



PORTFOLIO HOLDER DECISION NOTICE

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

TOPIC - GRANTS FOR APPRENTICES

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, 01962 848 563

Committee Administrator:

Nancy Graham, 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;"
- This Portfolio Holder Decision notice sets out the detail of the grant scheme, including the criteria and application process.
- Apprenticeships are a form of work-based training gathering momentum nationwide. It is recognised by employers as a useful alternative to traditional academic routes of learning, and enables the apprentice to gain basic work and life skills in addition to the technical expertise they will gain in their chosen subject.

- There are a number of other grant schemes available to promote apprenticeships. They are generally aimed at the employer, to incentivise their time and efforts in taking on an apprentice. Officers have identified that some basic requirements of the apprentice are not being met either through their wages, benefits or existing grant schemes. This is particularly apparent with regards transport costs across such a large rural District as Winchester.
- The Appendices to this Notice set out the proposed criteria, application form and three month checklist, which have been drawn up to ensure that the Scheme is relatively simple to apply for, easy to administer by officers, and targeted at apprentices themselves with a proven need for support, rather than the employer or training provider. Officers have taken into consideration other grant schemes to encourage apprenticeship take up both nationally and locally, so as to complement such schemes, and advice from colleagues in partner organisations delivering apprenticeships.
- This work directly supports the economic prosperity theme of 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 and application process which will govern the Scheme, as set out in the Appendices to this Notice.

DECISION

- That the criteria and application process for the Grants for Apprentices Scheme set out at the Appendices to the Notice be approved.
- 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 criteria have been drawn up with the benefit of consultation and desk top research.

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 training providers of apprenticeship schemes, and Job Centre Plus to ensure the grant will not compromise any other grant schemes or benefits.

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

In response to a query from Councillor Pearson, it was clarified that one of the uses for this funding is intended for suitable clothing for the workplace for the apprentice. It is usually the responsibility of the employer to provide specialist safety equipment and PPE (Personal Protective Equipment) or a specific uniform. The intention for the apprentice grant is to help with non-specialist clothing. It may be that the apprentice does not have suitable smart clothing for an office environment, for example. The grant will go some way to provide such attire which is the responsibility of the apprentice, but where they do not have the means to purchase those items.

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: 15.08.12

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

Winchester City Council

Grants for Apprentices Outline and Criteria

Introduction

Winchester City Council is supportive of apprenticeships, and has allocated £10,000 in the 2012/13 budget to help apprentices get started.

What is it?

The apprenticeship grant scheme is a one-off grant award of up to £1,000. It is for the sole benefit of the apprentice, as set out in a successful application form and is designed to remove any practical barriers which might prevent the apprentice from taking on their role. The grant is given in small sums every three months, in the form of specific items the apprentice needs, or vouchers to purchase those items, and is subject to certain criteria set out below. The grant can be applied for at any time during the financial year using a short application form.

Who can apply?

Applicant apprentices must prove that they live in the Winchester District, and be able to prove a need for the grant which will not be met by other means.

What are the timescales?

Applications can be made at any time from July 2012. They will be subject to an assessment and scoring mechanism, then allocated on a first-come, first-served basis. The application will be acknowledged on receipt, and will be assessed within a three week period. If the application is successful, the applicant will be asked to provide further evidence such as proof of residency within Winchester District, and a grant agreement will be drawn up and signed by both parties within one further week. Therefore, a grant could be available to a successful applicant within four weeks of the application.

What can the grant be spent on?

The application form should clearly state what the grant would be spent on, and why it is needed. This should be on items required to allow the apprentice to fulfil their role, which are not otherwise supplied by the employer or training provider. These are grouped into the following categories:

1. Transport costs to the workplace or training location (maximum £400 grant)
2. Appropriate clothes for the workplace (maximum £200 grant)
3. Essential equipment (eg tools, personal protective equipment (PPE)) (maximum £200 grant)
4. Anything else which is essential for undertaking the apprenticeship

This is not an exhaustive list, and it is not expected that apprentices would seek for the grant to pay for costs which their employer should legitimately be meeting. The grant can potentially be used for any cost for the apprentice of taking on their apprenticeship, which is not reasonably met by their wages, benefits, training provider, employer or other grants applied for. The Head of Economy and Arts at Winchester City Council will make the final decision over the eligibility of the application.

Key criteria

1. The applicant must be an apprentice as described at <http://apprenticeships.org.uk/Be-An-Apprentice/The-Basics.aspx> or have the formal offer of an apprenticeship at the time of the application.
2. A completed, signed application form must be submitted.

3. The application form should clearly set out what the grant will be used for, and why it is needed.
4. Supporting evidence such as a list of items provided (or not provided) by the employer or training provider, or other evidence as to why a grant is needed and the items cannot be funded elsewhere, should be submitted with the application form. This will be verified with the training provider.
5. Winchester City Council will monitor the success of the apprenticeship with any successful applicant at the three month review, or sooner if deemed necessary.
6. The grant recipient will be required to take part in general publicity regarding the scheme, such as photo calls, providing quotes for press releases and to assist in the evaluation of the scheme.
7. The grant may be split into several payments depending on the reasons given for the grant request.

Notes to applicants

Successful applicants will be required to sign a grant agreement, and will be subject to a three month review to ensure the grant has been spent in accordance with the application form and grant agreement. A successful applicant is responsible for their own tax liabilities as a result of receiving this grant. The grant may be given in specific items required, vouchers or travel tickets, and is unlikely to be given in cash form.

Winchester City Council has allocated funds to support apprenticeships in 2012/13 and this may not be available in future years. Applications will only be approved where there is sufficient budget to fund the grant.

This fund does not replace or compete with the Government's incentive to employers or any other grant scheme.

More information about apprenticeships can be found at <http://apprenticeships.org.uk/>

Please read the grant outline and criteria before completing this application form.

1. Applicant details <i>(proof of your address will be required if a grant offer is made)</i>	
Mr/Mrs/Ms/Other	_____
First Name	_____
Last Name	_____
Address	_____
Post code	_____
Telephone number	_____
Email address	_____
2. Employer details	
Organisation name	_____
Nature of business	_____
Contact name	_____
Address	_____
Post code	_____
Telephone number	_____
Email address	_____
3. Training provider details	
Organisation name	_____
Contact name	_____
Address	_____
Post code	_____
Telephone number	_____
Email address	_____
Date apprenticeship commences	_____
4. How did you hear about the Winchester Grants for Apprentices?	

5. For each item for which grant funding is requested, state the item, the amount required and the reason for seeking grant funding		
Item details	Amount	Reason for grant
Total grant requested:	£	

6. List all supporting documents attached to this application form	
Document details	Reason for submission

7. What would happen if you did not receive this grant?

8. Declaration	
I declare that the information supplied is correct and I have read and understood the rules of the scheme.	
Applicant's signature _____	
Print name _____	Date _____
Employer's signature _____	
Print name _____	Date _____

When completed, please return this form to:
 Flis Pitman, Economy and Arts, City Offices, Colebrook Street, Winchester, SO23 9LJ.
 Email fpitman@winchester.gov.uk. Telephone 01962 848 303.

Data Protection Statement
 Any personal data you supply on this application form will only be used for purposes in connection with the Winchester apprenticeship grants scheme, including passing details onto the National Apprenticeships Service for verification.
 In addition, we would like to share your details with other colleagues within Winchester City Council for the purposes of marketing of other business or employment related schemes. If you are happy for us to do this, please tick this box