

<b>SUBJECT:</b>	<b>Creation of an Apprentice Position on the Financial System Support Team</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision</b>
<b>DATE:</b>	<b>26<sup>th</sup> October 2016</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

To seek approval for the creation of an apprentice position on the Financial System Support Team.

**2. RECOMMENDATIONS:**

That the proposed change to establishment be approved.

**3. KEY ISSUES:**

The current structure of the team has been in place since February 2015 (see Appendix A for current team structure).

During this time the Financial System Support Officer Posts have experienced a high turnover of staff. This position has proven difficult to fill both in terms of applications and skills of the applicants that do apply.

By offering an apprenticeship within the section we are building skills into the market place that may in turn benefit Monmouthshire in the future as vacancies naturally occur on the team.

An apprentice would provide three year stability to the team and also provide an individual with an excellent learning platform.

The team currently has a part time vacancy (0.6 FTE Grade C) for the post of Financial System Support Officer. The budget in place for this post is £13,151 per annum.

The budget requires to fund an apprentice for three years is £34,248 (Year 1 = £6542, years two and three = £13,853).

There would be a small saving of £5,205 over the three year period. This would be used to offset other identified budget pressures within the Team.

Working with systems the team is always undergoing significant changes in its working practises, currently those include outsourcing outgoing mail, system developments such as the workflow of master files via Agresso Web which replaces the need for an E-form. At the end of the three years a further assessment will need to be made of the post for example to fill with another apprentice, revert back to a permanent post or other alternative options.

#### **4. REASONS:**

A number of tasks have been identified which would form an excellent learning platform for an apprentice.

A three year apprentice would offer some stability to the team in terms of the same person in post for a period of three years (This assumes that the apprentice will remain with us for the full three years).

If vacancies arise on the team in future, there could potentially be applicants in the market place with the right skill set to undertake the position.

#### **5. RESOURCE IMPLICATIONS:**

Resource will increase on the team as there will be a move from a three day post to a full time apprentice post (Depending on the apprentice this will require day release for college during term time plus exam leave).

There will be £5,205 released over the three year period. This would be used to offset other identified budget pressures within the Team.

We are providing future generations with the skills that will benefit them in obtaining employment at the same time as developing skilled people who could fill future vacancies on the team.

#### **6. SUSTAINABLE DEVELOPMENT & EQUALITY IMPLICATIONS:**

The significant sustainable development and equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

1. The Apprentice scheme aims to provide people with skills and knowledge that will enable them to build future employment prospects and careers.
2. Vacancies on the team have proven difficult to fill both in terms of applications and skills of the applicants that do apply. If vacancies arise on the team in future, there could potentially be applicants with the right skill set to undertake the position.

The actual impacts from this report's recommendations will be reviewed every 3 years and criteria for monitoring and review will take place within the Check in Check out process.

#### **7. SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS:**

There are no safeguarding or corporate parenting implications linked with this report.

#### **8. CONSULTEES:**

- Head of Finance
- Assistant Head of Finance
- Revenues, Systems & Exchequer Team
- Employee Services
- Torfaen Training

**9. BACKGROUND PAPERS:**

Appendix A Revenues, Systems & Exchequer Current Team Structure.  
Appendix B Future Generations Evaluation Form

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