



Hamble Parish Council, Memorial Hall, High Street, Hamble, Southampton SO31 4JE
023 8045 3422, clerk@hamblepc.org.uk

PERSONNEL COMMITTEE
9am on Friday 20th July 2018
The Roy Underdown Pavilion, Baron Road, Hamble

AGENDA

1. Welcome

- a. Apologies for absence;
- b. Declaration of interest and approved dispensations; and
- c. To approve minutes.

2. Public Session

3. Groundsman Vacancy

4. Monitoring Information

Exempt Business

Exempt Business - To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

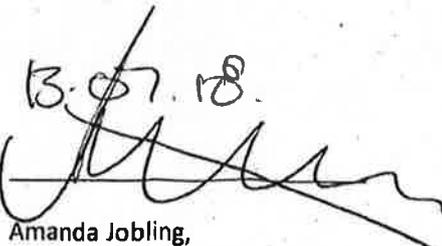
5. Job evaluation report

6. Pay review

Dated:

13.07.18

Signed


Amanda Jobling,
Clerk to Hamble Parish Council

Agenda item: 3 Groundsman Vacancy

Recommendation

1 To advise on the course of action for filling the Groundsmans post.

1. Steve Uden is due to leave the Council on August. He will be moving to another Parish Council where he will manage the grounds service.
2. This vacancy presents an opportunity to review the staffing of the team and to make changes if needed. The work of the team has changed over the last year with a greater emphasis on environmental and biodiversity work and greater contact with community and voluntary groups. This should be reflected in the skills that we are seeking.
3. The Council have over recent times tried the following:
 - A team of two FTE ground staff
 - A team of one with a casual employed supported with contracting aspects of the service
 - Team of three including the employment of an apprentice)
4. A number of initial options have been set out below:

Replacement – 37 hours per week including weekend working

Apprentice – Min 30 hrs. per week + 1 day a week at College. Pay is age dependent but should have an employer's NI holiday.

Apprentice + weekend grounds man - recruit a part time person to work weekends and close facilities in evening (RUP/Westfield Common). This person would focus on litter picks, liaison with sports users and out of hours lock ups. Likely to amount to a minimum of 23hrs per week. This option would be likely to increase staffing costs.

Recruit a FTE working 23hrs at weekend and lock ups with the balance of 14 hours being worked with the other grounds staff.

It is also worth thinking about the contribution of the Community Pay Back team which should be able to help with some tasks. The work with the team is not well enough established to measure its success.

If the Council wants to look at the Apprenticeship option a decision would need to be taken now as the course starts in September. Information is attached from the National Apprenticeship Service. Richard's preference is to appoint an apprentice with an additional post to back fill the reduction in hours.

Employer guide to apprenticeships



What is an apprenticeship?

Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

An apprenticeship is a real job with training. It is a way for individuals to earn while they learn gaining valuable skills and knowledge in a specific job role.

Apprenticeships are available in 1,500 occupations across 170 industries. Businesses of all sizes and sectors in England can recruit an apprentice and they can last anything from 12 months to 4 years.

How do they work?

A training organisation – college, training provider or university – will work closely with you to ensure that the apprenticeship offered is the most appropriate for the individual's job role, whilst reflecting individual employer and learner needs.

Most of the training is on-the-job, working with a mentor to learn job specific skills in the workplace.

Off-the-job training will depend on the occupational area, the training organisation and the requirements and wishes of the employer. This training may be delivered in the workplace, through 'day release' or at premises away from the working environment.

On completion of the apprenticeship the apprentice must perform tasks confidently and completely to the standard set by the industry.

Apprenticeship levels

There are various levels of apprenticeship available.

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at grades A* to C
Advanced	3	2 A level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

Who are they for?

Individuals over the age of 16, living in England and not in full time education can apply for an apprenticeship.

Employers can offer apprenticeships to new entrants or use them to grow talent from among current employees.

The focus of an apprenticeship is to equip individuals with the necessary skills and knowledge required for specific job roles, future employment and progression.

Benefits of hiring apprentices

Hiring apprentices is a productive and effective way for businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

83% of employers would recommend apprenticeships to others.¹

The average apprenticeship completer increases business productivity by £214 per week, with these gains including increased profits, lower prices and better products.²

Other benefits that apprenticeships contribute towards include:

- improving productivity in the workplace
- increasing employee satisfaction
- reducing staff turnover
- reducing recruitment costs

Employer responsibilities

Employers must give their apprentice an induction into their role and provide on-the-job training. Employers are responsible for paying their apprentice's wages and issuing their contract of employment.

By employing an apprentice, employers have certain requirements to meet:

- An Apprenticeship Agreement between the employer and the apprentice must be in place
- The apprentice must receive the Apprenticeship National Minimum Wage. Apprentices aged 16-18, or in the first year of their apprenticeship, must be paid a minimum of £3.50 per hour. All other apprentices are entitled to the National Minimum Wage for their age i.e. £5.60 per hour for apprentices aged 18-20, and £7.05 for those 21 and over.³ Many businesses pay more.
- The minimum hours of employment for an apprentice should be at least 30 hours per week. By exception, where the individual's circumstances or the particular nature of employment in a given sector makes this impossible, then an absolute minimum of 16 hours must be met. In such cases the duration of the apprenticeship should be extended.
- All apprentices must receive the same benefits as other employees.

¹BEIS Apprenticeship Employer Survey, 2015

²Productivity Matters, Centre for Economic and Business Research, 2013

³National Minimum Wages change in April 2017

Government support

Employers are not required to pay National Insurance Contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year).

From May 2017 the following incentives will also be available to employers who take on apprentices:

- £1,000 payment to both the employer and provider when they train a 16-18-year-old.
- £1,000 payment to both the employer and provider when they train a 19-24-year-old who has previously been in care or who has a Local Authority Education, Health and Care Plan.
- Employers with fewer than 50 people working for them will be able to train 16-18-year-old apprentices without making a contribution towards the costs of training. The government will pay 100% of the training costs for these individuals.

Apprenticeship reforms

Over the last few years the government has embarked on a large-scale programme to reform the way apprenticeships are delivered and funded in England. The reformed apprenticeships are more rigorous, better structured, independently assessed and more clearly aligned to the needs of employers.

The reforms address the skills shortages reported by many industries and help keep the UK internationally competitive. Most importantly the reformed apprenticeships offer high quality opportunities for people to develop their talents and progress their careers.

The government will double the annual level of apprenticeship spending between 2010-11 and 2019-20 to £2.5bn, which will be funded by the new apprenticeship levy. The levy will be paid by employers with a pay bill of over £3m from April 2017.

The apprenticeship service on GOV.UK will enable employers to directly manage their apprenticeship programmes and purchase training.

The apprenticeship levy

The levy will be introduced on 6 April 2017 and will be charged at a rate of 0.5% of an employers' pay bill, paid through PAYE on a monthly basis.

Each employer will have a levy allowance of £15,000, this is not a cash payment. It works in a similar way to the personal tax allowance and cannot be used to purchase apprenticeship training.

The impact of the allowance means that **fewer than 1.3% of UK employers**, those with an annual pay bill of more than £3 million, **are liable to pay the levy**.

Employers in England who pay the levy will be able to get out more than they pay in, through a 10% top-up to their online accounts.

An employer's pay bill is made up of the total amount of the employees' earnings that are subject to Class 1 National Insurance contributions, such as:

- wages
- bonuses
- commissions
- pension contributions

What about non-levy paying employers?

Employers with a pay bill of less than £3 million a year will not need to pay the levy.

At least 90% of non-levy paying employers' apprenticeship training and assessment costs in England will be paid for by the government. The government will ask these employers to make a 10% contribution to the cost, paid directly to the provider, and the government covers the rest. This cost will be spread over the lifetime of the apprenticeship.

The government is offering additional support to organisations with fewer than 50 employees* by paying 100% of training and assessment costs for their apprentices aged 16-18 and for those aged 19-24 formerly in care or with a local authority education, health and care plan.

The government will also pay employers, no matter what size, £1,000 for each 16-18 year old apprentice they employ.

The apprenticeship service

Through the apprenticeship service on GOV.UK employers can plan and manage their apprenticeship programme, giving them greater control over their apprenticeships and their funds.

The apprenticeship service is made up of:

- **Estimate my apprenticeship funding**
 - allows employers to calculate whether they will pay the apprenticeship levy or not, and how much they will have available to spend on apprenticeships. It also shows all employers how much the government will contribute towards the cost of training.
- **Find apprenticeship training**
 - gives employers easy to digest information on the choices available to them. They can easily search for and find a standard, framework and training provider, and compare one provider with another.
- **Recruit an apprentice** – is a new platform through which training providers can post vacancies and manage applications for apprenticeships and traineeships. This will be opened up to employers at a later date.
- **Find an apprenticeship** – Find an apprenticeship and Find a traineeship are the recruitment sites that enable employers to advertise their vacancies for free and find candidates who match their criteria.
- **Manage apprenticeships** – registered levy paying employers can manage their funding and apprentices, view their levy balance, forecast and plan their spending and pay training providers through their online account.

Support

The National Apprenticeship Service supports the delivery of apprenticeships and traineeships in England.

It works with businesses of all sizes to analyse training needs, identify relevant apprenticeships or traineeships and the best way of providing the training.

The Business Support Team offers free, impartial advice and support to employers looking to recruit for the first time or expand their apprenticeship and traineeship workforce.

Call 08000 150 600

Search 'employing an apprentice' on GOV.UK

Follow National Apprenticeship Service on LinkedIn

...ing), it is increasingly a very cost-effective way to grow your business.

IF YOUR PAYROLL COSTS ARE...

LESS THAN £3 MILLION A YEAR:

You only have to pay 10% of the cost of your apprentice's training and assessment fees with the Government covering the remaining amount.

GREATER THAN £3 MILLION A YEAR:

You are subject to the new Apprenticeship Levy. This was introduced by the Government in April 2017 to help increase the quality and quantity of apprenticeships available.

As a Levy payer you will be charged 0.5% of your annual pay bill. You then need to ensure you get maximum benefit for your business and create an apprenticeship service account. This will allow you to receive your levy fund (to spend on apprenticeships) and to manage your payments and your apprentices.

THE INCENTIVES

If you take on a 16-18 year old apprentice, regardless of the size of your organisation, you will be eligible for a £1,000 payment per year to cover your apprentice's training.

If you are a small employer with less than 50 employees and take on a 16-18 year old apprentice, the Government will cover the cost of your apprentice's training.

For more information and advice on how

role as an employer is to support your apprentice throughout their training and hopefully beyond. You must provide high quality practical training and offer a range of relevant learning experiences.

Apprentices must spend at least 20% of their time undertaking off-the-job training. Some of this time will be spent with us, here at Spaldport or Andover College attending technical and theoretical learning sessions. You will be expected to provide practical, work-based learning that will reinforce sessions completed in college and allow learners to develop skills and behaviours in a real work environment to become competent in their job role with you.

HOW TO FIND THE RIGHT APPRENTICE

The best apprentices are those who not only work hard, but who want to be challenged and understand that they are working towards something bigger.

To attract the best talent, you need to clarify what your business can offer an apprentice and how you can support them to develop the skills they need to succeed.

We offer you continuous support from the very beginning of the recruitment process and then throughout the apprentice's learning journey.

WHAT YOU CAN EXPECT FROM US

We believe working in partnership with you as the Employer will ensure you get the most from your apprentice

OUR
SHA
AND
DAV
NEV

**GROWING THE WAY
IT HAS WITHOUT
OUR APPRENTICES.**

DONNA WESTWOOD
Creative Director
UCPS e-Learning



▲ John Warburton completed his
Level 2 Horticulture apprenticeship
at Sandford Springs Golf Club.

Sparsholt Apprenticeships
Westley Lane, Sparsholt
Hampshire SO21 2NF



Development

Location
Based Apps

Software



**SMART
HUB**



**IT'S A WIN-WIN SITUATION
— WHILE APPRENTICES
ARE TRAINING THEY'RE
ALSO HERE WORKING.**

WILL GREEN
Head Greenkeeper
Sandford Springs Golf Club

NEXT STEPS

There has never been a better time to introduce
an apprentice into your business.

Our expert Sparsholt Apprenticeship team can help
you and answer any queries you may have. You can
contact us by calling 0845 850 0916 or emailing

**A GUIDE
FOR EMP**

HAMBLE PARISH COUNCIL

MEETING PERSONNEL COMMITTEE
VENUE Roy Underdown Pavilion, Hamble
DATE Tuesday 22nd May 2018
TIME 9.00 am

PRESENT Councillors; Beach (Chair), Cohen, Hand, James and Underdown
Clerk
Members of the public 0

1 Apologies for absence
None

2 Declarations of Interest in items on the agenda
None were declared

3. Requests for dispensations
None were required

4. Minutes of the Personnel Committee 8th February 2018
Proposed: Councillor Cohen Seconded: Councillor Underdown
RESOLVED: that the minutes of the meeting were approved and signed by the Chairman

5. Public Participation
None

6. Job Evaluation
Committee considered the options open to them and agreed to appoint a consultant to assist with the second stage of evaluations. The work would include a review of the Clerks recent evaluation.
Proposed: Councillor James Seconded: Councillor Hand
RESOLVED: that the Council appoints Chris Rolley Associates to undertake a review of job evaluation review. The cost of the review will be £1085.

7. Performance management
The Committee considered and agreed the range of indicators set out in the report.
Proposed: Councillor Beach Seconded: Councillor Hand
RESOLVED: to agree the list of performance monitoring to be produced on a quarterly basis

8. Appraisals
The Clerk was asked to leave the meeting during part of this item. Progress with appraisals was noted including the Clerks and it was agreed that a further report would come forward when all were completed to enable the pay review for 2018/9 to conclude.

9. DSE report
The report from the consultant on DSE assessments for the Clerk and Assistant Clerk were noted.

Meeting closed at 9.44am

Signed
Chairman

Date

PERSONNEL COMMITTEE 20TH JULY 2018
 PERFORMANCE INFORMATION

Complaints and compliments first quarter 2018

Compliments		Complaints	
Issue	Team/Staff member	Issue	Team/Staff Member
Maintenance of cemetery	Grounds Staff	Inappropriate response to a query (dealt with by Chair)	Clerk
Use of RUP and help given	Grounds Staff	Poor grounds maintenance	Grounds Team
Water safety	Grounds Staff		
River Raid	Office Staff		
Westfield Common	Parish Council		
General	Parish Council		
Other issues	Number of days lost	Number of staff sick	
Sickness	8	2	
Disciplinary	None		
Grievance	None		
Accidents	None		
Staff suggestions	1		Hold a start of the week team meeting to plan and share information - implemented
Outstanding effort	Admin Assistant for work on the website in his probationary period		