

**By:** Mark Dance  
Cabinet Member for Regeneration and Economic Development

**To:** Economic Development Cabinet Committee – 21<sup>st</sup> September 2012

**Subject:** Kevin Lynes Apprenticeship Scheme (KLAS)

**Classification:** Unrestricted

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**Summary:** To report the development of the Kevin Lynes Apprenticeship Scheme (KLAS) and recommend a route to establishing, and method for administering, that scheme for the consideration and comments of the Cabinet Committee to which the Leader can have regard when taking the decisions reported within.

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## **1. Introduction**

- 1.1 Members will recall, from my letter sent to all County Council Members on the 14<sup>th</sup> May 2012 that I was investigating with the Leader of the Council the concept of establishing a legacy for the late County Councillor Kevin Lynes in the form of the Kevin Lynes Apprenticeship Scheme (KLAS). A copy of that letter is attached hereto by way of background. Useful thoughts and discussions have since ensued with a number of officers, Members, outside organisations and Kevin's partner at the time of his death about what the scheme might hope to achieve and how it might operate.

## **2. Purpose and Scope of Scheme**

- 2.1 It is proposed that the KLAS is a fund set up for the benefit of young people, resident in low income households in Kent, who require funding to benefit from an Apprenticeship Scheme to which they have been accepted or are currently undertaking. It is envisaged that the KLAS would provide funding of up to £1,000 per applicant, following the successful completion of a straightforward application process.
- 2.2 The KLAS will initially be fully funded by Kent County Council. It is proposed that this be achieved by the virement of £50,000 from the existing Kent Jobs for Kent Young People budget. This will be a one-off commitment from KCC and it is hoped that after the first year the scheme will be able to continue by securing grants and donations from various sources. The ability to do so will be embedded in the way in which the scheme is established and administered particularly in the involvement of the Kent Foundation
- 2.3 The Kent Foundation is a charity run by KCC that already supports young people in need of help to start their own businesses and raises funds to continue this work. As the stringent governance measures required to conduct such charitable work are already in place at the Kent Foundation it is recommended that the scheme

funds sit within this sphere to enable continued raising of funds in the future.

2.4 It is intended that KLAS funding be available to young people who:

- Are aged between 16 and 22
- Are not in employment
- Are not vulnerable learners
- Are resident in the Kent Administrative area
- Live in a low income household
- Have secured an Apprenticeship or intend to secure one and have an endorsement to that effect

2.5 It is envisaged that KLAS funds can be used to support successful applicants seeking an Apprenticeship or further training which will lead to an Apprenticeship. Examples of such support might be – necessary equipment (including safety equipment), travel expenses or qualifications for which there is no other funding source but each application will be reviewed on a case by case basis. Controls will be in place for each part of the process to ensure that the funding is used for the purpose intended, that the young person is attending and achieving desired results and, where either of these requirements is not met a clawback process will be enacted. All beneficiaries will be required to sign a Funding Agreement.

2.6 A Scheme Board will be established to take decisions on grant giving and provide direction for the scheme in the future. It is envisaged that this Board will be made up by the Cabinet Member for Regeneration & Economic Development, two Kent County Council officers with relevant professional backgrounds and Kevin Lynes partner at the time of his death, Jackie Hinchliffe.

2.7 Full Terms of Reference and Procedure Rules are being drafted and these will, respectively, finalise the details of the funds remit and how it will work once established.

### **3. Implementation and Next Steps**

3.1 The first step to starting the work of the scheme is to agree the virovement of funds from the Kent Jobs for Kent Young People Fund. In conjunction officers alongside myself and the Leader will finalise the scope and Terms of Reference for the Scheme, agreeing the technical aspects of the criteria for allocation of the funds and the establishment of a Board.

3.2 In addition formal arrangements will be enacted with Kent Foundation in order that they can administer the scheme on behalf of KCC. Once that is completed we will be able to advertise the Scheme and seek further contributions from outside organisations – there is already a commitment to advertise the proposed Scheme at the upcoming 2020 exhibition and existing Business Advisory Boards and Exhibitions, subject to the KCC agreeing to progress the scheme.

#### **4. Recommendations:**

4.1 The Economic Development Cabinet Committee is asked to consider and either endorse or make recommendations on the decision by the Leader to:

- (a) Agree the virement of £50,000 from the existing Kent Jobs for Kent Young People Budget to a newly established budget code entitled Kevin Lynes Apprenticeship Scheme;
- (b) Undertake the necessary actions to allow those monies to sit within, and be administered by, the Kent Foundation
- (c) Agree the establishment of a Board, as detailed in the report, to have responsibility for allocation of grants to individuals and the direction of travel for the Scheme.
- (d) Agree the finalised scope, Terms of Reference and procedure rules for the Scheme and the Scheme's Board;
- (e) Agree the final criteria for funding allocations from the Scheme in line with those detailed in this report;

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## APPENDIX

**Mr Mark Dance – Member for Whitstable**  
**Cabinet Member for Regeneration &**  
**Economic Development**  
**Email address – mark.dance@kent.gov.uk**

To: All Kent County Council Members

14<sup>th</sup> May 2012

Dear Colleague,

### **A LEGACY TO KEVIN**

It was with enormous pleasure that I accepted the role of Cabinet Member for Regeneration and Economic Development, a position vacated by our late colleague, Kevin Lynes. He is a tough act to follow and I can assure all Members I will give my all to continue his good work.

Many of you who knew Kevin would have been impressed by the passion and commitment he showed in all aspects of his work and within his local area. Kevin was especially passionate about encouraging young and old to achieve all they could in life. In this respect Kevin was a great supporter of apprenticeship schemes and believed they should continue to flourish.

It is in this regard I have agreed with the Leader of the Council and Kevin's partner/family that a Bursary Scheme be set up as a lasting legacy with a potential fund of £50,000 - the Kevin Lynes' Apprenticeship Scheme (KLAS). It is envisaged we would seek sponsorship of this Scheme including donations from individuals and businesses/organisations committed to growing the Kent economy.

Full details of the scheme have yet to be finalised although it is envisaged it will capture all ages and be spread across all aspects of the work agenda. It will also be spread geographically across Kent and touch both urban and rural sectors. There is more work to be done in preparation for this Scheme but I would anticipate Bursaries could be for travel, training costs etc and could well range from just a few hundred to potentially a few thousand pounds.

It is unfortunate that many individuals continue to struggle to secure and retain meaningful work positions. There has always been a concern that talented individuals and their families leave Kent to secure work elsewhere. It is hoped this Bursary will go some way towards halting that exodus and assist in training and retraining individuals for the benefit of both Kent residents and businesses.

I would commend this initiative to all colleagues and seek your indulgence in supporting the concept as we move from idea to inception through to roll out and continuing development.

Yours sincerely,

**Mark Dance**