

## **EMPLOYMENT PANEL**

**TUESDAY 2 SEPTEMBER 2014 AT 2.00PM**

**PRESENT:** Councillors Bloxham (as substitute for Councillor Mitchelson), Burns, Mrs Geddes (as substitute for Cllr J Mallinson) Glover, Stothard and Weber.

**OFFICERS:** Organisational Development Manager  
HR Advisory Services Team Leader

### **EMP.06/14 APPOINTMENT OF CHAIRMAN**

It was moved and seconded that Councillor Glover be appointed Chairman of the Employment Panel for the Municipal Year 2014/15.

**RESOLVED** – That Councillor Glover be appointed Chairman of the Employment Panel for the Municipal Year 2014/15.

Councillor Glover thereupon took the Chair.

### **EMP.07/14 APPOINTMENT OF VICE-CHAIRMAN**

The Chairman sought nominations with regard to the appointment of a Vice-Chairman for the Panel.

It was moved and seconded that Councillor Stothard be appointed Vice-Chairman of the Employment Panel for the Municipal Year 2014/15.

**RESOLVED** – That Councillor Stothard be appointed Vice-Chairman of the Employment Panel for the Municipal Year 2014/15

### **EMP.08/14 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor J Mallinson and Councillor Mitchelson.

### **EMP.09/14 DECLARATIONS OF INTEREST**

There were no declarations of interest affecting the business to be transacted at the meeting.

### **EMP.10/14 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED** – That the minutes of the meetings held on 20 January 2014 be agreed as a correct record of the meetings and signed by the Chairman.

### **EMP.11/14 APPRENTICESHIP SCHEME**

The Organisational Development Manager presented report CE.09/14 which contained a revised Apprenticeship Scheme Framework which had taken into account changes in policy and pay.

The Organisational Development Manager reminded the Panel that the apprenticeship scheme had been introduced in 2011 to help support succession planning, tackle skills shortages, increase the number of young people working for the City Council and to offer high quality employment opportunities for local people. The City Council had taken on seven apprentices, three of which had finished their apprenticeships and were employed by the City Council.

The Organisational Development Manager reported that a review of the Apprenticeship Scheme Framework 2011 had taken place and focused on rates of pay for apprentices and the processes for apprentices applying for internal vacancies.

In 2011 the rate of pay for a Level 2 apprentice was £110 per week in year one and age appropriate National Minimum Wage (NMW) in year two. The Council paid above the apprentice NMW per for year one apprentices.

Since the introduction of the Scheme the NMW for apprentices had increased. In order to maintain the differential between what the City Council paid year one apprentices and the apprentice NMW pay for a year one Level 2 apprentice it was proposed that the rate of pay be increased to £3.11 per hour (equivalent to £115.07 per week).

The pay for a Level 3 apprentice had been Grade A on the pay scale chart point 1 in the first year and point 2 in subsequent years. When the City Council introduced the Living Wage, the pay scales were amended to remove the original two point scale at Grade A and the bottom point of the pay scale was now a single point Grade A salary of £14,518. The City Council had not taken on any Level 3 apprentices but any that were recruited in the future the post would be job evaluated as part of the Organisational Structure Amendments process as any other new jobs would be.

The Organisational Development Manager explained that the Apprenticeship Scheme Framework 2011 had only enabled apprentices to apply for internal vacancies up to six months before the end of their two year contract. Following a recent issue it was felt that the Scheme should be amended to allow an apprentice to apply for an internal vacancy that would advance their career if they had completed the qualification part of their apprenticeship.

The Organisational Development Manager informed the Panel of the different elements which made up the apprentice qualification including the NVQ, technical certificate and in some cases numeracy and literacy qualifications. She added that the apprenticeship qualification took a minimum of twelve months to meet Government guidelines and to ensure that the apprentice gained valuable work experience along with a worthwhile qualification. She added that should an apprentice complete the work for their qualification before the 12 month period they would not be able to gain their full qualification but would be given other opportunities until their twelve month period ended.

Members questioned why there was a pay differential between the apprentice NMW and the Council's rate of pay for year one Level two apprentices. They also asked how the differential was calculated. The Organisational Development Manager responded that the original rate of pay for year one Level two apprentices had been set on the recommendation of the TUC which was above the apprentice NMW. She explained that the apprentice NMW had increased and she felt that keeping the differential ensured a fair rate of pay and that the Council would remain a competitive employer.

The HR Advisory Services Team Leader suggested that the difference highlighted at the original rate as recommended by the TUC be calculated and that % be accepted as the differential going forward.

RESOLVED – 1) That the Employment Panel approve the following changes to the Apprenticeship Scheme Framework as set out in report CE.09/14:

1. Change to the rate of pay for Level 3 apprentices to be job evaluated;
2. Change to timescale on when apprentices can apply for internal vacancies

2) That the Organisational Development Manager contact the TUC to determine if they had a new recommended rate of pay for apprentices following the increase to the apprentice National Minimum Wage.

3) That the differential rate of pay between the apprentice National Minimum Wage recommended rate of pay for year one Level two apprentices and the City Council's rate of pay be calculated as a percentage and this percentage be used to calculate the future rate of pay for year one Level two apprentices.

4) That the rate of pay for year one Level two apprentices would increase on 1 October each year in line with the Government's increase to apprentice pay rates and that the apprentice pay rate would not increase with the cost of living increase that City Council staff receive.

(The meeting finished at 2.50pm)