

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	23 November 2016
Subject:	Work Experience and Work Placement Policy
Report of:	Head of Corporate Services, Graeme Simpson
Corporate Lead:	Chief Executive, Mike Dawson
Lead Member:	Lead Member for Organisational Development
Number of Appendices:	Two

Executive Summary:

The Work Experience and Work Placement Policy has been developed from existing procedural arrangements, and expanded to include specific reference to groups which may experience significant barriers to employment, in addition to the existing arrangements for access to work experience for school leavers and undergraduate students. In addition, it includes reference to the potential for paid work (section 2.1) in exceptional circumstances.

Recommendation:

That the new Work Experience and Work Placement Policy be APPROVED and ADOPTED effective from 1 December 2016.

Reasons for Recommendation:

The policy will have a direct impact on the local community through improving job prospects by offering real-life placements, supporting development of employment skills. The policy promotes development of relationships with a wide variety of stakeholders, including Schools, Social Services, Youth and Enterprise Services.

Resource Implications:

There are resource implications which are directly proportionate to the number of work experience placements offered. This includes the time of management and operational staff to induct placement students; provide brief training/explanation and ongoing Human Relations support to manage the application processes, seek suitable placement and liaise with stakeholders.

Legal Implications:

The Government is cutting red tape that can get in the way when working with young people; The Council does not need to carry out an enhanced Disclosure and Barring Services check (formerly CRB) for staff supervising young people aged 16-17, because the work is not regarded as a regulated activity. Employers' Liability Insurance covers work experience students.

Risk Management Implications:

Simplified Health and Safety Guidance makes it clear that if you already employ young people you won't need to repeat risk assessments for work experience students. However, the Council will ensure that those service areas that have not previously had a young person engaged will complete a risk assessment. All work experience and work placement participants will be made aware of the risk assessments applicable to them.

Performance Management Follow-up:

The issues raised are monitored by the Human Resources section. The policy will be kept under review and updated in accordance with changes in equalities legislation and good practice.

Environmental Implications:

None arising directly from this report.

1.0 INTRODUCTION/BACKGROUND

- 1.1 An effective work experience programme gives young people and people wishing to enter the job market, the opportunity to gain practical experience and will enable them to believe they are valuable and productive members of the workforce.
- 1.2 This policy formalises the existing work placement procedure guide, and extends the provision primarily for school and university students, to other members of the community who may experience significant barriers to employment.
- 1.3 The work experience scheme offers an effective way to identify new talent, and may impact the Council's talent management pool positively by allowing such individuals to apply for apprenticeships and other internal opportunities.

2.0 WORK EXPERIENCE AND WORK PLACEMENT POLICY

- 2.1 The policy clarifies the access routes, types of placement offered by the Council, and provides guidance and support to staff members involved in work experience, for the effective management of placements. While most placements will be for a fixed period and are unpaid, the policy allows for short paid placements, subject to budget availability, in exceptional circumstances. Selection will be at the discretion of the Council.
- 2.2 The benefits to the Council include identifying wider ranges of talent, providing staff mentoring and development opportunities, and introducing fresh perspectives to the Council and new ways of thinking.
- 2.3 The benefits to the wider society include providing opportunities for people to access the work place, and develop work-related skills. Ultimately this may impact local unemployment rates, and promote community engagement by being seen as an employer of choice.
- 2.4 All applications will be considered on merit and with reference to the Council's capacity to offer appropriate, well designed and high-quality work experience or work placements. The Council is under no obligation to offer work experience or placement opportunities if it does not have the capacity to do so.

3.0 OTHER OPTIONS CONSIDERED

3.1 None.

4.0 CONSULTATION

4.1 Trade Unions and Management.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 HR Strategy, HR Service Plan, Health and Safety at Work and Disciplinary and Grievance Procedures and Safeguarding Policy.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 The key areas of legislation are the Equality Act 2010, the Data Protection Act 1998 and the Employment Rights Act 1996 and the Health and Safety at Work Act 1974.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 These are contained within the body of the report.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 None.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 An equality impact assessment has been carried out.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 None.

Background Papers: None.

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Appendices:

1. Work Placements Policy Version 1.
2. Equality Impact Assessment.