

Extraordinary Staff Consultative Panel: Monday 23 March 2020

Briefing Note: Apprentices and Interns Update

Our new apprentice cohort began to join the organisation from September 2019 and we currently have 12 in total, within a variety of roles spread across the Authority.

As part of their induction programme they undertook a series of training and development sessions including a tour of the district which covered Haverhill, Newmarket, Brandon County Park, Mildenhall, West Stow and Bury St Edmunds they were accompanied by Cllr Ian Shipp and Damien Parker, Service Manager (Leisure & Culture).

UNISON organised a funded trip to the Houses of Parliament for the apprentices on 26 November 2019, which was very successful and incredibly informative. Apprentices also visited the UNISON Head Office in London as part of this trip.

The National Apprenticeship week took place from 3 February 2020, the theme for this was 'Look Beyond' and focussed on the value that apprentices bring to organisations.

- **Monday 3 February – Apprenticeship Information Point:** Staff and apprentices hosted a stall in West Suffolk House reception area, providing information to employees and members of the public.
- **Tuesday 4 February – Look Beyond:** Apprentices were given the opportunity to learn more about the council and its services by talking to service managers in a fun way.
- **Tuesday Evening – Parents' Information:** Members of the HR team and an apprentice represented the council at West Suffolk College.
- **Wednesday 5 February – Careers 'Apprentices' Fayre at Thurston School:** Three of our apprentices, who were former students at Thurston, accompanied a member of HR to the careers fayre and spoke to pupils and teachers about their experiences and about our apprenticeships and work experience opportunities.
- **Thursday morning 6 February – What do you need to know about managing apprentices?** Drop-in session at College Heath Road for managers, team leaders and supervisors who either have an apprentice or are thinking of having one.
- **Thursday afternoon 6 February – Bake Sale:** Organised and hosted by the apprentices, the bake sale at West Suffolk House raised an amazing £200.37 for the [Butterfly Appeal](#) at West Suffolk Hospital which is this year's Chairman's Charity.
- **Friday 7 February – Litter Picking Session:** A group of apprentices went out and about litter picking around Bury St Edmunds as part of the Great British Spring Clean (launched on 25 January and runs from 20 March to 13 April). Although there were some whose enthusiasm waned at the prospect of picking up litter in the bitterly cold weather, everyone got stuck in, pulled their weight and

made it a light-hearted, sociable hour of team camaraderie. And they collected four full sacks of rubbish.

This is the first year that we have recruited for interns directly and we have had 45 applications for seven posts. These have been shortlisted down to 25 for the assessment day taking place on Thursday 9 April 2020.

The placements this year are:

- Customer Services and Transformation
- Energy and Environment
- Families and Communities
- Leisure and Culture
- Licensing
- Place Delivery and Strategic Property
- Planning Development

The project has yet to be confirmed but it is likely to be about transport issues/concerns involving staff travel, electric vehicles, our schools anti-idling campaign, cycling to work, eco driving and clean air day.