

# HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

11 OCTOBER 2022

## REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS)

### A.2 UPDATED WORK PLACEMENT PROCEDURE (Prepared by Katie Wilkins & Karen Hardes)

#### PART 1 – KEY INFORMATION

##### **PURPOSE OF THE REPORT**

To present the revised Work Placement Procedure to the Human Resources & Council Tax Committee. The purpose of this procedure is primarily to detail the authority's work placement arrangements to ensure that the Council remains compliant with legislation and adheres to best practice.

##### **EXECUTIVE SUMMARY**

The purpose of updating the Work Placement Procedure (*updates can be seen in red italic text*) is to ensure that the procedure is clear and covers all legislative requirements to support an effective work placement arrangement for Tendring District Council.

The procedure aims to provide information about Tendring District Council's work placement process and what measures are put in place to assess the risk and ensure all safeguarding measures are in place. It is also designed to provide the framework to enable a positive work placement.

The Procedure sets out:-

- A clear description of our commitment and definition towards Work Placements;
- An overview of Tendring District Council's Work Placement scheme;
- Risk assessment and safeguarding requirements;
- Supporting documentation for the procedure.

In addition, it provides specific guidance to support managers' who wish to take on a Work Placement individual.

Unison has been consulted on the revised Work Placement Procedure and has offered agreement and support for the revision of this procedure.

##### **RECOMMENDATION(S)**

**It is recommended:**

**That the Human Resources & Council Tax Committee notes the updated Work Placement Procedure.**

## PART 2 – IMPLICATIONS OF THE DECISION

### DELIVERING PRIORITIES

This work programme contributes to our intention to '*recognise the diversity and equality of individuals*' and '*work collaboratively*' as detailed in '*Our Values*' and '*Community Leadership through Partnerships - Education - for improved outcomes*' as detailed within the Corporate Plan.

This procedure will ensure that the organisation continues to observe recognised best practice and is compliant with Health and Safety guidelines and safeguarding protocols as a responsible organisation offering Work Placement vacancies.

### FINANCE, OTHER RESOURCES AND RISK

No specific risks have been identified. This is a procedure needed to ensure best practice and continued legal compliance. This work sits within existing budgets.

### LEGAL

The Council has a duty to ensure its Work Placement Procedure is compliant with Health and Safety regulations and best practice, in line with ACAS Codes of Practice and Guidance.

The Assistant Director, Partnerships, has delegated Authority under Part 3 of the Council's Constitution (*Scheme of Delegated Powers*) to make minor amendments to Human Resources Policies and Procedures necessary as a result of legislation, national guidance or best practice. As such, the Committee is asked to note the changes made to the revised procedure.

### OTHER IMPLICATIONS

None.

## PART 3 – SUPPORTING INFORMATION

### Work Experience Placement

The Council's Work Placement Procedure has been updated to include the new Work Placement electronic form.

It is important for the Council, as a significant local employer to promote its Work Placement Procedure and associated vacancies to local schools and colleges to ensure young people experience and understand work particularly within the Public Sector and Local Government.

Placements within the Council can assist with developing skills and improving employability in the future as well as enhancing a curriculum vitae.

The procedure aims to ensure everyone understands the process for Work Placements.

The procedure offers clear information and guidance to educate and inform managers about the process for Work Experience Placements.

**CONCLUSIONS**

The Work Placement Procedure will ensure that the Council maintains its high standard of procedures that support local young people in gaining valuable experience and understanding of a work environment.

**APPENDICES**

Work Placement Procedure – October 2022