

# Y BWRDD GWEITHREDOL

23AIN MEDI 2019

## ADRODDIAD Y RHAGLEN BAROD AM WAITH 2019-21

### Yr argymhellion / penderfyniadau allweddol sydd eu hangen:

- Cytuno ar y cynnig i ymestyn y Rhaglen Barod am Waith sy'n cynnwys 15 o Hyfforddeion Graddedig a 10 o Brentisiaid.
- Cytuno i gyllido'r rhaglen hon ar y sail ganlynol dros y 2 flynedd nesaf:
  - Cyllidebau adrannol presennol i gyllido 50% o'r Graddedigion a'r Prentisiaid a benodir (£604,255).
  - Cyllid presennol ar waith o'r cynllun presennol £86,242.
  - Defnyddio cronfeydd wrth gefn adrannol a chronfeydd wrth gefn wedi'u clustnodi £320,000
- Drwy gynllunio'r gweithlu, mapio'r anghenion o ran sgiliau yn awr ac yn y dyfodol a nodi meysydd lle mae galw o ran recriwtio yn y dyfodol a dyrannu adnoddau i gefnogi'r cyfleoedd hyn.
- Cydweithio'n agos â chynlluniau gweithlu'r adrannau i hwyluso datblygiad ar wahanol lefelau ymhlith gweithwyr presennol drwy gael gafael ar gyllid sydd ar gael gan Lywodraeth Cymru.
- Datblygu pobl yn barhaus i sicrhau bod ein gweithlu yn fedrus iawn a bod gweithwyr yn cael cymorth drwy gydol eu gyrfa gynnar yng Nghyngor Sir Caerfyrddin, gan fanteisio i'r eithaf ar ffrydiau cyllido posibl.
- Rhoi strategaeth recriwtio gynhwysfawr ar waith a fydd yn cynnwys ymgyrch farchnata drwy'r cyfryngau cymdeithasol.
- Sicrhau cynaliadwyedd y prosiect drwy gefnogi cyllid ar gyfer swydd y Cydgysylltydd Dysgu Seiliedig ar Waith.
- Archwilio cyfleoedd i ehangu'n rhanbarthol gyda golwg ar gynnig y Rhaglen Barod am Waith i awdurdodau lleol cyfagos, gan leihau'r costau a darparu cyfleoedd i gydweithio.

**Y Rhesymau:**

Bydd y cynnig ar gyfer cyllido'r Rhaglen Barod am Waith am ddwy flynedd arall yn galluogi:

- **Profiad Gwaith** – parhau â lleoliadau Profiad Gwaith o hyd at 1 mis a datblygu ymhellach leoliadau tymor hwy a hwyluso gwirfoddoli, gan gynnwys darparu profiad gwaith i Gyn-filwyr a Phobl Ifanc ag Anableddau.
- **Prentisiaid** – cyllido o leiaf ddau brentis lefel 2 neu 3, neu un prentis lefel 4 neu 5 fesul adran yn gorfforaethol [yn unol â chynlluniau gweithlu adrannol] a pharhau i gefnogi pob prentis a gyllidir yn adrannol.
- **Graddedigion** – cyllido a chefnogi o leiaf ddau weithiwr graddedig fesul adran [yn unol â chynlluniau gweithlu], a pharhau i gefnogi unrhyw raddedigion a gyllidir yn adrannol.

**Ymgynghorwyd â'r Pwyllgor Craffu perthnasol:**

Ddim yn berthnasol

**Y Pwyllgor Craffu a'r dyddiad:**

Ddim yn berthnasol

**Angen i'r Bwrdd Gweithredol wneud penderfyniad:**

OES

**Angen i'r Cyngor wneud penderfyniad:**

NAC OES

**Yr Aelod o'r Bwrdd Gweithredol sy'n Gyfrifol am y Portffolio:** Y Cyngorydd Mair Stephens (Dirprwy Arweinydd)

**Y Gyfarwyddiaeth:**

Y Prif Weithredwr

**Swydd:**Prif Weithredwr  
Cynorthwyol (Rheoli  
Pobl)**Rhif ffôn/Cyfeiriad e-bost:**01267 246123  
PRThomas@sirgar.gov.uk**Awdur yr Adroddiad:**

Paul Thomas

# EXECUTIVE BOARD

## EXECUTIVE SUMMARY

23<sup>rd</sup> SEPTEMBER 2019

### WORK READY PROGRAMME REPORT 2019-21

- The project is almost in its 8th year of operating and has demonstrated exponential success, year on year, with over 69% of our apprentices and Graduate Trainees either securing permanent employment or work outside the Authority.
- The Authority's Work Ready Project has been recognised as innovative and was shortlisted for the CIPD Apprenticeship Scheme of the Year in 2017, and when benchmarked against the Welsh Government Document 'Apprentices: Guide for Local Authorities,' can be seen that this Project puts the organisation at the cutting edge with many of the recommendations being well on the way to help deliver acute skill shortages, developing higher level skills and delivering Apprenticeships through the medium of Welsh.
- Some case studies are provided in **Appendices 1-4** and supplemented by a short video film that profiles the success and impact of the programme.  
[\[https://vimeo.com/200872570](https://vimeo.com/200872570) password SB2017].
- The programme has very strong links with the Authority's current corporate strategy and will be seen as an integral part of how it supports key outcomes under the Wellbeing and Future Generations agenda.
- To ensure the ongoing success of the programme it is proposed that funding is secured for a further two years and that the current level of remuneration for apprentices (level 2 to 3) be reviewed to ensure the Authority remains competitive and retains its recruits for the whole duration of their apprenticeship. The recent national drive on the recruitment of apprentices across all sectors has made for a far more competitive market with Welsh Government aiming to create 100,000 apprenticeships over the next 5 years. There is also the wider objective to deliver higher skills including professional and technical skills by 2020. These skills will be critical in supporting the digital agenda and projects such as the City Deal.

The proposal to become an accredited centre will place the Authority in a strong position for regional collaboration by offering the Work Ready Programme to neighbouring local authorities, and securing income stream.

DETAILED REPORT ATTACHED?

YES

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Paul Thomas Assistant Chief Executive

| Policy,<br>Crime &<br>Disorder and<br>Equalities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Legal | Finance | ICT  | Risk<br>Management<br>Issues | Staffing<br>Implications | Physical<br>Assets |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|------|------------------------------|--------------------------|--------------------|
| YES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | NONE  | YES     | NONE | NONE                         | YES                      | NONE               |
| <b>Policy, Crime &amp; Disorder and Equalities</b> <ul style="list-style-type: none"> <li>This supports the strategic aim of Making Better Use of Resources, the Authority's Corporate Strategy and the Wellbeing and Future Generations Agenda.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |         |      |                              |                          |                    |
| <b>Finance</b> <ul style="list-style-type: none"> <li>The proposal to extend the Work Ready programme will cost £762,088 over the next 2 years. The funding for this programme will be a mix of existing budgets and a contribution from reserves.</li> <li>Departments will be required for prioritise their own budgets to fund Graduate Trainee/s and 1 Apprentice (£604,255), with the balance of the funding being provided from the balance of the funding remaining from the previous scheme (£86,242) and a commitment from departmental and earmarked reserves of £320,000.</li> </ul>                                                                                                                        |       |         |      |                              |                          |                    |
| <b>People Management</b> <ul style="list-style-type: none"> <li>The placement and funding of apprentices will for the first time be aligned to departmental workforce plans with ongoing support from People Management. The recruitment, coordination and monitoring of the programme will be undertaken by the Organisational Development Team in liaison with Finance for budget monitoring purposes.</li> <li>The extension of the programme and its permanent funding of the Work Based Learning Coordinator Post will allow the Authority to work towards becoming an accredited centre and open up opportunities to collaborate with neighbouring Authority's and the potential for an income stream</li> </ul> |       |         |      |                              |                          |                    |

# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Paul Thomas, Assistant Chief Executive ( People Management & Performance)

**1.Executive Board**

**2.Corporate Management Team**

**3.Scrutiny Committee – N/A**

**4.Local Member(s) – N/A**

**5.Community / Town Council – N/A**

**6.Relevant Partners – N/A**

**7.Staff Side Representatives and other Organisations – N/A**

**Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report:**

**THERE ARE NONE**