

**CONTRACT SERVICES COMMITTEE - 17 NOVEMBER 1998  
PERSONNEL AND PROPERTY SERVICES COMMITTEE - 1 DECEMBER 1998**

**EMPLOYMENT OF TIME-SERVED APPRENTICES**

**JOINT REPORT BY CONTRACT SERVICES MANAGER AND THE DIRECTOR OF PERSONNEL**

**ABSTRACT**

To determine Angus Council's policy on the employment of time-served apprentices within Contract Services.

**1. RECOMMENDATION**

It is recommended that:

- (a) the Contract Services Committee note and approve the terms of this report;
- (b) the Personnel and Property Services Committee approve that the employment contract of apprentices with Angus Contract Services be extended, on completion of the three year apprenticeship, to include a period of up to six months to allow the opportunity of gaining permanent employment with the authority. This employment should be at the appropriate rate.

**2. BACKGROUND**

Angus Council has not determined a policy of continuous employment for staff who have completed recognised apprenticeships. Angus District Council had taken a decision in 1986 determining that apprentices in Ground Maintenance should, on completion of their apprenticeship, be appointed to the appropriate Gardener level whether such a vacancy currently existed or not.

In furtherance of that decision they agreed at their Policy and Resources meeting held on Thursday 15 May 1986 that a number of posts be upgraded from Gardener or Assistant Gardener to Craftsman Gardener and that these posts be earmarked for employees who had completed apprenticeships with Angus District Council.

In the financial year 1998/99 one apprentice completed his apprenticeship at a time when there was no suitably graded post for his employment as a Craftsman Gardener, graded Gardener 3.

After discussions with the Director of Finance and the Director of Personnel, the Contract Services Manager took the decision to appoint the former apprentice to Gardener 3 level despite there being no current vacancy. However a vacancy did occur simultaneously with the actual completion of the apprenticeship and the situation was avoided.

In 1999 three apprenticeships in Ground Maintenance will be completed and a policy decision regarding their retention is required should no suitable vacancies arise. In previous years, staff turnover has provided suitable vacancies within a few months of such circumstances arising. Departmental management staff are aware of the benefits of employing former apprentices and do not fill suitable vacancies in the time immediately preceding the end of apprenticeships.

### **3. FINANCIAL IMPLICATIONS**

There are minor financial implications arising from the adoption of this report which would normally be contained within the departmental annual estimates, and would not materially affect the Service's rate of return.

### **4. CONSULTATION**

The Chief Executive, Director of Finance and the Director of Law and Administration have been consulted on this matter.

**M P Graham**  
**Contract Services Manager**  
**11 November 1998**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.