



## PORTFOLIO HOLDER DECISION NOTICE

### INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR STRATEGIC PLANNING AND ECONOMIC DEVELOPMENT

#### TOPIC - GRANTS FOR APPRENTICES – UPDATE TO SCHEME

#### PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

#### Contact Officers:

##### Case Officer:

Kate Cloud, Head of Economy and Arts, [kcloud@winchester.gov.uk](mailto:kcloud@winchester.gov.uk), 01962 848 563

##### Committee Administrator:

Nancy Graham, [ngraham@winchester.gov.uk](mailto:ngraham@winchester.gov.uk), 01962 848 235

#### SUMMARY

- The minutes of Cabinet on 8 February 2012 state under item 11 Core Grant Allocations for 2012/13 (Report [WTF164](#) and [Addendum](#) refers): "4. The proposed allocation of £10,000 as a new fund to incentivise apprenticeships be approved, subject to the approval of the detail of the scheme through the Portfolio Holder Decision Notice process;"
- The Portfolio Holder Decision notice [PHD390](#) sets out the detail of the grant scheme, including the criteria and application process.
- This Portfolio Holder Decision notice sets out to amend the original grant scheme criteria that were approved in PHD390. The original grant criteria give the applicant the opportunity to claim a maximum grant of £1,000, of which up to £400 could be for transport costs to the workplace and/or training location. All the applications and enquires the Economy and Arts team have received are for the full £1,000 towards transport costs. The Winchester

District is predominately rural and young people starting out on an apprenticeship need help with costs for travelling to work.

- This Portfolio Decision Notice seeks to increase the amount an applicant can claim for costs of travel to work from £400 to £1,000.
- This work directly supports the Economic Prosperity theme and the overarching priority of Access to Services in the sustainable community strategy.
- The total allocated for this Scheme in 2012/13 is £10,000.
- It should be noted that this decision does not relate to approval of the scheme itself, but covers the criteria which will govern the Scheme, as set out in [PHD390](#)

### **PROPOSED DECISION**

1. That the criteria for the Grants for Apprentices Scheme set out at the Appendices to the Notice be amended so that applicants can claim a maximum £1,000 towards the costs of travelling to the work place and/or training venue.
2. That the Head of Economy and Arts be authorised to implement the scheme with immediate effect, based on these criteria.

### **REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

This scheme must adhere to a set of approved criteria to ensure that it is equitable and effective. As is made clear earlier in this Decision Notice, the proposed changes are a result of the demand for the grant scheme to date, responding to local need.

### **RESOURCE IMPLICATIONS:**

£10,000 was allocated in the 2012/13 budget which was approved by the Council on 23 February 2012.

### **CONSULTATION UNDERTAKEN ON THE DECISION**

Verbal consultation has been carried out with applicants to the scheme to date.

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED  
FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION  
NOTICE**

n/a

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR  
OFFICER CONSULTED**

None.

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

n/a

Approved by: (signature)

Date of Decision: 19.11.12

**Councillor Rob Humby – Portfolio Holder for Strategic Planning and Economy  
Development**