

**PERTH AND KINROSS COUNCIL****Environment Committee****3 June 2015****Grounds Maintenance Modern Apprentice Squad - Update****Report by Depute Director (Environment)**

This report updates Environment Committee on the progress with Grounds Maintenance modern apprentice squad which was formed in May 2014.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 In February 2014, a budget motion was approved by the Council to allocate £100,000 in 2014 /15 and 2015/16 for the formation of a Grounds Maintenance Modern Apprentice squad. This comprised of 4 MAs, foreman and a seasonal worker to stand in for the foreman whilst on leave absences, along with a vehicle and appropriate machinery.
- 1.2 The context for the formation of the squad was the Council employability agenda to provide work opportunities for young people, allied with the desire to build back some capacity into the grounds maintenance service.
- 1.3 The brief for the squad was to provide a resource to perform maintenance tasks on high profile sites. It was also to undertake a range of tasks around the Council area which would give the MAs a varied range of work experience. It was also envisaged that the squad would be deployed to deal with selected public/member issues. The squad was formed in May 2014 and a press release was issued to promote this.
- 1.4 The MA squad has settled in well and all the original group remain in the team. This is a tribute to the application of the squad themselves, the leadership and mentoring provided by the Trainer/Foreperson and the support provided by HR.
- 1.5 Additional works to the normal maintenance works undertaken by the squad over the year is attached in Appendix 1. This demonstrates a wide variety of tasks and locations to reflect what has proved to be a stimulating experience for the MAs. A number of compliments have been received on the quality of the work performed. The flexibility and independence of the squad has meant they have become a valuable, reactive resource to deal speedily with pressing elected member or public issues.
- 1.6 The MAs have acquired skills in machinery operation and pesticide application along with a range of horticultural skills such as pruning, planting and fence erection.

- 1.7 They are also receiving academic training in the form of an SVQ level 2 which is being studied at Dundee & Angus College, and an ECDL (computer driving licence) qualification at Blackfriars. The skills and experience gained will not only help equip the MAs for any potential job opportunities within the Council's Grounds Maintenance section but also for any other potential employers.

## **2. PROPOSALS**

- 2.1 The Council has been operating horticultural MA programmes for some years now. It is extremely rewarding for all involved when the MAs remain focused and enthusiastic about their programme. It is proposed to continue with the current programme, identifying and promoting a variety of different works to continue to support the development of the squad. This squad will continue to provide a valuable resource to contribute to the provision of ground maintenance within our communities.

## **3. CONCLUSION AND RECOMMENDATION**

- 3.1 The Grounds Maintenance MA squad was funded through a budget motion to provide a quality employability opportunity.
- 3.2 It is recommended that the Committee:
- (i) notes the progress of the MA squad in building capacity within our Grounds Maintenance provision and continuing to support the Council's employability agenda; and
  - (ii) requests the Executive Director (Environment) to bring back a further report in a year's time.

### **Author(s)**

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### **Approved**

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>Yes</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>Yes</b>
Sustainability (community, economic, environmental)	<b>Yes</b>
Legal and Governance	<b>Yes</b>
Risk	<b>None</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>None</b>
<b>Communication</b>	
Communications Plan	<b>Yes</b>

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 This section should set out how the proposals relate to the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement in terms of the following priorities:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

- 1.2 It is considered that the actions contained within this report contribute to all of the above objectives.

#### Corporate Plan

- 1.3 This section should set out how the proposals relate to the achievement of the Council's Corporate Plan Priorities:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;

- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

## **2. Resource Implications**

### Financial

- 2.1 There is an approved budget of £100,000 in both 2014/15 and 2015/16 for the Ground Maintenance Modern Apprentice Squad. This programme started in May 2014 and runs for two years till May 2016. The budget will be reprofiled to accommodate this.

### Workforce

- 2.2 The proposals will add temporary staff to the workforce. It will also help the workforce profile in Direct Services by giving opportunities to young people to join the workforce.

### Asset Management (land, property, IT)

- 2.3 There are no land and property, or information technology implications arising from the contents of this report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome. Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal is assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 However, no action is required as the Act does not apply to the matters presented in this report.

### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal is assessed as **not relevant**.

### Legal and Governance

- 3.7 Not applicable.

### Risk

- 3.8 There are no significant risks associated with the implementation of this project.

## **4. Consultation**

### Internal

- 4.1 The Head of Legal Services and the Head of Finance have been consulted in the preparation of this report been consulted in the preparation of this report.

### External

- 4.2 No external consultation was required.

## **5. Communication**

- 5.1 Not applicable.

## **2. BACKGROUND PAPERS**

- Report to the Environment Committee on 4 June 2014 entitled Grounds Maintenance – Building Capacity. Report Number (14/231)

## **3. APPENDICES**

Appendix 1 – entitled Works Achieved by GM Modern Apprentice squad May 2014 to April 2015



## Works Achieved by Grounds Maintenance Modern Apprentices

Job List	Comment	Date Completed	Requester
Planting shrubs at Crematorium	Received an Email from Richard thanking the team for their excellent work.	17/06/2014	<i>Richard Smith</i>
Remove chespale fence at Craigie P.School	removed and shrubs cut back	18/06/2014	<i>N Taylor</i>
Cut banking and prune shrubs opposite Abbotsford pub and sweep paths	all tidied up member of public thanked us for a tidy job	18/06/2014	<i>N Taylor</i>
Removal of Broadleaf docks along Banking of Cragie Burn	all done	30/06/2014	<i>Nigel Taylor</i>
Beds at Oakbank Community tidy up	all done brambles and suckers all cut back	27/06/2014	<i>Nigel Taylor</i>
Cut back overgrown shrubs at Oakbank road	done	30/06/2014	<i>Nigel Taylor</i>
Cut kilspindie churchyard	done	26/06/2014	<i>J Riley</i>
Cut Kinnaird Churchyard	done	27/06/2014	<i>J Riley</i>
Remove shrubs and grass seed at Langley Drive	done	25/06/2014	<i>J Riley</i>
Cut Forganndenny Churchyard	done	01/07/2014	<i>J Riley</i>
Strim cycle path at Bertha Park	done	03/07/2014	<i>J Riley</i>
Tidy all old putting green at Aberfeldy	done	02/07/2014	<i>Paul Summers</i>
Strim all paths at Buckie Braes	done	19/06/2014	<i>J Riley</i>
Cut back growth on path at Brahan Terrace/Cluny Terrace	done	08/07/2014	<i>N Taylor</i>
Tidy bed at Fairhill grove	done	09/07/2014	<i>N Taylor</i>
Cut Hedge at Oakbank Place/Cleeve Drive	done	17/07/2014	<i>Service request</i>
Cut hedge at Cragie Place	done	16/07/2014	<i>P Garden</i>
Cut side of path in Pitcairngreen	done	14/07/2014	<i>Service Request</i>
Cut vegetation at Nimmo in Tulloch	done	14/07/2014	<i>N Taylor</i>
Cut hedges and Shrubs at Strathyre Avenue	done	15/07/2014	<i>Service request</i>
Cut brambles back at rear of 111 tweedsmuir Road	done	28/07/2014	<i>N Taylor</i>

<b>Job List</b>	<b>Comment</b>	<b>Date Completed</b>	<b>Requester</b>
Cut back and spray weeds at St Johns Primary	done	21/07/2014	<i>Pecos</i>
Strim rough area at PHSchool	done	21/07/2014	<i>Jenny Williams</i>
Repair sunken lair at Wellshill	done	23/07/2014	<i>Service request</i>
Spray bed at 52 Duncansby Way	done	23/07/2014	<i>Service request</i>
Strim ROW at Silver Walk	done	22/07/2014	<i>Service request</i>
Strim ROW at Dunbarney walk	done	22/07/2014	<i>Service request</i>
Tidy link paths in Glenearn Rd area	done	04/08/2014	<i>Service request</i>
Clean weedy beds in Rattray	done	05/08/2014	<i>Nigel Taylor</i>
Plant Lavenders in Rodney	done	06/08/2014	<i>Nigel Taylor</i>
Tidy bed at Muirend park	done	29/07/2014	<i>Service request</i>
Cut back laurels at 48 Thriepland Wynd	done	06/08/2014	<i>Service request</i>
Clear weeds from rough grass area at PHS	done	07/08/2014	<i>Bloom route</i>
Cut grass at Bidwells sign at Cherrybank	done	07/08/2014	<i>Bloom route</i>
Spray and weed paths in Potterhill	done	27/08/2014	<i>Service request</i>
Cut all overhanging shrubs and trees at RDM Scone	done	28/08/2014	<i>Service request</i>
Tidy all shrub beds at the bus station	done	29/08/2014	<i>P Garden</i>
Tidy shrub beds at Crieff Rd (McDiarmid Park)	done	28/08/2014	<i>N Taylor</i>
Tidy beds at Viewlands Place Errol	done	01/09/2014	<i>Service request</i>
Tidy Beds at Poplar Place, perth	done	01/09/2014	<i>Service request</i>
Cut Hedge at Methven Cemetry	done	05/09/2014	<i>work</i>
Cut hedge at Luncarty	done	04/09/2014	<i>work</i>
Cut hedge at St Madoes cemetry	done	08/09/2014	<i>work</i>
Prune shrubs at Dunbarney school	done	09/09/2014	<i>Service request</i>
Prune shrubs at Rosebank	done	09/09/2014	<i>Service request</i>
Prune Shrubs at Kelso Place	done	16/09/2014	<i>Service request</i>
Cut hedges at Forgandenny (Reduce height)	done	15/09/2014	<i>work</i>
Tidy shrub bed at McDiarmid bark	done	16/09/2014	<i>N Taylor</i>
Pick up shrubs and deliver compost to Rodney Gardens	done	11/09/2014	<i>Jenny Williams</i>
Cut Greyfriars Burial ground	done	03/10/2014	<i>Service request</i>
Spray Caledonian road school	done	06/10/2014	<i>Service request</i>
Tidy car park cut shrubs at Scone	done	06/10/2014	<i>Service request</i>
Tidy path at rear on Nimmo Place	done	06/10/2014	<i>Service request</i>
Tidy Bed at Burns Begg St Kinross	done	07/10/2014	<i>N Taylor</i>



Job List	Comment	Date Completed	Requester
Cut right of way at Newhouse farm	done	08/10/2014	<i>J Riley</i>
Cutting hedges, pruning shrubs and lifting leaves in Bridge of Earn 20,21 Oct		21/10/2014	<i>J Riley</i>
Assisting Landward East getting area up to scratch			<i>J Riley</i>
Cutting Back from Pergolas at Rodney	done	26/01/2015	<i>Sue Allan</i>
Cut back bed at Buchan Drive	done	03/02/2015	<i>N Taylor</i>
Remove 2 beds at Oakbank community centre	done	04/02/2015	<i>N Taylor</i>
Remove Pampas Grass at Buchan drive	done	04/02/2015	<i>N Taylor</i>
Cut back shrub bed at Balhousie Road corner	done	04/02/2015	<i>J Riley</i>
Cut Grass at Balmoral Place	done	23/02/2015	<i>N Taylor</i>
Tidy Academy grounds	done	24/02/2015	<i>N Taylor</i>
Assist country rangers at Dunkeld			<i>P Summers</i>
Tidy putting green at Aberfeldy	done	17/03/2015	<i>P Summers</i>
Spray ivy at Kinfauns	done	18/03/2015	<i>P Garden</i>
Cut back ivy and tree at Blackfriars	done	17/03/2015	<i>J Riley</i>
Erect fence at Kinloch church	done	16/03/2015	<i>J Watson</i>
Spraying Lanward East			<i>Service request</i>
Cutting Back Shrubs in St Madoes	done	31/03/2015	<i>Complaint</i>
Mulching beds in Methven	done	31/03/2015	<i>J Riley</i>
Hedge Cutting in Methven	done	31/03/2015	<i>J Riley</i>
Shrub Planting childcare strategy team	done	26/03/2015	<i>P Garden</i>

