

PERSONNEL COMMITTEE

28-March 2012

TO CABINET (HOUSING) COMMITTEE

4 April 2012

CABINET

11 April 2012

THE NATIONAL GRADUATE SCHEME AND APPRENTICESHIPS

REPORT OF HEAD OF ORGANISATIONAL DEVELOPMENT

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RECENT REFERENCES:

[OS25](#) - Findings of the Informal Scrutiny Group on Young People and Employment – 1 June 2011

EXECUTIVE SUMMARY:

The report contains proposals to employ a National Graduate Development Programme Trainee for a two year period and a number of Apprentices across the organisation on a rolling programme. This would be achieved through a supplementary budget estimate for both the General Fund and the Housing Revenue Account and a vacant post on the Establishment.

This would increase the resource capacity within the organisation, whilst at the same time offering work experience and additional training for young people.

## RECOMMENDATIONS

### To Personnel Committee:

1. That the proposal to employ a National Graduate Development Programme Trainee and further Apprentices across the Council, as set out in the report, be endorsed.

### To Cabinet:

2. That a supplementary estimate of £47,000 be approved for the General Fund.

### To Cabinet (Housing) Committee:

3. That a supplementary estimate of £35,000 be approved for the Housing Revenue Account.

PERSONNEL COMMITTEE28-March 2012TO CABINET (HOUSING) COMMITTEE4 April 2012CABINET11 April 2012THE NATIONAL GRADUATE SCHEME AND APPRENTICESHIPSREPORT OF HEAD OF ORGANISATIONAL DEVELOPMENT.DETAIL:1. Background

- 1.1 For prospective employees, Local Government is a diverse employer that encourages the development of its staff, who in turn deliver quality services to its clients – the public. This makes employees feel that they are contributing to the local community and making a difference in people's lives, whilst working in a dynamic, fair and flexible environment. It is important that opportunities are given to young people to work in Local Government to provide a workforce for the future and allow them to gain work experience and relevant qualifications.
- 1.2 Whoever you are and whatever your background, working in Local Government gives people the opportunity not only to develop a career but also to improve others' lives. Winchester City Council would like to be able to offer this opportunity to young people, whilst at the same time improving the flexibility within the organisation and increasing the resources available in an effective and efficient way. We also want to be a good role model to encourage other organisations and small to medium sized businesses within the District to recruit and train young people.
- 1.3. It is proposed to offer two elements; a National Graduate Development Programme placement, and Apprenticeships, which would be phased into the organisation as set out in the detail below.

2. The National Graduate Development Programme (NGDP)

- 2.1. The NGDP offers graduates a two-year leadership development programme in a host local council supported by the Graduate Leadership Academy, which includes skills development, mentoring and a postgraduate diploma in local government management.

- 2.2. Winchester City Council has already participated in the Programme, with Antonia Perkins, now Head of Policy, joining us in 2002. It is now proposed we offer a placement to a Graduate from the Programme. This would enable the organisation to utilise a graduate trainee with proven potential who could contribute in several key areas of work and corporate projects.
- 2.3 NGDP placements should offer three elements: firstly, experience of a front line service; secondly, experience of a back office service; and thirdly, experience of strategic working. If possible, the opportunity of managing staff would make an attractive offer.
- 2.4 Potential graduates are interviewed and the selection process is very much a two way process, with the organisation looking for a graduate who would be a good fit and the graduate choosing an organisation they believe will offer them a suitable placement that will meet their needs and interests.
- 2.5. The Graduate would need a placement co-ordinator (it is suggested that this be our Training Adviser), a line manager (our Head of Policy plus the line manager/service head for each element of the placement) and a mentor (a Senior Head of Service).
- 2.6. It would cost approximately £62,000 including on-costs for 2 years, which includes the cost of the NGDP training programme. It is proposed that Landlord Services offer the frontline service placement. The Housing Revenue Account would therefore be charged a proportion of the cost of the Graduate. A vacant FTE post will be identified to include the post holder in our Establishment.

### 3. Apprenticeships

- 3.1 The Government recently introduced a national apprenticeship scheme. Under the scheme, an apprenticeship leads to nationally recognised qualifications, and can provide a great opportunity for 16-19 year olds who can fall through the gap after leaving school or college.
- 3.2 Modern apprenticeships can span a huge spectrum of jobs. They can be occupation-specific (which could be in accountancy just as much as in manufacturing) but they can also be in cross-cutting skills such as business administration. Apprenticeships are linked to a relevant qualification and are paid at the national minimum wage. The City Council has already had a positive experience with the scheme, employing two apprentices in the Customer Service Team.
- 3.3 Following research into the possibility of utilising apprenticeships across the organisation, which would be linked to NVQ and BTECH qualifications, the following areas have been identified as those where both the Council and the apprentice would benefit:

Building Control  
 Revenues  
 IT  
 Finance  
 Guildhall (already endorsed in PER201)  
 Customer Service Centre (2 already in place)  
 Housing  
 General Administration apprenticeships (2 posts)

Not all would be appointed at once, but we would aim to establish a rolling programme of opportunities as resources permitted. Apprentices are employed on a one year contract, but we would hope that a number may be able to take up permanent vacancies as they arise.

- 3.4. It is proposed to offer a similar structure to the National Graduate Placement with a Placement Co-ordinator (Training Advisor) and line management (the National Graduate for the General Administration Apprentices and the relevant line manager), and a mentor (a graduate of our Aspire training programme).
- 3.5. The Apprentices would be available to work on corporate projects where possible. The General Administration Apprentices would be available as a flexible resource linked to 1Team, giving a flexible resource for the organisation and recruited specifically on that basis.
- 3.6. The total cost of this proposal is estimated at £20,000. The necessary staffing approvals would be covered within the existing agreed establishment. The qualifications are paid for externally.

#### 4. Consultation

- 4.1 The Union has been consulted on these proposals and they are in favour of the Council employing a National Graduate and Apprentices as identified.

#### OTHER CONSIDERATIONS:

##### 5. SUSTAINABLE COMMUNITY STRATEGY AND CHANGE PLANS (RELEVANCE TO):

- 5.1 The need to make the best use of all available resources by continued clear financial planning within the City Council is an integral part of the Community Strategy. This proposal would also assist with our economic objectives by helping young people gain experience in the labour market.

##### 6. RESOURCE IMPLICATIONS:

- 6.1 The total estimated cost of the proposals is £82,000 comprising £62,000 for the NGDP and £20,000 for the Apprentices; of which £35,000 is chargeable to the HRA and £47,000 to the General Fund. If

this is implemented during 2012/13 the graduate post could span into 2014/15.

- 6.2 A supplementary budget estimate is being proposed as this will ensure that the funding is provided in full to support the commitment. This would be funded from the Major Investment Reserve.

7. RISK MANAGEMENT ISSUES

- 7.1 There are no risks identified with these proposals.

BACKGROUND DOCUMENTS:

Papers held in Organisational Development.

APPENDICES:

None