

Bolsover District Council

**Meeting of the Employment and Personnel Committee on
Wednesday 6th July 2022**

Apprenticeship in Procurement

Report of the Solicitor to the Council & Monitoring Officer

Classification	This report is Public
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PURPOSE/SUMMARY OF REPORT

For the Committee to consider the proposal to add an Apprentice to the Procurement Team to provide resilience, business continuity, and succession planning to the team.

REPORT DETAILS

1. Background

- 1.1 In 2018 the Procurement Service was established by the Council in partnership with North East Derbyshire District Council. Since then the service has grown and now provides procurement services to a number of local authorities as well as parish councils. This generates an additional income stream that both Councils have benefited from over the past couple of years.
- 1.2 In order to maintain the high level of service currently provided and to be able to continue to explore further opportunities to sell services, the team needs to be adequately resourced. In addition there is a need to consider work force planning and build resilience in the team for the future.

2. Details of Proposal or Information

- 2.1 It is proposed to add an apprentice post to the Procurement Team to provide support to the team and in the longer term provides an opportunity to build in resilience through “growing our own”. This will also underpin succession planning for the service.
- 2.2 The cost of an apprentice is circa £10,663 per annum for 16 -18 years old or £15,114 per annum for 18 – 20 years old and £21,685 per annum for 21 -24

years old. These costs include all on costs. The recently generated additional income of £2K generated from selling services to Gedling Borough Council (over and above the original contracted value of £18K and the new annual income of £20K the Council receives from Amber Valley District Council plus any Parish Council income is sufficient to cover the cost of this post. It is anticipated that by increasing resilience there will be further opportunities to sell procurement services further which would be difficult within the current structure. The costs of the NEDDC support this initiative for an apprentice post to the structure.

3. Reasons for Recommendation

3.1 To increase resilience within the team.

4 Alternative Options and Reasons for Rejection

4.1 To not recruit an apprentice. This reduces the opportunity to grow the service further provide any succession planning and limits the ability to increase resilience.

RECOMMENDATION(S)

That the Committee recommends to Council the addition of a procurement apprentice to the establishment.

Approved by Councillor Clive Moesby, Portfolio Holder for Finance

IMPLICATIONS:

Finance and Risk: Yes No

Details: The costs of an apprentice is shown in paragraph 2.2 above and will depend on the age of the apprentice Procurement is a shared service and any costs will be shared with NEDDC. This proposal is supported by NEDDC.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

On behalf of the Solicitor to the Council

Staffing: Yes No

Details:

As contained in the report.

On behalf of the Head of Paid Service

DECISION INFORMATION

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No

<p>District Wards Significantly Affected</p>	
<p>Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Details:</p>

<p>Links to Council Ambition: Customers, Economy and Environment.</p>
<p>.</p>

DOCUMENT INFORMATION	
Appendix No	Title

<p>Background Papers</p>
<p><i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i></p>