY GRADE		COST / (SAVING)		
		Current	Proposed	Current Year £	Full Year £	Maximum £
Foundation Apprentice Capital Works	New Post	Minimum Wage		3,708	14,833	14,833
Foundation Apprentice Capital Works	New Post	Minimum Wage		3,708	14,833	14,833
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Foundation Apprentice Capital Works	New Post	Minimum Wage		3,708	14,833	14,833
Total				14,832	59,332	59,332

Equality Impact Assessment Screening Form

Please ensure that you refer to the Draft Screening Form Guidance while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

Section 1

What service area and directorate are you from?

Service Area: Highways & Drainage Services

Directorate: Environment

Q1(a) What are you screening for relevance?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below

Foundation Apprentice Opportunities

Q2(a) What does Q1a relate to?

Direct front line
service delivery

Indirect front line
service delivery

Indirect back room
service delivery

☒ (H)

☐ (M)

☐ (L)

(b) Do your customers/clients access this service...?

Because they
need to

Because they
want to

Because it is
automatically provided to
everyone in NPT

On an internal
basis
i.e. Staff

☐ (H)

☐ (M)

☒ (M)

☐ (L)

Q3 What is the potential impact on the following protected characteristics?

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?

High visibility
to general public

Medium visibility
to general public

Low visibility
to general public

☐ (H)

☐ (M)

☒ (L)

Equality Impact Assessment Screening Form

- (b) What is the potential risk to the council's reputation? (Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk
to reputation

☐ (H)

Medium risk
to reputation

☐ (M)

Low risk
to reputation

☒ (L)

- Q5 How did you score?
Please tick the relevant box


MOSTLY **H** and/or **M** → HIGH PRIORITY → ☐ EIA to be completed
Please go to Section 2

MOSTLY **L** → LOW PRIORITY / NOT RELEVANT → ☒ Do not complete EIA
Please go to Q6 followed by Section 2

- Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

The current workforce age profile has identified a number of employees retiring in the short/medium term. This is an 'internal' measure to help ensure service continuity going forward.

Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name: Stephen Owen	
Location: The Quays/SRC	
Telephone Number: 01639 686304	
Date: 21/11/2018	
Approval by Head of Service	
Name: Mike Roberts	
Position: Head Of Streetcare	
	Date: 23/11/18

Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.