

15 October 2014

Business & Town Centres Committee

Council Apprenticeships Scheme

Report of: *Anne Knight, Economic Development Manager*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 This report provides an update on the research undertaken in relation to the proposal for an Apprenticeships scheme for Brentwood Council.

2. Recommendation(s)

- 2.1 **To note the research undertaken to date to investigate the proposal for an Apprenticeship scheme for the Council.**
- 2.2 **To agree to support the proposal in principle for four apprenticeships within the Council subject to the additional resources (£83,000) being agreed as part of the 2015/16 budget setting process.**

3. Introduction and Background

- 3.1 Research has been undertaken to identify possible apprenticeship opportunities that can be offered within Brentwood Borough Council. Currently there are two apprentices – within the ICT team and in the finance team.
- 3.2 The following additional requests for apprentices have been identified by the Senior Management Team:
- Cross service software development/maintenance/system administration apprentice in Revenues and Benefits
 - Democratic Services apprentice
 - Licensing Admin Assistant, processing licensing applications and customer contact

- Environmental Health Admin Assistant, processing service requests, data input/retrieval and customer contact
- Community Services Assistant, Planning, co-ordinating and assisting with events
- Community Safety Assistant, assisting with community safety events and partnership co-ordination/communication
- Economic Development –organization of events, survey work/research, administration, business directory and IT work, general office duties

3.3 Quotes for the costs of employing these apprentices are now being obtained from various providers to be considered accordingly by the Acting CEO and members to agree next steps.

3.4 Initial indications are that with on-costs the average cost of employing each apprentice per year is £20,000.

3.5 Depending on the provider, an additional budget of between £300-£1,200 per apprentice would be required to cover training and recruitment/placement costs.

4. Issue, Options and Analysis of Options

4.1 Different training providers are being investigated who could help us recruit and place apprentices within the Council e.g. Havering College, Adult Community Learning, Epping College. The JobCentre+ have also been approached but do not offer apprenticeships but only work based learning for a few weeks for those not in full time employment, education or training (NEET).

4.2 Subject to initial budget agreement it is proposed that we would interview and procure the most appropriate provider, although for partnership relations it may be preferable to work with Havering College as our most local provider.

5. Reasons for Recommendation

5.1 The Apprenticeship scheme will help provide necessary resource for the Council utilising a value for money approach, and showcase us as a leader in supporting the employability and skills agenda, offering young people opportunities in local government.

6. Consultation

- 6.1 This project supports the delivery of the skills and employability theme of the Draft ED Strategy which has successfully undergone public consultation.

7. References to Corporate Plan

- 7.1 Economic Development is a key priority to support the delivery of the Corporate Plan priorities of sustainable economic development, promoting a mixed economic base across the Borough, maximising opportunities for retail and a balance night time economy. This includes:
- Facilitating the creation of new businesses
 - Assisting in the provision of advice and guidance for local businesses
 - Working in partnership with the business community and support agencies
 - Seeking inward investment into the Borough
 - Assisting the SE LEP and Heart of Essex Partnership to secure projects and funding to benefit the Brentwood economy

8. Implications

Financial Implications

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- 8.1 It is estimated that four apprentices will cost in the region of £83,000 which includes salary, on-costs plus between an average of £750 per apprentice for training, recruitment and placements costs of the training provider.
- 8.2 Since there is no existing budget provision for this, the final decision will need to be deferred to Council in March 2015 to be considered as part of the budget setting process.

Legal Implications

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None

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

9.1 None

10. Appendices to this report

10.1 None

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