

Nottinghamshire Police and Crime Commissioner

Notice of Decision



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Date Received*:	11 June 2014
Ref*:	2014/24

*to be inserted by Office of PCC

TITLE: MEDIA AND COMMUNICATIONS APPRENTICESHIP

EXECUTIVE SUMMARY:

The new structure for the Office of the Police and Crime Commissioner (OPCC) identified the need for a Media and Communications Assistance to provide effective two way communications between the OPCC and the public by support the implementation and maintenance of digital and social media.

Since the original business case was approved, it has been established that the position is suitable for an advanced level apprenticeship. An advanced level apprenticeship is a way for young people and adult learners to earn a wage while they train in a real job, gaining a real qualification and laying the foundations for a successful future.

It is therefore recommended that the Media and Communication Assistant vacancy is advertised on a full time basis as an advanced level apprenticeship opportunity and that the apprentice will receive an hourly rate of £5.00 (starting salary of £9,620), which is half way between the apprenticeship minimum wage (£2.68) and the living wage (£7.65). The hourly rate will be reviewed as part of the PDR process on an annual basis.

INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)

Media and Communications Apprenticeship Business Case

Is any of the supporting information classified as non public or confidential information?**

No	<input checked="" type="checkbox"/>	Yes	
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DECISION:

To agree the above recommendation

OFFICER APPROVAL

I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signature:
Chief Executive

Date: 25/6/14.

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DECLARATION:

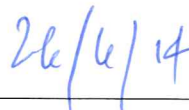
I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:



Date:

**Nottinghamshire Police and Crime Commissioner**

** See guidance on non public information and confidential information.



BUSINESS CASE (BC)

**Project: Media and Communications
 Apprenticeship**

Release:

Date: 11 June 2014

Author: Lisa Pearson, Business Support Manager

Approval: Kevin Dennis, Chief Executive Officer

1 Business Case History

Document: This document is only valid on the day it was printed.

Location: The source of the document will be found in folder:

1.2 Revision History

Revision date	Previous revision date	Author	Summary of Changes	Changes marked
			First issue	

1.3 Approvals

This document requires the approval from the appropriate Manager.

Name	Title	Date of Issue	Version
Kevin Dennis	Chief Executive	10.6.14	1.0

Business Case Document

2 Purpose

The purpose of this business case is to ask the Police and Crime Commissioner to consider appointing a Media and Communications advanced level apprentice.

3 Background

To assist the Police and Crime Commissioner to meet his strategic objectives, the OPCC'S staffing structure was reviewed, please see attached business case. The new structure was agreed by the Police and Crime Commission on 8 May 2013.

The new structure identified the need for a Media and Communications Assistance to provide effective two way communications between the OPCC and the public by supporting the implementation and maintenance of digital and social media.

The Media and Communications Assistance job description was evaluated and graded as a P4 position with a maximum salary of £16,831 based on 22.5 hours per week.

Since the original business case was approved, it has been established that the position is suitable for an advanced level apprenticeship.

4 Proposal

It is therefore proposed that the Media and Communication Assistant vacancy is advertised on a full time basis as an advanced level apprenticeship opportunity.

An advanced level apprenticeship is a way for young people and adult learners to earn a wage while they train in a real job, gaining a real qualification and laying the foundations for a successful future whilst offering the Commissioner flexible resource that can help the organisation to grow.

5 Benefits Expected

Please see below key points for consideration:

- Derbyshire and Nottinghamshire Chamber of Commerce (DNCC) would be the training provider
- The apprentice would be aged between 19-24
- For employers who have under 1,000 employees there is a national age grant available for £1,500
- If the successful candidate is a Nottingham City Resident, Nottingham City Council would pay a local grant of £1,000 plus an additional £300 at the advanced level
- If the successful candidate is a Nottinghamshire County Resident, Nottinghamshire County Council would pay a local grant of £1,000

- The apprentice would work a minimum of 30 hours per week but no more than 40
- Approximately ½ day per week would be going to college or having a training provider come in to assess the apprentice
- The training provider would advertise the post in partnership with Nottingham City Council. It would be advertised on the national apprenticeship website and Nottinghamshire Office of the Police and Crime Commissioner could also advertise the vacancy
- The City Council would ensure Patra and other community job shops were made aware of the advert and would encourage them to apply
- The apprentice would work under the same terms and conditions as staff re sickness/leave etc

Apprenticeships help businesses to grow:

- 96% of employers that take on an apprentice report benefits to their business.
- 72% of businesses report improved productivity as a result of employing an apprentice.

Apprenticeships develop a motivated, skilled and qualified workforce:

- Businesses that offer Apprenticeships think that they help with their long-term development. According to the British Chambers of Commerce, businesses usually employ an apprentice to improve the skills available within their organisation.
- Apprentices are supported by quality training from local training organisations.

Apprenticeships improve productivity while reducing costs:

- Apprenticeships are boosting productivity by helping businesses to expand the skills available in the organisation.

6 Costs

It is recommended that the apprentice will receive an hourly rate of £5.00 (starting salary of £9,620), which is half way between the apprenticeship minimum wage (£2.68) and the living wage (£7.65). The hourly rate will be reviewed as part of the PDR process on an annual basis.

For Level 3 advanced apprenticeships there is a requirement for the employer to pay £720 which is 50% of the training costs.

In addition to the benefits described above, should the recommendation be accepted, the apprenticeship position would make a minimum saving on the Police and Crime Commissioner's budget of £7,211 and would enhance the service provided as it would be a full-time position.

Please see below table for cost comparisons:

Hourly rate	Salary	Training Costs	Total Salary and Training Costs	National Grant	Total cost minus national grant	Total cost minus City Resident Grant	Total cost minus County Resident Grant
£2.68 Minimum Wage	£5,156.32	£720	£5,876.32	£1500	£4,376.32	£3,076	£3,376
£5.00	£9,620	£720	£10,340	£1500	£8,840.00	£7,540	£7,840
£7.65 Living Wage	£14,719	£720	£15,433	£1500	£13,933	£12,633	£12,933

7 Risks

There is a risk that the apprentice will initially require one on one support which will have to be provided by staff within the OPCC. This could result in a temporary dip in performance.

8 Timescales

The recruitment process could take anything from one – six months.