

POLICY AND RESOURCES COMMITTEE

Thursday 4 April 2013 at 6.30 pm

Council Chamber - Ryedale House, Malton, North Yorkshire YO17 7HH

Agenda

1 Emergency Evacuation Procedure

The Chairman to inform Members of the Public of the emergency evacuation procedure.

2 Apologies for absence

3 Minutes of the meetings held on the 7 February and 14 February 2013 (Pages 1 - 8)

4 Minutes of the meeting of the Resources Working Party held on the 11 March 2013 (Pages 9 - 12)

5 Urgent Business

To receive notice of any urgent business which the Chairman considers should be dealt with at the meeting as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972.

6 Declarations of Interest

Members to indicate whether they will be declaring any interests under the Code of Conduct.

Members making a declaration of interest at a meeting of a Committee or Council are required to disclose the existence and nature of that interest. This requirement is not discharged by merely declaring a personal interest without further explanation.

PART 'A' ITEMS - MATTERS TO BE DEALT WITH UNDER DELEGATED POWERS OR MATTERS DETERMINED BY COMMITTEE

- 7 Overview & Scrutiny Committee Recommendations - Development Workers**
(Pages 13 - 16)

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

- 8 Ryedale Apprenticeship Project** (Pages 17 - 30)
- 9 Any other business that the Chairman decides is urgent.**

Public Document Pack Agenda Item 3

Policy and Resources Committee

Held at Council Chamber - Ryedale House, Malton, North Yorkshire YO17 7HH
on Thursday 7 February 2013

Present

Councillors Acomb (Chairman), Bailey, Mrs Burr MBE, Mrs Goodrick, Ives, Knaggs, Mrs Knaggs, Legard (Vice-Chairman), Maud and Woodward

By Invitation of the Chairman: Councillor S Arnold, Councillor Mrs L Cowling, Councillor Mrs J Frank, Councillor Mrs A D Hopkinson, Councillor J Raper, Councillor L Richardson, Councillor Mrs J E Sanderson, Councillor P Walker, Councillor S Ward and Councillor J Windress

Overview & Scrutiny Committee Observers: Councillor Mrs Shields

In Attendance

Audrey Adnitt, Paul Cresswell and Janet Waggott

Minutes

98 **Apologies for absence**

Cllrs Fraser, Hicks, Hope and Wainwright.

99 **Urgent Business**

There were no items of urgent business.

100 **Declarations of Interest**

There were no declarations of interest.

101 **Financial Strategy 2013/2014**

Considered – Report of the Corporate Director (s151).

Members recorded their thanks to officers for their hard work in preparing the budget.

<p style="text-align: center;">Recommendation to Council</p> <p>That Council be recommended to:</p> <p>(i) To approve the Council's Financial Strategy (Annex A) which includes:</p>
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- a. Saving/additional income totalling £721k (Financial Strategy Appendix A) To incorporate provision of further savings of £15k by not collecting green waste in the winter period of December, January February.
- b. Growth Pressures totalling £616k (Financial Strategy Appendix A)
- c. The Prudential Indicators (Financial Strategy Appendix B)
- d. The revised capital programme (Financial Strategy Appendix D)
- e. The Pay Policy 2013/2014 (Financial Strategy Appendix E)

(ii) A Revenue Budget for 2013/2014 of £7,173,400 which represents no increase in the Ryedale District Council Tax of £176.72 for a Band D property (note that total Council Tax, including the County Council, Fire and Police is covered within the separate Council Tax setting report to Full Council);

(iii) That Members note that the budget, as presented, still includes an unallocated revenue budget of £55k and no anticipated draw down from the general reserve;

(iv) To approve the special expenses amounting to £43,000;

(v) To not implement a special expense for closed churchyards in 2013/2014.

(vi) To approve the following Council Tax Exemptions:

- (a) Class A, 12 months at 100%;
- (b) Class C, 2 months at 100%, and

(vii.) To note the financial projection for 2014/15 – 2016/17 and note the proposals for the Resources Working Party on the 12 March to start the budget strategy process for 2014/15 including options for service cuts and the basis for the use of the New Homes Bonus.

102 **Any other business that the Chairman decides is urgent.**

There being no urgent business the meeting closed at 7.30pm

Public Document Pack Agenda Item 3

Policy and Resources Committee

Held at Council Chamber - Ryedale House, Malton, North Yorkshire YO17 7HH
on Thursday 14 February 2013

Present

Councillors Acomb (Chairman), Bailey, Mrs Goodrick, Ives, Knaggs, Mrs Knaggs, Legard (Vice-Chairman), Maud, Mrs Shields (Reserve) and Woodward

Substitutes: Councillor Mrs E Shields

In attendance: Councillor J S Clark and Councillor Mrs L Cowling

Overview & Scrutiny Committee Observers: Cllrs Cussons and Raper

In Attendance

Simon Copley, Paul Cresswell, Marie Lomax, Julian Rudd, Tim Sedman, Janet Waggott and Daniel Wheelwright

Minutes

103 Apologies for absence

Councillor Mrs Burr.

104 Minutes of the meeting held on the 6 December 2012

Decision

That the minutes of the meeting of the Policy and Resources Committee held on the 6 December 2012 be approved and signed by the Chairman as a correct record.

105 Minutes of the Resources Working Party held on the 15 January 2013

Decision

That the minutes of the meeting of the Resources Working Party held on the 15 January 2013 be received.

106 **Urgent Business**

The Chairman reported that there were no items to be considered at the meeting as a matter of urgency by virtue of Section 100B(94)(b) of the Local Government Act 1972.

107 **Declarations of Interest**

The following interests were declared:

Councillor Mrs Knaggs declared a personal non pecuniary but not prejudicial interest in agenda item 7 (Scrutiny Review recommendations) as a trustee member of Ryedale Voluntary Action.

Councillor Mrs Shields declared a personal non pecuniary but not prejudicial interest in agenda item 7 (Scrutiny Review recommendations) as a member of the Overview and Scrutiny Committee.

Councillor Knaggs declared a personal non pecuniary but not prejudicial interest in agenda item 13 (Ryedale Development Fund) as a member of the Local Economic Partnership.

PART 'A' ITEMS - MATTERS TO BE DEALT WITH UNDER DELEGATED POWERS OR MATTERS DETERMINED BY COMMITTEE

108 **Scrutiny Review Recommendations**

Considered – Report of the Head of Corporate Services.

Decision

That the committee agreed with the following recommendation subject to the deletion of “the CIF Panel” and the addition of “the Commissioning Board and to be confirmed by full Council”

1. Grant schemes should be streamlined making it easier for organisations to access and, all decisions should be made by one panel i.e. the CIF panel.

That the committee deferred consideration of the following recommendation to consider a report requested by the Commissioning Board

2. Development officers are essential in helping to develop projects within the voluntary and community sector and this role is highly valued by the sector. The Council should continue to provide development officers and continue to support their provision within the voluntary sector.

That the committee agreed with the following recommendations

3. The Council should make it clear what its funding priorities are and what outcomes it is trying to achieve.
4. The Council should ensure that it is clear with all contracts and grants what it expects and monitor/evaluate/performance manage the outcomes accordingly ensuring Value for Money in the investment made.
5. Maintain a small grants element in all grant programmes.
6. The Council should take every opportunity to co-ordinate funding and evaluation processes with other funding bodies, for example, lists of projects supported and case studies illustrating the impact of the funding awarded should be published on the Council website.
7. The Council should use every opportunity to promote and champion Ryedale and all that it has to offer. It should also support, celebrate and recognise the value and contribution of the voluntary and community sector.
8. When considering future budget decisions, the Council must recognise that the funding available to the VCS to meet the needs of communities in Ryedale is reducing. The Council has a role in championing the needs of Ryedale with other funders.

109 **Evaluation of the Community Investment Fund**

Considered – Report of the Head of Economy and Infrastructure.

Decision

That:

- (i) the outcomes and conclusions of this review be noted and taken account of in decisions regarding the use of New Homes Bonus funding allocations for 2013/14 onwards;
- (ii) the CIF Panel ceases to operate following its March 2013 meeting; and
- (iii) that funds allocated for distribution by the CIF panel be managed by the Commissioning Board from 2013/14 onwards.

110 **Delivering the Council Plan**

Considered – Report of the Head of Corporate Services.

Decision

That the report be noted.

111 **Treasury Management Monitoring Report**

Considered – Report of the Corporate Director (s151).

Decision

That:

- (i) Members receive this report; and
- (ii) The current investments and performance in 2012/13 be noted.

112 **Site Selection Methodology - Local Plan Sites Document**

Considered – Report of the Head of Planning and Housing.

Decision

That Members:

- (i) note the consultation responses to the draft Site Selection Methodology set out in Annex 1;
- (ii) agree amendments to the draft Site Selection Methodology (as outlined in para 6.5 to 6.9 of the report) and publish a finalised Site Selection Methodology.

113 **Milton Rooms Development**

Considered – Report of the Head of Economy and Infrastructure.

Decision

That Members agree in principle support for the proposals subject to officers identifying sufficient funds within the 2013/2014 budget.

PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL

114 **Ryedale Development Fund**

Considered – Report of the Head of Economy and Infrastructure.

Recommendation to Council

That Council is recommended to approve that:

- (i) RDF funding be allocated for the following:

- a) Ryedale Employment Initiative £150K
- b) RDC Apprentice Scheme £100K
- c) Ryedale Business and Skills Initiative £20K
- d) Ryedale Major Projects £100k;

(ii) the distribution of funds under the 'Ryedale Employment Initiative' be made by the Council following an assessment of applications by the Policy and Resources Committee;

(iii) that the RDC apprentice scheme (subject to further detailed information being placed before this committee at its next meeting) and 'Ryedale Business' and 'Skills Initiative' as outlined in the report be implemented; and

(iv) RDF funding towards the development of 'Ryedale Major Projects' be considered through a report to a future meeting of the Policy and Resources Committee, with a recommendation to Council.

115 Committee Responsibility for Planning Policy Recommendations

Considered – Report of the Head of Planning and Housing.

Recommendation to Council

That Members recommend to Council the changes to the Constitution outlined in Annex A to transfer responsibility for making recommendations to Council on Planning Policy from the Policy and Resources Committee to the Planning Committee.

116 Member Information and Communication

Considered – Report of the Council Solicitor and Head of Health and Environment.

Recommendation to Council

That Council be recommended to approve that:

- (i) all Members who wish to communicate electronically via e mail with the Council must use Ryedale issued equipment and Ryedale email addresses with effect from 15 May 2013 provided that each member, by that time, has been issued with a laptop hybrid.
- (ii) subject to sufficient funding being identified, all members will be issued with laptop hybrids before the start of new civic year;
- (iii) all papers for meetings, committees and working parties of Council will be sent to members electronically, if possible, with effect from 1 October 2013; members should avoid the printing of such documents where

possible, and may choose to receive papers electronically before the deadline;

- (iv) officers to organise the procurement, testing, and training of the new equipment in consultation with the member Champion for IT; and
- (v) a report will presented to the policy and resources committee on the 26 September 2013 detailing the future IT strategy and investment of the Council

117 Exempt Information

Decision

That under Section 100(A)(4) of the Local Government Act 1972 that the public be excluded from the meeting for the following item as there will be a likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act as the information provided relates to individuals.

118 Writes Offs

Considered – Report of the Senior Revenues Officer.

Decision

That the write offs set out in the Schedule of Council Tax and Business Rate Accounts be deferred and considered at Council .

119 Any other business that the Chairman decides is urgent.

There being no items of urgent business, the meeting closed at 8.45pm.

Resources Working Party

Held at Council Chamber, Ryedale House, Malton
on Monday 11 March 2013

Present

Councillors Acomb (Chairman), Mrs Cowling, Mrs Goodrick, Knaggs and Mrs Knaggs

In Attendance

Councillors Clark and Wainwright

Simon Copley, Paul Cresswell, Denise Hewitt, Julian Rudd, Clare Slater and Janet Waggott

Minutes

85 Apologies for absence

Apologies for absence were received from Councillor Legard.

86 Minutes

Decision

That the minutes of the meeting of the Resources Working Party held on 10 January 2013 be approved and signed by the Chairman as a correct record.
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87 Urgent Business

There were no items of urgent business which the Chairman considered should be dealt with as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972 (as amended).

88 Declarations of Interest

No interests were declared.

89 Budget Strategy 2014/2015

Considered – Report of the Corporate Director (s151).

Decision

That

(i) the projections within the report be noted;

(ii) further details be provided on options listed in Annex C to enable a prioritised list of potential cuts to be produced; and
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(iii) options for agreeing the preferred basis for the use of the New Homes Bonus to support the revenue budget be brought forward.

90 **The Livestock Market**

Considered – Update from the Chief Executive.

Decision

That the update be noted.

91 **The Living Wage**

Considered – Report of the Corporate Director (s151).

Decision

- (i) That a watching brief be maintained, along with other Districts, for consistency;
- (ii) That the Living Wage be reviewed and discussed at LGYH at such times as any pay negotiations have been concluded.

92 **Tour De France Legacy Event**

Considered – Update from the Chief Executive.

Decision

That the update be noted.

93 **New Homes Bonus - Maximisation Opportunity**

Considered – Update from the Corporate Director (s151).

Decision

That the update be noted and support be given to use of unallocated funds to maximise New Homes Bonus.

94 **Capital Programme Progress Report**

Considered – Report of the Corporate Director (s151).

Decision

That the report be noted.

95 **Capital Programme Monitoring Report**

Considered – Report of the Corporate Director (s151).

Decision

That the report be noted.

96 **EMIS**

Considered – Report of the Corporate Director (s151).

Decision

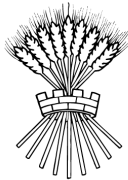
That the report be noted.

97 **Any other business that the Chairman decides is urgent.**

An expected request from Brawby Parish Council for investment in a pump for the village was brought to the Working Group's attention and advice was given that any decision would be taken to Council, through Policy and Resources Committee.

There being no other business, the meeting closed at 4.55pm.

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PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	4 APRIL 2013
REPORT OF THE:	HEAD OF ECONOMY AND INFRASTRUCTURE JULIAN RUDD
TITLE OF REPORT:	OVERVIEW AND SCRUTINY COMMITTEE RECOMMENDATIONS: DEVELOPMENT WORKERS
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To reconsider a recommendation made by the Overview and Scrutiny Committee to the Policy and Resources Committee in its scrutiny review report into the role the Council should play in supporting a sustainable voluntary and community sector. This recommendation was deferred by this Committee at its 14 February 2013.

2.0 RECOMMENDATION

- 2.1 It is recommended that this Committee consider the deferred recommendation made by the Overview and Scrutiny Committee regarding the role of the Council in supporting a sustainable voluntary and community sector, and resolve to accept, reject or defer the recommendation and give their reason for this.

3.0 REASON FOR RECOMMENDATION

- 3.1 The Overview and Scrutiny Committee of the Council presented the recommendations made following the scrutiny review of the role the Council should play in supporting a sustainable voluntary and community sector to the Policy and Resources Committee. This Committee was requested by the Overview and Scrutiny Committee to provide a report of the action taken in relation to these recommendations.
- 3.2 The additional information presented in this report enables the Committee to accept, reject or defer the recommendation deferred on 14 February 2013 and give the reason for this.

4.0 SIGNIFICANT RISKS

- 4.1 There are no significant risks in considering this report.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The Overview and Scrutiny Committee undertook a scrutiny review of the role the Council should play in supporting a sustainable voluntary and community sector. The review involved engagement with a range of stakeholders.

REPORT

6.0 REPORT DETAILS

- 6.1 On 14 February 2013 the Policy and Resources Committee considered the recommendations to the Committee that are made in the scrutiny review report into the role of the Council in supporting a sustainable voluntary and community sector. Members also noted the decision of Council on 10 January 2013 regarding this matter i.e. that the Board should consider the recommendations applicable to it and each decision to adopt / defer / reject be given with the requisite reasons.

- 6.2 The Committee agreed six of the eight recommendations that were made to it by the O&S Committee, and agreed the reasons for adopting the recommendations. The Committee also agreed a further recommendation, subject to a minor change in wording. However, in relation to one of the recommendations the Board deferred a decision and requested further information.

Development Officers

- 6.3 A decision on the following recommendation was deferred to allow members to receive more information on the role and the cost implications for the Council:

Development officers are essential in helping to develop projects within the voluntary and community sector and this role is highly valued by the sector. The Council should continue to provide development officers and continue to support their provision within the voluntary sector.

- 6.4 In addition to grant funding organisations in the voluntary and community sector, the Council also offers non-financial support, in the form of officer support for development work, helping with grant applications, funding option advice, CRB checks, equipment for tidy groups & waste disposal from litter picks, consultation and design work for parish plan groups.
- 6.5 The Scrutiny review established, through consultation with Ryedale communities and stakeholders, that 'Officer support and advice was highly valued and was seen as an essential element in making projects and events successful. Organisations valued knowledgeable officers, who have the drive and enthusiasm to make projects a success and can work through funding options'.
- 6.6 There are occasional tasks undertaken by a variety of officers (e.g. Building Conservation Officer, Visitor Economy Officer, Regeneration Manager) that in some way represent a development role on behalf of the voluntary and community sector. However, such outcomes are incidental or side-benefits of undertaking roles and actions for other primary purposes (e.g. conservation, regeneration, tourism) and are not reasons for the roles or actions themselves.
- 6.7 Development work for the voluntary and community sector is primarily provided as one element of the work undertaken by two RDC officer posts. This is one of several different roles of the 'Creative Economy Officer' post, which provides advice and support for both commercial and voluntary / community organisations. The best

estimate that can be provided is that development of the community / voluntary sector accounts for, at most, some 30% of this role, which equates to around £11K. In addition, an element of this role is undertaken by the 'Community Partnerships Officer'. This equates to, at most, 40% of this role (if community transport is included), which costs the Authority some £11.5K.

- 6.8 To consider the impact of spending, in total, some £22.5K on development of the community and voluntary sector, Members may wish to have regard to the financial leverage that is achieved into the voluntary and community sector of Ryedale, via assistance with projects and successful funding applications. Over many years of operating a Community Investment Fund, the average level of leverage is that for every £1 of Ryedale District Council investment in a community / voluntary sector project there is some £5 of external investment achieved. Any reduction in development worker capacity would comprise the ability of the Council to achieve this level of leverage from funding awarded as grants.
- 6.9 Members should note that the Council has provided some support to development workers hosted by other organisations, via grant funding. However, this has been funded on a project basis and is time limited e.g. £9K grant from the CIF to Rural Action Yorkshire towards a development worker to support community activities, including parish planning, and the £13K grant from CIF to Ryedale Voluntary Action for provision of funding and development advice to communities. These development workers are also co-funded by the organisations involved via other sources of funding as opportunities present themselves, e.g. the lottery.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:
- a) Financial
The cost of these areas of work is detailed above.
 - b) Legal
None to report.
 - c) Other
The potential implications of withdrawal of the above services on the vulnerable and isolated should be considered before any such decision is taken.

Julian Rudd
Head of Economy and Infrastructure

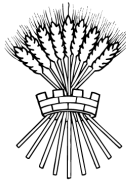
Author: Julian Rudd, Head of Economy and Infrastructure
Telephone No: 01653 600666 ext: 218
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Background Papers:

Scrutiny review report into the role of the Council in supporting a sustainable voluntary and community sector.

<http://democracy.ryedale.gov.uk/documents/s12492/1a%20Part%20A%20-%20HCS%20-%20Progress%20Reports%20Scrutiny%20Committee%20Recommendations%20Annex%200A.pdf>

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PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	4 APRIL 2013
REPORT OF THE:	HEAD OF ECONOMY AND INFRASTRUCTURE JULIAN RUDD
TITLE OF REPORT:	RYEDALE APPRENTICESHIP PROJECT
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To recommend to Council the criteria and detailed approach to be followed for the 'Ryedale Apprenticeship Project' - a strand of the Ryedale Development Fund.

2.0 RECOMMENDATIONS

- 2.1 That Council is recommended to approve that the Ryedale Apprenticeship Project, as set out at Annex B, be implemented.

3.0 REASON FOR RECOMMENDATIONS

- 3.1 The 7 March 2013 meeting of Council supported an allocation of £150K for a Ryedale employment initiative as part as part of the £370K Ryedale Development Fund (RDF).
- 3.2 The approach proposed for the Ryedale Apprenticeship Project (RAP) allows bids from a wide range of companies and organisations within Ryedale, with only the very largest companies excluded. The process is competitive and bids will be assessed for quality and value for money to ensure that the funding is utilised to maximum effect in the delivery of additional apprenticeship opportunities in Ryedale. A small element of the RAP is being made available for Ryedale training providers to support the funding of new equipment, where this can be shown to directly facilitate an increase in apprentices trained.
- 3.3 The proposed concentration on apprentice posts will assist in providing career opportunities for younger people, who are the sector of the Ryedale population most affected by unemployment. The RAP will also assist Ryedale businesses in terms of improved access to labour supply and providing links to local young people who can be trained to provide appropriate specialist skills.

4.0 SIGNIFICANT RISKS

- 4.1 Employment law means that it is not possible to insist that apprentices employed under the RAP are from Ryedale – however, the practicalities of the transport opportunities and the location of the apprentice posts, together with the wage levels initially involved, mean that the great majority of the resulting apprentice posts are very likely to be taken by local young people in Ryedale. Consequently, the risk of this funding being widely utilised for people outside of the District is not considered to be significant.
- 4.2 The proposals for the RAP involve a number of safeguards to mitigate the risk of the apprenticeship that are funded not leading to a job; however, whilst the visit to the company and the information supplied will assist in assessing this risk, it will not be possible to guarantee a subsequent job and this will remain a risk, albeit one that is mitigated by the proposed approach. The approach to the RAP also involves a number of appropriate safeguards and requirements regarding such issues as contracts and terms and conditions, and the nature of the company itself. The prioritisation of smaller companies also militates against the risk that the funding is used in situations where the company would be likely to employ the apprentice without assistance via the RAP. The inclusion of a smaller element of funding for training providers militates against the risk that the new apprentices cannot access local training.

5.0 POLICY CONTEXT AND CONSULTATION

- 5.1 The Council has a corporate aim of creating the conditions for economic success. The detailed approach of the Authority is set out in the Ryedale Economic Action Plan 2012-15 (REAP). This identifies a range of actions under the headline objectives of 'To have economic structure and supporting infrastructure in place' and 'Opportunity for people and business; ensuring Ryedale businesses are at the centre of economic development and local people are equipped with the skills required by our businesses'. The REAP was informed by the outcome of consultations with local businesses and organisations during 2012.

REPORT

6.0 REPORT DETAILS

- 6.1 The 7 March 2013 meeting of Council considered a report regarding the RDF, with recommendations from the 14 February 2013 meeting of the Policy and Resources Committee. Council resolved to accept the recommendations from Policy and Resources (with only a minor amendment to wording) and so agreed to use £150K of the RDF for a Ryedale employment initiative. It was also resolved that 'the distribution of funds under the 'Ryedale employment initiative' be made by the Council following an assessment of applications by the Policy and Resources Committee'.
- 6.2 The accompanying report regarding the RDF set out the general parameters of the planned initiative:

'Ryedale employment initiative £150K

- This initiative is a competitive process whereby companies and organisations bid for funding in return for a guaranteed delivery of employment, including apprenticeships, over a specified period of time. The funding could be used to support the costs of an apprentice or employee - or could be used to fund

equipment or capital expenditure (such as proposals for additional training space that this Committee supported in December 2012) - that could be shown to deliver comparable benefits, in terms of a guaranteed job / apprenticeship over a specified minimum period of time.

- Applicants would be able to seek further support through the National Apprenticeship Scheme, where applicable. Officers would work with companies and organisations to assist in their appraisal of each application and recommend those that delivered the best value for money, taking account of the number and quality of posts being provided, together with any other material factors identified in the agreed criteria for the scheme.
- Companies and organisations from across Ryedale District could apply, including those in the North York Moors National Park.
- It is proposed that, should Members support the principle of the Ryedale employment initiative, the criteria and detailed approach to be followed be agreed at the 4 April 2013 meeting of the Policy and Resources Committee. This will allow additional weighting to be given to appropriate factors e.g. opportunities for younger people, including recent graduates, and / or specific sectors etc.'

6.3 The report also set out proposed details of the initiative as:

- Ryedale apprenticeship & employment scheme:
 - § revenue and capital projects that will deliver apprenticeships and jobs;
 - § competitive bidding process assessment criteria to include cost per apprentice place, security, prospects of employment;
 - § criteria and process to be agreed at 4 April 2013 P&R;
 - § companies and organisations from across Ryedale district could apply – including those in the North York Moors National Park.
 - § Timeframe 2013-15
- Output of minimum of 7 apprentice places a year (14 in total)
- Spend profile: £75k in 2013/14 and £75k in 2014/15
- Medium risk to delivery
- Project to be evaluated after year one with a report to Policy and Resources.

6.4 Officers have now developed a scheme – The Ryedale Apprenticeship Project (RAP) – to implement the above proposals. Details of this are set out in Annex B. This takes account of further discussions held with a number of partners and with some local businesses, and some potential expressions of interest. Officers have sought to develop a flexible approach that takes account of risk and of the expected outcomes and rate of delivery.

6.5 The Project focuses on supporting new apprenticeships in Ryedale (NB general information regarding apprenticeships is provided at Annex C). This is largely because of the relatively high level of Job Seekers Allowance in the 18-24 age group in Ryedale (6.8%, compared to York at 2.5%, Harrogate at 2.4%, Hambleton at 3.4% and Selby at 5%; December 2012 figures). Conversely, the overall JSA claimant level for Ryedale is 2.2%, which is broadly comparable to most of the sub-region, with York also at 2.2%, Harrogate at 1.5%, Hambleton at 1.7% and Selby at 2.3% (December 2012).

6.6 The focus of the RAP on apprentices compliments the RDC Apprentice Scheme, which members have also agreed (as a separate strand of the RDF) to employ 8 apprentices at the Council. The RAP will be reviewed after Year 1 and at this point Members may decide whether to either cease the approach or broaden it to provide support for other forms of employment, subject to making further funding available.

- 6.7 The RAP is a competitive process and is split into two pots: a £120K fund for employers of apprentices; and a £30K fund for trainers providers.
- 6.8 Under Pot 1, companies and organisations within Ryedale can bid for funding support towards the cost of employment of apprentice posts. While the detail is set out in Annex B, the key factors to note are:
- a) Bids will be assessed, through application forms and a visit to the company / organisation, in terms of the number of apprenticeships to be provided, their length and nature, the likelihood of employment continuing beyond the apprenticeship, and the extent and quality of associated training / qualifications / experience;
 - b) Applications can be for a maximum of 5 apprentices per company / organisation;
 - c) A maximum financial contribution of £5000 per apprentice, per year is available – however, bids will be assessed competitively and preference given to bids providing a higher cost benefit ratio, once the issues in (a) above are taken into account;
 - d) Bids can be for revenue funding towards the salary and training costs of an apprentice only, or towards the revenue costs plus a contribution towards the capital costs of equipment required to support an apprentice post/s (at up to 50% of the total cost of the equipment);
 - e) An officer panel will vet applications to ensure they comply with the criteria, before an officer visit to company / organisation. An officer panel will then recommend funding for appropriate applications, with a final decision on the funding by Council;
 - f) There will be an initial deadline for bids of July 2013. Should there be unallocated funding after this round there will be subsequent opportunities for firms to bid;
 - g) Funding will be clawed back where the apprentice leaves before completion of the apprenticeship
 - h) Only companies of less than £10 million turnover / 200 FTE employees will be eligible. All other factors being equal, preference will be given to businesses with under 50 employees or that have not employed an apprentice before.
- 6.9 Under Pot 2, £30K of funding is being made available to training providers towards the cost of new equipment where this can be shown to directly support and facilitate the training of additional apprentices within Ryedale. Funding will only be provided towards a guaranteed increase in the number of apprentices trained and will be clawed back if this increase is not delivered. Funding will only be available to Ryedale-based training providers. This will be a single bidding round and any remaining funds will be transferred to Pot 1 for use by employers of apprentices.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:
- a) Financial
This proposal utilises New Homes Bonus funding and has no impact on Council budgets.
 - b) Legal
Compliance with employment law is an important consideration in setting the criteria of the RAP.
 - c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime &

Disorder)

This initiative seeks to enhance employment and training opportunities in Ryedale to the benefit of both Ryedale employers and residents, including the vulnerable and isolated.

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Background Papers:

Report to 14 February 2013 Policy and Resources Committee

<http://democracy.ryedale.gov.uk/documents/s12898/7%20PART%20B%20-%20HEI%20-%20Ryedale%20Development%20Fund%20-%20Report.pdf>

RYEDALE APPRENTICESHIP PROJECT - RISK MATRIX – ANNEX A						
Issue/Risk	Consequences if allowed to happen	Likelihood	Impact	Mitigation	Mitigated Likelihood	Mitigated Impact
Funded apprenticeships do not lead to a job.	Benefits of RAP seen as very short term and public investment in private sector under question	3	C	A visit to the company and the information supplied will assist in assessing this risk. However, it will not be possible to guarantee a subsequent job and this will remain a risk, albeit one that is mitigated by the proposed approach.	2	B
The training and experience provided in the funded apprenticeships is inadequate.	Benefits of RAP seen as very short term and public investment in private sector under question	2	C	The approach to the RAP involves a number of appropriate safeguards and requirements regarding such issues as contracts and terms and conditions, and the nature of the company itself.	1	A
Funding is used in situations where the company would be likely to employ the apprentice without assistance via the RAP	Benefits of public investment in private sector under question	3	C	The prioritisation of smaller companies and exclusion of larger companies militates against this risk, as does the interviewing of each company.	2	B
new apprentices cannot access local training provision	RAP would not deliver the intended benefits for employers or apprentices.	3	D	The inclusion of a smaller element of funding for training providers mitigates against the risk that the.	2	C

Score	Likelihood	Score	Impact
1	Very Low	A	Low
2	Not Likely	B	Minor
3	Likely	C	Medium
4	Very Likely	D	Major
5	Almost Certain	E	Disaster

Ryedale Apprenticeship Project

1. Pot One – Employers of Apprentices - £120K

Businesses and organisations will be asked to complete an application form to bid for funding. This will enable the business to recruit to a maximum of 5 apprentices per applicant and purchase equipment (not lease) required in order for the apprentice's to carry out the required work and training.

Applicants may bid for up to a maximum of £5,000 contribution per apprentice, per year. However, this is a competitive process and the level of benefit achieved per applicant will be a factor that is taken into account in the assessment of bids. All other things being equal, greater preference will be given to those bids that provide more and / or longer apprenticeships for an equivalent amount of funding.

As part of the process, after an initial approval by the panel of the application, an Officer from RDC will visit the business to more thoroughly assess the business needs and best value for the funding request. This information will then be assessed by the panel for final approval or not.

The equipment part of the bid process will only be funded 50% through this scheme. 50% will be required to be funded by the applicant or by other funding sources.

The objective of the scheme is to help businesses create new opportunities for young persons aged 16-24, to become apprentices which will lead to full time employment and future opportunities in Ryedale.

The successful applicants will commit to taking on new apprentices in paid employment for the duration of their training and will pay at least the national minimum wage for apprentices.

The funding will be on a first come first served basis, with an initial application deadline of xx July 2013. Should there be funds remaining after the consideration of these applications, there will be further funding rounds announced until all the funding has been allocated.

The scheme will be promoted via the RDC website, the press, business networks, as well as mailing the application form to all business rate payers in Ryedale.

Apprentice payment rates

A minimum wage of £2.65 per hour (including off the job training time) must be paid to all apprentices who are under 19 or in the first year of their Apprenticeship. Individuals not falling into these categories should be paid the National Minimum Wage rate for their age band. The latest National Minimum Wage rates can be found at www.hmrc.gov.uk/nmw.

Employment must be for at least 30 hours per week, except in the minority of circumstances where the learner cannot complete the full 30 hours. All apprentices must have a contract of employment just like other employees. Ideally, a salary should be offered which reflects the job role and the skills and experience of the candidate, whilst recognising the training opportunity being offered.

Length of apprenticeships

Apprenticeships last for a minimum of 12 months. The duration of an Apprenticeship depends on the framework being followed and the ability of the individual apprentice. An Apprenticeship can take between one and four years depending on the level and type. As a guide, an Intermediate Apprenticeship usually takes around 12 months and an Advanced Apprenticeship around 24 months.

If the apprentice leaves a proportion of the money can be recovered depending on the initial amount awarded. (The business would be made aware of the actual amount in the initial approval letter).

Eligibility for the grant

- The scheme will be open to a business with a turnover of less than 10million and less than 200 employees (FTE equivalent),
- All other factors being equal, priority to be given to those businesses with less than 50 employees who have not had an apprentice before.
- The business must have been established or operational for at least three months in Ryedale.
- Businesses that are moving into the area and have been in existence for over three months are also eligible to apply. The payment cannot be used to subsidise an existing apprentice or equipment.

Support from the National Apprenticeship Service

Once a business has expressed an interest in receiving the grant with Ryedale District Council, and this has been approved. They will be contacted by the National Apprenticeship Service which will provide information and advice on a suitable training organisation to provide training for the apprentice, and will advertise the vacancy on the National Apprenticeship Service online vacancies system. The vacancies will be promoted in Ryedale.

The National Apprenticeship Service currently has a grant available for businesses with up to 1000 employees offering an Apprenticeship to a 16-24 year old for the first time. This £1500 grant will be paid on completion of week 13 of the Apprenticeship. It is paid and administered by the training providers who are contracted to deliver Apprenticeship training. Additional funding for apprentices is also available through other training providers.

Other Information

It is impossible to insist that a business pays a particular wage and / or that there is certainty of a job at the end of the apprenticeship; however an assessment of the likelihood of these matters will be made following a visit to the business. Preference will be given where it can be demonstrated that there is a strong likelihood of there being a job (s) at the end of the apprenticeship, together with other general training provision or benefits being provided.

To summarise

- The business must complete the application form stating how much finance is required to fund a maximum of 5 apprentices and any equipment needed to carry out the work and training.
- Priority to be given to those businesses that have never had an apprentice previously or those that through this scheme can take on additional apprentices.
- Additional weighting will be given where it can be demonstrated that there is a strong likelihood of a job at the end of the apprenticeship. Details and background on these matters will be explored through the Officer visit.

Considerations

- There will always be a risk that some businesses assisted by this scheme may cease to trade or move out of Ryedale.
- Not a quick result to evaluate the success of the scheme and the longer term benefits to the local economy.
- Not all businesses have a positive outlook on employing apprentices.
- Due to the scheme being a competitive bid process, this may raise the expectations of many businesses that will not be successful in the bidding process.

Criteria for the application form

- The scheme will be available to businesses with a turnover of less than 10million and less than 200 employers (FTE equivalent). Priority to be given to those businesses with less than 50 employers who have not had an apprentice before or those businesses that as a result of the funding can take on more apprentices than they normally would.
- Work with the local contact via NAS and other training providers to help the business recruit the apprentice.
- A copy of the company accounts will be required and a check that PAYE procedures are in place.
- Officer visit to the business. Officer Panel at RDC to assess the application
- Members will be notified of the successful applicants in their ward.
- The business must be based in Ryedale and have been in Ryedale for a minimum of 3 months.
- The business must agree to publicity for media opportunities, Officers and Members from RDC can meet and gain feedback from the Apprentice during the training and when finished as part of the evaluation of the scheme.
- Recovery of funding if the company does not retain the apprentice due to their actions, however if the apprentice leaves the business, allow the business to re-recruit but no further funding will be paid.
- The business must pay at least the minimum wage £2.65 according to the age of the apprentice.
- Identify the exact type of apprentices required and how long the training would be.
- Due to employment law it is not possible to restrict the take up of posts to people living in Ryedale – however, locational factors are likely to mean that local people take up the apprenticeship posts in question.
- The panel's decision for allocating the funding is final and not open to any challenge.

Additional Information, extract from the NAS website:

The National Apprenticeship Service (NAS)

Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24)

'NAS are pleased to announce that based on its success so far Age 16 to 24 has been extended to support employers for a further 12 months, so will no longer end as originally planned after its first year in March 2013. Eligibility and claiming procedures remain the same so please continue to refer to the information and Fact Sheets available on the web site. Further updates will be available shortly'

Age 16 to 24 is aimed at supporting businesses to grow by employing young people through the Apprenticeship programme. The scheme provides grants to employers to support them to do this.

The National Apprenticeship Service will provide Apprenticeship grants to employers with up to 1,000 employees recruiting 16 to 24 year olds with a value of £1,500, to encourage employers to develop their business and take on new apprentices.

The £1,500 is in addition to the training costs of the Apprenticeship framework which are met in full for young people aged 16 to 18 and 50% for those aged 19 to 24. Eligible employers are those who have never employed an apprentice before or who have not recruited one in the last 12 months.

Subject to budget availability and the employer's commitment to support the apprentice to the end of their programme, up to ten grants can be made to any one employer. Very large employers (more than 1,000 employees) are not eligible for support through this initiative. But we do want to encourage take up within their supply chains.

2. Pot 2 – Training Providers - £30K

In reflection of the importance of training providers in delivering successful apprenticeships, up to £30K of funding is available for bids by training providers towards equipment that would help to deliver a direct increase in the number of apprentices that can be trained.

As with Pot 1, this is a competitive scheme whereby preference will be given to proposals that offer the highest cost benefit ratio, in terms of additional number of apprentices trained against level of funding required. Similarly, only 50% of the costs of equipment can be sought. Funding will only be provided towards a guaranteed increase in the number of apprentices trained and will be clawed back if this increase is not delivered. Funding will only be available to Ryedale-based training providers.

A single bidding round will occur, with all bids to be submitted by xx July 2013. Any funding that remains unallocated after this bidding round will be transferred to Pot 1 and so made available for use by employers of apprentices.

APPRENTICESHIPS - GENERAL BACKGROUND

Anyone aged 16 or over and not in full time education can apply for an apprenticeship. Apprenticeships are work-based programmes that combine practical training with study. They take between 1 and 4 years to complete, depending on the level of apprenticeship and qualification undertaken.

An apprentice works alongside experienced staff, gains job specific skills, earns a wage and studies (usually one day a week) towards a related qualification. This Authority has employed apprentices on the basis of paying for 37 hours per week but the apprentice works 30 hours and has one day for training purposes, which can be on or off the job.

There are three levels of apprenticeship available:

1 – Intermediate: equivalent to 5 GCSE passes. Apprentices work towards work-based learning qualifications such as a level 2 Competence qualification (NVQ2), functional skills and, in most cases, a relevant knowledge based qualification. Duration 12 months

2 – Advanced level: equivalent to 2 A Level passes. Apprentices work towards work-based learning such as a level 3 Competence qualification (NVQ3), functional skills and, in most cases, a relevant knowledge based qualification. Duration above 12 months.

3 – Higher Apprenticeships: lead to NVQ level 4 or Foundation Degree. Apprentices undertake a framework at Level 4 and above that will include a competence based qualification, functional skills and, in some cases, a broader vocationally related qualification, which could be a Foundation degree. For example, Business and Professional Administration generally consists of a knowledge component and a competence component, backed up by transferable skills (English, Maths and ICT), personal learning and thinking skills, and employee rights and responsibilities. Normal duration of up to 3 years depending upon how quickly levels of skill and competence etc are achieved.

Generally, apprentices at level 1 and 2 do not have to pay anything due to their age. Most of the training is on the job, however some can be provided by a local college or by a specialist learning provider as appropriate. The National Apprenticeship Service (NAS) will contribute to the costs of the training element, depending on the individuals' age, as follows:

Age	National Apprenticeship Service contribution
16 -18	up to 100%
19 - 24	up to 50%
25 +	Contribution for specified places

The current national apprenticeship minimum wage is £2.65 per hour and applies to all workers aged 16 to 18 and to those aged 19 and over in the first year of their Apprenticeship. If the apprentice reaches age 19 and has completed the first year of the apprenticeship there is a need to pay at least the 'full National Minimum Wage' rate for those aged 18 to 20 which is currently £6.19. Those aged 19 or over who have completed the first

year of their apprenticeship will be paid at least the National Minimum Wage rate for their age. See below.

Apprenticeships can lead to:

- NVQs at level 2,3,4 or 5;
- Functional Skills qualifications, e.g. in Maths, English or ICT;
- A technical certificate, such as a BTEC or City and Guilds Progression Award;
- Knowledge based qualifications, such as a Higher National Certificate (HNC), a Higher National Diploma (HND) or a foundation degree.

The type of qualification depends upon the level of apprenticeship undertaken. It must be noted that achieving an HNC or HND applies to those undertaking the Higher Apprenticeships only. It is expected that apprentices will have achieved the previous level(s) of qualifications.

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