



## Report to Partnership Meeting of 15 June 2012

### PARTNERSHIP

#### 'Adopt an Intern'

#### SUMMARY

The Report provides the Board with the opportunity to consider the temporary employment of Intern by HITRANS through the Centre of Scottish Public Policy (CSPP) 'Adopt and Intern' Programme.

#### DETAIL

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, and at a wage rate of not less than £6.08 per hour.

The CSPP 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 is a small organisation with a very committed team of 5 employees. There is no prospect at present for HITRANS expanding its establishment, however our workload does vary considerably and we frequently employ consultants to carry out tasks to assist in our meeting our key aim of enabling delivery of the Regional Transport Strategy. We currently require to carry out some post implementation service assessment work related to our recent European projects and there is a potential synergy between our meeting this need and initiating a short term internship for a graduate providing them with valuable job related experience to assist them in forwarding their chosen careers.

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:

- In the Transtourism Project we require to assistance with the development of planned itineraries, identification of 'weak' transport links and an assessment of mobile coverage at interchanges,

- In Lifting the Spirit assistance will be required in managing the information flow in the booking system for matching distillery output to train space,
- Qualitative and quantitative research skills will be honed by working with officers to evaluate the various real time information projects in which HITRANS has been involved. This will involve some on site surveying and writing up results. The work will cover real time systems in Highland and Argyll & Bute and require the Intern to work with officers from both these Councils as well as HITRANS.
- Evaluation and monitoring of work funded by Moray Council's Urban Freedom and Highland Council's Active Highland ERDF Projects. This will allow the Intern to work with the lead officer from Moray Council on tasks associated with the evaluation of this project. This will also provide an opportunity to attend meetings with external agencies.

Employment of a Graduate under the 'Adopt an Intern' Programme over a 14 week period between July and November 2012 would cost the Partnership in the region of £4,000, based on an hourly rate of £9 per hour and a 20 hour working week. This cost could be met from within the overall funding streams for these projects with no direct impact on the Partnership's core revenue budget for 2012/13. Undertaking the necessary tasks identified through other means would cost considerably in excess of the AIP option which in addition helps the graduates gain valuable experience. Involvement in the Programme will involve our Director and Managers in supporting the process but this will again be offset by the resultant reduced need to oversee the actions of external consultants carrying out the equivalent tasks.

## RECOMMENDATIONS

The Partnership is asked to consider the merits of HITRANS participating in the CSPP 'Adopt and Intern' Programme and to agree the Partnership taking on an Intern on the terms included in the Report for a period of 14 weeks.

Risk	impact	comment
RTS delivery	√	Taking on an Intern will help facilitate review of the effectiveness of the actions HITRANS is taking on specific projects aimed at supporting delivery of the RTS.
Policy	-	HITRANS would by Adopting an Intern be supporting a Scottish Government Initiative aimed at improving the route to graduate employment.
Financial	√	The Internship can be delivered within the 2012/13 Budget within the overall funding for European Projects.
Equality	√	By supporting this Programme HITRANS will help provide equality of opportunity for graduates currently leaving education to gain experience.

**Report by:** Dave Duthie  
**Designation:** Partnership Director  
**Date:** 4 June 2012