

**‘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

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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