

PERSONNEL COMMITTEE 14 April 2022

Report sponsor: Angela Seal, Head of Organisational Development. Report author: Tania Hay, Apprenticeship Manager

The Apprenticeship Programme Update

Purpose

- 1.1 To provide an update on the Apprenticeship Team's current priorities.
- 1.2 To provide information on challenges the Apprenticeship Team are facing in relation to funding and the impact on the Council's ability to spend the Levy Fund.
- 1.3 To provide an update on the Council's Levy payments and drawdown to 31 March 2022.

Recommendations

- 2.1 To note the update on the Apprenticeship Team's current priorities.
- 2.2 To note the challenges the Apprenticeship Team are facing in relation to funding and the impact on the Council's ability to spend the Levy Fund.
- 2.3 To note the Levy payments made to date, the drawdown for training programmes that we have instigated and expired funds as of 31 March 2022.

Reasons

3.1 To ensure that the Personnel Committee is aware of the current position of the Apprenticeship Team priorities and the Apprenticeship Programme.

Supporting information

4.1 Apprenticeship Team Current Priorities

4.1.1 **Develop Apprenticeship Routes and Training Packages**

The Apprenticeship Team are currently developing apprenticeship training packages including career progression suggestions, to support current recruitment and retention issues and succession planning. The desired outcomes would be to have career pathways in place with colleague development support whilst reducing in service spend on other training.

4.1.2 **Raising the Profile of Council Apprenticeships**

The Apprenticeship Team are exploring opportunities to externally promote Council apprenticeships, to build a pool of potential apprentices. During apprenticeship week in February, we attended University of Derby and Derby College events, both were very successful and generated high levels of expressions of interest. We are actively seeking further opportunities including utilising our current network involvement, for example the East Midlands Apprenticeship Ambassador Network and the D2N2 Public Sector Compact Group.

The Team are looking at ways to increase our involvement with schools to promote apprenticeships as a viable option to university; the learn while you learn route.

4.1.3 Level 2 Business Administrator Trailblazer Group.

I would like to thank the Committee for writing to our three local MPs to ask them to lobby the Institute for Apprenticeship and Technical Education in support of the development of the Level 2 Administrator Apprenticeship. The letters were sent at the beginning of March; I understand we have not received any feedback from our MPs to date.

I have also been reaching out to our partners in private businesses to ask for their support and engagement in the 'Trailblazer' group.

There is a group meeting scheduled on 2 May, therefore I am aiming to give the Committee an update at the next meeting.

4.1.4 Leadership and Management Programme

The next intake for the University of Derby Leadership and Management Programme will be in May this year, we have sent out communications to collate expressions of interest.

4.2 **Challenges for the Apprenticeship Team**

4.2.1 At the last Committee meeting one of the actions was to report on the challenges being faced by the Apprenticeship Team in relation to funding and the impact this is having on the Council's ability to spend the Levy Fund.

There are three aspects to this:

- The funding of the Apprenticeship Team To enable the Council to spend more of our levy, the LGA peer review recommended that the Council adopt an apprenticeship first approach when recruiting, retaining, and developing colleagues. The apprenticeship first approach is currently being considered and part of this consideration the resources needed to successfully deliver this are being reviewed.
- 2. Apprentice recruitment and salary As the Committee will be aware there is currently a 'Resource Panel' in place where all vacancies must be authorised before they can be recruited to. We are aware that a small number of apprenticeship vacancies have been declined along with several other Council vacancies. The Council continues to pay the 'Apprenticeship Salary', which is below the salary offered in other councils local to us and makes us less desirable as an employer impacting on our ability to attract candidates.
- 3. **Workforce development** The apprenticeship team continue to actively work with services to explore all possible opportunities to enable the existing workforce to access relevant apprenticeships. We recognise however as reflected in the national picture the 20% 'Off the Job' element of the apprenticeship can be seen as a barrier to accommodating apprenticeships within already very busy teams.

4.3 Levy Payments

4.3.1 As of 31 March 2022, the Council has transferred a total of £3,487,149 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account since the start of the Levy in April 2017.

To date the Council has drawn down £1,663,825 for internal apprenticeship training programmes and transferred £45,382 of our Levy Fund to outside organisations.

Between April 2021 and March 2022, £86,454 of the Councils Levy Fund has expired. But as referenced in appendix 1, in the last seven months the Council has only experienced the expiration of funds once.

The total amount of Levy drawn down between May 2017 to March 2022 is $\pounds 2,244,788$.

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 monthly. 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 monthly

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 must 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	NA				
Finance	NA				
Service Director(s)					
Report sponsor	Angela Seal, Head of OD	28 March 2022			
Other(s)	Liz Moore 01 April 2022				
Background papers:	None				
List of appendices:	Appendix 1: Levy payments from April 2017 – March 2022.				

Levy Payments

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 21						Balance from April 17 to March 21
2,864,723.43						1,533,645.01
57,215.48	23/04/2021	13/04/21	Transfer sent to HHMusic LLP	2	4,493.62	
		13/04/21	CIPFA Business Limited	4	1,169.26	
		13/04/21	Intelligencia Training Limited	1	586.67	
		13/04/21	Corndel Limited	1	750.00	
		13/04/21	Ginger Nut Media Limited	6	1,799.39	
		13/04/21	Let Me Play Limited	2	771.43	
		13/04/21	University College of Estate Management	1	392.73	
		13/04/21	University of Derby	74	10,929.38	
		13/04/21	Sheffield Hallam University	2	2,468.57	
		13/04/21	Nottingham Trent University	9	4,995.56	
		13/04/21	Cilex Law School Limited	1	240.00	
		13/04/21	DCG	15	3,858.63	
		13/04/21	Derby Adult Learning Service	33	5,368.89	
		13/04/21	Babington Business College Limited	8	3,919.28	
		13/04/21	Kaplan Financial Limited	1	3,600.00	
		28/04/21	Expired Levy Funds		16,428.11	
				160	61,771.52	61,771.52
56,763.71	23/05/21	12/05/21	Transfer sent to HHMusic LLP	2	748.94	
		12/05/21	CIPFA Business Limited	3	1,169.26	
		12/05/21	Intelligencia Training Limited	1	586.67	
		12/05/21	Corndel Limited	1	750.00	
		12/05/21	Ginger Nut Media Limited	6	1,799.39	

		12/05/21	University College of Estate Management	1	392.73	
		12/05/21	University of Derby	69	19,219.38	
		12/05/21	Sheffield Hallam University	2	822.86	
		12/05/21	Nottingham Trent University	9	4,995.56	
		12/05/21	Cilex Law School Limited	1	240.00	
		12/05/21	DCG	13	2,699.91	
		12/05/21	Derby Adult Learning Service	34	4,109.63	
		12/05/21	Babington Business College Limited	13	1,846.67	
		28/05/21	Expired Levy Funds		22,029.04	
				153	61,410.04	61,410.04
55,854.72	23/06/21	09/06/21	Transfer sent to HHMusic LLP	3	748.94	
		09/06/21	CIPFA Business Limited	3	1,169.26	
		09/06/21	Intelligencia Training Limited	1	586.67	
		09/06/21	Corndel Limited	1	750.00	
		09/06/21	Ginger Nut Media Limited	6	979.12	
		09/06/21	Best Practice Network Limited	1	1,493.33	
		09/06/21	University College of Estate Management	1	392.73	
		09/06/21	University of Derby	65	11,471.38	
		09/06/21	Sheffield Hallam University	2	822.86	
		09/06/21	Nottingham Trent University	9	4,995.56	
		09/06/21	Cilex Law School Limited	1	240.00	
		09/06/21	DCG	12	2,109.27	
		09/06/21	Derby Adult Learning Service	38	5,337.24	
		09/06/21	Babington Business College Limited	12	6,501.95	
		28/06/21	Expired Levy Funds		22,954.70	
				152	60,553.01	60,553.01
56,906.43	23/07/2021	08/07/21	Transfer sent to HHMusic LLP	3	748.94	
		08/07/21	CIPFA Business Limited	3	1,169.26	
		08/07/21	Intelligencia Training Limited	1	586.67	
		08/07/21	Corndel Limited	1	750.00	
		08/07/21	Ginger Nut Media Limited	10	2,550.55	
		08/07/21	Let Me Play Limited	2	218.18	

		08/07/21	Best Practice Network Limited	1	373.33	
		08/07/21	University College of Estate Management	1	392.73	
		08/07/21	University of Derby	63	29,413.08	
		08/07/21	West Nottinghamshire College	1	1,200.00	
		08/07/21	Sheffield Hallam University	2	822.86	
		08/07/21	Nottingham Trent University	9	4,995.56	
		08/07/21	Cilex Law School Limited	1	240.00	
		08/07/21	DCG	10	2,109.27	
		08/07/21	Derby Adult Learning Service	39	4,883.91	
		08/07/21	Babington Business College Limited	11	7,328.23	
			Expired Levy Funds		3,165.12	
				155	60,947.69	60,947.69
56,876.33	23/08/2021	10/08/21	Transfer sent to HHMusic LLP	3	748.94	
		10/08/21	CIPFA Business Limited	3	1,169.26	
		10/08/21	Intelligencia Training Limited	1	586.67	
		10/08/21	Corndel Limited	1	750.00	
		10/08/21	Ginger Nut Media Limited	9	6,404.45	
		10/08/21	Let Me Play Limited	1	218.18	
		10/08/21	Best Practice Network Limited	1	373.33	
		10/08/21	University College of Estate Management	1	392.73	
		10/08/21	University of Derby	52	14,638.76	
		10/08/21	Sheffield Hallam University	2	822.86	
		10/08/21	Nottingham Trent University	9	4,995.56	
		10/08/21	Cilex Law School Limited	1	240.00	
		10/08/21	DCG	11	1,709.27	
		10/08/21	Derby Adult Learning Service	39	4,488.10	
		10/08/21	Coventry University	1	5,400.00	
		10/08/21	Babington Business College Limited	10	3,327.28	
		28/08/21	Expired Levy Funds		13,997.70	
				142	60,263.09	60,263.09
56,678.52	23/09/2021	09/09/21	Transfer sent to HHMusic LLP	3	1,082.27	
		09/09/21	CIPFA Business Limited	3	1,169.26	

		09/09/21	Intelligencia Training Limited	1	586.67	
		09/09/21	Corndel Limited	2	750.00	
		09/09/21	MBKB Limited	2	1,530.00	
		09/09/21	Ginger Nut Media Limited	9	3,404.45	
		09/09/21	Let Me Play Limited	1	218.18	
		09/09/21	Best Practice Network Limited	1	373.33	
		09/09/21	University College of Estate Management	1	392.73	
		09/09/21	University of Derby	52	8,722.60	
		09/09/21	Sheffield Hallam University	2	822.86	
		09/09/21	Nottingham Trent University	9	4,995.56	
		09/09/21	Cilex Law School Limited	1	240.00	
		09/09/21	DCG	11	1,920.38	
		09/09/21	Derby Adult Learning Service	39	4,403.39	
		09/09/21	Damar Limited	1	266.67	
		09/09/21	Babington Business College Limited	10	2,593.95	
		10/09/21	Transfer sent to Clova House Limited	3	933.33	
		17/09/21	Transfer sent to 7Jay Homecare Limited	1	5,760.00	
		17/09/21	University of Derby		45,715.80	
		17/09/21	DCG		422.22	
		28/09/21	Expired Levy Funds		0.00	
				145	86,303.65	86,303.65
56,321.27	23/10/2021					
		11/10/21	Transfer sent to HHMusic LLP	3	1,082.27	
		11/10/21	Transfer sent to Derby Homes Ltd	3	662.86	
		11/10/21	CIPFA Business Limited	3	1,169.26	
		11/10/21	Corndel Limited	2	1,500.00	
		11/10/21	MBKB Limited	2	1,350.00	
		11/10/21	Ginger Nut Media Limited	9	3,404.45	
		11/10/21	Let Me Play Limited	1	218.18	
		11/10/21	Co-Investment Let Me Play Limited	1	285.71	
		11/10/21	Best Practice Network Limited	1	373.33	
		11/10/21	University College of Estate Management	1	392.73	

		11/10/21	University of Derby	52	10,261.17	
		11/10/21	Sheffield Hallam University	2	822.86	
		11/10/21	Nottingham Trent University	9	4,995.56	
		11/10/21	Cilex Law School Limited	1	240.00	
		11/10/21	DCG	11	4,109.57	
		11/10/21	Derby Adult Learning Service	41	4,784.34	
		11/10/21	Damar Limited	1	266.67	
		11/10/21	Coventry University	1	1,200.00	
		11/10/21	Capita PLC	1	694.84	
		11/10/21	Babington Business College Limited	10	4,847.28	
		25/10/21	University of Derby		7,402.69	
		25/10/21	DCG		500.00	
		25/10/21	Capita PLC		347.42	
		28/10/21	Expired Levy Funds		0.00	
				149	50,911.19	50,911.19
56,403.71	23/11/2021	10/11/21	Transfer sent to Clova House Ltd	3	933.33	
		10/11/21	Transfer sent to HHMusic LLP	3	1,082.27	
		10/11/21	Transfer sent to Derby Homes Ltd	11	3,193.02	
		10/11/21	CIPFA Business Limited	3	1,169.26	
		10/11/21	Corndel Limited	2	1,500.00	
		10/11/21	Ginger Nut Media Limited	10	3,404.45	
		10/11/21	Let Me Play Limited	1	218.18	
		10/11/21	Co-Investment Let Me Play Limited	1	285.71	
		10/11/21	Best Practice Network Limited	1	373.33	
		10/11/21	University College of Estate Management	1	392.73	
		10/11/21	University of Derby	59	8,795.26	
		10/11/21	Sheffield Hallam University	2	822.86	
		10/11/21	Nottingham Trent University	9	4,395.56	
		10/11/21	Cilex Law School Limited	1	240.00	
		10/11/21	DCG	15	419.48	
		10/11/21	Derby Adult Learning Service	41	6,125.76	
		10/11/21	Damar Limited	1	266.67	

		10/11/21	Coventry University	1	600.00	
		10/11/21	Futures Advice, Skills and Employment Ltd	1	610.47	
		10/11/21	Babington Business College Limited	9	4,070.62	
		28/11/21	Expired Levy Funds		0.00	
				158	38,898.96	38,898.96
55,773.48	23/12/2021	09/12/21	Transfer sent to Clova House Ltd	3	933.00	
		08/12/21	Transfer sent to HHMusic LLP	4	2,182.27	
		08/12/21	Transfer sent to Derby Homes Ltd	11	3,237.46	
		08/12/21	CIPFA Business Limited	3	1,169.26	
		08/12/21	Corndel Limited	2	1,500.00	
		08/12/21	Ginger Nut Media Limited	10	3,597.78	
		08/12/21	Let Me Play Limited	1	218.18	
		08/12/21	Co-Investment Let Me Play Limited	1	285.71	
		08/12/21	Best Practice Network Limited	1	373.33	
		08/12/21	University College of Estate Management	1	392.73	
		08/12/21	University of Derby	59	12,195.42	
		08/12/21	Sheffield Hallam University	2	822.86	
		08/12/21	Nottingham Trent University	9	4,395.56	
		08/12/21	Cilex Law School Limited	1	240.00	
		08/12/21	DCG	15	4,315.32	
		08/12/21	Derby Adult Learning Service	41	6,436.98	
		08/12/21	Damar Limited	1	266.67	
		08/12/21	Coventry University	1	600.00	
		08/12/21	Futures Advice, Skills and Employment Ltd	1	305.24	
		08/12/21	Capita PLC	1	347.42	
		08/12/21	Babington Business College Limited	9	3,020.62	
		28/12/21	Expired Levy Funds		7,879.82	
				159	54,715.63	54,715.63
57,354.30	23/01/2022	13/01/22	Transfer sent to Clova House Ltd	3	0.00	2,069,419.79
		12/01/22	Transfer sent to HHMusic LLP	4	1,448.94	
		12/01/22	Transfer sent to Derby Homes Ltd	11	3,237.46	

		12/01/22	CIPFA Business Limited	3	1,169.26	
		12/01/22	Corndel Limited	2	1,500.00	
		12/01/22	Ginger Nut Media Limited	10	3,597.78	
		12/01/22	Let Me Play Limited	2	218.18	
		12/01/22	Co-Investment Let Me Play Limited	1	285.71	
		12/01/22	Best Practice Network Limited	1	373.33	
		12/01/22	University College of Estate Management	1	392.73	
		12/01/22	University of Derby	58	31,975.95	
		12/01/22	Sheffield Hallam University	2	822.86	
		12/01/22	Nottingham Trent University	11	4,395.56	
		12/01/22	Cilex Law School Limited	1	240.00	
		12/01/22	DCG	21	2,639.13	
		12/01/22	Derby Adult Learning Service	48	5,244.60	
		12/01/22	Damar Limited	1	266.67	
		12/01/22	Coventry University	1	600.00	
		12/01/22	Futures Advice, Skills and Employment Ltd	1	305.24	
		12/01/22	Capita PLC	1	347.42	
		12/01/22	Babington Business College Limited	8	3,020.62	
		28/01/22	Expired Levy Funds		0.00	
				191	62,081.44	62,081.44
56,277.94	23/02/2022	10/02/22	Transfer sent to Clova House Ltd	3	622.22	2,131,501.23
		10/02/22	Transfer sent to Bam Boom Cloud Ltd	1	492.31	
		10/02/22	Transfer sent to HHMusic LLP	4	1,448.94	
		10/02/22	Transfer sent to Derby Homes Ltd	11	3,237.46	
		10/02/22	CIPFA Business Limited	3	1,169.26	
		10/02/22	Corndel Limited	2	1,500.00	
		10/02/22	Ginger Nut Media Limited	10	1,690.04	
		10/02/22	EMA Training Ltd	1	550.00	
		10/02/22	Let Me Play Limited	2	218.18	
		10/02/22	Co-Investment Let Me Play Limited	1	285.71	
		10/02/22	Remit Group Ltd	1	373.33	

		10/02/22	Best Practice Network Limited	1	373.33	
		10/02/22	University College of Estate Management	1	392.73	
		10/02/22	University of Derby	58	14,554.52	
		10/02/22	Cranfield University	1	3,041.91	
		10/02/22	Sheffield Hallam University	2	822.86	
		10/02/22	Nottingham Trent University	11	2,555.56	
		10/02/22	Cilex Law School Limited	1	240.00	
		10/02/22	DCG	22	11,228.32	
		10/02/22	Derby Adult Learning Service	48	4,343.85	
		10/02/22	De Montfort University	1	685.71	
		10/02/22	Damar Limited	1	266.67	
		10/02/22	Coventry University	1	600.00	
		10/02/22	Futures Advice, Skills and Employment Ltd	1	305.24	
		10/02/22	Capita PLC	1	347.42	
		10/02/22	Babington Business College Limited	8	4,570.62	
		28/02/22	Expired Levy Funds		0.00	
				197	55,916.19	55,916.19
56,242,81	23/03/2022	10/03/22	Transfer sent to Clova House Ltd	3	0.00	2,187,417.42
		09/03/22	Transfer sent to Bam Boom Cloud Ltd	1	492.31	
		09/03/22	Transfer sent to HHMusic LLP	4	1,448.94	
		09/03/22	Transfer sent to 7Jay Homecare Limited	1	1,440.00	
		09/03/22	Transfer sent to Derby Homes Ltd	11	3,237.46	
		09/03/22	CIPFA Business Limited	3	758.97	
		09/03/22	Corndel Limited	2	750.00	
		09/03/22	Ginger Nut Media Limited	9	5,711.76	
		09/03/22	EMA Training Ltd	1	550.00	
		09/03/22	Let Me Play Limited	2	475.33	
		09/03/22	Co-Investment Let Me Play Limited	1	285.71	
		09/03/22	Remit Group Ltd	1	373.33	
		09/03/22	Best Practice Network Limited	1	373.33	
		09/03/22	University College of Estate Management	1	392.73	

3,487,149.32					2,244,788.79
			198	57,371.37	57,371.37
	28/03/22	Expired Levy Funds		0.00	
	09/03/22	Babington Business College Limited	8	2,553.95	
	09/03/22	Capita PLC	1	347.42	
	09/03/22	Futures Advice, Skills and Employment Ltd	1	305.24	
	09/03/22	Coventry University	1	600.00	
	09/03/22	Damar Limited	1	266.67	
	09/03/22	Derby Adult Learning Service	47	5,527.62	
	09/03/22	DCG	25	4,724.84	
	09/03/22	Cilex Law School Limited	1	240.00	
	09/03/22	Nottingham Trent University	11	7,462.22	
	09/03/22	Sheffield Hallam University	2	822.86	
	09/03/22	Birmingham City University	1	380.28	
	09/03/22	Cranfield University	1	608.38	
	09/03/22	University of Derby	57	17,242.02	

Account Balance 31 March 2022 - £1,352,004