



## Report to Partnership Meeting of 26 November 2016

### PARTNERSHIP

#### 'Adopt an Intern'

#### SUMMARY

The Report provides the Board with the opportunity to consider the temporary employment of an Intern by HITRANS with the intended approach being to again appoint through the Centre of Scottish Public Policy (CSPP) 'Adopt an Intern' Programme.

#### About 'Adopt an Intern'

The Centre for Scottish Public Policy (CSPP) is an independent, membership-based think tank. It set up its Adopt an Intern Programme (AIP) in January 2010 with the aim of helping talented graduates struggling to find employment in the present economic crisis, by creating internships for them to gain much needed work experience and thus improve their CVs and their chances of full-time employment. The Programme is funded and supported by The Scottish Government.

In a bid to expand the programme and bringing graduate placement opportunities to the Highlands, Adopt an Intern secured funding from the Highland Council's Innovation Challenge Fund. The grant is being used by Adopt an Intern with the aim of enabling local graduates to take up jobs in their own communities as well as encouraging enthusiastic job-starters with links to the Highlands to make the move back to the region.

The intention of the Internship is to offer individual graduates a minimum term of employment of 3 months, working not less than 20 hours per week.

The Adopt an Intern Programme will take the prospective employer's employee requirements, carry out an assessment of the needs of the graduate, and provide the employer with the 3 top candidates for interview.

#### HITRANS Opportunity

With the recent retirement of a member of staff the opportunity to engage an Intern within the HITRANS team is available and can be funded without any budgetary increase. This will follow on from three previous occasions when HITRANS have very successfully participated in the Adopt an Intern scheme.

The Intern appointed to work with HITRANS officers will have an opportunity to work on the following key tasks which will help develop a range of skills in the work environment:

- Office administration / management tasks.
- Policy development.
- Stakeholder engagement.
- Development of project management practice.
- Support HITRANS work in developing EU, Community Links and other funding opportunities.

A key task will be to support an information gathering exercise on calculating the impact if the fares mechanism recommended through the Ferry Freight Fares Research for Scottish Government funded ferry services were to be applied instead of current fare scales on local authority funded vehicular ferry services. This analysis will be very important particularly to support the ongoing discussions on transfer of responsibility from local authority to Transport Scotland. OIC and Argyll and Bute Council are already in discussion with Transport Scotland on this option and for completeness it is important to understand the impact on tariffs on Highland Council's Corran Ferry too.

Employment of a Graduate under the 'Adopt an Intern' Programme over a 4 to 6 month term between January 2017 and May 2017 would cost the Partnership in the region of £4,500 to £6,000, based on an hourly rate of £10 per hour and a 25 to 35 hour working week. This cost would be met from the cost saving in the Staff salaries budget.

## **RISK REGISTER**

### RTS Delivery

Impact - Positive

Comment – Taking on an Intern will help facilitate review of the effectiveness of the actions HITRANS is taking on specific Active Travel projects aimed at supporting delivery of the RTS.

### Policy

Impact - Positive

Comment - HITRANS would by Adopting an Intern be supporting a Scottish Government Initiative aimed at improving the route to graduate employment.

### Financial

Impact – Positive

Budget line and value – This item has no financial cost but impacts across all budget lines.

Comment - The Internship can be delivered within the 2016/17 and 2017/18 Budget for Staff Salaries.

### Equality

Impact – Positive

Comment – By supporting this Programme HITRANS will help provide equality of opportunity for graduates currently leaving education to gain experience.

## **RECOMMENDATIONS**

The Partnership is asked to consider the merits of HITRANS participating in the CSPP 'Adopt an Intern' Programme and to agree the Partnership taking on an Intern on the terms included in the Report for a period of 18 weeks.

**Report by:** Ranald Robertson  
**Designation:** Partnership Director  
**Date:** 11<sup>th</sup> November 2016