

Apprenticeship Proposal To Full Council

Staffing Committee Minutes 24/1/2023

In attendance: Cllrs Brook, Carr, Denby and McKerchar, Clerk and Countryside Officer

1. Chair's Opening Remarks – the Chair explained that Cllr Brook would lead this meeting.
2. To receive Members' declarations of interest/disclosable pecuniary interests for items on the agenda and to consider dispensations where appropriate
No Declarations were received
3. To accept apologies for absence – none received
4. Discussion on the options for an apprentice for the Countryside Project to recommend at February Full Council meeting

RESOLVED to recommend to Full Council that the Council employs an apprenticeship for the first choice as below* (offered to the current volunteer initially) who will be employed by the Council but would be administered by Chamber Talent Route. Issues requiring further information were 1. Pension, 2. Training intake 3. Transport to and from training provider. The cost would for this first scheme would come out of Reserves, with the possibility of further schemes being budgeted in future dependant on the success of the initial scheme.

Level 2 Countryside Worker

Meeting with Roopa Chopra, Apprenticeship Workforce Planning Officer at Kirklees Council, Dave Wilde, Carole Wadsworth and Richard Brook

Preferred option: Chamber Talent route

Process: Employer - DDPC

Apprentice – tbc, a volunteer working with Dave currently, second choice Shelley College

Training Provider – Askham Bryan or from the Kirklees list of providers

Costs of Chamber route to set up is £3,200

- Suggested 12months, plus one month for assessment/testing
- Hours, ideally 30 hpw, (24 for PC, and 6 for off the job training which can be weekly or in a block depending on the training provider) this can be varied slightly.
- Chambers will deal with all aspects of employment, such as NI, Tax liability, running costs, there will be no other liability on the parish council and will collect wages by Direct Debit from PC, do the deductions, and pay the apprentice. We complete an electronic timesheet weekly and submit it to them every month, they calculate wages/annual leave/sick leave.
- Chambers do all the liaison with training provider
- Roopa to investigate if we have to pay a pension.

- PC not held to employ the apprentice after completion of apprenticeship, PC at this stage cannot offer employment beyond the scope of this apprenticeship.
- Variety of training providers including Askham Bryan (see Roopa's email list)
- DW suggests including the climate emergency work/sustainability can do uncredited training for the apprentice, this was deemed suitable by Roopa. DW has provided a job description which was deemed a good fit for the apprenticeship.
- Roopa to investigate the timescales of Askham Bryan for starting dates for cohorts.

Grants: There is a low carbon grant the pc could apply for, Roopa would provide the application form. This is last year of this grant (ends March) other grants may become available and Roopa says Kirklees pay the training element so will get back between £1500-£3000.

Approximate Costings:

***For first choice, volunteer aged 23 +**

Salary scale = £10.42 ph (National Living Wage)

= £312.60 pw (30 hours), = £16,255.20 pa

+ Chambers costs of £3,200 = £19,455.20pa

Less grant (min of £1,500) = £17,955.20

Costings for age 16 year old from Shelley College

Salary scale = £5.28pw, = £158.40pw, = £8,236.80pa + Chambers £3200 =11,436.80 -less grant min £1500 = **£9936.80**

Costings for age 18 year old

Salary scale - £7.49pw = £224.70pw = £11,684.40pa + chambers £3200 = £14,884.40 – less grant min £1500 = **£13,384.40**

Signed (Chairman)