



**PERSONNEL COMMITTEE**  
**22 June 2023**

# ITEM 06

Report sponsor: Heather Greenan, Director of Policy,  
Insight and Communications  
Report author: Tania Hay, Organisational  
Development Team Manager

## The Apprenticeship Programme

### Purpose

- 1.1 To provide a narrative on the apprenticeship programme approach.
- 1.2 To provide information on where we are now with our apprenticeship programme.
- 1.3 To provide an update on the Council's Levy payments and drawdown to 12 June 2023.

### Recommendations

- 2.1 To note the apprenticeship programme approach.
- 2.2 To note the information on where we are now with our apprenticeship programme.
- 2.3 To note the Levy payments made to date, the drawdown for training programmes and expired funds as of 12 June 2023.

### Reason

- 3.1 To ensure that the Personnel Committee is aware of the current position of the Apprenticeship Programme.

### Supporting information

#### 4.1 Apprenticeship programme approach

The apprenticeship reforms the government brought in 2017 required organisations with a pay bill of over £3 million annually, put 0.5% of their pay bill into the 'Apprenticeship Levy'. The Levy fund can be used to access any apprenticeship that is an approved standard, for new starts and existing colleagues of any age.

The Apprenticeship Team has developed an apprenticeship programme that is an integral part of the council's approach to workforce development, talent management and succession planning.

This apprenticeship programme has supported to deliver the aims and objectives of the Council Plan and will continue to support the People and Culture strand of the Delivery Board programme.

We want our colleagues to maximise their career opportunities and continuously develop new skills. All colleagues should have a personal development plan in place, which is owned and driven by them. Having access to apprenticeships

when considering personal development supports colleagues to improve the knowledge and behaviours required for a rewarding career and help the council to develop a talented workforce that is equipped with skills for the future.

## **4.2 Where we are now**

### **4.2.1 Leadership and Management programme**

In November 2018 we started to work in partnership with the University of Derby developing a Leadership and Management programme.

This includes all levels of management:

- Level 3 Team Lead/Supervisor Diploma.
- Level 5 Operational Manager, Foundation Degree.
- Level 6 Chartered Manager Degree.
- Level 7 initially Masters, now Post Graduate Diploma Senior Leadership.

This is a very successful partnership that has supported numerous colleagues to undertake apprenticeships, enabling them to develop within their job roles and give them the knowledge and skills to progress their careers and support the council to deliver quality services.

To date 130 colleagues have taken up this opportunity, with 37 colleagues having successfully completed their apprenticeships and graduated.

### **4.2.2 Social Care**

Over the last year we have been working with the Children's Residential Team and Derby College, supporting team colleagues to upskill, and enabling them to achieve mandatory qualifications through apprenticeship programmes. We currently have 18 colleagues on a rolling programme and now have processes in place to enrol new starters once they have completed their probation period.

We are also supporting to upskill colleagues with their maths and English functional skills to enable them to start on the apprenticeship programmes.

This partnership working has resulted in Children's Services being able to demonstrate that they have a robust training programme in place ensuring they remain compliant with the regulatory qualifications, with the Head of Service receiving positive feedback from Ofsted inspectors regarding this approach.

The Apprenticeship Team are also working with Nottingham Trent University and the Workforce Development Teams in Children's and Adults Services to support with the shortage of Social Workers. We now have 14 colleagues who have been enrolled on the Social Worker apprenticeship over the last three years, with 5 colleagues successfully graduated and completed their apprenticeships in January this year.

#### 4.2.3 **Finance**

We are actively working with the Finance Team to support them with their team's development needs and skills gaps. Including helping them to recruit 3 graduates, bringing new talent into the council and supporting with the teams Accountancy career pathway.

Recent colleague starts include:

- 7 on level 7 Accountancy Professional
- 2 on level 4 Professional Accounting Technician
- 3 on level 3 Assistant Accountant

#### 4.2.4 **Recruiting new start apprentices**

Most new start apprentices join on Level 2 or 3 programme including Business Administration, Accountancy, Digital, Customer Service, and Groundworkers, they tend to be the younger end of the work market. They are recruited onto a fixed term contract for the duration of the apprenticeship.

The current starting salary is £9.18 an hour for their first year rising to national minimum wage for age for their second year if they are 21 years and over.

Our retention rate for apprentices following the completion of their apprenticeship is currently running at 79%. We encourage managers to continue to develop apprentices onto higher level apprenticeships, offering career pathways in various service areas

#### 4.2.5 **Levy Transfer**

Under the currently Apprenticeship Levy funding rules, organisations are allowed to transfer up to 25% of their unspent levy to external employers to fund their apprenticeship programmes.

The Apprenticeship Team are working in collaboration with the Economic Regeneration Team to promote this opportunity.

We stipulate that the employer must either trade within the City or provide services to people who live within the city.

We are currently transferring Levy to ten employers in the city, supporting 24 apprentices.

In total to date, we have transferred £155,088.

#### 4.2.6 **Promoting our apprenticeship opportunities**

The Apprenticeship Team attend numerous events to promote our apprenticeship opportunities including, school parents and open evenings, career events at University of Derby and Derby College, employer careers events, the 'Derby Jobs Café' to name a few.

We actively work with our Communications and Marketing Team to utilise our social media platforms to promote our apprenticeships.

#### **4.2.7 Partnership Working**

The Apprenticeship Team are heavily involved in partnership working with internal and external partners, including:

- Participating in the corporate recruitment and retention group, collaboratively working across all service areas to develop a strategic approach and priorities.
- Working with the Care Leavers EET Development Board, supporting the positive destination strategy.
- Working with management teams across the council, supporting them with their team development needs.
- Working with the 'Open Doors Forum' to promote apprenticeships opportunities to Black African Caribbean people of Derby.
- Participating in the Derbyshire Academy - Bringing together representatives across Health, Community, Primary and Social Services to support the 'JoinedUpCareers' and Integrated Care initiatives.
- Partnering with the D2N2 Public Sector compact Group and the East Midlands Apprenticeship Ambassador network.

#### **4.3 Levy Payments**

Between the start of the Apprenticeship Levy in April 2017 and 12 June 2023, the Council has transferred a total of £4,441,240.47 into our Apprenticeship Levy Digital Account.

To date the Council has drawn down £2,303,634 for internal apprenticeship training programmes and has transferred £155,088 of our Levy fund to local employers.

Between November 2019 and June 2023, £660,903 of the Councils Levy fund has expired and has been returned to the government.

As of 12 June, there is £1324,703 in the Councils Levy fund.

### **Public/stakeholder engagement**

- 5.1 Council departments, external training providers and local businesses.

### **Other options**

- 6.1 Do nothing. This is not considered to be a viable option, the main reason being the Council wants to maximise the Levy spend and increase opportunities for colleagues and local people.

### **Financial and value for money issues**

- 7.1 The Council makes monthly Levy contributions which equates to 0.5% of our salary bill. The fund is being used to pay for both internal apprentice programmes and transferring to local businesses to support with their apprenticeship training costs.

The Council has a rolling 24 months to use the funds. If they are not used the Council experiences the expiration of funds which is returned to the government to spend on the national apprenticeship programme.

## Legal implications

- 8.1 We are continuing to work with Legal and Procurement Services to ensure we are meeting our legal obligations with the Levy and procurement rules.

Public sector employers with 250 or more staff are currently asked to gather data and report annually on:

- new apprenticeship starts
- total number of apprentices
- organisational headcount

The Department for Education will publish this data annually to support transparency and external accountability and help maintain the momentum public sector employers have built up with their apprentice new starts.

## Climate implications

- 9.1 None arising from this report.

## Socio-Economic implications

- 10.1 Apprenticeships provide opportunities for those from disadvantaged backgrounds to access new skills and careers (as monitored through the widening participation data).

## Other significant implications

- 11.1 Equality implications are monitored as part of the widening participation data.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal Finance	Emily Feenan	13 June 2023
Service Director(s) Report sponsor	Heather Greenan - Director of Policy, Insight and Communications.	13 June 2023
Other(s)	None	

Background papers:	None
List of appendices:	None

