



Notice of meeting of

Effective Organisation Overview & Scrutiny Committee

To: Councillors Watt (Chair), Horton (Vice-Chair), D'Agorne, Firth, Boyce, Gunnell, Hyman and R Watson

Date: Monday, 24 May 2010

Time: 5.00 pm

Venue: The Guildhall, York.

AGENDA

1. Declarations of Interest

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

2. Minutes

(Pages 1 - 4)

To approve and sign the minutes of the meeting held on 12 May 2010.

3. Public Participation

At this point in the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **Friday 21 May 2010 at 5pm.**

4. "City of York Council Apprenticeships and Other Work Based Learning Opportunities" Scrutiny Review - Progress Report. (Pages 5 - 18)

This report presents a proposed mechanism for gathering information on CYC employees participating in an apprenticeship and/or other work based training, and includes information on a reporting structure for monitoring the uptake and outturn of these. Members are asked to comment on the proposals, and identify suitable recommendations arising from this review.

5. Urgent Business

Any other business which the Chair considers urgent under the Local Government Act 1972

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Laura Bootland Democracy Officer

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

City of York Council

Committee Minutes

MEETING	EFFECTIVE ORGANISATION OVERVIEW & SCRUTINY COMMITTEE
DATE	12 MAY 2010
PRESENT	COUNCILLORS WATT (CHAIR), HORTON (VICE-CHAIR), D'AGORNE, FIRTH, BOYCE, GUNNELL, HYMAN AND R WATSON

45. DECLARATIONS OF INTEREST

At this point in the meeting, Members are asked to declare any personal or prejudicial interests they may have in the business on the agenda.

Councillor Hyman declared a personal non prejudicial interest as his wife works in Adult Education.

Councillor D'Agorne declared a personal non prejudicial interest due to his role as Careers Co-ordinator at York College.

Councillor Boyce declared a personal non-prejudicial interest due to her employment at York College.

46. MINUTES

RESOLVED: That the minutes of the last meeting held on Wednesday 28 April 2010 be signed as a correct record by the Chair.

47. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak under the Council's Public Participation Scheme

48. "CITY OF YORK COUNCIL APPRENTICESHIPS AND OTHER WORK BASED LEARNING OPPORTUNITIES" SCRUTINY REVIEW - PROGRESS REPORT

Members considered a report, together with a presentation, which introduced to them the Council's draft Workforce Plan for 2010-2012. It was presented to them in support of the work of the Committee on their review of City of York Council Apprenticeships. Members were asked to comment on the draft plan so their comments could be fed into the consultation process.

The Head of Human Resources presented the Workforce Plan to the Committee and advised that it is the first such plan that City of York Council have developed and that she anticipated that future versions would not be as lengthy. The conclusions contained within it had been drawn from available data and were not based on presumptions.

Members were happy with the Workforce plan, but made the following general comments:

- The priorities of the plan and queried why 'Customers' were detailed as the fourth priority and not the first.
- The Action Plan at Annex A2 of the Workforce plan is too long.
- Some Members asked specifically about how the recruitment of disabled people is monitored, and the barriers as mentioned in the 'Diversity' presentation slide.

In relation to concluding the scrutiny review, Members felt that they were still lacking some basic information and evidence on what the Council currently provides in individual directorates and requested that such further basic information on apprenticeships be brought to the next meeting.

Members briefly considered some conclusions for the review and had the following ideas, especially in relation to the third objective of identifying a structure to measure the effectiveness and outturn of apprenticeships, as follows:

- How data on apprentices who are employed by the Council could be gathered.
- How an apprentice scheme would be co-ordinated.
- A system to monitor what happens to apprentices once they have completed their apprenticeship, and a way of monitoring if the Council retains its apprentices.
- Whether the Committee could receive reports on a regular basis to monitor the progress of apprenticeships at the Council i.e. take up and outturn.
- Whether this Committee could monitor the new Workforce plan.

- RESOLVED: (i) That Members noted the contents of the report.
- (ii) That Members commented on the draft Work Force plan as above.
- (iii) That Members requested further information in respect of the review, as stated above, for the meeting on 24th May.
- (iv) That Members wish to assess the information available to them at the meeting on the 24th May before deciding whether they are able to conclude the review.

REASON: To progress the review in line with Scrutiny procedures and protocols.

Councillor Watt, Chair
[The meeting started at 5.00 pm and finished at 5.50 pm].

This page is intentionally left blank



Effective Organisation Overview & Scrutiny Committee 24 May 2010**‘CYC Apprenticeships & Other Work Based Learning Opportunities’
Scrutiny Review – Progress Report****Purpose of Report**

1. This report presents a proposed mechanism for gathering information on CYC employees participating in an apprenticeship and/or other work based training, and proposals for a reporting structure for monitoring the uptake and outturn of these. Members are asked to comment on the proposals, and identify suitable recommendations arising from this review.

Background

2. At a meeting in February 2010, the Committee considered a topic registration form submitted by Cllr Gunnell which proposed carrying out a review of the existing arrangements for traineeships at the Council. The Committee recognised that some of what Cllr Gunnell was proposing fell outside of the remit for this Committee and a decision was therefore taken to receive an officer report which focussed solely on the role of the Council as an employer, rather than its role as a provider of services to all young people across the city who are looking to receive work based training.
3. That report was presented to a meeting of this Committee in March 2010, and it was agreed to carry out a review based on the following remit:

Aim

To identify improvements to the Council’s provision of apprenticeships and other work based training

Objectives:

- exploring the current arrangements
- identifying any external funding opportunities, particularly the targeting of specific vulnerable groups e.g. those with learning disabilities and NEETs
- identifying a reporting structure to measure the effectiveness and outturn of apprenticeships and other work based training

4. At a meeting on 28 April 2010, Members received information relating to the first two objectives of this review and at a meeting on 12 May 2010, Members received a presentation on, and a copy of the council's draft Workforce Plan.

Consultation

5. Officers within HR have provided the information contained within Annexes A & B, and the Head of Human Resources & Organisational Development will be present at the meeting to answer any questions Members may have

Objective (iii) - Identifying a reporting structure to measure the effectiveness and outturn of apprenticeships and other work based training

Information Gathered

6. Officers within Human Resources have put forward a proposal on a method of gathering information on CYC employees participating in an apprenticeship and/or other work based training, together with a reporting structure for monitoring the uptake and outturn of these - see Annexes A & B.
7. In addition, in response to a previous request from this Committee, information on the current take-up of apprenticeships and other work-based training per Directorate is contained with Annex C.
8. As Human Resources are part of the remit of this overview and scrutiny committee, Members have already identified that in the future they wish to receive regular monitor reports on:
 - the use of any new mechanism for gathering information on CYC employees put in place as a result of the recommendations arising from this review and the new corporate Workforce Plan - the Committee have requested quarterly or bi-annual reports until such time as they are confident the system is embedded into the organisation, and;
 - the uptake, outturn and success of CYC apprenticeships and work-based training - Members have requested quarterly / bi-annual reports until such time as the remit of the committee is revised

Progressing the Review

9. Much of the information required to support and progress this review is contained within the annexes to this report. Having now had the opportunity to consider this, Members may be in a position to identify some relevant recommendations. If this is not the case, this review will need to be continued into the new municipal year.
10. If it is possible to conclude the review at this meeting, Members are asked to agree to the identified recommendations being fed into a final report, and to the signing off of that report being delegated to the Chair of this Committee.

Options

10. Members may choose to:
 - Request additional information in support of this review, and agree to progress the review into the new municipal year
 - Agree no further information is required and agree some relevant recommendations, thereby concluding the review

Implications

11. **Equalities** - The diversity objective in the Workforce Plan helps us to meet our Inclusive City objectives
12. **Financial** - Any changes to the current recruitment and training arrangements recommended as a result of this scrutiny review would need to be funded, as would any changes to the management arrangements.
13. There are no known Legal or Other implications associated with the recommendation in this report.

Corporate Priorities

14. This review supports a number of the aims within the Council's corporate strategy i.e. making York a 'learning city', 'inclusive city' and 'effective organisation'.

Risk Management

15. There are no known risks associated with the recommendation in this report.

Recommendations

16. Members are asked to note the contents of this report and its associated annexes, and agree:
 - i. some relevant recommendations
 - ii. to delegate the signing off of the final report from this review, to the Chair of this Committee

Reason: To conclude this review in line with scrutiny procedures and protocols

Contact Details

Author:

Melanie Carr
Scrutiny Officer
Scrutiny Services

Chief Officer Responsible for the report:

Dawn Steel
Democratic Services Manager

Interim Report Approved

Date 16 May 2010

Specialist Implications Officer(s)

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None

Annex A – Proposal for reporting structure

Annex B – Suggested Lines of Accountability

Annex C – Figures on current take-up or apprenticeships and other training

City of York Council Apprenticeships and Other Work Based Learning Opportunities" Scrutiny Review

Context for the proposal

The current arrangements were explored as part of the Scrutiny Committee and are as follows:

- Decisions to employ or take on Apprentices lie with Managers however there appears to be little impetus to take on more apprentices
- Historically, whilst pockets of good practice exist, there has been no cohesive corporate commitment to Apprenticeships
- Due to the historic issues outlined above, HR have not had the capacity or mandate to co-ordinate the approach to Apprenticeships or work based learning opportunities
- Reporting and monitoring of Apprenticeships is therefore ad-hoc and lacks co-ordination

Proposals for the new framework

Providing Impetus and setting a framework for Action

- A Workforce development Plan has been developed by HR, supported by the Corporate Management Team which sets out a clear priority for increasing the numbers of young people in the organisation using Apprenticeship schemes.
- To strengthen this, CMT agreed that an 'automatic' Apprentice scheme would be used within an agreed decision making framework
- A cross Council Steering Group is being developed to monitor progress and impact of the Workforce plan
- HR will take a pro-active role in advising Managers at the point at which decisions are made about recruitment
- Activities based around communications and engagement will be needed to ensure recruitment managers are clear of the priorities and their role
- HR will provide a recruitment framework which will make it easier for Managers to take on Apprentices
- HR will identify existing Apprentices and hold records which will assist and improve reporting
- It is proposed that reporting will take place through the Steering group

Process Map – goals, reporting and actions.

Stage of the process	Goal	Reporting frequency, content and structure	Actions
1. Identification of a vacancy or work experience opportunity.	<p>All suitable vacancies at the agreed grades will be offered to young people, including those with learning difficulties, to increase the number of young people in the Council.</p> <p>Managers alert HR when these vacancies occur as part of the 'request to fill a vacancy' process.</p>	<p>Directorates to report progress to the proposed Workforce Plan Steering Group on a quarterly basis.</p> <p>HR sets up quality monitoring arrangements for stages 1-4 in this process (recruitment), and reports by exception.</p>	<p>HR will develop a list of posts that will be exempt from the initiative.</p> <p>HR will develop a policy detailing that all post below a set grade level should be considered automatically as an apprenticeship/ work experience opportunity, unless they are exempt.</p> <p>Policy will also encourage managers to offer work experience and alternative recruitment methods (such as via the Recruitment Pool).</p>
2. Receipt and sifting of applications	<p>Safeguard against young people being disadvantaged by lack of experience or qualifications.</p>	<p>HR reports demographic composition of all applicants through the e-recruitment system.</p> <p>Recruiting managers to provide feedback to unsuccessful candidates if requested.</p>	<p>Demographic information will allow the Council to evaluate the effectiveness of the strategy.</p> <p>Providing feedback will assist disadvantaged young people in their search for employment. This should also have a positive effect on the reputation of CYC as a responsible employer.</p>
3. Interviews and selection	<p>Safeguard against young people being disadvantaged by lack of experience or qualifications.</p>	<p>HR will monitor the quality of feedback and report findings to DMTs.</p>	<p>Interviewers to provide written feedback to unsuccessful interviewees if requested.</p>

		<p>Attendance at training events will also be monitored to ensure interviewers are equipped with the correct skills and competencies.</p> <p>HR reports demographic composition of all applicants through the e-recruitment system.</p> <p>Young applicants are asked to provide qualitative feedback on their experience.</p>	
4.Probationary period and first year of employment	Young people are encouraged to develop through gaining skills and qualifications which are beneficial to both themselves and the authority.	<p>Training providers report on progress to managers.</p> <p>Managers feed back to Directorate Management Teams.</p>	<p>Managers will set qualifications as development objectives and track progress through regular reviews.</p> <p>Attitudes and opinions of target groups to be captured through the Staff Survey.</p>
	Ensuring all young people (25 and under) currently in Council employment have level 2/3 qualification/s.	<p>HR will identify current skill levels of all staff and report results to Workforce Plan Steering Group and DMTs.</p> <p>HR will host a 'qualifications fair' with providers in the city to encourage and promote training opportunities. Outcomes and take-up levels will be communicated to the Workforce Plan Steering Group.</p>	Skills audit planned to commence in the summer as part of an exercise to gather and cleanse data for inputting onto the new HR payroll system in the new year.

Additional Steps

Scrutiny are asked to note that these draft proposals have not been consulted upon with Trade Unions or Service Directorates

Authors:

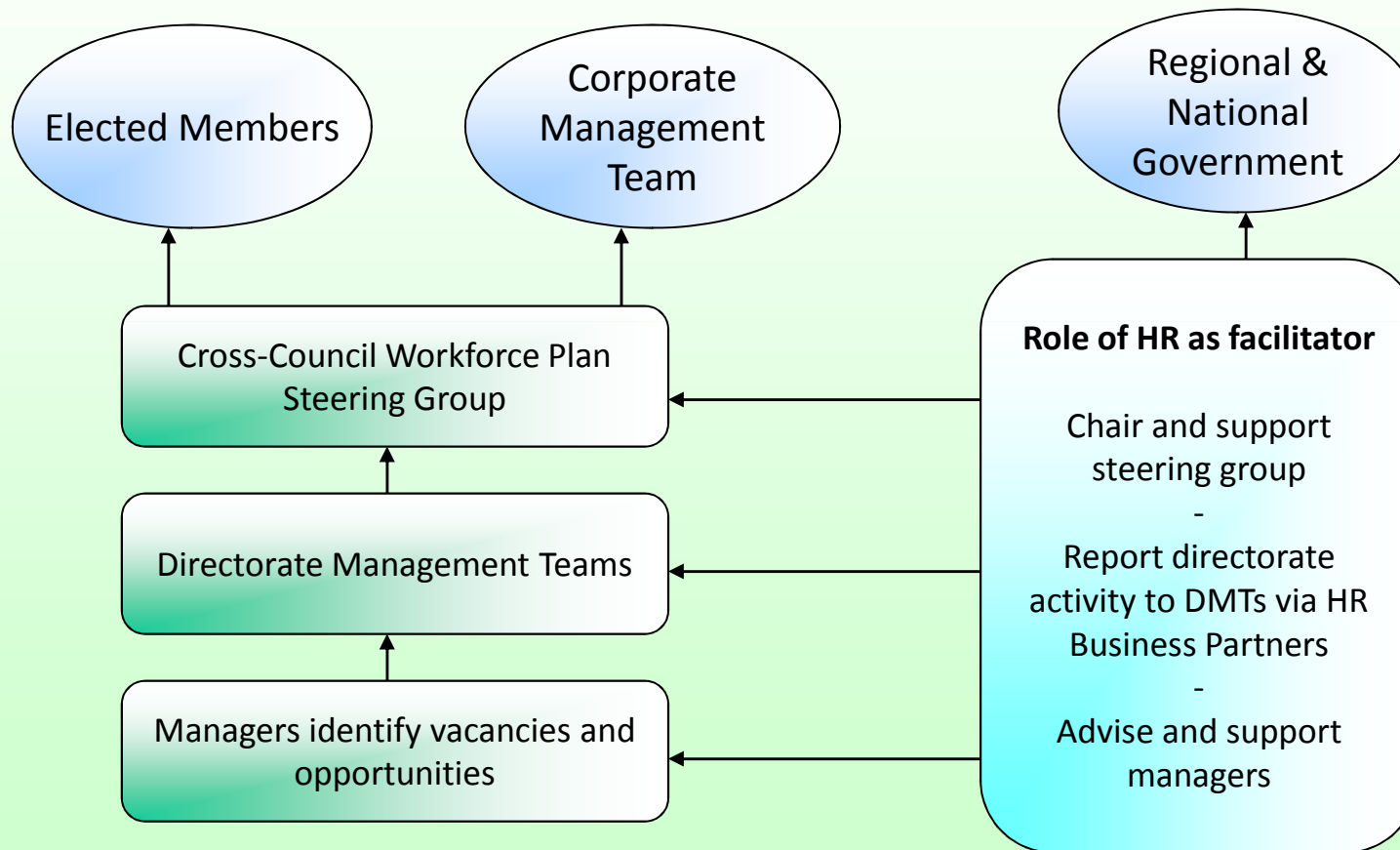
Angela Wilkinson
Head of Human Resources & Organisational Development
Human Resources
x4402

Sandra Whitnell
HR Corporate Advisor – Learning & Development
Human Resources
x1728

This page is intentionally left blank

Apprenticeships and Work Placements

Lines of Accountability



This page is intentionally left blank

City of York Council Apprentices/Advanced Apprentices as at 12 May 2010

	Directorate	Employer	Address	Start Date	Expected End Date	Programme	Learning / Aim	Status
1	ACE	City of York Council	Bad Bargain Lane	22/03/10	21/03/11	03 - Apprentice	NVQ in Business and Administration	Employed
2	ACE	Joseph Rowntree School	Haxby Road	01/09/09	30/03/11	02 - Advanced App.	NVQ in Business and Administration	Employed
3	ACE	Yearsley Swimming Pool	Hayley Terrace	04/03/09	03/03/11	02 - Advanced App.	NVQ in Leisure Management	Employed
4	CS	City of York Council	9 St Leonard's Place	01/09/09	31/03/11	02 - Advanced App.	NVQ in Business and Administration	Employed
5	CS	City of York Council	9 St Leonard's Place	25/02/10	24/02/11	03 - Apprentice	NVQ in Business and Administration	Not Employed
6	CS	City of York Council	9 St Leonard's Place	01/09/09	30/03/11	02 - Advanced App.	NVQ in Business and Administration	Employed
7	CS	City of York Council	9 St Leonard's Place	01/09/09	31/03/11	02 - Advanced App.	NVQ in Business and Administration	Employed
8	CS	City of York Council	9 St Leonard's Place	01/09/09	31/03/11	02 - Advanced App.	NVQ in Business and Administration	Employed
9	CS	City of York Council	9 St Leonard's Place	01/09/09	30/03/11	02 - Advanced App.	NVQ in Business and Administration	Employed
10	CS	City of York Council	9 St Leonard's Place	14/09/09	13/09/10	03 - Apprentice	NVQ in Business and Administration	Not Employed
11	CS	York Training Centre	20 George Hudson St	05/08/09	04/08/10	03 - Apprentice	NVQ in Business and Administration	Not Employed
12	CANS	City of York Council	De Grey House	TBC	TBC	Environmental Health	Environmental Health Officer	Employed
13	CANS	City of York Council	Eco Depot	TBC	TBC	Building Craft Trade	Apprentice Building Craft	Employed
14	CANS	City of York Council	Eco Depot	TBC	TBC	Building Craft Trade	Apprentice Building Craft	Employed
15	CANS	City of York Council	Eco Depot	TBC	TBC	Joiner	Apprentice/HNC Joiner	Employed
16	CANS	City of York Council	Eco Depot	TBC	TBC	Trainee Roadworker	Trainee Roadworker	Employed
17	CANS	City of York Council	Eco Depot	TBC	TBC	Trainee Roadworker	Trainee Roadworker	Employed
18	CANS	City of York Council	Eco Depot	TBC	TBC	Trainee Roadworker	Trainee Roadworker	Employed

This page is intentionally left blank