

Committee/Meeting: HR Committee	Date: 2 July 2013	Classification: Unrestricted	Report No: 4.1
Report of: Corporate Director (Resources) Originating officer(s) Simon Kilbey, Service Head (Human Resources & Workforce Development)		Title: Quarterly report – new starters Wards Affected: All	

Lead Member	Cabinet Member for Resources
Community Plan Theme	All
Strategic Priority	Work efficiently and effectively as one Council

Reasons for Urgency

This report was not circulated with the Committee agenda nor available for inspection within the timescales set out in the Authority's constitution because of the short period available to compile the report following the meeting of the HR Committee on the 20th June 2013.

1. **SUMMARY**

- 1.1 At its meeting on 29th February 2012, HR Committee requested that a regular report be submitted providing details of new starters to the Council.
- 1.2 This report covers the period January 2013 – March 2013. The HR Committee on 27th March 2013 considered a report with details of new starters to the Council for the period from 1st January 2012 to 31st December 2012. Information in respect of equalities strands for quarters July – September 2012 and October – December 2012 is presented as Appendices (3 and 4) to allow historical comparison.
- 1.3 Please note only staff directly employed by the Council are included. Accordingly, the information does not include agency staff.
- 1.4 HR Committee requested data relating to interns, also included in this report for information purposes is the data relating to the last intake of graduates and apprentices. The breakdown against equality strands can be found in appendices 5,6 and 7.

2. **DECISIONS REQUIRED**

HR Committee is recommended to:-

- 2.1 Consider the report, which is provided for information.

3. **REASONS FOR THE DECISIONS**

- 3.1 The report is provided for information.

4. **ALTERNATIVE OPTIONS**

- 4.1 There are no alternative options.

5. **BACKGROUND**

- 5.1 HR committee on 29 February 2012 requested to receive regular quarterly reports, which provide details of new starters (post title, directorate, details of service area) and breakdown by the equality strands, this report is submitted to the HR Committee for information.

6. **BODY OF REPORT**

- 6.1 For the period January 2013 – March 2013, there has not been much activity. Areas of most recruitment have been across Education, Social Care and Wellbeing and Communities, Localities and Culture employing a range of tutors who are classified as casual workers. There was an intake of Apprentices in January who are placed on a trainee contract for a specified period. Further information with regards to the numbers, job titles, directorate and service area of new starters for the period 1st January 2013 – 31 March 2013, together with an equality breakdown is included as Appendix 1 and 2.
- 6.2 For comparison purposes, appendices 3 and 4 provides the relevant details on new starters for the periods July 2012 – September 2012 and October 2012 – December 2012. These show the equality breakdown of new starters over a nine month period. This data has previously been submitted to HR Committee.
- 6.3 The quarter four data (Jan – March 2013) saw the number of new starters fall to 116, from 149 during the Oct – Dec 2012 period.
- 6.4 Reflecting the current gender distribution within the Council workforce, female recruits considerably outnumber males recruits. During the quarter, around ¼ of appointments were of Bangladeshi origin and just over ½ were white.

- 6.5 While the appointments detailed above have an impact on the Council's workforce to reflect the community targets, this is only one factor and the numbers of people exiting the organisation will also have an impact.
- 6.6 Apprentices are included in the information provided on new starters. Appendix 5 however, provides equality data on all current apprentices currently employed on trainee contracts in the Council. There has been no intake of Graduate trainees since January 2012. However, as previously reported Appendix 6 provides an equality breakdown. A further intake is planned for 2013 upon approval of the WFTRC action plan. As previously agreed with HR Committee the council will be seeking to increase representation across wider community groups.
- 6.7 Additionally, annually, as part of the WFTRC action plan and our role as corporate parent the Council has in place a 10 week Intern scheme, for young adults in the Leaving Care Service. A breakdown of the interns within this scheme for 2012/13 is given as Appendix 7.
- 6.8 While the Council has a Work Experience, Intern and Placement policy (appendix 8), work experience tends to be for very short periods (typically 2 weeks) and detailed information about participants is not recorded by the Council. Similarly, whilst provision exists for the appointment of interns other than those described in (6.10) above, this facility is very rarely used.

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 7.1 There are no financial implications as a direct result of this report.

8. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

- 8.1 As this report is for noting of factual information on starters by equality strands, there are no legal issues to consider as part of this report.

9. ONE TOWER HAMLETS CONSIDERATIONS

- 9.1 There are no equalities considerations – all posts are recruited to on merit.

New starters have an impact on the Council's targets with regards to achieving a Workforce to Reflect the Community.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 10.1 There are no implications.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 There are no direct risks as a result of this report.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

12.1 There are no implications.

13. EFFICIENCY STATEMENT

13.1 No changes to service delivery or the use of resources are proposed.

14. APPENDICES

Appendix 1 - New Starters List, Jan – March 2013

Appendix 2 – New Starters by Equalities Strands Jan – March 2013

Appendix 3 - Equality and grade breakdown of new starters (Oct to Dec 2012)

Appendix 4 - Equality and grade breakdown of new starters (July – Sept 2012)

Appendix 5– Equalities Breakdown of Current Apprentices

Appendix 6– Equalities Breakdown of Current Graduates

Appendix 7 – Equalities Breakdown of Current Interns

Appendix 8 – Internship, Work Experience and Placement Policy

**Local Government Act, 1972 Section 100D (As amended)
List of “Background Papers” used in the preparation of this report**

Brief description of “background papers”	Name and telephone number of holder and address where open to inspection.
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Appendix 1 New Starters Jan – Mar 2013

Note that names have been withheld because they are classified as personal data under the Data Protection Act 198				
Start Date	Post Description	Directorate	Division	Service
2 Jan 2013	Generic Registration&Citizenship Officer	Chief Executive	Asst Chief Executive Legal Services	Democratic Services
7 Jan 2013	community interpreting	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
7 Jan 2013	Casual Tutor Numeracy	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
7 Jan 2013	Casual Tutor Literacy	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
17 Jan 2013	Casual Tutor ESOL	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
21 Jan 2013	Casual Tutor - Photography	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
15 Jan 2013	Casual Tutor ESOL	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
11 Mar 2013	Skills for Life Tutor ESOL Specialist	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
20 Mar 2013	Fractional Tutor (LLL) ESOL	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
22 Jan 2013	Community Interpreting	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
19 Mar 2013	Tutor Zumba	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
18 Feb 2013	community interpreting	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
12 Mar 2013	Tutor Pilates	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
19 Mar 2013	Life Coaching Tutor	CLC	Culture, Learning and Leisure	Idea Stores & Lifelong Learning
4 Feb 2013	C Head of Parking	CLC	Public Realm	Parking
6 Mar 2013	Operations Support Officer	CLC	Public Realm	Parking
1 Mar 2013	Licensing Officer	CLC	Safer Communities	Consumer & Business Regulations
4 Mar 2013	Prin Env Health Officer (HS) 2	CLC	Safer Communities	Consumer & Business Regulations
18 Mar 2013	Adminstrative Assistant	D&R	Asset Management	Business Support
7 Jan 2013	Skillsmatch Trainee	D&R	Econ. Development & Olympic Legacy	Employment and Enterprise Grad Trainees
2 Jan 2013	Skillsmatch Trainee	D&R	Econ. Development & Olympic Legacy	Employment and Enterprise Grad Trainees
2 Jan 2013	Planning Officer	D&R	Planning & Building Control	Development
28 Jan 2013	Graduate Planner	D&R	Planning & Building Control	Development
2 Jan 2013	Planning Officer	D&R	Planning & Building Control	Strategic Planning
14 Jan 2013	Heritage Faith Buildings Officer	D&R	Planning & Building Control	Strategic Planning
25 Mar 2013	Admission Assistant	ESC&W	Access & Inclusion	Admissions Attendance & Awards
1 Feb 2013	Social Worker Mental Health (SW) 3	ESC&W	Adults Social Care Services	Community Mental Health Services
1 Jan 2013	S/W-Approved Mental Health Practitioner	ESC&W	Adults Social Care Services	Community Mental Health Services
1 Mar 2013	D Social Worker (Hhelp)	ESC&W	Adults Social Care Services	Community Mental Health Services
2 Jan 2013	Telehelp Care Officer 06	ESC&W	Adults Social Care Services	First Response & First Respons Hosp Unit
4 Feb 2013	First Response Social Worker	ESC&W	Adults Social Care Services	First Response & First Respons Hosp Unit
25 Mar 2013	First Response Hospital Team Manager	ESC&W	Adults Social Care Services	First Response & First Respons Hosp Unit
1 Mar 2013	Day Project Officer	ESC&W	Adults Social Care Services	Learning Disability
1 Mar 2013	Day Project Officer	ESC&W	Adults Social Care Services	Learning Disability
1 Jan 2013	Independence Planner - SW	ESC&W	Adults Social Care Services	Reablement and Resources
8 Jan 2013	Manager (Poplar DC)	ESC&W	Adults Social Care Services	Reablement and Resources
4 Feb 2013	Independence Planner - OT	ESC&W	Adults Social Care Services	Reablement and Resources
11 Feb 2013	Kitchen/Domestic Assist (Russia Lane DC)	ESC&W	Adults Social Care Services	Reablement and Resources
20 Feb 2013	Social Worker 04	ESC&W	Children's Social Care	Assessment & Early Intervention
22 Jan 2013	Social Worker 06	ESC&W	Children's Social Care	Children Looked After and Leaving Care
24 Jan 2013	Residential Support Worker (89 BW) 3	ESC&W	Children's Social Care	Children's Resources
11 Feb 2013	Social Worker Perm Placements 8	ESC&W	Children's Social Care	Children's Resources
18 Feb 2013	Residential Support Worker (89 BW) 4	ESC&W	Children's Social Care	Children's Resources
11 Feb 2013	FIP Project Worker	ESC&W	Children's Social Care	Family Interventions Service
14 Jan 2013	Practice Manager	ESC&W	Children's Social Care	Family Support & Protection
14 Jan 2013	Social Worker	ESC&W	Children's Social Care	Family Support & Protection
4 Mar 2013	Social Worker (PSI) 01	ESC&W	Children's Social Care	Family Support & Protection
5 Feb 2013	Family Link Support Worker (Casual)	ESC&W	Children's Social Care	Integ Sens Children with Disabilities
18 Mar 2013	Administrative Officer (ES) 3	ESC&W	Learning & Achievement	Education Psychology
18 Mar 2013	Governor Support Officer	ESC&W	Learning & Achievement	Governors Services
1 Jan 2013	Early Years Area Inclusion Co Ord 01	ESC&W	Learning & Achievement	Learning and Achievement - Birth to 11
1 Jan 2013	Early Years Advisor	ESC&W	Learning & Achievement	Learning and Achievement - Birth to 11
11 Mar 2013	Office Assistant / Receptionist (SE)	ESC&W	Learning & Achievement	Learning and Achievement - Birth to 11
11 Mar 2013	IPS Team Leader	ESC&W	Learning & Achievement	Learning and Achievement - Birth to 11
11 Jan 2013	THAMES Tutor A	ESC&W	Learning & Achievement	Music Service/Arts Education
14 Jan 2013	THAMES TUTOR A	ESC&W	Learning & Achievement	Music Service/Arts Education
11 Jan 2013	Thames Tutor A	ESC&W	Learning & Achievement	Music Service/Arts Education
14 Jan 2013	Thames Tutor A	ESC&W	Learning & Achievement	Music Service/Arts Education
14 Jan 2013	THAMES TUTOR A	ESC&W	Learning & Achievement	Music Service/Arts Education

Appendix 1 (continued)

Start Date	Post Description	Directorate	Division	Service
30 Jan 2013	THAMES TUTOR A	ESC&W	Learning & Achievement	Music Service/Arts Education
4 Feb 2013	THAMES TUTOR A	ESC&W	Learning & Achievement	Music Service/Arts Education
28 Jan 2013	THAMES Tutor A	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	THAMES TUTOR A	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	Thames Tutor B	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	THAMES TUTOR A	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	Thames Tutor A	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	Thames Tutor	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	THAMES TUTOR A	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	THAMES Tutor B	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	THAMES TUTOR A	ESC&W	Learning & Achievement	Music Service/Arts Education
20 Mar 2013	Thames Tutor A	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	THAMES Tutor Saturday	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	Thames Tutor	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	Thames Tutor A	ESC&W	Learning & Achievement	Music Service/Arts Education
22 Mar 2013	THAMES Tutor A	ESC&W	Learning & Achievement	Music Service/Arts Education
7 Jan 2013	Snr Admissions Officer (Primary)	ESC&W	Learning & Achievement	Pupil Admissions and Exclusions
25 Mar 2013	Administrative Assistant Pupils Services	ESC&W	Learning & Achievement	Pupil Admissions and Exclusions
4 Feb 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
1 Feb 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
25 Feb 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
25 Feb 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
4 Feb 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
25 Feb 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
5 Feb 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
1 Feb 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
25 Feb 2013	Kitchen Assistant - Bishop Girls	ESC&W	Resources	Contract Services
1 Feb 2013	Float Kitchen Assistant	ESC&W	Resources	Contract Services
25 Feb 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
1 Mar 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
18 Mar 2013	Kitchen Assistant - Rachel Keeling	ESC&W	Resources	Contract Services
25 Feb 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
18 Mar 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
18 Mar 2013	Kitchen Assistant	ESC&W	Resources	Contract Services
7 Jan 2013	Claims Investigator	Resources	Corporate Finance	Risk Management
25 Mar 2013	Insurance Officer	Resources	Corporate Finance	Risk Management
7 Jan 2013	ICT Service Relationship Manager	Resources	Customer Access & ICT	ICT Client Unit
28 Jan 2013	ICT Security & Info Governance Officer	Resources	Customer Access & ICT	ICT Client Unit
15 Jan 2013	Vocational Support Worker	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice Level 2	Resources	HR & WD	Operations
21 Jan 2013	Apprentice Level 2	Resources	HR & WD	Operations
21 Jan 2013	Health & Social Care Apprentice Level 2	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Apprentice	Resources	HR & WD	Operations
21 Jan 2013	Admin Apprentice (Level 1)	Resources	HR & WD	Operations
11 Feb 2013	Administrator (CRB Team)	Resources	HR & WD	Operations

Appendix 2
New Starters Jan – Mar 2013

Breakdown of New Starters by Equalities Strands January - March 2013					
Gender	Total	Sexual Orientation	Total	Salary	Total
Female	72	Decline to State	14	< £20,000	49
Male	44	Gay	3	£20,000 - £29,999	17
Grand Total	116	Heterosexual	96	£30,000 - £39,999	15
		Lesbian	1	£40,000 - £49,999	7
		(blank)	2	£50,000 - £59,999	1
Age Group	Total	Grand Total	116	£60,000+	1
<=20	5			Casual/Paid hourly	26
21-24	27			Grand Total	116
25-34	37	Religion	Total		
35-44	24	Buddhist	2	Disability	Total
45-49	6	Christian	32		3
50-54	11	Decline to State	8	No	104
55-59	4	Hindu	1	Refused to say	4
60-64	2	Jewish	1	Yes	5
Grand Total	116	Muslim	30	Grand Total	116
		No religion	34		
		Other	6		
Ethnicity	Total	(blank)	2		
Asian	9	Grand Total	116		
Bangladeshi	28				
Black	12				
Mixed	3				
Other	4				
White	60				
Grand Total	116				

Appendix 3
New Starters October 2012 – Dec 2012 (comparison data)

Breakdown of New Starters by Equalities Strands Oct - Dec 2012					
Gender	Total	Sexual Orientation	Total	Salary	Total
Female	71	Decline to State	15	< £20,000	32
Male	78	Gay/lesbian	3	£20,000 - £29,999	51
Grand Total	149	Heterosexual	129	£30,000 - £39,999	35
		(blank)	2	£40,000 - £49,999	4
Disability	Total	Grand Total	149	Casual/Paid Hourly	27
				Grand Total	149
No	109				
Refused to say	25	Religion	Total	Age Group	Total
Yes	15	Buddhist	1	<=20	3
Grand Total	149	Christian	43	21-24	19
		Decline to State/no data	13	25-34	64
		Hindu	5	35-44	30
Ethnicity	Total	Jewish	2	45-49	13
Asian	10	Muslim	59	50-54	7
Bangladeshi	54	No religion	21	55-59	12
Black	24	Other	3	60-64	1
Mixed	4	Sikh	2	Grand Total	149
Other/decline	12	Grand Total	149		
White	45				
Grand Total	149				

**Appendix 4
New Starters July – September 2012 (comparison data)**

Breakdown of New Starters by Equalities Strands July - September 2012					
Gender	Total	Sexual Orientation	Total	Age Group	Total
Female	58	Decline to State	9	<=20	0
Male	33	Gay	1	21-24	9
Grand Total	91	Heterosexual	81	25-34	26
		Lesbian	0	35-44	26
		Grand Total	91	45-49	12
Ethnicity	Total			50-54	10
Asian	6			55-59	6
Bangladeshi	18	Religion	Total	60-64	2
Black	18	Buddhist	2	Grand Total	91
Mixed	8	Christian	31		
Other/declined to state	1	Jewish	1	Salary	Total
White	40	Decline to State	5	< £20,000	5
Grand Total	91	Muslim	25	£20,000 - £29,999	26
		No religion	19	£30,000 - £39,999	28
Disability	Total	Other	8	£40,000 - £49,999	13
No	76	Grand Total	91	Casual/Paid Hourly	19
Refused to say	9			Grand Total	91
Yes	6				
Grand Total	91				

**Appendix 5– Equalities Breakdown of Current Apprentices
(Total No of apprentices currently employed)**

Gender	Total	Sexual Orientation	Total
Female	21	Decline to State	2
Male	32	Gay	0
Grand Total	53	Heterosexual	51
		Lesbian	0
		Grand Total	53
Age Group	Total		
<=20	11		
21-24	31	Religion	Total
25-34	11	Buddhist	2
Grand Total	53	Christian	3
		Decline to State	4
		Muslim	35
Ethnicity	Total	No religion	8
Asian	1	Other	1
Bangladeshi	37	Grand Total	53
Black	1		
Mixed	1	Disability	Total
Other	2	No	43
White	11	Refused to say	2
Grand Total	53	Yes	8
		Grand Total	53

**Appendix 6–Equalities Breakdown of Current Graduates
January 2012 recruitment**

Gender	Total	Sexual Orientation	Total
Female	4	Decline to State	1
Male	17	Gay	0
Grand Total	21	Heterosexual	20
		Lesbian	0
		Grand Total	21
Age Group	Total		
<=20	0		
21-24	7	Religion	Total
25-34	14	Christian	2
Grand Total	21	Muslim	17
		No religion	2
		Grand Total	21
Ethnicity	Total		
Bangladeshi	18	Disability	Total
White	3	No	1
Grand Total	21	Refused to say	1
		Yes	19
		Grand Total	21

Appendix 7– Equalities Breakdown of Interns 2012/13

Gender	Total	Sexual Orientation	Total
Female	5	Decline to State	1
Male	5	Gay/lesbian	0
Grand Total	10	Heterosexual	9
		Grand Total	10
Disability	Total		
No	10		
Refused to say	0	Religion	Total
Yes	0	Not recorded	
Grand Total	10		
		Salary	Total
		n/a - Internship	
Ethnicity	Total		
Asian	2		
Bangladeshi	4		
Black	3	Age Group	Total
Mixed	1	All under 20	
Other/declined to say	0		
White	0		
Grand Total	10		

Appendix 8

Internship, Work Experience and Placement Policy

1. INTRODUCTION

1.1 Tower Hamlets has been supporting students undertaking work experience and internships for a number of years. Managers and departments have provided young people with the opportunity to learn and develop skills and knowledge within the organisation.

1.2 This policy enables the council to be more consistent in its approach to work placement and internships; it identifies the correct protocols and procedures to ensure consistency; to manage risks and ensure responsibility lines are in place.

1.3 The policy sets out the processes for all work experience, work placements and internships.

1.4 This policy does not cover professional programmes, placements, (Social Work, National Graduate Programme, Local Graduate Programme etc) bespoke training programmes (leaving care, Skillsmatch and other government initiated programmes) or Apprenticeships (including pre-apprenticeship).

1.5 The council gives priority to Tower Hamlets residents for work experience, work placement and internship.

1.6 Any person or departments recruiting work experience, work placement and internships must follow the correct process to ensure necessary checks are carried out prior to the person starting.

1.7 The Workforce Development Team will use internal publicity to promote the programme to managers. An application form is to be completed in by section managers to determine the type of work/project the intern may be required to undertake.

2. DEFINITIONS OF PLACEMENTS

2.1 **WORK EXPERIENCE:** A short unpaid placement in the workplace for untrained individuals, generally of school age, to gain experience of a working environment. Appropriate activities can be undertaken under the supervision and discretion of the member of staff taking full responsibility for these actions.

2.2 **INTERNSHIP:** A programme of work placement for undergraduates and graduates, to gain experience of a working environment. Appropriate activities can be undertaken under the supervision and discretion of the member of staff taking full responsibility for these actions.

2.3 **WORK PLACEMENT:** A short term voluntary work agreed through local organisations or a local agreement to gain experience in the working environment. Generally this will be to support local unemployed people get back to work for an agreed period of time.

3. APPLICATION CRITERIA

Work Experience

3.1 Work Experience is arranged for a maximum of two weeks (any time of the year). For work experience and work shadowing the minimum age requirement is 14 years.

3.2 The Tower Hamlets Education Business Partnership (EBP) co-ordinate work experience (via the Workforce Development Team) for young people aged 14 to 17 (year 10, 11 and 12); in some cases 18 year olds are considered. The EBP co-ordinates work experience (via the Workforce Development Team) for all TowerHamletsSchools (except Morpeth and Sir John Cass), 6th Form's and Pupil Referral Unit (PRU's).

3.3 Any students living in the Borough seeking the opportunity to undertake work experience are to be referred to either their school (work experience co-ordinator) or contact the EBP.

3.4 Once the School, EBP or the individual (living outside the borough) has made contact with the Workforce Development Team, the nominated officer adds the student to a waiting list (if there are not enough departments offering the opportunity) or offers a place.

3.5 After an offer is made a number of checks must be carried out. If the student enrolls via the EBP, then the EBP are required to carry out Health and Safety checks develop work plans (with managers) and provide support during the work experience (as they currently do). Health and Safety checks and work plans for Schools, Colleges and other Education Establishments that do not work in partnership with the Tower Hamlets EBP must be undertaken by the nominated officer in the Workforce Development Team.

3.6 The work experience programme is a rolling programme with students starting and finishing throughout the year. Using internal publicity the programme is advertised and a simple application form is completed in by section managers requesting a student.

3.7 Potential students living outside the borough must contact the Workforce Development Team to discuss the possibility of undertaking work experience. Please note that priority is given to Tower Hamlets Residents before offering places to non residents.

3.8 Prior to starting work experience, students are required to complete a registration form, which includes monitoring data, health and safety information and any access and support needs required.

Internship

3.9 The internship programme is a programme designed by the Council to support local undergraduates and graduates to gain experience ranging from 4 to 24 weeks. The programme is organised and delivered by the Workforce Development Team.

3.10 Internship students work in Council departments for a set period of time undertaking work that enhances their professional skills and knowledge in a working environment.

3.11 The programme is delivered through groups and cohorts (no rolling programme); the programme is advertised in the local press to enable the undergraduates and graduates of Tower Hamlets to apply.

3.12 The Workforce Development Team use internal publicity to promote the programme to managers. An application form is to be completed by section managers to determine the type of work/project the internship will be undertaking and returned to the Workforce Development Team.

3.13 The nominated officer in the Workforce Development Team is required to carry out Health and Safety checks, develop job descriptions (with managers) and provide support during the Internship.

Work Placement

3.14 The work placement programme is a programme designed by the Council to support adults that are unemployed, to gain experience for an agreed period of time. The programme is organised and delivered by the Workforce Development Team.

3.15 Anyone joining the programme is likely to be working in a Council department for a period of time undertaking work that will develop their skills and knowledge in the working environment. I will also give them the confidence to become more employable.

3.16 The programme is a rolling programme, starting and finishing throughout the year.

3.17 The nominated officer in the Workforce Development Team will carry out the Health and Safety checks, develop job descriptions (with managers) and provide support during the work placement.

4. SALARY AND REIMBURSEMENT OF TRAVEL EXPENSES

Salary

4.1 Work Experience and Work Placement students are not entitled to any salary or benefits except travel expenses (if applicable); see below for further details.

4.2 Internships are entitled to the London Living Wage which will be paid into a bank account according to payroll procedures; this payment is made by the internship host department and NOT the Workforce Development Team unless there is an agreement prior to the Internship commencing.

4.3 The council do not pay any subsistence allowance for any of the programmes

Travel Expenses

4.3 Anyone receiving a salary/allowance as part of their internship are not entitled to any travel expenses.

4.4 Anyone who joins the council for unpaid work experience are entitled to travel expenses on production of valid receipts.

4.5 Students who are 14 and 15 years old are entitled to use public transport for free and therefore are not entitled to any expenses.

4.6 Students aged 16 to 18 are entitled to (on production of a bus pass) basic expenses equivalent to a zone 2 daily bus fare.

4.7 If you require a different or more than one mode of transport to enable you to attend work an agreement must be sought from the section manager.

4.8 All expenses are to be paid for by the host department and NOT the Workforce Development Team or EBP.

4.9 Work placements are not entitled to travel expenses unless agreed prior to starting the programme.

4.10 If any Internship students, Work Experience or Work Placements are required to travel for work related purposes and a payment is made, then the host department is required to reimburse the full costs.

5. INDUCTION

5.1 All individuals must have an induction session with their line manager/supervisor on commencing of their placement. Individuals must be made aware of the following:

- Reporting instructions, attendance hours and absence reporting
- Who will be supervising them and who they should speak to if they have any concerns or difficulties
- Restrictions that apply to their activities
- Confidentiality
- Internet, intranet and email policy
- Health and Safety management arrangements (see section 10.6)
- Dress Code
- General do's and don'ts
- Core Values

5.2 It is the responsibility of the placement supervisor to ensure that the individual obtains experience appropriate to the type of placement.

5.3 During induction internship students and work placements are to be issued with an ID card in order to gain access to their place of work.

6. ATTENDANCE

6.1 All Work Experience students are to work 9.30 to 4.30 (1 hour lunch break), with no flexi time for the duration of their contract.

6.2 Internship students and work placements are to work a 35 hour week and unless otherwise stated and agreed by the section. They will also be permitted to work flexi time.

6.3 Attendance is mandatory and is non negotiable.

6.4 If Work Experience and Work Placement students call in sick or does not attend work, then their school or organisation will be notified. Work Experience and Work Placement students are not entitled to sick pay or annual leave.

6.5 Internship students are to be paid for sickness and will be given a leave card with a pro-rata hours of leave. Leave will be granted by managers and sickness will be monitored by managers and reported to the Workforce Development Team.

6.6 Any reference given will have attendance and punctuality noted.

7. END OF PLACEMENT

7.1 If appropriate, the Supervisor should give constructive feedback and the individual will be asked to complete an evaluation form. This information will be used to monitor the placement areas to ensure they continue to be beneficial. A letter of confirmation will be issued to validate the placement.

7.2 The ID badge (if applicable) is returned on the last day of placement to the section manager.

7.3 Evaluation/Exit form is to be completed and returned to a member of the Workforce Development Team at the end of the experience or internship.

8. MONITORING

8.1 All applications for placements must be made to the Workforce Development Team who is responsible for ensuring that the Borough policy is adhered to.

8.2 Supervising staff will be made aware of their responsibilities and the Workforce Development Team may visit students in their placement areas.

8.3 The Workforce Development will ensure that the EBP complete and record information of all work experience students they provide to LBTH. The EBP must on request provide any information in relation to any work experience they broker for LBTH.

9. CONFIDENTIALITY

9.1 Anyone that attends the council to undertake experience must be made aware of the Councils obligation to safeguard all confidential information to which they have access.

9.2 Students must not have access to confidential records and personal details.

9.3 Students will be asked to sign a Code of Conduct for Non-council Employees in Respect of Confidentiality.

10. HEALTH AND SAFETY

10.1 Management of Health and Safety at Work Regulations 1999

States that specific risk assessment must be carried out on young people at work, which includes students on work experience programmes.

People on work experience, internship and work placement are regarded in health and safety law as employees. Anyone on a programme must be provided with the same health, safety and welfare protection given to other employees.

The Education (Work Experience) Act 1996

10.2 Young people in their last year of compulsory schooling take part in work experience schemes approved by the LEA. No distinction is made between special schools and other schools, or between schools maintained by LEAs and those not so maintained. Young people in their last year of compulsory schooling will be allowed to participate in properly authorised work experience schemes in industrial as well as non-industrial undertakings. This arrangement was extended to provide all pupils with at least two weeks curriculum-based workplace activity before they leave school.

The Health and Safety (Training for Employment) Regulations 1990

10.3 Anyone receiving relevant training (work experience provided as part of a training course or programme, or training for employment or both) should be treated as employees for the purposes of health and safety legislation.

10.4 Young workers have special rights under the Working Time Regulations. The rights of young workers - those over the minimum school leaving age but under 18 and those under the minimum school age on approved work experience schemes - differ in the following ways:

- a limit of eight hours working time a day and 40 hours a week (unless there are special circumstances);
- not to work either between 10pm and 6am or between 11pm and 7am (except in certain circumstances);
- 12 hours' rest between each working day;
- two days' weekly rest and a 30-minute in-work rest break when working longer than four and a half hours.

10.5 If, on any day, or, as the case may be, during any week, a young worker is employed by more than one employer, his/her working time shall be determined by aggregating the number of hours worked by him/her for each employer. For these purposes a week starts at midnight between Sunday and Monday (**NB school or college time does not count as work unless it is part of job related training**).

10.6 To ensure that health and safety requirements are met, it is essential that:

(i) All individuals on placement are to be prepared and briefed on hazards within the work place and control measures to reduce or eliminate risk of injury before they start their placement or internship.

(ii) Workplace supervisors know exactly what is expected of them and are aware of their legal responsibilities i.e. Fire Safety/Evacuation, Accident Reporting, DSE etc.

(iii) A Risk Assessment has been carried out for work experience students by the nominated officer

During induction the expected items of health and safety to be covered are:

- fire safety and emergency arrangements including location of fire escape routes and assembly point
- welfare, locations of rest room and canteen area
- accident reporting, first aid arrangements
- safety rules and procedures
- brief summary of health and safety policy and management of health and safety
- supervision reporting line and levels of supervision expected
- risk assessment, safe systems of works and control measures in relation to any works

10.7 All participants undertaking these programmes have a duty to report any shortcomings in health and safety arrangements.

10.8 The EBP are responsible for co-ordinating work experience for most schools in Tower Hamlets, for these schools the EBP will carry out health and safety and risk assessment checks. For the work experience and placements that are co-ordinated by the Workforce Development Team, the nominated officer will carry out these checks.

11. CRIMINAL RECORDS BUREAU CHECKS

11.1 As participants will be supervised at all times and not have access to confidential data, they do not require a CRB check to be undertaken.

12. LIABILITY INSURANCE

12.1 The Council is covered for Employers Liability and Public Liability Insurance. This applies to school students on work experience, work placements and internships. A copy of the certificate of cover should be available to any School or College requesting it.

ALL WORK EXPERIENCE AND INTERNSHIP STUDENTS ARE TO FOLLOW THE COUNCILS EMPLOYEE TERMS AND CONDITIONS; ANY EXCEPTION TO THIS HAS BEEN CLEARLY EXPLAINED.