

REQUEST FOR DIRECTOR DECISION – DD1166

Title: GLA participation in the new CIPFA apprentice scheme

Executive Summary:

The Chartered Institute of Public Finance & Accountancy (CIPFA) has recently launched a finance apprenticeship scheme. The first tranche of apprentices recruited will be employed by CIPFA for a fixed period of one year starting in September 2014.

The GLA is keen to be involved in this innovative scheme and has decided to accept two placements from CIPFA for the period September 2014 to August 2015 at a total cost to the GLA of £55,000.

This decision accords with the key Mayoral priority of supporting apprenticeships.

Decision:

The Director agrees that the GLA should enter into an agreement with CIPFA for CIPFA to provide two finance apprentices for a one year period from September 2014 at a total cost to the GLA of £55,000, noting that the apprentices will be employed by CIPFA.

AUTHORISING DIRECTOR

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

Name: Martin Clarke

Position: Executive Director of Resources

Signature:

Date: 21 July 2014

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. GLA participation in the new CIPFA apprentice scheme

Summary

- 1.1 The Chartered Institute of Public Finance & Accountancy (CIPFA) has recently launched a finance apprenticeship scheme. The first tranche of apprentices recruited will be employed by CIPFA for a fixed period of one year starting in September 2014.
- 1.2 The GLA is keen to be involved in this innovative scheme and has decided to accept two placements from CIPFA for the period September 2014 to August 2015 at a total cost to the GLA of £55,000.
- 1.3 This decisions accords with the key Mayoral priority of supporting apprenticeships.

Background

- 1.4 The GLA has Platinum membership of CIPFA and supports its work in promoting strong financial oversight arrangements in the public sector. The GLA has a number of CIPFA qualified professionals who play an active role in the work of the Institute.
- 1.5 In March 2014, CIPFA launched a new apprenticeship scheme with plans for a 90 strong cohort to commence work in September 2014 for a fixed period of one year in London, Birmingham and Manchester. CIPFA will employ the apprentices with local employers entering into agreements with CIPFA for the apprentices to be placed at their organisations. Further details are available via: <http://www.cipfa.org/apprenticeships>
- 1.6 The scheme is aimed at 19 to 24 year olds and will provide the participants with level 4 of the Association of Accounting Technicians (AAT) qualification and also an exemption from the CIPFA certificate stage so that they can go straight on to the CIPFA diploma stage.
- 1.7 In London training will be provided at the CIPFA's training centre in Borough (soon to move to Tower Hill) and would be for one day a week for 30 weeks. There will be a monthly performance report for each participant.
- 1.8 The costs arising for the GLA will total £55,000 in the period September 2014 to August 2015, comprising £27,500 for each apprentice.
- 1.9 The two apprentices will primarily work in the GLA Financial Services team but will also benefit from placements with the GLA Group Finance team, with Internal Audit (MOPAC) and with the Governance team.

2. Equality comments

- 2.1 As public authorities, the GLA is subject to the general equality duty set out in section 149 of the Equality Act 2010, which requires it to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations by reference to people with protected characteristics. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. There is not considered to be any potential impact on any protected group as a result of this decision.

- 2.2 Equal opportunities are integral to all appointments overseen by both the GLA and by CIPFA. The GLA was represented on the CIPFA interview panel for the apprentices and is satisfied that appropriate equal opportunities arrangements were in place for applicant

3. Financial comments

- 3.1 The costs arising will total £55,000 and will be met from within the Financial Services budget for 2014-15 and 2015-16.

4. Legal comments

- 4.1 Section 30 of the Greater London Authority Act 1999 gives the GLA the power to do anything which it considers will further any one or more of its principal purposes, including promoting economic development and wealth creation in Greater London. It is considered that by providing young people with opportunities to develop new skills through employment, apprenticeship schemes are conducive to increasing levels of employment amongst young people, which has a beneficial impact on the economy. The proposed decision to participate in CIPFA's apprenticeship scheme therefore falls within the GLA's powers under section 30. Under the GLA's Scheme of Delegation, the Executive Director of Resources has the authority to take this decision.
- 4.2 The GLA will need to create a STAF post fixed for one year into which the apprentices can be seconded. In addition the GLA will be required to enter into a Secondment Agreement with CIPFA governing the relationship between the parties. Under the terms of that Agreement, GLA will agree to pay to CIPFA the sum of £27,500 for each of the 2 apprentices, to cover their wages.

Appendices and supporting papers:

None.

Public access to information

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

Note: This form (Part 1) will either be published within one working day after approval or on the defer date.

Part 1 Deferral:**Is the publication of Part 1 of this approval to be deferred? NO**

If YES, for what reason:

Until what date: (a date is required if deferring)

Part 2 Confidentiality: Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a part 2 form – NO

ORIGINATING OFFICER DECLARATION:

Drafting officer to confirm the following (✓)

Drafting officer:

Tom Middleton has drafted this report in accordance with GLA procedures and confirms that:

✓

Assistant Director/Head of Service:

Tom Middleton has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.

✓

Financial and Legal advice:

The Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

✓

EXECUTIVE DIRECTOR, RESOURCES:

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

Signature

Date 21 July 2014