

**BRISTOL CITY COUNCIL
HUMAN RESOURCES COMMITTEE**

27TH NOVEMBER 2008

Title: Building Futures Programme

Ward: City Wide

Report of: Head of HR

Officer presenting report: Lorna Whitehead - HR Manager

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1. Report Summary

This report is for information, observation, in response to an earlier resolution of this committee, that it would receive a progress report regarding this initiative.

2. Background and Assessment

- 2.1 Initially named the Young Employee Initiative, it was agreed upon at the Corporate Management Team in February 2007, who identified workforce planning as a priority for all council departments. This is as a result of inadequate recruitment and retention of young people into the organisation. The Council has a very low percentage at just over 4.2% of young people aged 16 to 24, compared to the population of Bristol at 17.3%. This contrasts with nearly one third (32%) of our workforce who are aged 50-64, compared to the population norm of nearly 20% in this age group.
- 2.2 The BFI (Youth Employment) was incorporated into the Council's Corporate Workforce Plan 2007/10.
- 2.3 In April 2008 all senior managers were invited to the BFI launch and at the launch all departments were asked to start thinking about the longer term future of the Council and the skills we need to take us into the future. The management were asked to

update their workforce plans to assist them in identifying current and future skills gaps and to demonstrate a clear commitment to change the profile of the workforce by setting targets for increased numbers of trainee or entry level posts.

- 2.4 Building Futures is about pro actively managing our current and future skills gap as identified by the workforce audit (Nov. 2007), by attracting the right calibre of trainees onto the scheme by offering real job opportunities at the end of the traineeship, and in doing so 'growing our own' and providing clear skills pathways into real jobs and careers within the council.
- 2.5 As there has not been any additional civic budget funding, Managers who take a Trainee are charged £1000 for the recruitment, support and training their trainee will receive. This, unfortunately, has caused some managers not to engage with the programme.
- 2.6 As an integral part of workforce planning this initiative ensures the right trainees with the right skills and competencies are placed in the right role thereby meeting the changing needs of the service.
- 2.7 In attracting the best people from our city the Council is reflecting reflecting more closely the community in which we live and delivering continuous improvement in service delivery. BFI aims to recruit a more age diverse workforce into real designated vacancies as trainees in order to ensure that we have the relevant skills experience and knowledge for the future.

3. Targets

- 3.1 It was agreed not to give departments quotas for Trainees in the hope that managers would embrace the programme as a positive step forward for Bristol. However, it was hoped that a target to recruit 50 trainees up to the end of March 2009 would be achievable. Currently, 16 BFI Trainees have been appointed, with a further 9 being sought by departments, as set out in Appendix A. In addition, there are a further 13 traineeships which have been identified as possible appointments within the '08-09 year.

Current Situation

- 3.2 The number of BFI trainees per directorate is as summarized in

Appendix A. Currently some of these proposed appointments have been affected by the council's vacancy management controls. At its meeting on 11th November 2008,

“SLT agreed that this would need to be considered as part of the overall approach to vacancy management and use of agency staff. There needed to be clear understanding around how the building futures programme would be taken forward.”

In practical terms this means that the Council cannot currently recruit to trainee posts which are of an administrative, financial, marketing or customer services nature. Specialist trainee posts in other work areas are not affected.

- 3.3 It is envisaged that the use of agency staff will be undertaken by the Strategic Director:Transformation and the Head of HR, in the near future.

4. Other Options Considered

- 4.1 The Building Futures Project is an essential part of the Corporate Workforce Plan 2007/10, which seeks to redress the age imbalance in the Council's workforce. No other options are currently being considered.

5. Risk Assessment

The average age of the Council's workforce is increasing. This type of initiative is essential if this trend is to be addressed/reversed.

6. Equalities Impact Assessment

See Appendix B

7. Legal and Resource Implications

Legal:

Legal views not sought.

Financial:

(a) Revenue

Trainee posts are filled from current directorate budgets, offset against vacancies, or the use of agency employees.

(b) Capital N/A
(Advice from designated Finance Officer)

Land: N/A

Personnel: As set out in paras 3.1 to 3.3 above

Appendices:

Appendix A - Current and proposed number of BFI Trainees by Department.

Appendix B - Equalities Impact Assessment (to follow)

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
Background Papers:

Building Futures Report Nov 08 (As Of 13 Nov)

Trainees appointed and in post:

Directorate	Post	Number
Resources	Trainee Administrator	7
Transformation		
Neighbourhoods		
Deputy Chief Executive		
Children, Young People and Skills		
City Development	Trainee UTMC Officer Trainee Traffic Signals Design	3
Adult Community Care	Trainee Accounting Technician	1
	Total	11

Modern Apprentices Converted to Building Futures Trainees and in post:

Directorate	Post	Number
Resources	Administrator	1
Transformation		
Neighbourhoods	Administrator	3
Deputy Chief Executive	Administrator	1
Children, Young People and Skills		
City Development		
Adult Community Care		
	Total	5

Recruitment authorisation received - recruitment process taking place - not yet in post:

Directorate	Post	Number
Resources		
Transformation		
Neighbourhoods	Trainee Accounting Assistant	2
Deputy Chief Executive		
Children, Young People and Skills	Trainee Customer Services Officer	1
City Development	Trainee UTMC Officer	1
	Trainee Area Engineer	1
	Trainee Graduate Engineer	1
	Trainee Accountant	3
Adult Community Care		
	Total	9

Current Leads (no definite vacancies) :

Directorate	Post	Number
Resources	Trainee Chef Assistant	1
	Trainee Accounts Services Assistant	2
Transformation		
Neighbourhoods	Trainee Customer Service Advisors	6
	Management Trainee	1
Deputy Chief Executive		
Children, Young People and Skills	Trainee Web Administrator	1
	Trainee Administrator	1
City Development	Trainee Library Assistant	1
Adult Community Care		
	Total	13