

Notice of KEY Executive Decision

Subject Heading:	Review of the proposed increase in the baseline pay rate for external Apprentices
Decision Maker:	***Redacted to protect personal information and ensure the privacy of individuals in accordance with GDPR requirements.***
Cabinet Member:	***Redacted to protect personal information and ensure the privacy of individuals in accordance with GDPR requirements.***
ELT Lead:	***Redacted to protect personal information and ensure the privacy of individuals in accordance with GDPR requirements.***
Report Author and contact details:	***Redacted to protect personal information and ensure the privacy of individuals in accordance with GDPR requirements.***
Policy context:	Pay and Grading Policy
Financial summary:	An increase in the 2024/25 financial reporting period of £62,255.98 to uplift the baseline pay rate of all existing external apprentices (this request does not apply to internal staff who are undertaking apprentice training). There are currently 7 external apprentices working at the Council

Key Executive Decision

Reason decision is Key	This decision is key as: <ul style="list-style-type: none">(a) it supports the early careers of residents from Havering(b) increases the quality of apprentice who apply to work with us(c) promotes retention of our apprentices post qualification and(d) furthers our aspiration of being an employer of choice.
Date notice given of intended decision:	N/A
Relevant Overview & Scrutiny Committee:	N/A
Is it an urgent decision?	Yes, the sooner we are able to establish the increase in apprentice baseline pay to National Minimum Wage the better placed the Council will be in attracting and retaining high quality apprentices into working with us.
Is this decision exempt from being called-in?	This is a non-key decision

The subject matter of this report deals with the following Council Objectives

People - Supporting our residents to stay safe and well

Place - A great place to live, work and enjoy X

Resources - Enabling a resident-focused and resilient Council X

Key Executive Decision

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

As Havering continues to face challenging times as an organisation and for its residents it is key for us to be able to support our working community through the provision of properly remunerated and well design apprenticeship training. Our current pay rate of £6.40 per hour for all apprentices in their first year with Havering falls well short of the National Minimum Wage (£11.44 per hour from April 2024). As an organisation which aspires to be more inclusive and divers, we have a moral obligation to remunerate our apprentices properly to help stave of their own cost of living issues as well as placing Havering as a desirable place for apprentices to work and stay during the early part of their careers. There are currently 7 existing apprentices who will be affected by this change but will apply to all future external apprentices. Our proposal it to pay National Minimum Wage (NMW) from day 1 of their time with us and align their pay to the annual increase in the NMW baseline pay rate as set by central Government. As indicated above and shown in the chart below (Appendix 1), this would mean an initial increase of £65,255.98 in the financial year 24/25. If approved, this change would come into immediate affect for this group of employees and all future external apprentices thereafter. Benefits of making this change are: it supports the early careers of residents from Havering, increases the quality of apprentice who apply to work with us, promotes retention of our apprentices post qualification and furthers our aspiration of being an employer of choice. Our recommended action is to approve this review and request in relation to Apprentices and NMW.

AUTHORITY UNDER WHICH DECISION IS MADE

Cite here the authority in the Constitution, or the Cabinet decision, under which the executive decision or key decision is made. Individual Cabinet members' responsibilities for functions are set out in Part 3, section 2.2 of the Constitution.

STATEMENT OF THE REASONS FOR THE DECISION

To pay external apprentices the national minimum wage form day 1 of their engagement with London Borough of Havering.

OTHER OPTIONS CONSIDERED AND REJECTED

Failure to pay external; apprentices the national minimum wage will limit our ability to attract high quality applicants when neighbouring boroughs already undertake this practice as standard.

PRE-DECISION CONSULTATION

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who are supportive of paying external apprentices national minimum wage.

Key Executive Decision

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NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: ******Redacted to protect personal information and ensure the privacy of individuals in accordance with GDPR requirements.******

Designation:

Signature: :

Date: 18th April 2024

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

N/A

FINANCIAL IMPLICATIONS AND RISKS

An increase in the 2024/25 financial reporting period of £62,255.98 to uplift the baseline pay rate of all existing external apprentices (this request does not apply to internal staff who are undertaking apprentice training). There are currently 7 external apprentices working at the Council.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

The comparison for equal pay has been undertaken and there are no HR implications

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have 'due regard' to:

- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

An EqHIA (Equality and Health Impact Assessment) is usually carried out when a proposed or planned activity is likely to affect staff, service users, or other residents.

The Council seeks to ensure equality, inclusion, and dignity for all in all situations.

Key Executive Decision

There are no equalities and social inclusion implications and risks associated with this decision.

HEALTH AND WELLBEING IMPLICATIONS AND RISKS

By raising the basic rate of pay for external apprentices it will have a positive impact of their ability to cope with the national cost of living crisis.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

N/A

Key Executive Decision

BACKGROUND PAPERS

None

APPENDICES

Appendix 1 – Current Apprentices Pay Data

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Key Executive Decision

Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Delete as applicable

Proposal NOT agreed because

Details of decision maker

Signed

Name:

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Date:

Lodging this notice

The signed decision notice must be delivered to Committee Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____