

## APPOINTMENTS COMMITTEE

<b>Appointments Committee Date</b>	3rd March 2015
<b>Planned Dates</b>	
<b>Officer</b>	Dilys Wynn

<b>Purpose of Report</b>	To provide an overview of GCC's Youth Engagement Strategy consisting of Traineeships, Apprenticeships, Internships, National Graduate Development Programme and to approve remuneration rules for these groups.
<b>Recommendations</b>	To agree the recommendations as detailed in the report for Committee.
<b>Resource Implications</b>	Officer Time Financial implications as detailed throughout the report

## **MAIN REPORT CONTENTS**

### **Background**

As one of the largest employers in Gloucestershire and as an element of supporting the Grow Gloucestershire campaign, Gloucestershire County Council (CC) already accommodate work experience requests wherever possible and have both an Apprenticeship Scheme and are active participants in the National Graduate Development Programme (NGDP). Over the last year, the council has considered how it can consolidate its offering, and thus enhance our contribution to the Youth Economic Strategy.

The Council recognises that the start of an individual's journey to employment is often through work experience, perhaps progressing to a traineeship or an apprenticeship either within GCC or with another employer in Gloucestershire. Therefore, it is important that we offer opportunities which will benefit the start of an individual's career in order to maximise prospects for future employability and the schemes, some of which are already well established, reflect this aim.

Opportunities will necessarily involve a mix of paid and unpaid placements. Over the last year or so there has been wide publicity concerning organisations offering unpaid extended placements, often called internships. Therefore, as a large local employer, it is important that the council treats work experience placements with a high level of probity and makes a clear distinction between short term (unpaid) work shadowing and an individual undertaking (paid) work on behalf of the council.

### **Purpose of Report**

This report sets out the overall range of schemes; and recommends the introduction of two new remunerated schemes

### **Existing Schemes**

#### **Apprenticeships**

This programme was introduced in 2010. The aim of the scheme is to encourage young people into careers by improving their skills and therefore increasing their long term prospects of employment. GCC pays the enhanced national rate to attract a higher calibre of candidate which also serves to demonstrate to apprentices that their work within GCC is valued. The Council currently has 16 apprentices.

#### **National Graduate Development Programme**

The NGDP is a two year graduate management development programme, run by the Local Government Association. The programme has been set up to provide local government with high-calibre managers that communities need by giving committed graduates the training and opportunities to make a positive impact in the sector. This unique development offer provides experience in a dynamic, exciting work environment and is seen as a launch pad into a successful career in local government.

The Council has participated in the National Graduate Development Programme since its inception and have successfully recruited National Management Trainee's (NMTs) and have a good retention rate. As part of the Council's Organisational Development Plan, the council plan to recruit one/two new National Management Trainees (NMT) in 2015.

National Graduate Trainees receive a salary in accordance with the LGA National Graduate Trainee pay scale. We actually pay slightly higher rate than the minimum “recommended” amount of £22,958.

### **Work Experience**

Gloucestershire County Council (GCC) recognises that work experience plays an important role in helping an individual to gain confidence in the workplace. GCC already offer unpaid placements on an ad hoc basis. The proposal is to make a clear distinction between placements up to a maximum of 4 weeks where no payment will be made and what constitutes paid work. Primarily placements up to 4 weeks will provide both work shadowing and opportunities to gain experience and a firsthand understanding of a structured work environment.

### **Recommendation**

To continue to accommodate work experience requests where possible. However, limit the placement length to a maximum of four weeks and ensure that it is clear that work shadowing is the primary objective and therefore will be unpaid.

### **Proposed Schemes**

#### **Internships**

There is no legal or officially recognised definition of ‘internship’ it can be referred to as a placement whilst in higher or further education (usually lasting up to one year). For the purposes of the proposed GCC Internship Scheme, the key features are that it is:

- For individuals who are studying in higher or further education
- Supernumerary - not covering a vacant post
- A combination of learning, development and tasks to meet organisational requirements
- Time-limited up to a maximum of one year (an open-ended arrangement is incompatible with the concept of internship).

#### **Payments**

There is a specific exclusion from the National Minimum Wage (NMW) for work experience placements of less than one year undertaken by students as part of a UK-based higher or further education course. However, the Chartered Institute of Personnel and Development (CIPD) believe there is a strong case for paying interns a bursary or salary. Therefore, in order to recruit high calibre individuals and acknowledge the contribution they make over a longer period, it is proposed GCC pays an allowance equivalent the local GCC National Minimum Wage Supplement.

Since internships will be paid, it will be necessary to advertise the internship, to ensure the widest possible pool of potential applicants is reached and the council complies with its equality policies.

#### **Recommendation**

To approve the above approach and agree that as part of the Organisational Development Plan to develop this approach further.

**Train and Gain Scheme (in-house)**

Work experience is not just for young people; the Council aims to support various disability groups within the general workforce. Employment for disabled people is a key area for the Council which can contribute to better outcomes for disabled people. The long term aim is to provide the next step into work for the individual. A training allowance equivalent to the National Minimum Wage will be paid for the duration of the placement.

**Recommendations/ Funding**

Each individual will be paid a training allowance equivalent to the National Minimum Wage for their age and the Department of Work and Pensions grant would fund the majority of this. There will be a small cost to the manager - £225 approximately over the six month period with the remainder (£2400) funded through the DWP Grant. The total amounts to 16 hours per week paid at the equivalent of the NMW. This rate is for people aged 21+, anyone younger will have a lower rate but the DWP grant remains the same.