

**THE OFFICE OF POLICE AND CRIME COMMISSIONER
FOR DERBYSHIRE
DECISION RECORD**

Request for PCC Decision	Received in OPCC Date: 5 June 2013	OPCC Ref: 54/13
---------------------------------	---	------------------------

Title: APPRENTICESHIP SCHEME

Executive Summary: To be completed by PCC Specialist lead

In 2012/13 the Force commenced an apprenticeship programme in conjunction with Derby College. Due to the positive feedback it is proposed that this is continued into a second year commencing September 2013.

So as to provide equal opportunity across the county it is recommended that a similar arrangement is undertaken with Chesterfield College to secure places within administrative functions at force headquarters based on various departments.

It was proposed that 12 apprentices be appointed to various roles across Force Headquarters at a full year cost of £86,148.

It was noted that Derbyshire Constabulary proposed to pay the age appropriate minimum wage of £3.72 and not the lowest figure of £2.68. To formalise this proposal an additional recommendation was added.

Decision

Resolved that

The proposal to continue an apprenticeship programme was approved.

The proposal of 12 apprenticeships directly employed by Derbyshire Constabulary was approved.

The proposal to work in partnership with Chesterfield College as the learning provider for the apprenticeship programme was approved.

It was agreed to pay the age appropriate minimum wage of £3.72 to apprentices.

Declaration

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct for the Police and Crime Commissioner for Derbyshire. Any such interests are recorded below.

None

The above request has my approval.

Electronically signed

Signature

Date 24 June 2013

PUBLICATION SCHEME CONSIDERATIONS

Is the related Section B report to be published **Yes**

If no, please indicate relevant exemption

Is the publication of this approval to be deferred **No**

If Yes, provide reasons below

Date to be deferred to –

NB Statutory Instrument 2011/3050 (as amended by SI 2012/2479) states that: *all decisions made by a PCC are in the types of information that must “be published as soon as practicable after it becomes available to the elected local policing body”.*

OFFICER APPROVAL

Chief Executive or Nominee:

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report.

I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner

Electronically signed

Name

Date 24 June 2013

STRATEGIC GOVERNANCE BOARD
24 JUNE 2013
REPORT OF THE CHIEF CONSTABLE

9A: APPRENTICESHIP SCHEME

1. PURPOSE OF THE REPORT

- 1.1 To seek agreement to the continuance of a 12 month Apprenticeship programme from September 2013.

2. INFORMATION AND ANALYSIS

2.1 Background

In 2012/13 the Force commenced an apprenticeship programme in conjunction with Derby College, where eight individuals of an agreed twelve opportunities commenced employment with our organisation. The 2012-13 apprentice programme involved the Force acting as the employer whilst working in Partnership with Derby College to provide 12 month Intermediate and Advance Apprenticeships from age 16.

It is proposed that this model of direct employment which allows the trainees to be integrated into the organisation, providing greater control in relation to managing performance, attendance and developmental issues is continued into a second year commencing September 2013.

The apprenticeship scheme has enjoyed extremely positive feedback from all concerned, including line managers, mentors and apprentices.

Of the eight original apprentices, two individuals have been successful in securing permanent employment with the constabulary.

In order to provide equal opportunity across the county it is recommended that a similar arrangement is undertaken with Chesterfield College.

Chesterfield College have the facilities to provide the support to the Force in terms of a partnership as our learning provider and have confirmed their training programmes are flexible to fit in with the organisational requirements.

2.2 Proposal

It is proposed that the apprenticeship in Business and Administration will be offered at either Level 2 or Level 3. It is our intention to secure places within administrative functions at force headquarters based departments in the areas of Business Administration, Accountancy, Corporate Services, Human

Resources, Information Services and administrative support to operational units such as Crime Support and Operational Support.

Chesterfield College will:

- Provide a 'consultancy' service throughout the duration of the scheme
- Match work based roles to the appropriate training qualification;
- Work in partnership with the organisation to ensure the programme is appropriate and ensure appropriate funding is available
- Agree a training plan with the apprentice
- Undertake the early stages of the recruitment process
- Manage the training and evaluation
- Ensure that national quality standards are met and deliver integrated training.

2.3 Funding and Scheme Cost

There is no financial liability to the Force in relation to the services and training that Chesterfield College will provide.

Apprenticeship funding is available from the National Apprenticeship Service and is paid directly to the learning provider. It is proposed that we offer apprentices to individuals aged between 16 to 18 years old as this would be fully funded in terms of the costs for the learning provider.

The National Minimum Wage for apprentices from 1 October 2013 will be £2.68 per hour and applies to time working, plus time spent training that is part of their apprenticeship. This equates to an annual salary of £5,172.

This compares to the national minimum wage for other workers which is:-

- £6.31 per hour for workers aged 21 and over (annual £12,177)
- £5.03 per hour for workers aged between 18-20 (annual £9,707)
- £3.72 per hour for workers aged between 16-17 (annual £7,179)

The current 'living wage' is £7.45 per hour, which allows an individual to live decently and to adequately provide for their family.

There is a moral argument that we should consider paying the 'living wage' to our apprentices, however our target audience is school leavers who are not as yet living independently

If we were to consider paying the 'living wage' then we would need to reduce the number of apprentices by 50% from 12 down to 6.

Chesterfield College currently have a large number of apprentices employed by Derbyshire County Council who pay the Apprentice (u19) hourly rate of £2.68.

It is proposed that Derbyshire Constabulary do not pay the lowest figure of £2.68, but instead pay £3.72 to our apprentices, Chesterfield College are certain that this will attract an excellent level of applicant. The cost per apprentice is therefore £7,179 which equates to a total cost of £86,148.

It is proposed that 12 apprentices are appointed to various roles across Force Headquarters at a full year cost of £86,148

2.4 **Financial Considerations**

There is a requirement for a financial commitment of £86,148 to provide 12 apprentices with a 12 month apprenticeship programme. If the appointees decide to join the Local Government Pension scheme this equates to £15,100 in employers contribution.

3. **RECOMMENDATIONS**

- 3.1 That the proposal to continue an apprenticeship programme is approved.
- 3.2 That the proposal of 12 apprenticeships directly employed by Derbyshire Constabulary is approved.
- 3.3 That the proposal to work in partnership with Chesterfield College as the learning provider for the apprenticeship programme is approved.

4. **IMPLICATIONS**

All implications are assessed and scored to the table below.

HIGH – supporting explanation and narrative required and to be contained within the report

MEDIUM – narrative to be contained within the report at the discretion of the author

LOW – no narrative required

	LOW	MEDIUM	HIGH
Crime & Disorder	√		
Environmental	√		
Equality & Diversity	√		
Financial		√	
Health & Safety	√		
Human Rights	√		
Legal	√		
Personnel		√	

Contact details in the event of enquiries	Name: Superintendent Kul Mahay External telephone number: 01773 572020 Email address: sgbenquiries@derbyshire.pnn.police.uk
--	--