

HAMBLETON DISTRICT COUNCIL

Report To: Scrutiny Committee
18 January 2018

From: Chairman of Scrutiny Committee

Subject: **POLICY REVIEW – GRADUATE AND APPRENTICE SCHEME**

All Wards

1.0 SUMMARY:

1.1 The purpose of this report is to gather evidence from appropriate individuals in order to progress the Review.

2.0 BACKGROUND:

2.1 The Committee has previously agreed to undertake this Review and identified information and issues that it would like to consider. The Project Plan for the review is attached as Annex A.

2.2 The Terms of Reference of the review are as follows:

To review the work already delivered by the Council and its partners to support the Graduates and Modern Apprentices Schemes in Hambleton.

3.0 INFORMATION AND ISSUES:

3.1 A survey has been undertaken and an analysis of the results is attached at Appendix B. The Committee is asked to consider this evidence.

4.0 RECOMMENDATION:

4.1 It is recommended that the Committee determines information that it would like officers to report upon to the next meeting of the Committee and other issues which they would like considered in respect of the Graduate and Apprentice Scheme.

COUNCILLOR STEPHEN DICKINS

Background papers: None

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SCRUTINY COMMITTEE

POLICY REVIEW – GRADUATES AND MODERN APPRENTICES SCHEMES

TERMS OF REFERENCE:

To review the work already delivered by the Council and its partners to support the Graduates and Modern Apprentices Schemes in Hambleton.

SCOPE

To review the Graduates and Modern Apprentices Schemes and to evaluate:

- how successful the current schemes are;
- whether the current schemes are fit for purpose;
- whether the current schemes provide good value for money to the Council;
- opportunities for improvement;
- further opportunities for joint working.

OBJECTIVES

To ensure that the Graduates and Modern Apprentices Schemes are effective and fit for purpose; are providing good value for money to the Council and operating effectively, in line with Council priorities; to identify whether there are any areas for improvement and explore if there are any further opportunities for joint working.

WITNESSES

- Helen Kemp, Director of Economy and Planning
- Sam Swinbank or Nicole Patterson, Business and Economy Manager

DOCUMENTS/EVIDENCE

- Graduate and Apprentice Schemes – policies and associated documents
- Council Plan 2015-19
- Testimonials from graduates and apprentices

OTHER METHODS/CONSULTATION/RESEARCH

Task and Finish Groups.

OFFICER SUPPORT

Louise Hancock, Democratic Services Officer
Gary Nelson, Director of Law and Governance

TIMESCALE

Commencing September 2017 – Concluding February 2018
(Report to April 2018 Cabinet)

Survey analysis – total number of responses received 26 (175 sent)

Questions asked:

- Q1. Which scheme did you make an application for assistance for (please delete as appropriate):
Apprenticeship Grant / Graduate Internship Support Grant
- Q2. How easy did you find the process of applying?
- Q3. Was there anything about the application process that you would suggest could be improved?
- Q4. Was your application successful?
- Q5. Are there any lessons learned or things that you would suggest could be improved about the scheme?
- Q6. Do you have any further comments?

Q1	Q2	Q3	Q4	Q5	Q6
Apprenticeship	Very easy	No	Yes	None that I can think of. The process has been very straight forward and we have had good communication from HDC	No
Apprenticeship	Very easy – HDC staff very helpful	No	Yes	None	Please continue to offer apprenticeship grants
Apprenticeship	Very easy	No	Yes	Process ran smoothly	Staff involved very helpful
Apprenticeship	Very easy and straight forward	No, all self explanatory	Yes	No	Application was made so easy by the helpfulness and constant updating received from HDC staff – made the experience quite painless
Apprenticeship	The process simple from start to finish, questions were answered quickly	No	Yes	Scheme has worked very well for us and we have had no issues	The team at HDC were excellent. Questions were answered quickly and they helped me with any queries. They walked me through each stage of the application processes to ensure everything was correct and no delays
Apprenticeship	Very easy	No	Yes but decided not to take up	No	No

Q1	Q2	Q3	Q4	Q5	Q6
Apprenticeship	Fairly easy but time consuming. However, financially it was worth doing	No	Yes	No	No
Apprenticeship	No problem with support from HDC	Disappointed with the standard and choice of applicant	Yes but the apprentice was not to required standard	Lack of choice of applicants was a disappointment	No
Apprenticeship	Very easy	No	Yes	No	No
Apprenticeship	Very easy	No	No	No	When completing the PDF form electronically the font adjusts automatically and is therefore inconsistent in size from line to line making the document look untidy
Apprenticeship	Very easy	No	Yes	Occasional follow up interest from HDC was provided and appreciated. A personal visit to assess impact of the employer experience would be event better	We were delighted to receive support from HDC and it helped towards making our decision to recruit an apprentice
Apprenticeship	Extremely simple	It might have been easier via an online portal however the paper based application process was simple enough to follow and complete	Yes	None	None
Apprenticeship	Very easy	Nothing stands out	Yes but could not find a suitable applicant and the time ran out	Probably have a suitable candidate in mind then apply	-

Q1	Q2	Q3	Q4	Q5	Q6
Apprenticeship	No issues	No	Yes	No	No
Apprenticeship	Took a few phone calls but got there	Single point of contact	Yes	Not really	No
Apprenticeship	Relatively straightforward	Process was fairly smooth with no suggestions for improvement	Yes	No	Not really. We have made enquiries about assistance with training costs for one of our engineers but still awaiting response
Apprenticeship	Very supportive. The HDC team provided valuable guidance and help every step of the way	No really, good documentation and good people – hard to beat	Yes	Yes, please reinstate the equipment grant – we had budgeted for this however by the time we find the right person the equipment grant had been suspended	Pass on sincere thanks to the business support team who helped us so much
Apprenticeship	Process was very easy and handled completely by HDC staff – no issues	N/A	Yes	N/A	N/A
Apprenticeship	Very easy and forms easy to complete	Only comment would be to have an electronic form to complete without having to complete the form and scan back	Yes	No very good, more advertising would be helpful	No
Apprenticeship	Pretty easy	No issues reported	Yes	All fine – apprentice on second year – small amount of communication in order to get paid but less than experienced with other grant type funding	No

Q1	Q2	Q3	Q4	Q5	Q6
Apprenticeship	Quite easy	Online application rather than paper based	Both successful and unsuccessful applications	The funding should be transferable to another apprentice if one apprentice leaves – this would ensure the apprentice gets the opportunity even if the first choice decides it's not for them	No
Apprenticeship	Quite easy form to complete and submit	Straight forward	Yes	Publication of the scheme, more awareness	-
Apprenticeship and Graduate	Easy	-	Yes	-	Staff were very helpful and made the process very easy – staff passed on contacts for advertising positions and regularly called to see how we were getting on
Graduate	Very easy – great support from HDC team	No	Yes	No	Great scheme – used twice and hope to maybe use again in the future
Graduate	Very – questions were very quickly answered with the support of the business team	Not really	Yes	Advertise it more widely, it works well and adds real value into our business	We cannot recommend this scheme highly enough. It prompted us to employ a graduate who we have now employed full time
Graduate	HDC staff helped me apply and made it relatively simple	No	Yes	No	Thank you for inviting us to join the scheme, it has been a great help