

SUBJECT:	Rural Programmes Team – ICT and Finance Apprentice Post
MEETING:	INDIVIDUAL MEMBER DECISION
DATE:	9th May 2018
WARDS:	ALL

1. PURPOSE:

- 1.1** To request approval for the creation of an ICT and Financial Support Apprentice post to support the administration and financial monitoring activities of the Rural Programmes Team's LEADER project.

2. RECOMMENDATIONS:

- 2.1** To approve the creation of an ICT and Financial Support Apprentice post

3. KEY ISSUES:

- 3.1** With a notional team of 6, delivering the RDP programme is proving difficult due to maternity, long term illness and a partial secondment to the Agri-Urban project.
- 3.2** Apart from the Rural Programmes Manager there is little skills concerning ICT, an area that needs support to deliver projects against the LEADER 'digital exploitation' theme.
- 3.3** The support for the Rural Programmes Finance Officer with the individual project claims requirements.

4. OPTIONS APPRAISAL

- 4.1** The LEADER budget, being a fixed grant from Welsh Government under the Rural Development Programme 2014-2020 has no flexibility to employ full time staff on the current officer grades.
- 4.2** Both long term sickness and maternity pay arrangements are supported from the LEADER budgets. This leaves no other appropriate option to ensure the programme is successfully delivered.

5. EVALUATION CRITERIA

- 5.1** A mid-term evaluation will take place in December 2019, with a final evaluation in July 2021. This evaluation will seek to show how successful the decision to offer this opportunity of an apprenticeship. The Rural programmes Finance Officer will prepare both evaluations in line with accepted Rural Programme practices

6. REASONS:

- 6.1** The Rural Programmes team has had no involvement with the apprenticeship scheme to date. It has been discussed at team level, and our ability to provide such an apprentice with NVQ qualifications in both ICT and finance, would be a great benefit for the appointed person. The benefits for the Rural Development Programme delivery would have equal merit, and add resilience to the current team.

7. RESOURCE IMPLICATIONS:

- 7.1** The post will be paid on National Apprentice Wage and will be fully funded through the existing Implementation Budget of the Rural Development Programme. The post will be temporary until July 31st 2021.
- 8. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)::**
- 8.1** The LEADER programme fully supports the sustainable development of the apprentice, as it does with the sustainable development of all its supported projects. There are no equality implications as the candidate will be chosen on individual merit to fulfill the post
- 8.2** The Rural Programmes Finance Officer, based principally in County Hall Usk will take the responsibility for supplying mentoring support to the apprentice under guidance from the Rural Programmes Manager.
- 9. CONSULTEES:**
Rural Programmes Team
Senior Leadership Team
Vale of Usk Local Action Group
- 10. BACKGROUND PAPERS:**
Future Generations Evaluation (Appendix 1)
ICT and Finance Apprentice job description (Appendix 2)
- 11. AUTHOR:**
Michael Powell
- 12. CONTACT DETAILS:**
Tel: 01633 644870
E-mail: michaelpowell@monmouthshire.gov.uk

Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council (Appendix B)

Title of Report:	Rural Programmes Team – ICT and Finance Apprentice Post
Date decision was made:	9th May 2018
Report Author:	Michael Powell

What will happen as a result of this decision being approved by Cabinet or Council?

What is the desired outcome of the decision?
What effect will the decision have on the public/officers?

An apprenticeship will be offered to the successful applicant for a three year period. The Job description and person specification may require some minor changes.

What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?

Think about what you will use to assess whether the decision has had a positive or negative effect:
Has there been an increase/decrease in the number of users
Has the level of service to the customer changed and how will you know
If decision is to restructure departments, has there been any effect on the team (e.g. increase in sick leave)

A mid-term evaluation will take place December 2019, with an end of post evaluation taking place July 31st 2021.

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?

Give an overview of the planned costs associated with the project, which should already be included in the report, so that once the evaluation is completed there is a quick overview of whether it was delivered on budget or if the desired level of savings was achieved.

The costs will be borne from the LEADER Implementation budget, funded externally through the Rural Development Programme 2014 – 2021. The first year the net wage (with no on-costs) will be set at £5.00/hour, with an increase in year 2 to £7.30/hour.

Any other comments



Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer: Michael Powell Phone no: 01633 644870 E-mail: michaelpowell@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To aid in the delivery of the Rural Development Programme LEADER measure, and to allow a person the opportunity to move into full time employment through the apprenticeship scheme.</p>
<p>Name of Service: Rural Development Programme, Enterprise and Community Development.</p>	<p>Date: Future Generations Evaluation 23rd April 2018</p>

NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.





1. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The post of an ICT and finance apprenticeship will help with the provision of a future skilled job and the opportunity to generate wealth in the region.</p> <p>Both areas of finance and ICT offer opportunities in higher paid jobs.</p>	<p>Continual monitoring of progress will be undertaken.</p> <p>Continual mentoring to ensure quality learning is undertaken leading to formal NVQs.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Being part of a team that delivers projects that help with biodiversity and ecosystems, will have a positive impact on the persons understanding of resilience</p>	<p>Sharing experiences with both the “BEES” cross local authority cooperation, and the “Nature Isn’t Neat” pollinator projects.</p>
<p>A healthier Wales People’s physical and mental wellbeing is maximized and health impacts are understood</p>	<p>The Local Action Group is supporting projects that contribute to healthier living with both food and Independent Living.</p>	<p>All projects supported through the LEADER short supply chains theme considers the impacts on healthy living.</p>
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>The LEADER programme is based on the Community Led Local Development principles. All activities are targeted to safe and well connected communities</p>	<p>Projects are regularly approved for support that directly affects the cohesiveness of communities. All approvals are made with this consideration as having high importance.</p>
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>It will incorporate ESDGC (Education, Sustainable Development and Global Citizenship) elements to enable people to become globally responsible citizens.</p>	<p>Working closely with our Local Authority partners and Job Centre Plus we will share resources and good practices to ensure people have the best opportunities to engage in global well –being and how this impact’s on their community.</p>
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>A main theme of the LEADER programme is to support the cultural and natural assets of the country. This has a positive impact on tourism, recreation and sport.</p>	<p>Encouraging people to embrace the vibrant welsh culture and language.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>All projects developed engage and provide support for those individuals regardless of ethnic origin, gender, disability sexual orientation or religion to ensure all people actively participate in and benefit from the programme</p>	<p>All of our policies and procedures are guided by the current local and national equal opportunities guidance and legislation.</p>

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The employment of an apprentice balances our short term requirements of programme support, and the long term benefits to the apprentice themselves.</p>	<p>This is a financial investment for 3 years from 1st July 2018 to 31st July 2021, in the form of the LEADER grant from Welsh Government. No additional funding is required from the local authority.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The position will require working with project sponsors such as GAVO, Monmouthshire County Council, Transition Towns, Tourism Associations and other volunteer groups such as the Vale of Usk Local Action Group</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>This position will require working with state of the art ICT system providers that will educate and position the council with its ICT future needs.</p>	<p>The involvement with SME stakeholders in the ICT field will be fundamental to the development of the apprentice.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The position will support the financial claims processes with WEFO, providing resilience into our team.</p>	<p>The continual monitoring of the post will enable all aspects of the apprentice's development to be steered and enhanced.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The LEADER programme embraces the Wellbeing of Future Generations Act as its fundamental goal. The programme and the specific position will work closely with the goals and aspirations of the Act.</p>	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	We aim to offer the apprenticeship to people 19+ who have success with A levels, and who wish to embark on an academic career.	None identified	N/A
Disability	Disability will not be a factor in the selection of the apprentice.	None identified	N/A
Gender reassignment	Gender reassignment is not a factor in the selection of the apprentice.	None identified	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	Not applicable	None identified	N/A
Pregnancy or maternity	Risk assessment will be in place for pregnant women ensures all health and safety measures have been addressed and the well-being of the young person is paramount.	None identified	N/A
Race	People interviewed for the post will be given the same opportunities regardless of race. The relevant support will be provided to meet individual needs	None identified	N/A
Religion or Belief	People interviewed for the post will be given the same opportunities regardless of religion or belief	None identified	N/A
Sex	We aim to offer opportunities that will take into account individual needs regardless of sex.	None identified	N/A
Sexual Orientation	We aim to offer opportunities that will take into account individual needs regardless of sexual orientation.	None identified	N/A
Welsh Language	We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need.	None identified	N/A

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	The safeguarding of vulnerable people will be considered by way of training at the basic level. The safeguarding of the apprentice will be considered with every engagement with external stakeholders.	None identified	N/A
Corporate Parenting	N/A	None identified	N/A

5. What evidence and data has informed the development of your proposal?

- Wellbeing of Future Generations Act
- Cross Cutting themes of the Rural Development Programme
- Prosperity for All

6. **SUMMARY:** As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The offer of an apprenticeship is considered a positive statement for vocational progress in an individual. There are few opportunities that can provide sound qualifications while learning in practical terms. It is important that the training is balanced with the requirements of the service delivery requirements of the Rural Programmes Team

7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Individual Member Decision	9 th May 2018	Michael Powell	
Advertise the post	1 st June 2018	Michael Powell/Alison Grimson	

8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	July 2021
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9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Individual Members Decision	9 th May 2018	

ROLE ADVERT**ROLE TITLE: ICT and Financial Support (Rural Development Programme)****POST ID: TBA****GRADE: Apprenticeship****HOURS: 37 per week****LOCATION: Usk****PURPOSE OF POST:**

As part of the Rural Programme's team, you will contribute towards the delivery of Rural Development Programme LEADER project, funded by Europe, Welsh Government and Monmouthshire County Council. You will gain valuable experience by working both in a busy office environment, agile working from a home office and be supported in studying *initially* for the NVQ Level 3 in Finance with Torfaen Training.

Applicants should be able to demonstrate that they are not only conversant with basic computer packages, but show a flair for how the newest digital technologies such IoT can be used and developed in a rural county. The applicant should show an interest in corporate finance, and act in support of the RDP finance officer.

Should you require any further information regarding this post, please contact:

Michael Powell Rural Programmes Manager
Telephone: 01633 644870
E-mail: michaelpowell@monmouthshire.gov.uk

Closing Date: 18th June 2018

Please Note that we are not able to accept CV's

Application forms can be completed online via:

careerswales.com: Apprenticeship Matching Service

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

ROLE TITLE: ICT and Financial Support (Rural Development Programme)

POST ID: TBA

GRADE: Apprenticeship

HOURS: 37 per week

LOCATION: Usk

This may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

RESPONSIBLE TO: Rural Programmes Manager

DEPARTMENT: Rural Development Programme

This is a fixed term funded post and funded by the Rural Development Programme 2014-2020.

Our Purpose:-

To deliver the LEADER measure of the Rural Development Programme 2014-2020. The area covered is all of Monmouthshire and the rural wards and service centres of Newport.

The Purpose of this Role:-

To contribute directly to the delivery of the programme from both financial and ICT perspectives. You will gain formal qualifications in Finance and ICT

Expectation and Outcomes of this Role:-

You will work with the Rural Programmes Finance Officer as your mentor. You will be expected to provide support for the finance claims processes as well as the exploitation of ICT within the LEADER “digital exploitation” theme.

You will receive a training plan along with the opportunity to develop your finance and ICT skills as you work towards NVQ3 in these two subjects.

Applicants should be able to demonstrate that they are conversant with higher level computer packages as well as the general Microsoft Packages and that they are able to communicate effectively with others.

Your responsibilities are to:-

Work alongside the Rural Programme Finance Officer to provide support to the team as required, including:

1. Work with the project coordinators in preparing and collating all financial claims and outcomes delivered by individual projects.
2. Work with the Rural Programmes Manager to develop digital projects that will benefit communities and businesses in the region.
3. Supporting the preparation of reports, presentations and developing filing systems such as OneNote for the LEADER programme.
4. Supporting the organisation of meetings as necessary including booking rooms, arranging attendance and circulating paperwork in good time.
5. Assisting in taking and distributing minutes of meetings ensuring actions, recommendations and discussions are recorded.
6. Undertaking support for the Rural Programmes Finance Officer.
7. Demonstrate a commitment to team working.
8. Be flexible in approach, delivery and working hours.
9. Embrace and be prepared to work at home as well as in the office on an ‘Agile Working’ basis.
10. Maintain safe working practices for self and others, in accordance with the authority’s policy statement on Health and Safety at Work.

11. To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Here's what we can provide you with:-

You will be provided with structured support and training to help you to develop your skills in Finance and ICT whilst working towards NVQ level 3 or higher.

What else you need to know.....Monmouthshire Values are:

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

REQUIREMENTS	WEIGHTING High, Medium, Low
Education / Qualifications / Knowledge	
4 GCSE grades A-C or equivalent – including English Language and Mathematics 2 GCSE A level qualifications with one in ICT	High
Experience	
Experience of working as part of a team/individually	Medium
Experience of completing tasks within deadlines	Medium
Communication / Interpersonal Skills	
Good written and oral communication skills	Medium
Good interpersonal skills and the ability to work well in a team	Medium
Aptitude and Skills	



Computer literate with a high level of understanding of the future of ICT in society	High
Good organisational skills	Medium
Good telephone manner	Medium
Ability to learn: positive, enthusiastic and flexible	High
Equal Opportunities	
Willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training.	High