



APPRENTICE EMPLOYMENT

TOWN COUNCIL MEETING

REPORT 64/14

11 AUGUST 2014

The purpose of this paper is to ask Members to consider a recommendation from the Staffing Committee meeting of 7 August 2014 to appoint an Apprentice in Business Administration with effect from 1 October this year.

No. DETAIL

1) RATIONALE

- a) As Members are aware, the level of administration required to underpin the efficient and effective delivery of the Town Council's work has increased substantially this year and will increase further with the responsibility for the Youth Centre from 1 October and the opening of the Community area next January.
 - b) Significant overtime is already necessary by both Clerks to provide the essential administrative support at the level of detail required to underpin the Town Council's work.
 - c) It was clear from the Agencies Day last Thursday that the growth of Apprenticeships is seen by them as a priority which they are committed to supporting and an example set by the Town Council would give credibility to our conversations with local businesses about the value of investing in such a development.
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2) COSTS

- a) The minimum wage for an Apprentice is £2.68 for weekly hours in the range of 30 – 40 with one day of the working week being based at the Isle of Wight College for studies that lead at the end of 12 – 18 months to a Level 2 NVQ Diploma in Business Administration.
 - b) The Isle of Wight College advise that wages in the range of £3.50 - £4.00/hr are likely to attract applicants of suitable calibre.
 - c) There are still grants of £1,500 payable in respect of each apprenticeship created that would reduce the first year remuneration costs for a 35 hour week at £3.50 an hour from £6,370 to £4,870.
 - d) That cost can be met from the predicted underspend on this year's Community Development Project following from the reduced hours of the present Community Development Worker.
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3) RECRUITMENT

- a) The Job Specification would be produced by the Town Council and submitted to the Isle of Wight College who conduct the first stages of the recruitment process that end with a short list of 4 or 5 candidates which are then interviewed by us.
 - b) The appointment decision would also lie with us as the employer on the basis of a fixed term contract with a 3-month probationary period.
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4) RECOMMENDATION

The Staffing Committee recommendation from its meeting of 7 August 2014 is that:

The Town Council agrees to the establishment of one apprenticeship post in the area of Business Administration from 1 October 2014 on the basis of a 35 hour week remunerated at £3.50 an hour.
