

## **FINANCE PORTFOLIO DECISION RECORD**

12<sup>th</sup> April 2007

The meeting commenced at 10.00 a.m. in the Civic Centre, Hartlepool

### **Present:**

Councillor Robbie Payne (Finance Portfolio Holder)

Officers: Mike Ward, Chief Financial Officer  
Peter Devlin, Legal Services Manager  
Pat Watson, Democratic Services Officer

### **15. Treasury Management Advice Contract** (*Chief Financial Officer*)

#### **Type of decision**

Non-key

#### **Purpose of report**

To report the results of the Treasury Management advice contract tender.

#### **Issue(s) considered by the Portfolio Holder**

The report indicated that the current Treasury Management Advice contract had expired on 31<sup>st</sup> March 2007. Owing to the specialist nature of the service there had been only two main suppliers providing the required services and approval had been given at the Portfolio meeting on 22<sup>nd</sup> February 2007 for the normal contract procedures to be waived. The contract would be for an initial twelve month period, with the option for the Council to extend the contract period for a further twenty four months. The initial period would allow Officers to assess the service provided by the successful supplier, pending a decision to enter into a longer term contract.

The results of the tender evaluation were outlined in the report and a copy of the Treasury Management Contract Evaluation Criteria was attached as an appendix.

The Portfolio Holder asked for the name of the winning tenderer and the Chief Financial Officer advised that it was "Butlers".

#### **Decision**

The Portfolio noted and accepted the content of the report.

## **16. Appointment of Modern Apprentice – Legal Services Division** (*Chief Solicitor*)

### **Type of decision**

Non-key

### **Purpose of report**

To inform and seek the approval of the Portfolio Holder as to the appointment of a Modern Apprentice within the Council's Legal Services Division on a three year fixed term contract. Additionally, the Portfolio Holder's approval was sought for the remuneration of a Modern Apprentice being made available from the reserves of the Legal Services Division.

### **Issue(s) considered by the Portfolio Holder**

The report indicated that the Council, over a number of years, had sought to develop a Modern Apprenticeship programme and in so doing sought to develop the skills, knowledge and experience of each individual apprentice in all aspects of business administration in a public sector environment. Owing to a need to provide administrative support to the Council's Legal Services Division, it was felt opportune, to recommend the engagement of a Modern Apprentice, within the Division.

He report detailed the proposals, the budgetary provision and appointments process.

The Portfolio indicated that he was delighted that a young person would have this opportunity but stressed his wish that he/she should not be confined too heavily to administrative work but should undergo an element of legal training. The Legal Services Manager indicated that the post would be tailored towards legal learning, with the Modern Apprentice undertaking an NVQ level 2 and 3 Business Administration programme with a legal component.

The Portfolio Holder also wished to express his disappointment that the post would be financed through reserves. He felt there should be funding set aside for modern apprentices and stressed the importance of training people through the Council. The Legal Services Manager indicated that there is a corporate programme for taking on modern apprentices but the one currently sought for the Legal Services Division was not a 'salaried' post within the structure of the Division. The Chief Financial Officer agreed that the term of a modern apprenticeship is a useful period to assess a person's speciality tendencies and all assistance would be given to progress this. He indicated that there is a corporate programme for taking on modern apprentices funded through departments. There are two posts within the Finance Division on an ongoing basis. The CFO also indicated that departments do have the opportunity to set aside funding but he felt they were sometimes pressured elsewhere.

**Decision**

The Portfolio Holder;

- (a) approved the appointment of a Modern Apprentice within the Legal Services Division on a three year fixed term contract;
- (b) approved the remuneration for the post through the use of available reserves within the Division's budget.
- (c) requested that process and funding of modern apprenticeships be examined to ensure that as many young people as possible have opportunities to progress.

**J A BROWN**

**CHIEF SOLICITOR**

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