

# EXECUTIVE BOARD

## 31<sup>ST</sup> JULY 2017

### WORK READY PROGRAMME REPORT 2015-17

#### Recommendations / Key Decisions Required:

- To agree the proposal for extending the Work Ready Programme using existing funding supplemented by £505,214 to secure the development of the project over the next 2 years.
- Via workforce planning, map out current and future skills needs and identify areas of future recruitment demand and allocate resources to support these opportunities.
- Work closely with departments' workforce plans to facilitate multi-level development amongst existing employees by accessing funding available from Welsh Government.
- Continually develop people to ensure our workforce is highly skilled and supported through employees' early career within CCC, maximising potential funding streams.
- Increase apprentice salary to £12k per annum; the costed model might mean the employment of less staff but represents more effective use of the investment.
- Implement a comprehensive recruitment strategy to include social media marketing campaign.
- Ensure sustainability of the project by supporting funding for the post of Work Based Learning Coordinator.
- Explore regional expansion opportunities with a view to offering the Work Ready Programme to neighbouring local authorities, thereby reducing costs and providing opportunities for collaboration.

#### Reasons:

The proposal for funding the Work Ready Programme for a further two years will enable:

- **Work Experience** – to continue Work Experience placements of up to 1 month with further development of longer term placements and the facilitation of volunteering.
- **Apprentices** – to fund at least two level 2, 3, 4 or 5 apprentice per department corporately [aligned with departmental workforce plans] and to continue to support all departmentally funded Apprentices.
- **Graduates** – to fund and support at least one graduate per department [aligned with workforce plans], and to continue to support any departmentally funded graduates.

<b>Relevant scrutiny committee consulted:</b>		N/A
<b>Scrutiny committee and date:</b>		N/A
<b>Executive Board Decision Required:</b>		YES
<b>Council Decision Required:</b>		NO
<b>Executive Board Member Portfolio Holders:</b> Cllr Mair Stephens (Deputy Leader)		
<b>Directorate:</b> Chief Executive's	<b>Designation:</b> Assistant Chief Executive ( People Management)	<b>Tel No. / E-Mail Address:</b> 01267 246123 PRThomas@Carmarthenshire.gov.uk
<b>Report Author:</b> Paul Thomas		

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD 31<sup>ST</sup> JULY 2017

### WORK READY PROGRAMME REPORT 2015-17

- The project is almost in its 6th year of operating and has demonstrated exponential success year on year with over 90% of our apprentices (during the 2013-15 period and current cohort) either securing permanent employment or work outside the Authority. A summary of this is provided at **Appendix B** and supplemented by a short video film profiling the success and impact of the programme. [<https://vimeo.com/200872570> password SB2017].
- The programme has very strong links with the Authority's current corporate strategy and will be seen as an integral part of how it supports key outcomes under the Wellbeing and Future Generations agenda.
- To ensure the ongoing success of the programme it is proposed that funding is secured for a further two years and that the current level of remuneration for apprentices (level 2 to 3) be reviewed to ensure the Authority remains competitive and retains its recruits for the whole duration of their apprenticeship. The recent national drive on the recruitment of apprentices across all sectors has made for a far more competitive market with Welsh Government aiming to create 100,000 apprenticeships over the next 5 years. There is also the wider objective to deliver higher skills including professional and technical skills by 2020. These skills will be critical in supporting the digital agenda and projects such as the City Deal.

The proposal to become an accredited centre will place the Authority in a strong position for regional collaboration by offering the Work Ready Programme to neighbouring local authorities, and securing income stream.

DETAILED REPORT ATTACHED?

YES

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Paul Thomas Assistant Chief Executive

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NONE	YES	YES	NONE
<b>1. Policy, Crime &amp; Disorder and Equalities</b> <ul style="list-style-type: none"> <li>This supports the strategic aim of Making Better Use of Resources, the Authority's Corporate Strategy and the Wellbeing and Future Generations Agenda.</li> </ul>						
<b>2. Legal – None</b>						
<b>Finance</b> <ul style="list-style-type: none"> <li>The proposal to extend the Work Ready programme will require additional funding of £505,214 to enable the development of the project over the next 2 years and permanently fund the Work Based Learning Coordinator Post.</li> <li>It is proposed that the apprentice salary (level 2-3) be placed on a flat rate of £12k per annum; the costed model might mean the employment of less staff but represents more effective use of the investment.</li> <li></li> </ul>						
<b>5. Risk Management – None</b>						
<b>People Management</b> <ul style="list-style-type: none"> <li>The placement and funding of apprentices will for the first time be aligned to departmental workforce plans with ongoing support from People Management. The recruitment, coordination and monitoring of the programme will be undertaken by the Organisational Development Team in liaison with Finance for budget monitoring purposes.</li> <li>The extension of the programme and its permanent funding of the Work Based Learning Coordinator Post will allow the Authority to work towards becoming an accredited centre and open up opportunities to collaborate with neighbouring Authority's and the potential for an income stream</li> </ul>						

# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Paul Thomas, Assistant Chief Executive ( People Management & Performance)

1.Executive Board

2.Corporate Management Team

3.Scrutiny Committee – N/A

4.Local Member(s) – N/A

5.Community / Town Council – N/A

6.Relevant Partners – N/A

7.Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report:

**THERE ARE NONE**