

**REPORT TO: WEALTHIER & FAIRER STRATEGIC GROUP 3 DECEMBER 2009**

**SUBJECT: EMPLOYMENT OF TRAINEES**

**BY: MORAY COUNCIL SENIOR EMPLOYEE DEVELOPMENT  
ADVISER AND PLANNING AND DEVELOPMENT MANAGER**

**1. REASON FOR REPORT**

1.1 At the meeting of the Wealthier & Fairer Strategic Group on 10<sup>th</sup> September 2009, a report defining how many trainee staff were employed by the Council, was requested.

**2. RECOMMENDATION**

2.1 **A further report will be presented to the Wealthier & Fairer Strategic Group on completion of the survey referred to in para 4.2 recommending on the potential of joint working with the Apprenticeship Scheme.**

**3. BACKGROUND**

3.1 The Council had recruited 23 apprentices in 2009, 11 in January and 12 in September (in addition to the 16 trade apprentices already employed in the DLO) into HQ based offices. The arrival of young people in the council had encouraged interest from sections to use part or newly qualified students for posts that have been difficult to fill and it became apparent that this practice was already being employed in some areas.

3.2 Further to the consideration of the Council's programme of "school leavers into apprenticeship" posts, the Wealthier and Fairer Group sought to establish which other parts of the Council employed trainee or staff-in-training. (Trainees are defined as those working towards a recognised qualification in order to become a service professional and receive a percentage of the full salary until fully qualified, or be in receipt of a full salary and gaining experience.)

**4. ANALYSIS**

4.1 Using the above definition of Trainees, Service Managers were asked to identify posts, and associated qualification objectives. The results are shown in the attached Appendix. It must be emphasised that not all these posts are occupied by young people (ie. under 25).

4.2 The survey is not exhaustive, and because of the complexity of the defining criteria it may not give a complete picture of the Council's employment of trainees.

4.3 Managers have however expressed a willingness to examine the potential of joint recruitment, training and monitoring of trainees with the Apprenticeship Scheme, to see where there might be efficiencies and benefits in their trainees' development.

**5. SUMMARY OF IMPLICATIONS**

**(a) Single Outcome Agreement/Service Improvement Plan.**

As part of the Youth Employment Scheme (National Outcome 2: We realise our full economic potential with more and better employment opportunities for our people. Local Outcome 5: People in Moray will have access to better paid employment. Key Action: Expand the Apprentice Scheme to all Partners and to include graduates and manual workers)

**(b) Policy and Legal**

None

**(c) Resources (Financial, Risks, Staffing and Property).**

Opportunities to employ newly trained or part trained staff into positions that would once have demanded experienced staff creates greater opportunities for young people but it may also cause friction. It should be noted that it is often difficult to employ trained staff into professional roles. Salary structure allows payment at a lower grade until fully able to carry out duties. Inexperienced staff may initially tie up resources and require greater supervision.

**(d) Consultations.** To date preliminary discussions have taken place with departments known to have a tradition of employing trainee staff, i.e. Education - newly qualified teachers NQTs.

## 6. CONCLUSION

**6.1 The research that led to the Youth Employment Scheme recognised that The Moray Council employs below 5% of staff under age of 25. More recent examination shows that current age profiles are still disproportionately low in this age group. If we intend to develop staff for future challenges it is cost effective to devote more resources to longer term career planning.**

Author of Report: Carol Sheridan, Senior Employee Development Adviser  
Donald Lunan, Planning and Development Manager

Background Papers:

Ref:

## APPENDIX

### Trainee posts within Moray Council

<b>Service</b>	<b>Section</b>	<b>titles</b>		<b>Total</b>	<b>QUAL</b>
<b>Educational Services</b>	Schools	NQTs/ probationers	13 x Secondary nqts	13	PGDE
			34 x primary nqts	35	PGDE
				<b>48</b>	
<b>Community Services</b>	Social Work	Social Workers	9 x Social Workers	9	BA
	Social Work	Community Care Officers	8 x Community Care Officers	8	BA
	DLO	Trade Apprentices	7 x joiners 3 x electricians 2 x plumbers 2 x painters 2 x masons	16	SVQ
	Housing		16 x Housing Officers	16	CIH
				<b>49</b>	
<b>Environmental Services</b>	Roads	Street Lighting Technicians	4 x technicians	4	
	Building Control	Trainee Building Standard Officer	1 x trainee	1	
	Environmental Protection	Trainee Monitoring Assistant	1 x trainee	1	
	Property Services	Quantity Surveying	1 x trainee technician	1	
				<b>7</b>	
<b>Central Services</b>	Finance & ICT	Accountancy	1 x Assistant Accountant	1	
		Accountancy	1 x Accountancy Technician	2	
	Legal	Solicitor	1 x Trainee Solicitor	1	
	Personnel	Employee Development	1 x Employee Development Adviser	1	SVQ4
				<b>5</b>	
<b>Corporate</b>	Various sections	General Apprentices	23 x apprentices	23	SVQ3
				<b>23</b>	
<b>TOTAL</b>				<b>132</b>	