



## Report to Partnership Meeting of 6 February 2015

### PARTNERSHIP

#### 'Adopt an Intern'

#### SUMMARY

The Report provides the Board with the opportunity to consider the temporary employment of an Intern by HITRANS 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, 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 Opportunity

The Inverness Office Manager is to take a period of unpaid extended / special leave from April to October 2015. Consideration has been given to how best to cover this absence and after HITRANS very successful participation in Adopt an Intern in 2012/13 the opportunity to work with the scheme again is considered by officers to offer a good option at this time.

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.
- Stakeholder engagement.
- Development of business administration and project management practice.
- Support HITRANS work in developing EU funding opportunities.

- Qualitative and quantitative research skills will be honed by working with officers to evaluate the public transport information projects in which HITRANS is involved.
- Evaluation and monitoring of work funded by HITRANS through EU / ERDF and Research & Strategy Development Programme.

Employment of a Graduate under the 'Adopt an Intern' Programme over a 6 month term between March and September 2015 would cost the Partnership in the region of £9,100, based on an hourly rate of £10 per hour and a 35 hour working week. This cost could be met from the cost saving in the Staff salaries budget during the period of unpaid leave taken by the Office Manager.

Undertaking the necessary tasks identified through other means would cost considerably in excess of the Adopt an Intern Programme 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 / temporary staff carrying out the equivalent tasks.

## 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 26 weeks.

<b>Risk</b>	<b>impact</b>	<b>comment</b>
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 2015/16 Budget for Staff Salaries.
Equality	√	By supporting this Programme HITRANS will help provide equality of opportunity for graduates currently leaving education to gain experience.

**Report by:** Ranald Robertson  
**Designation:** Partnership Director  
**Date:** 26<sup>th</sup> January 2015