



3rd October 2017

Freedom of Information Request Reference N^o: FOI 006470/17

I write in connection with your request for information received by the Norfolk and Suffolk Constabulary on the 13th September 2017 in which you sought access to the following information:

I am writing to make a request for all the information to which I am entitled under the Freedom of Information Act 2000. Please send me:

- 1 Total number of apprentices employed by you?
- 2a List of job description(s) / job role(s) being carried out by apprentices
- 2b The total number of apprentice(s) appointed in each role (listed in the answer to 2a)
- 3 What is the apprentice rate of pay (per hour)? If there are different rates of pay (per hour) for different groups of apprentices, please supply a breakdown
- 4 Are apprentices on the same terms and conditions as your permanent employees? Yes / No
- 5 Traineeships are unpaid positions offered by employers to those aged 16-24 who are considered 'not ready' to take up an apprenticeship or job. Such positions last between 16 weeks and 6 months. Does your organisation offer traineeships? Yes / No
- 6 What is the apprenticeship completion rate in your organisation?
- 7 Do apprentices have a guarantee of a job at the end of the scheme? Yes/No
- 8 In order to meet the organisation's target for new apprenticeship starts, what proportion of new starts have come from: (a) Recruitment of new apprentices from external sources (including training providers); (b) Transfer of existing staff to the apprentice programme; (c) Other
- 9 In order to meet the organisation's target for new apprenticeship starts, have you reduced recruitment of staff who are not apprentices? Yes / No
- 10 In order to meet the organisation's target for new apprenticeship starts, have you opted not to replace non-apprentice staff when they have left? Yes / No

Response to your Request

The response provided below is correct as of 18th September 2017.

Norfolk and Suffolk Constabularies have located the following information as relevant to your request.

NORFOLK

Norfolk Constabulary does not currently employ any apprentices therefore no relevant information is held. Under the levy, if we do recruit any apprentices they will have a guaranteed job at the end, in line with the new rules.

SUFFOLK

- Q1 Suffolk Constabulary has 4 apprentices under the old scheme (frameworks) prior to the apprenticeship levy and new rules being introduced.
- Q2 The roles are 2 x Business Support Apprentices and 2 x Customer Services Apprentices.
- Q3 £4.25 per hour, however this will be reviewed when any new apprentices are taken on under the levy.
- Q4 Apprentices are on the same terms and conditions as permanent employees.
- Q5 The Constabulary does not offer traineeships.
- Q6 This information is not held. The 4 current apprentices are the first to be employed.
- Q7 The current apprentices are under the old rules therefore a job is not guaranteed, however, the Constabulary is supporting them with redeployment within the organisation. Any new apprentices will be subject to the rules of the levy which will include a guaranteed job at the end of the scheme.
- Q8 None currently.
- Q9 The Constabulary has not reduced recruitment of staff who are not apprentices.
- Q10 The Constabulary has not opted not to replace non-apprentice staff.

This response will be published on the Constabularies web-site under the Freedom of Information pages:-

<https://www.norfolk.police.uk/about-us/our-data/disclosure-log>

<https://www.suffolk.police.uk/services/freedom-information/disclosure-logs>

Should you have any further queries concerning this request, please contact Amanda Gibson, FOI Decision Maker, quoting the reference number shown above.

A full copy of the Freedom of Information Act (2000) can be viewed on the 'Office of Public Sector Information' web-site;
<http://www.opsi.gov.uk/>

Norfolk and Suffolk Constabularies are not responsible for the content, or the reliability, of the website referenced. The Constabulary cannot guarantee that this link will work all of the time, and we have no control over the availability of the linked pages.

Your Right to Request a Review of Decisions Made Under the Terms of the
Freedom of Information Act (2000).

If you are unhappy with how your request has been handled, or if you think the decision is incorrect, you have the right to ask the Norfolk and Suffolk Constabulary to review their decision.

Ask Norfolk and Suffolk Constabularies to look at the decision again.

If you are dissatisfied with the decision made by Norfolk and Suffolk Constabularies under the Freedom of Information Act (2000), regarding access to information, you must notify the Norfolk and Suffolk Constabulary that you are requesting a review within 20 days of the date of its response to your Freedom of Information request. Requests for a review should be made in writing and addressed to:

*Freedom of Information Decision Maker
Information Management Department
Norfolk Constabulary
Operations and Communications Centre
Jubilee House
Falconers Chase
Wymondham
Norfolk NR18 0WW
OR
Email: freedomofinformation@norfolk.pnn.police.uk*

In all possible circumstances Norfolk and Suffolk Constabulary will aim to respond to your request for us to look at our decision again within 20 working days of receipt of your request for an internal review.

The Information Commissioner.

After lodging a request for a review with Norfolk and Suffolk Constabulary, if you are still dissatisfied with the decision, you can apply to the Information Commissioner for a decision on whether the request for information has been dealt with in accordance with the requirements of the Act.

For information on how to make application to the Information Commissioner please visit their website at www.ico.org.uk or contact them at the address shown below:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700