

Public Document Pack



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2 March 2016

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the Council Chamber at these Offices on Thursday 10 March 2016 at 2.30 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Rebecca Brough on (01304) 872304 or by e-mail at rebeccabrough@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a white background.

Chief Executive

General Purposes Committee Membership:

S M Le Chevalier (Chairman)
M D Conolly (Vice-Chairman)
P M Brivio
M R Eddy
D P Murphy

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 4)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

4 **MINUTES** (Pages 5 - 6)

To confirm the attached Minutes of the meeting of the Committee held on 19 March 2015.

5 **DOVER DISTRICT COUNCIL SMOKING POLICY** (Pages 7 - 12)

To consider the attached report of the Director of Governance.

6 **APPRENTICESHIP POLICY UPDATE** (Pages 13 - 21)

To consider the attached report of the Director of Governance.

7 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 22)

The recommendation is attached.

MATTERS WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

8 **PAY AWARD 2016** (Pages 23 - 34)

To consider the attached report of the Director of Governance.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Rebecca Brough, Team Leader - Democratic Support, telephone: (01304) 872304 or email: rebeccabrough@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Minutes of the meeting of the **GENERAL PURPOSES COMMITTEE** held at the Council Offices, Whitfield on Thursday, 19 March 2015 at 6.00 pm.

Present:

Chairman: Councillor S M Le Chevalier

Councillors: M D Conolly
P G Heath
K Mills

Officers: Director of Governance
Democratic Support Officer

13 APOLOGIES

Apologies for absence were received from Councillors M R Eddy and C J Smith.

14 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, that Councillors P G Heath and K Mills had been appointed as substitutes for Councillors C J Smith and M R Eddy respectively.

15 DECLARATIONS OF INTEREST

There were no declarations of interest received from Members.

16 MINUTES

The Minutes of the meeting of the Committee held on 3 February 2015 were approved as a correct record and signed by the Chairman.

17 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor M D Conolly, duly seconded and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involve the likely disclosure of exempt information as defined in paragraph 4 of Part I of Schedule 12A of the Act.

18 PAY AWARD 2015

The Committee considered the report of the Head of Paid Service which outlined proposals for a 2.5% pay award on the salary of all staff with effect from 1 April 2015.

In accordance with the Collective Bargaining Agreement (CBA), the Head of Paid Service sought independent advice on market positioning regarding pay from Total Rewards Projects LTD (TRP) which had recommended a pay award of 2.5%. TRP also recommended that the lowest entry scale in Band L be removed from 31 March 2015 so as to be in line with the Outer London 'Living Wage'. This would leave just two pay scales in the band, with the minimum to be set at £15,103 per annum and

the maximum to be set at £15,500 per annum. Following negotiations between management and the recognised Trade Unions (Unison and GMB (MPO), the recognised unions informed management that they accepted the offer.

Members thanked staff for their hard work and fully supported the 2.5% pay award.

RESOLVED: (a) That the pay award of 2.5% on the salary of all staff be APPROVED with effect from 1 April 2015.

(b) That the lowest entry scale in Band L is removed from 31 March 2015 leaving two scale points in this band. The minimum to be set at £15,103 per annum. The second and maximum scale point to be set at £15,500 per annum.

The meeting ended at 6.04 pm.

Subject:	DDC SMOKING POLICY
Meeting and Date:	Joint Health, Safety and Welfare Consultative Forum – 13 January 2016 General Purposes Committee – 10 March 2016
Report of:	Director of Governance
Classification:	UNRESTRICTED

Purpose of the report:	To present an updated corporate Smoking Policy to the members of the Joint Health, Safety and Welfare Consultative forum
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Recommendation:	To support the updated Smoking Policy as presented
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1. **Summary**

The draft DDC Smoking Policy is intended to refresh and update the existing document 'Smoke Free Workplace' which was written in 2007 and does not represent changes in corporate structure or technological advances.

How the smoke free legislation is applied and the restrictions applied corporately remain unchanged, however the new policy does update references to departments that have changed since 2007. The format and layout of the original document have been updated in line with current Policies.

The draft Policy also incorporates the use of e-cigarettes, which has increased in recent years and specifically their use at work.

The draft Policy has been discussed at CMT and at the regular Management/ Trade Union meeting. Comments from these meetings have been incorporated into the draft.

2. **Introduction and Background**

2.1 In updating the current Smoke Free Workplace Policy how the Dover District Council ensures the Smoke Free Legislation is complied with has not been changed. The following key elements of the Policy remain:-

- (a) No smoking legislation is enforced inside all Council buildings
- (b) At the Whitfield offices employees are only permitted to smoke in the smoking shelter.
- (c) Officers at other locations must not smoke in view of the public, in their uniforms or close to entrances
- (d) Smoking in council vehicles is prohibited and vehicles will display the mandatory no smoking sign.
- (e) Private vehicles shared for work purposes should not be used to smoke in while others are in the vehicle as passengers or the driver.
- (f) Staff visiting customers in their homes who are smokers are able to request that they do not smoke for the duration of the visit or make alternative arrangement to provide that service.
- (g) Notification that a breach of the Policy may result in appropriate disciplinary action.

2.2 The two key changes to the current Policy are:

- (a) The removal of the requirement for officers working on the flexible hours system to deduct 10 minutes (or more if longer is taken) for each smoking break from their daily total. Similarly the statement that specifically requires staff not using this system to account for each break when ensuring a minimum of a 37 hour week is worked has been removed.

The updated Policy does not include a prescribed break length or specific requirement that staff should make up time for breaks. Instead this is left to manager discretion and that where the length and frequency of smoking breaks creates a problem with service provision or output breaks may be restricted. Smokers have argued that non smoking staff taking regular breaks are not penalised. It is felt that this approach provides the flexibility for staff to smoke, but allows managers to deal with situations where excessive breaks create an issue.

- (b) The use of e-cigarettes both as a replacement to smoking and a mechanism for giving up has increased in recent years. These devices are not classed as a tobacco product and fall outside the scope of the smoke free legislation, which means they can legally be used inside. The devices and the nicotine solutions are currently unregulated and little is known about the long term health effects.

Concern had been raised by staff where e-cigarettes had on occasion been used in offices or in public areas. It was clear that corporate guidance was needed and should be included in the current Policy. To avoid any potential health risk and the normalisation of smoking in the workplace the policy treats the use of e-cigarettes the same way as smoking.

3. Identification of Options

3.1 The options for the draft Smoking Policy are :

- (a) Adopt the Policy as presented.
- (b) Adopt the Policy with recommendations.
- (c) Reject the Policy

4. Evaluation of Options

The existing Policy is out-of-date and does not include all current issues. An updated policy should be adopted, with amendments if the group decides this is necessary.

5. Resource Implications

There are no additional resource implications identified with the adoption of this updated Smoking Policy.

6. Corporate Implications

Comment from the Section 151 Officer, Solicitor to the Council and Equalities Officer will be obtained and included in the report to the General Purposes Committee.

7. Appendices

Appendix 1 – Draft DDC Smoking Policy

Contact Officer: Steve Turner – Health and Safety Advisor – EK Human Resources



EK HUMAN RESOURCES

HEALTH & SAFETY

Promoting Health and Safety at Work

Dover District Council

DRAFT Smoking Policy

October 2015

1 Introduction

Dover District Council recognises its legal responsibility to ensure the health, safety and welfare of employees, sub-contractors and anyone else directly affected by the organisation's operations. The organisation has therefore developed and enforces a dedicated smoking policy, conforming to the requirements of the smoke-free legislation.

2 Application

This policy is applicable to all employees at whatever level of the organisation's hierarchy, as well as sub-contractors who undertake activities on behalf of the organisation and any visitors or customers. This policy and its mandatory application will be communicated to all employees, sub-contractors, visitors/customers and interested parties.

As part of the organisation's induction process, new starters should be told about this policy and shown where it is can be found on the organisation's intranet. When necessary, employees are responsible for informing visitors or customers that they are serving of this policy.

This Policy refers to the smoking of tobacco products as well as use electronic cigarettes.

3 Electronic cigarettes

E-cigarettes are battery-powered devices, which contain a heating element to vaporise a nicotine solution, hence their use is commonly referred to as 'vaping'. The vapour produced is inhaled by the user and satisfies the nicotine craving while removing the other harmful chemicals, which would otherwise be inhaled from tobacco smoke.

However, there is currently no regulation on the content of the nicotine solutions on sale or research into the potential long term health effects of vaping. Any adverse impact on health (either short or long term) will also affect those that do not vape as well as those that do.

Dover District Council does acknowledge that some employees may wish to make use of electronic cigarettes ("e-cigarettes") while at work, particularly as an aid to giving up smoking.

Although e-cigarettes fall outside the scope of smoke-free legislation, the authority has decided to apply the same prohibition on e-cigarettes as for tobacco products. The rationale for this ban is that:

- Although they do not produce tobacco smoke, e-cigarettes do give off a significant amount of vapour:
 - This could provide an annoyance to those that do not vape;
 - The health of staff who do not vape may be put at risk by inhaling excess or secondary vapour;
 - The vapour is likely to activate smoke detectors within the building.
- Some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression for visitors, customers and other employees that it is acceptable to smoke.

As with cigarettes (and other tobacco products) the organisation allows employees to use e-cigarettes only in certain designated areas, separate to the designated smoking areas outlined in Section 4.

4 Prohibition on smoking

Smoking or 'vaping' is strictly prohibited in all parts of the organisation's premises or anywhere on its grounds. This includes areas at or near entrances in view of the public, which may not be authority land, but where staff can be identified as council employees.

The only exception is where a designated outside area has been identified (this may be a shelter). The organisation provides receptacles for smokers to dispose of cigarette butts and other smoking waste at all designated outside areas where smoking is allowed.

Council officers required to wear a uniform are not permitted to smoke in view of the public at any time whilst wearing their uniform.

This policy does not prescribe the frequency or length of breaks staff take during the working day to smoke or 'vape'. This decision is left to the discretion of each manager.

Where the frequency or length of smoking breaks becomes excessive and creates a problem with service provision or work output the manager may insist that these breaks are reduced.

5 Vehicles

The organisation does not permit workers to smoke or 'vape' in company vehicles.

There are no limitations on an employee smoking / 'vaping' in a vehicle that they own, unless that vehicle is being shared with another person in connection with a work activity.

It is now against the law for anyone to smoke in a car when carrying a person under the age of 18.

6 Homeworkers

Homeworkers are not required to refrain from smoking during the course of work that is carried out for the organisation in their home, unless they invite others into an area of their home for work purposes.

7 Working on Site or at Customers Homes

It is recognised that staff working with customers in their own homes or making site visits could be at risk of second hand smoke in an environment not controlled by the restrictions of this policy.

Staff must use their discretion when making visits to customers who smoke and may respectfully request that their customers not smoke during the visit or that visits take place in a communal non-smoking area where appropriate. Where appropriate this request should be included in any letter sent in advance of the visit. Should the customer refuse this request, arrangements could be made to meet the customer at one of the Council Offices where viable.

8 Signs

The organisation displays signs that make it clear that smoking is prohibited on its premises. These signs are located at all entrances to its buildings.

All vehicles covered by the ban will display no-smoking signs, with the no-smoking symbol at least 70mm in diameter, in each compartment of the vehicle in which people can sit.

9 Assistance for employees to give up smoking

The organisation recognises the difficulty that employees who wish to give up smoking may face. The organisation's occupational health provider can offer guidance/information to help smokers to give up.

Assistance is also available from the NHS Smoking Helpline, other NHS services, GPs and other national schemes.

10 Non-compliance

Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with the organisation's disciplinary procedure. Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas that could result in a fixed penalty or prosecution and a fine.

Customers who are 'vaping' or smoking in smoke-free areas should be reminded of the no-smoking signs and asked to stop. If a customer continues to smoke, employees should explain that the customer is committing a criminal offence and will not be served if they continue to do so. If the customer still refuses to stop smoking, staff should ask the customer to leave the premises and, where relevant, direct them to where they can smoke.

11 Maintaining this policy

The organisation will monitor the effectiveness of this policy and its general compliance within the organisation.

This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.

This policy is fully supported by the senior management of the organisation. In support of this intent, the policy will be reviewed biannually. The organisation will provide sufficient financial support and all other necessary resources for the full implementation of this policy.

Subject:	APPRENTICESHIP POLICY UPDATE
Meeting and Date:	Cabinet – 7 December 2015 General Purposes Committee – 10 March 2016
Report of:	Director of Governance, Head of Communication and Engagement and Head of Leadership Support
Portfolio Holder:	Councillor Keith Morris – Skills, Training, Tourism, Voluntary Services and Community Safety

Purpose of the report: To review and update the Apprenticeship, Graduate Placement and Work Experience policy and associated contract/agreements.

To develop a trial of work experience placements in conjunction with Dover Job Centre Plus.

The role of Cabinet is to determine whether to adopt the revisions to the overall scheme (i.e. Apprenticeship/ Graduate/Internship Placement and Work Experience) and to determine the terms and conditions upon which Work Experience Placements are offered.

The role of General Purposes is to determine the terms and conditions upon which Apprentices and Graduate/Internship Placements hold office.

Recommendation: Cabinet approves:

1. That the Apprenticeship, Graduate Placement and Work Experience Schemes, Policies are updated to reflect the changes in this report. :
2. That through the regeneration programme, conversations are held with employers, developers and training providers to encourage the right skills/training offer to the local workforce.
3. That this Council works with East Kent College to develop a more structured work placement programme.
4. That to support the skill development of the local workforce the Work Experience Placements with Job Centre Plus are trialled in the Communication and Engagement Team
5. That the Head of Paid Service or Director of Governance are authorised to approve any contracts or agreements that may be necessary to give effect to the revised arrangement

General Purposes Committee agrees:

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6. That the number of apprenticeship places available directly from this Council is increased to 6 apprenticeships per annum.
 7. That due to the nature of the training programmes and qualifications, the length of apprenticeship programmes is extended to up to 2 years.
 8. That each apprentice under the age of 18 is paid 1.5x the National Minimum Wage for apprentices for up to 2 years.
 9. That each apprentice over the age of 18 is paid the National Minimum Wage for their age for up to 2 years.
 10. That the Head of Paid Service or Director of Governance are authorised to approve any contracts or agreements that may be necessary to give effect to the revised arrangement.
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1. Summary

In order to ensure the Apprenticeship, Graduate Placement and Work Experience Scheme is up to date and continues to be fit for purpose, to reflect the latest Government guidance and current practices the scheme has been reviewed and a number of changes, enhancements and recommendations proposed.

Introduction and Background

- 1.1 In May 2012 Cabinet, General Purposes Committee and Joint Staff Consultative Forum agreed the 'Apprenticeship, Graduate Placement and Work Experience Schemes, Policies and Associated Contracts/Agreements'.
- 1.2 With regards the Apprenticeship Policy, the 2012 report approved;
 - (a) A Modern Apprenticeship Policy working with K-College as a preferred partner
 - (b) That the Head of Paid Service, or Director of Governance are authorised to approve tripartite contractual agreements (contract for apprenticeship) between the Council, an apprentice and K-College or other training partners
 - (c) That the Council provides four apprenticeship training contracts per year, linked to an appropriate NVQ qualification
 - (d) That apprentices are paid at 1.5 x the National Minimum Wage for apprentices for the first year and at the National Minimum Wage for their age for any apprenticeships that continue into year 2
- 1.3 This report does not recommend any changes to the Graduate Placement agreement already in place.
- 1.4 In 2014 a Workforce Planning review was undertaken and this included a review of how the modern apprenticeship scheme is working with recommendations on how to

ensure the scheme is updated to reflect current practices and continues to be fit for purpose. In addition, the latest Government advice surrounding apprenticeships emphasises the need to ensure that the placement gives the apprentice the skills they need for the workplace, through a quality work programme that stretches the apprentice and improves their capabilities.

- 1.5 In March this year Dover Job Centre Plus approached the Council to seek support with their work experience scheme. The scheme is designed to enable young, unemployed people to volunteer for placements lasting between 2 and 8 weeks. Participation is 25-30 hours per week and the host employer pays no wages or fares to the participant. A work experience agreement would be in place prior to a placement commencing and at the end of a successful placement the host employer provides the participant with a reference.
- 1.6 This provides an excellent opportunity for the Council to further engage with the community and develop local talent and skills. It also supports the Government's initiative of offering work placements as an ideal introduction to work place skills and to the work ethic.

Apprenticeships

2. The following enhancements are proposed as updates to the current apprenticeship element of the policy
 - 2.1 The Council reiterates that the underlying premise of an apprenticeship is to provide an opportunity to improve the quality of life, skill base and employability for the future for the apprentice, through training and education, with a full understanding that the work programme ceases at the end of the qualification period.
 - 2.2 Due to the nature of the training programmes and qualifications, it is recommended the length of apprenticeship programmes, in the current Policy, be extended to up to 2 years (depending on the training and qualification gained and subject to the Manager submitting a work programme appropriate for the period). In addition each apprentice under the age of 18 is paid 1.5x the National Minimum Wage for apprentices for up to 2 years and each apprentice over the age of 18 is paid the National Minimum Wage for their age for up to 2 years and the number of apprenticeship places available is increased to encourage up to 6 apprenticeships per annum (on a rolling basis where programmes are over 12 months), this includes the aspiration to create 2 corporate apprentices who move between services.
 - 2.3 Since commencing the apprenticeship programme more training providers have approached the Council, some offering different skill sets and training courses, with differing relevance to the skill sets required by the Council. However, it is recommended, as part of the developing Memorandum of Understanding with East Kent College (EKC), that EKC should be the first line of enquiry. Should EKC not be able to offer the relevant skills/ training required it is further recommended a diverse approach to identifying the right training provider is encouraged by the manager, with the support of the Officer Employment Management Group. Managers are to be required to liaise with the training provider when developing the work programme so there is a clear match between the work being undertaken and the qualification being studied.

- 2.4 A Support Manual is developed for managers, to ensure the service area, team and apprentice all get the best out of the experience. In particular that a suitable mentor is identified at the start of the process, who works with the manager to develop the apprenticeship training programme and supports the recruitment and interviewing process.
- 2.5 A peer mentoring approach between the apprentices is established to help the apprentices to effectively develop and ensure that skills and capabilities are being fully developed.
- 3. The Employment Management Group on behalf of the Head of Paid Service oversees the approval of apprenticeship programmes. This is to ensure that the apprenticeship being proposed provides a genuine apprenticeship that offers a suitable training and development programme, whilst supporting the Council's business objectives and that a suitable mentoring programme is in place. The Employment Management Group process criteria has already been updated to ensure:
 - 3.1 The work programme is suitable, meets the business and apprentice's qualification requirements and can be accommodated within the timeframe
 - 3.2 There is a clear entry and exit strategy as a requirement of the developed work plan
 - 3.3 There is a clear and agreed business need for an apprenticeship (as opposed to another workforce development option) – if the service requires someone who can come in and hit the ground running, with an immediate increase to efficiency and potential income – then another option should be considered and a separate case made, for example, Kent Business School offer a year placement at a slightly higher level (funding required similar to that of an apprentice)
- 4. It is also recommended that through the regeneration programme on-going conversations are held with employers, developers and training providers to encourage the right skills/training offer to the local workforce. An example of this is working as a partnership approach with East Kent College to develop Dover district's first skills fair linked to DDC regeneration projects, due to be held in November 2015. This project seeks to enhance the offer by inviting future employers to the skills fair to align to the training being offered to jobs of the future.

Work Experience:

- 5. The following enhancements are proposed as updates to the current work placement element of the policy:
 - 5.1 It is widely recognised that work experience placements allow this Council to effectively engage with our local communities, whilst offering invaluable work experience and an insight into the workings of the Council. Government advice is that a work placement offers an ideal introduction to work place skills and work ethic and

those that undertake apprenticeships are better placed if they have had some work experience before they embark on their apprenticeship.

- 5.2 There have been a number of successful work experience placements at this Council since the introduction of the Apprenticeship, Internships and Work Placement Policy in 2012. Each placement is usually for a week, is a high quality bespoke work experience placement. The feedback from the student has always been positive.
- 5.3 However, the work experience requests are often received quite late and directly from the students and although to date, we have been able to deliver nearly all of the work experience requests we have received, the tight time scale often requires managers and staff to divert from their normal duties to allow the Council to move quickly to plan, react and deliver the placement. As a result, managers and staff often feel that there isn't a great deal in it for them from the work placement, as they spend most of their time explaining what is happening with less time for actual doing.
- 5.4 Going forward, as a result of the lessons learnt from these work placements a more structured work experience programme could be developed, which better links to East Kent College. There is also the potential to work with the Clinical Commissioning Groups, helping deliver part of the Health and Wellbeing agenda. This approach would allow the Council to provide work experience to a broader base of students.
- 5.5 The recommended approach is for the Council to work with East Kent College to develop a more structured programme. This would result in students with a clearer work path focus being placed, who whilst gaining invaluable knowledge and experience can also offer more back to the service. As part of the programme students who are interested in a work placement will provide details of what topics would ideally be of interest, provide their CV and details of their future study and career direction.
- 5.6 This approach would better allow the Council to have sufficient time to properly plan a programme of activity that best meets each student's requirements. It is anticipated that 5 students could be accommodated each year on a work experience week. The students would be fully mentored for the week. The examples at Annex A, shows the sort of range of activities that have been offered in a couple of areas of interest. Each programme provides variety, enabling the student to move from team to team, providing interest and variety and in turn not over burdening one team. The experience at Annex A(ii) did offer the student a better opportunity to actually be hands on and this is the approach that we would seek with future work placements.
- 5.7 It is recognised that the impact of supporting a work experience placement will be a slight reduction in productivity during the time of the placement. However, if properly planned, the whole process is positive for both the individual students involved and a positive contribution for the Council.
6. In addition, to further support the skill development of the local workforce it is recommended the proposed Work Experience Placements with Job Centre Plus are trialled in the Communication and Engagement Team, with an evaluation and way forward report at the end of the trial.
7. **Resource Implications**
- 7.1 To increase the current budget for apprenticeships from the current resource envelope of £35k pa to £50k pa.

8. **Corporate Implications**

- 8.1 Comment from the Section 151 Officer: The anticipated budget requirements will be included in the budget forecast for 2016/17 to go through the approval process. (VB)
- 8.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 8.3 Comment from the Equalities Officer: The equality officer has discussed this report with the author and whilst it does not specifically highlight any equalities implications, age has been referred to in the background papers intentions and terms of placement programmes. Members are reminded that in discharging their responsibilities they are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010
<http://www.legislation.gov.uk/ukpga/2010/15>

9. **Appendices**

Appendix 1 – Example of Work Experience Programmes

10. **Background Papers**

Apprenticeship, Graduate Placement and Work Experience Schemes, Policies and Associated Contracts/Agreements – May 2012

Contact Officer: David Randall, Director of Governance

Annex A (i) - Example of a Work Experience programme (Democratic and Legal) Mentors: HR/RB Co-ordinator: HL		
Date	Activity	Lead Officer
Day 1	08:45 Brief Induction (Fire, H&S , DP) AM Introduction to Democratic Services PM Introduction to Corporate Services (FOI/DP/complaints/Digital Agenda/Emergency Planning/Business Continuity)	HL – PA and Technical Support Officer RB – Team Leader Democratic Services CC – Head of Corporate Services
Day 2	AM Introduction to Regulatory Services PM Observing a training course on the work of the Regulatory Committee	PN/AK – Environmental Protection Manager/Environmental Crime Team Leader LM/RP - Head of Legal Services and Licensing Team Leader
Day 3	AM Observing cases in the Magistrates Court at Folkestone (including Enviro crime prosecution) PM Introduction to Human Resources	SA - Legal Executive (Court) HR Adviser
Day 4	AM Observing at the Electoral Matters Committee Late AM Overview of Pollution Enforcement activity PM Discussion with Solicitor to the Council and Trainee Solicitor on Legal matters and legal training	LC (Head of Democratic Services) PN/PD _ Environmental Protection (Out and about in the district) HR - Solicitor to the Council/Legal Services –
Day 5	AM Decision Making – Reports, recording on Modern.Gov, Delegations PM Wash up session – issues from the week	HR/RB RB to coordinate support as required

Annex A (ii) - Example of a Work Experience programme (Human Geography)

Mentor: DR

Co-ordinators: AW (Monday), HL (Tuesday to Friday)

Date	Activity	Where/Who
Day 1	<p>08:45 Brief Induction (Fire, H&S , DP) All day with Regulatory Services</p> <ul style="list-style-type: none"> • Environmental Health • Environmental Protection • Licensing 	<p>AW – PA to the Chief Executive PN/AK – Environmental Protection</p>
Day 2	<p>All day: Parks for People Project</p> <ul style="list-style-type: none"> • Survey work in the parks • Administrative tasks in the office 	<p>JW – Project Manager, Kearsney Parks</p> <p>(At Kearsney Park and back in the office)</p>
Day 3	<p>All day: Up on the Downs Project</p> <p>The project is hosting a judging panel for an artistic gateway sculpture for the path that leads from the port to the White Cliffs. Admin support to prepare for this event:</p> <ul style="list-style-type: none"> • am: Visit the proposed site for the sculpture. Provide some context to Up on the Downs and DDC’s work on habitat management, landscape, heritage and tourism. • pm: at DDC offices. Help put together the packs for the judges 	<p>RH Scheme Manager Up on the Downs Landscape Partnership Scheme</p> <p>(Walking the whole of the artistic gateway footpath route on the White Cliffs, outdoor clothing and footwear required)</p>
Day 4	<p>AM Housing</p> <ul style="list-style-type: none"> • Housing Options • Private Sector Housing <p>PM Decision Making</p> <ul style="list-style-type: none"> • Reports/Modern.Gov • Delegations • Member and Officer decisions 	<p>ET - Housing Options Manager Robin Kennedy - PSH Manager</p> <p>DR - Director of Governance HR - Solicitor to the Council)</p>
Day 5	<p>AM Local Plan and Land Allocation document</p> <p>PM Wash up session – issues from the week</p>	<p>AF -Regeneration and Development - Policy and Projects Manager</p> <p>HL to coordinate</p>

DOVER DISTRICT COUNCIL

GENERAL PURPOSES COMMITTEE – 10 MARCH 2016

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involve the likely disclosure of exempt information as defined in the paragraph of Part I of Schedule 12A of the Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Pay Award 2016	4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Document is Restricted