# PERSONNEL COMMITTEE 16 November 2020



**ITEM 05** 

Report sponsor: Nicola Sykes, Service Director for HR and OD

Report author: Tania Hay, Apprenticeship Project Manager

# The Apprenticeship Project update

#### **Purpose**

- 1.1 To provide an update on the Apprenticeship Project and the current key areas of work taking place.
- 1.2 To provide an update on the Council's Levy payments and drawdown to 16 October 2020.
- 1.3 To provide the retention rate for apprentices once they have completed their initial programme.
- 1.4 To provide a breakdown of the ethnicity, gender and salary banding makeup of the Council's apprentices and ethnicity and gender data for apprentice starts and achievements in the D2N2 region.

#### Recommendations

- 2.1 To note the update on the Apprenticeship Project and the current key areas of work.
- 2.2 To note the Levy payments made to date, the drawdown for training programmes that we have instigated and expired funds as of 16 October 2020.
- 2.3 To note the retention rate for apprentices once they have completed their initial programme.
- 2.4 To note a breakdown of the ethnicity, gender and salary banding makeup of the Council's apprentices and ethnicity and gender data for apprentice starts and achievements in the D2N2 region.

#### Reasons

3.1 To ensure that the Personnel Committee is aware of the current position of the strategic project.

#### Supporting information

#### 4.1 Apprenticeship Project current priorities

# 4.1.1 Covid19 impact on current apprenticeship programme delivery

All our training providers are continuing to deliver their apprenticeship programmes, initially moving their training delivery online. Tutorials and 1:1's are being held using various communication applications. With the recent Government announcement that students can return face to face education with the appropriate risk assessments in place and social distancing guidelines can be followed, some of our providers are starting to reintroduce classroom-based delivery. This will support with continuity of the programmes particularly where exams and assessment have been postponed or cancelled. Officers are holding regular account management meetings with key providers, which include apprentice progress reports. Frequently asked questions have been uploaded onto iDerby and communications have been sent to all our apprentices informing them of how to access any required information and support.

#### 4.1.2 **New Starts**

There has been an impact on the number of new start apprentices due to Covid19, we have only had two new starts since March, various managers are currently exploring the viability of advertising for a further seven new starts within different service areas. Under normal circumstances the stipulation has always been that newly recruited apprentices are always supervised and do not remote work due to the level of support required. As it is now becoming apparent that remote working will be in place for a large proportion of the workforce for the foreseeable future, officers are exploring the possibility of encouraging recruitment where appropriate.

There has also been an impact on the numbers of colleagues being put forward by their managers for apprenticeship programmes due to the current circumstances.

Communications have been sent out informing colleagues that we are still facilitating apprenticeship programmes.

#### 4.1.3 Management and Leadership Programme

The current numbers on programme are:

- 19 Team Lead/Supervisor Level 3
- 24 Operational/Departmental Manager Degree Level 5
- 16 Chartered Manager Degree Level 6
- 13 Senior Leader Masters Degree Level 7

18 apprentices have asked to have a break in learning due to the impact of COVID-19 and the University of Derby have been supportive of the requests. Some colleagues resumed their studies in September with some requiring a longer break. The Council are not paying the University during this break.

Despite the impact of COVID-19, the overall progression on these programmes is very positive; the first cohorts will be going through their end point assessments this month.

### 4.1.4 **Social Work Programme**

We have five colleagues on this programme within the Peoples Services Directorate, with two in Adults Services and three in Children's Services. They all started in January this year and early indications are that they are all progressing well. We are aiming for the next cohort to start January 2021.

#### 4.1.5 **Social Care Programmes**

Work is continuing to explore the development of the internal delivery of Social Care level 2 and 3 apprenticeship programmes. The aim is to design the programmes to support the Council to continue to develop our social care staff in line with current legislation.

#### 4.1.6 **25% Levy Transfer Update.**

Progress on the transfer of a proportion of the Council's unspent levy account has been made. The Council is now transferring funds to two local employers.

The newly appointed Principal Employment and Skills Manager, within the Economic Growth Service will be accountable for coordinating and implementing a strategic approach on the 25% Levy transfer moving forward.

We are exploring working with the D2N2 Growth Hub, Derby University and Derby College to support local SME's to access our levy transfer.

# 4.1.7 Nottingham City Council's Directory of Approved Apprenticeship Training Providers (DAAP).

The DAAP was set up to provide a cost-effective procurement solution for Local Authorities, Police and Fire Authorities and NHS Trusts to meet their Apprenticeship Levy procurement requirements. Nottingham City Council has recently reviewed the operating costs of the DAAP and the level of resource needed to provide an effective service to employers and training providers. They have concluded that it is not appropriate to continue to operate the DAAP moving forward.

The arrangement to utilise the DAAP ended on 30 September 2020.

This has given the Apprenticeship Team the opportunity to review our procurement processes working alongside the Council's Procurement and Legal Team's.

We are now utilising the YPO (Yorkshire Purchasing Organisation) as our main procurement method. This is a very flexible 'Light Touch Regime' framework which will enable us to continue to procure training services whilst remaining compliant with our procurement and financial procedures.

#### 4.1.8 Removal of Apprenticeship Framework Programmes

The government has confirmed that all apprenticeship frameworks will be withdrawn by 2020/21 academic year and will be replaced by standards.

The last date for new starts for all remaining live apprenticeship frameworks was 31 July 2020. All starts from 1 August 2020 will be on new, employer-designed standards.

As part of the transition to standards after 31 July 2020 there with will no longer be Business Administration Level 2 or Teaching Assistant Level 2 programmes. These standards will start at Level 3.

This will impact on the new start apprentice numbers for the Council as these are our traditional entry level apprenticeships. The Council currently has 14 Business Administration Level 2 apprentices and 11 Teaching Assistant apprentices who are either on Level 2, or who started on Level 2 and have progressed to Level 3.

Council officers are currently working to explore how the impact on the Council can be mitigated, potentially utilising other relevant apprenticeship programmes.

# 4.2 **Levy Payments**

4.2.1 As of 16 October 2020, the Council has transferred a total of £2,563,890 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account and has drawn down £899,426 for apprenticeship training programmes.

As of November 2019, the Council has experienced expiration of funds on a monthly basis, as of 27 August this amounts to £277,989.

The total drawn down including expired funds is £1,177,415.

This equates to 46% of our Levy fund.

Please refer to appendix 1 for a breakdown of payments.

- 4.3 Apprentice retention rates and gender, ethnicity and salary banding makeup.
- 4.3.1 Measuring leavers between 1 January 2020 and 25 August 2020, the Council's retention rate for new start apprentices once they have completed their initial programme is 75%. Apprentices coming to the end of their fixed term training contract are given support and advice, and are given priority, following staff who have been redeployed, for recruitment to any appropriate vacancies within Derby City Council.
- 4.3.2 There are varying reasons why the apprentices leave the Council, including securing external jobs in the City, going onto further education i.e. college or university courses and coming to the end of their contract.
- 4.3.3 Appendix 2 is a breakdown of the number of colleagues on programme by gender and ethnicity as of November 2019, March 31 2020 and August 2020.
- 4.3.4 If an apprentice is aged between 16 and 18, or they are 19 or older but in the first year of their apprenticeship, they attract the National Minimum Wage for an Apprentice. When an apprentice has completed one years' service of their apprenticeship, and they are above 19 years of age, then they are legally entitled to the National Minimum Wage for their age group, see appendix 3.

4.3.4 Appendix 4 shows the current data held on the Gov.uk website relating to ethnicity and gender for apprentice starts and achievements in the D2N2 region for the first three quarters of the 2019 to 2020 academic year (August 2019 to April 2020) as requested by the Chair of this Committee.

#### 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.

#### Financial and value for money issues

7.1 The Council continues to make contributions to the Levy on a monthly basis. Some of the funding is being used to pay for apprentice programmes every month. The Council has a rolling 24 months to use the funds and is now experiencing the expiration of funds on a monthly basis.

#### Legal implications

8.1 We are continually working with Legal and Procurement Services to ensure we are meeting our legal obligations with the Levy and procurement rules. The Government have put legislation in place; 'The Public Sector Apprenticeship Targets Regulations 2017'. Public sector bodies in scope of the target have to submit annual returns appropriately demonstrating that they have had regard to achieving the 2.3% target. The Government have not put any penalties in place for not meeting the target the onus is on having regard for it.

#### Other significant implications

9.1 None identified.

#### This report has been approved by the following people:

Role	Name	Date of sign-off
Legal	Karen Griffin, Commercial Lawyer	29 June 2020
Finance	Toni Nash, Head of Finance Organisation and	
	Governance	12 June 2020
Service Director(s)	Nicola Sykes, Director of HR and OD	
Report sponsor	Nicola Sykes, Director of HR and OD	
Other(s)	Liz Moore, Head of HR	05 June 2020
	Linda Spiby, Head of Procurement and Contracting	27 August 2020

Background papers:	None
List of appendices:	Appendix 1: Levy payments from April 2017 – August 2020.
	Appendix 2: Apprentice ethnicity, gender and salary band breakdown.
	Appendix 3: National Minimum Wage Rate Table.
	Appendix 4: Ethnicity and gender data for apprentice starts and
	achievements within the D2N2 region for the first three quarters of the
	2019 to 2020 academic year (August 2019 to April 2020)

Levy Payments Appendix 1

Amount Paid into Apprentice Service	Date Paid In	Date Payment Made to Training Providers	Training Provider	Number on Roll	Monthly Amount Drawn Down	Monthly Amount Drawn Down
Balance from April 17 to March 20						Balance from April 17 to March 20
2,236,360.55						751,983.39
55,243.35	24/04/2020	09/04/20	CIPFA Business Limited	3	1,031.47	
		09/04/20	Intelligencia Training Limited	1	1,173.33	
		09/04/20	MBKB Ltd	2	2,304.00	
		09/04/20	Ginger Nut Media Limited	5	2,716.88	
		09/04/20	Let Me Play Limited	2	331.43	
		09/04/20	University College of Estate Management	1	392.73	
		09/04/20	University of Derby	64	18,978.29	
		09/04/20	West Nottinghamshire College	2	519.30	
		09/04/20	Nottingham Trent University	6	2,133.33	
		09/04/20	DCG	27	4,869.01	
		09/04/20	Derby Adult Learning Service	26	3,234.17	
		09/04/20	Dart Limited	1	54.55	
		09/04/20	Babington Business College Limited	16	4,689.14	
		09/04/20	Kaplan Financial Limited	1	300.00	
		28/04/20	Expired Levy Funds		22,671.84	
				157	65,399.47	65,399.47
55,562.03	24/05/2020	20/05/20	CIPFA Business Limited	3	1,031.47	
		20/05/20	Intelligencia Training Limited	1	586.67	
		20/05/20	MBKB Ltd	2	768.00	
		20/05/20	Ginger Nut Media Limited	5	2,716.88	
		20/05/20	Let Me Play Limited	2	331.43	
		20/05/20	University College of Estate Management	1	785.45	
		20/05/20	University of Derby	64	10,901.14	

		20/05/20	West Nottinghamshire College	2	519.30	
		20/05/20	Nottingham Trent University	6	3,155.56	
		20/05/20	DCG	27	3,415.67	
		20/05/20	Derby Adult Learning Service	26	2,523.06	
		20/05/20	Dart Limited	1	54.55	
		20/05/20	Babington Business College Limited	16	4,943.82	
		20/05/20	Kaplan Financial Limited	1	300.00	
		28/05/20	Expired Levy Funds		35,684.18	
				157	67,717.18	67,717.18
54,303.80	24/06/2020	09/06/20	CIPFA Business Limited	3	1,031.47	
		09/06/20	Intelligencia Training Limited	1	586.67	
		09/06/20	MBKB Ltd	2	768.00	
		09/06/20	Ginger Nut Media Limited	5	2,716.88	
		09/06/20	Let Me Play Limited	2	331.43	
		09/06/20	University College of Estate Management	1	0.00	
		09/06/20	University of Derby	64	14,533.05	
		09/06/20	West Nottinghamshire College	2	519.30	
		09/06/20	Nottingham Trent University	6	3,155.56	
		09/06/20	DCG	27	4,576.78	
		09/06/20	Derby Adult Learning Service	24	2,298.06	
		09/06/20	Dart Limited	1	54.55	
		09/06/20	Babington Business College Limited	16	4,410.49	
		09/06/20	Kaplan Financial Limited	1	300.00	
		28/06/20	Expired Levy Funds		30,616.16	
				155	65,898.40	65,898.40
54,546.51	24/07/2020	09/07/20	CIPFA Business Limited	3	489.59	
		09/07/20	Intelligencia Training Limited	1	586.67	
		09/07/20	MBKB Ltd	2	768.00	
		09/07/20	Ginger Nut Media Limited	5	2,716.88	
		09/07/20	Let Me Play Limited	2	331.43	

		09/07/20	University College of Estate Management	1	392.73	
		09/07/20	University of Derby	63	13,829.05	
		09/07/20	West Nottinghamshire College	2	519.30	
		09/07/20	Nottingham Trent University	6	3,155.56	
		09/07/20	DCG	23	4,680.56	
		09/07/20	Derby Adult Learning Service	31	-35.27	
		09/07/20	Dart Limited	1	54.55	
		09/07/20	Babington Business College Limited	14	4,410.49	
		09/07/20	Kaplan Financial Limited	1	300.00	
		28/07/20	Expired Levy Funds		33,580.88	
				155	65,780.42	65,780.42
53,988.05	24/08/2020	13/08/20	CIPFA Business Limited	3	760.53	
		13/08/20	Intelligencia Training Limited	1	586.67	
		13/08/20	MBKB Ltd	2	768.00	
		13/08/20	Ginger Nut Media Limited	5	2,716.88	
		13/08/20	Let Me Play Limited	2	331.43	
		13/08/20	University College of Estate Management	1	392.73	
		13/08/20	University of Derby	63	9,409.05	
		13/08/20	West Nottinghamshire College	2	519.30	
		13/08/20	Nottingham Trent University	6	3,155.56	
		13/08/20	DCG	23	3,413.01	
		13/08/20	Derby Adult Learning Service	31	12,479.68	
		13/08/20	Dart Limited	1	54.55	
		13/08/20	Babington Business College Limited	14	8,610.49	
		13/08/20	Kaplan Financial Limited	1	300.00	
		28/08/20	Expired Levy Funds		22,186.95	
				155	65,684.83	65,684.83
53,885.81	24/09/2020	10/09/20	CIPFA Business Limited	4	760.53	
		10/09/20	Intelligencia Training Limited	1	586.67	
		10/09/20	MBKB Ltd	2	768.00	
		10/09/20	Ginger Nut Media Limited	5	2,716.88	
		10/09/20	Let Me Play Limited	2	331.43	

	10/09/20	University College of Estate Management	1	392.73	
	10/09/20	University of Derby	60	14,055.05	
	10/09/20	West Nottinghamshire College	2	519.30	
	10/09/20	Nottingham Trent University	6	3,155.56	
	10/09/20	DCG	22	3,178.82	
	10/09/20	Derby Adult Learning Service	31	4,754.47	
	10/09/20	Dart Limited	1	54.55	
	10/09/20	Babington Business College Limited	14	3,777.16	
	10/09/20	Kaplan Financial Limited	1	300.00	
	28/09/20	Expired Levy Funds		23,403.72	
			152	58,754.87	58,754.87
	09/10/20	CIPFA Business Limited	4	760.53	
	09/10/20	Intelligencia Training Limited	1	586.67	
	09/10/20	MBKB Ltd	2	768.00	
	09/10/20	Ginger Nut Media Limited	5	2,716.88	
	09/10/20	Let Me Play Limited	2	331.43	
	09/10/20	University College of Estate Management	1	392.73	
	09/10/20	University of Derby	60	12,856.05	
	09/10/20	West Nottinghamshire College	2	519.30	
	09/10/20	Nottingham Trent University	6	3,155.56	
	09/10/20	DCG	22	3,981.69	
	09/10/20	Derby Adult Learning Service	31	3,606.10	
	09/10/20	Dart Limited	1	54.55	
	09/10/20	Babington Business College Limited	14	6,167.83	
	09/10/20	Kaplan Financial Limited	1	300.00	
			152	36,197.32	36,197.32
			152	30,197.32	
2,563,890.10					1,177,415.88

Account Balance 16 October 2020 £1,379,852

# New Start Apprentices on Programme

November 2019

**Breakdown by Ethnicity** 

Dicardown by Ethinolty	
Ethnic Origin	Headcount
White - English/Welsh/Scottish/Northern Irish/British	11
Black/African/Caribbean/Black Britis - Any Other	1
Black/African/Caribbean/Black British - Caribbean	1
White - Other White	1
Asian/Asian British - Indian	1
Asian/Asian British - Pakistani	1
Grand Total	16

#### **Breakdown by Gender**

	Headcount		
Female	8		
Male	8		
Grand			
Total	16		

#### March 2020

**Breakdown by Ethnicity** 

Ethnic Origin	Headcount
Not Stated	2
Not known	2
Asian or Asian British	2
Indian	1
Pakistani	1
White	11
British	11
Grand Total	15

#### **Breakdown by Gender**

	Headcount
Female	9
Male	6
Grand	
Total	15

#### Salary banding

Salary bracket	Headcount
5000-10000	13
10000-15000	2
Grand Total	15

## August 2020

**Breakdown by Ethnicity** 

2. canacim by 2. minorly				
Ethnic Origin	Headcount			
Not Stated	2			
Not known	2			
Asian or Asian British	1			
Indian	1			
White	11			
British	11			
Grand Total	14			

#### Breakdown by Gender

	Headcount
Female	9
Male	5
Grand	
Total	14

# Salary banding

Salary bracket	Headcount	
5000-10000	12	
10000-15000	1	
15000-20000	1	

# **Existing Colleagues on Apprenticeship Programme**

### November 2019 Breakdown by Ethnicity

Ethnic Origin	Headcount
Asian/Asian British - Pakistani	4
White - English/Welsh/Scottish/Northern Irish/British	84
Prefer Not To Say	1
White - Other White	3
Asian/Asian British - Indian	8
Mixed/Multiple Ethnic Groups - White and Black	
Caribbean	2
Black/African/Caribbean/Black British - Caribbean	1
White - Irish	1
Unknown	2
Grand Total	106

#### **Breakdown of Gender**

	Headcount
Female	65
Male	41
<b>Grand Total</b>	106

#### March 2020

**Breakdown by Ethnicity** 

Ethnic Origin	Headcount
Asian or Asian British	17
Indian	10
Pakistani	7
Black or Black British	2
Caribbean	2
Dual Heritage	1
White and Black	
Caribbean	1
Not Stated	2
Prefer Not To Say	1
Not known	1
White	104
British	99
Other White	5
Grand Total	126

Breakdown by Gender		
Headcount		
Female	82	
Male 44		
Grand Total 126		

# August 2020

# **Breakdown of Ethnicity**

Ethnic Origin	Headcount
Asian or Asian British	17
Indian	10
Pakistani	7
Black or Black British	2
Caribbean	2
Dual Heritage	2
Other Dual Heritage Background	1
White and Black Caribbean	1
Not Stated	3
Prefer Not To Say	1
Not known	2
Other Ethnic Groups	2
Any Other Black Background	1
Any Other Ethnic Group	1
White	103
British	98
Irish	1
Other White	4
Grand Total	129

## Breakdown by Gender

	Headcount
Female	85
Male	44
<b>Grand Total</b>	129

Minimum Wage Rates	Hourly Rate from April 2020	Annual Salary - FTE
Apprentice Rate 1st Year/under 19	£4.15	£8,006.56
Apprentice Nate 1 Teanunder 19	24.13	20,000.30
19 to 20	£6.45	£12,443.93
		, , , , , , , , , , , , , , , , , , , ,
21 to 24	£8.20	£15,820.19
25 & Over	£8.72	£16,823.42

# Ethnicity and gender data obtained from Gov.uk website.

## Gender

Gender	Area	1920_Q3_Starts	1920_Q3_Achievements
Female	Amber Valley	320	160
Male	Amber Valley	370	160
Female	Ashfield	410	170
Male	Ashfield	340	170
Female	Bassetlaw	350	110
Male	Bassetlaw	360	90
Female	Bolsover	280	100
Male	Bolsover	220	100
Female	Broxtowe	260	110
Male	Broxtowe	290	110
Female	Chesterfield	270	100
Male	Chesterfield	330	110
Female	Derby	710	270
Male	Derby	700	300
Female	Derbyshire Dales	140	60
Male	Derbyshire Dales	170	70
Female	Erewash	320	150
Male	Erewash	330	140
Female	Gedling	290	130
Male	Gedling	280	110
Female	High Peak	220	90
Male	High Peak	240	90
Female	Mansfield	330	130
Male	Mansfield	290	100
Female	Newark and Sherwood	380	130
Male	Newark and Sherwood	330	90
Female	North East Derbyshire	270	100
Male	North East Derbyshire	300	120
Female	Nottingham	750	280
Male	Nottingham	630	200
Female	Rushcliffe	260	90
Male	Rushcliffe	230	90
Female	South Derbyshire	280	140
Male	South Derbyshire	310	160

# **Ethnicity Groups**

Ethnicity Group	Area	1920_Q3_Starts	1920_Q3_Achievements
Mixed/ Multiple Ethnic Group	Amber Valley	19 <b>20_Q3_Starts</b>	1320_Q3_Acmevements
Not App/Known	Amber Valley	20	10
White	Amber Valley	660	310
VVIIIG	7 timber valley	000	010
Asian/ Asian British	Ashfield	_	10
Mixed/ Multiple Ethnic Group	Ashfield	10	-
Not App/Known	Ashfield	20	_
White	Ashfield	720	320
- VVIIICO	7 termera		020
Asian/ Asian British	Bassetlaw	10	-
Mixed/ Multiple Ethnic Group	Bassetlaw	10	1
Not App/Known	Bassetlaw	10	-
White	Bassetlaw	680	200
	246564441		
Not App/Known	Bolsover	20	-
White	Bolsover	480	200
Asian/ Asian British	Broxtowe	20	10
Mixed/ Multiple Ethnic Group	Broxtowe	20	-
Not App/Known	Broxtowe	10	-
White	Broxtowe	490	200
Mixed/ Multiple Ethnic Group	Chesterfield	20	-
Not App/Known	Chesterfield	10	-
White	Chesterfield	560	210
Asian/ Asian British	Derby	150	40
Black/African/Caribbean/Black			
British	Derby	50	10
Mixed/ Multiple Ethnic Group	Derby	50	20
Not App/Known	Derby	40	10
White	Derby	1,110	480
Other Ethnic Group	Derby	10	-
Not App/Known	Derbyshire Dales	10	-
White	Derbyshire Dales	300	130
Asian/ Asian British	Erewash	10	-
Mixed/ Multiple Ethnic Group	Erewash	10	10
Not App/Known	Erewash	10	10
White	Erewash	620	270
Asian/Asian British	O - III -	00	40
Asian/ Asian British	Gedling	20	10
Mixed/ Multiple Ethnic Group	Gedling	10	10
Not App/Known	Gedling	10	-
White	Gedling	530	210
NA/L:+-	Lligh Do-Ir	450	400
White	High Peak	450	180
Asian/ Asian British	Mansfield	10	
		10	- 40
Mixed/ Multiple Ethnic Group	Mansfield  Mansfield	10	10
Not App/Known White	Mansfield		-
		590	220
Mixed/ Multiple Ethnic Group	Newark and Sherwood	10	-

Not App/Known	Newark and Sherwood	10	-
White	Newark and Sherwood	680	210
Mixed/ Multiple Ethnic Group	North East Derbyshire	10	<u> </u>
Not App/Known	North East Derbyshire	10	-
White	North East Derbyshire	550	210
Asian/ Asian British	Nottingham	110	40
Black/African/Caribbean/Black British	Nottingham	70	20
Mixed/ Multiple Ethnic Group	Nottingham	120	40
Not App/Known	Nottingham	60	10
White	Nottingham	1,010	370
Other Ethnic Group	Nottingham	20	10
Asian/ Asian British	Rushcliffe	10	-
Mixed/ Multiple Ethnic Group	Rushcliffe	10	-
Not App/Known	Rushcliffe	10	-
White	Rushcliffe	450	170
Asian/ Asian British	South Derbyshire	10	10
Mixed/ Multiple Ethnic Group	South Derbyshire	20	-
Not App/Known	South Derbyshire	10	10
White	South Derbyshire	550	280