

Report sponsor:  
Angela Seal, Head of Organisational Development.

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 14 December 2020.
- 1.3 To provide the Committee with a comparison of expired Levy funds between Derby City Council and other Local Authorities.
- 1.4 To inform the Committee of the disbanding of the Apprenticeship Board and the creation of the new Employment and Skills Board.

### **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 14 December 2020.
- 2.3 To note the comparison of expired Levy funds between Derby City Council and other Local Authorities.
- 2.4 To note the disbanding of the Apprenticeship Board and the creation of the new Employment and Skills Board.

### **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**

Due to the ongoing situation with the pandemic most of our training providers are continuing to deliver their apprenticeship programmes online. Face to face sessions are only taking place where absolutely necessary with the appropriate risk assessments in place and following the current social distancing guidelines.

Council officers are continuing to hold regular account management meetings with key providers and are supporting apprentices as required.

#### **4.1.2 New Starts**

There continues to be a downturn in number of new start apprentices for varying reasons, including the impact of Covid19 on workload and working arrangements.

But there are some green shoots; currently the Apprenticeship Team is processing three new start apprenticeship opportunities for Business Admin level 3.

There is also encouraging signs for our workforce development programmes with several service areas wanting to enrol colleagues onto programmes starting in the new year including:

- Social Worker Degree.
- Executive Leader MBA.
- Accountancy Level 4.
- Horticultural Operatives Level 2.
- HR Support level 3.

#### **4.1.3 Management and Leadership Programme**

We are very proud to say that two of our managers have successfully completed their Chartered Manager Degree's, achieving distinctions for their apprenticeship programmes, this is testament to their hard work especially in this very difficult climate.

In September we had several new starters on the leadership programmes with the University of Derby:

1 Operational/Departmental Manager Degree Level 5

7 Chartered Manager Degree Level 6

4 Senior Leader Master's Degree Level 7

This takes the number of colleagues currently studying across all levels of the management and leadership programmes to 70.

Despite the impact of COVID-19 and the Break in Learning that some colleagues have taken, the overall progression on these programmes is very positive.

#### 4.1.4 **Removal of Level 2 Standards**

Following the removal of the Business Administration Level 2 or Teaching Assistant Level 2 programmes on 31 July 2020 Council officers have been exploring options to mitigate the impact on our new start apprenticeships. Including utilising other level 2 and 3 programmes where appropriate, such as Customer Service Practitioner, Public Service Operational Delivery Officer.

In the new year Council officers will be participating in a trailblazer group working in partnership with the LGA and other public sector bodies with the aim of developing a level 2 apprenticeship, with the intention of it being a wide-reaching entry level programme that can be used across the sectors in varying administrative positions. Once the programme has been scoped out the proposal will be put forward to the Institute for Apprenticeships for their ratification.

#### 4.2 **Levy Payments**

- 4.2.1 As of 14 December 2020, the Council has transferred a total of £2,681,095 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account and has drawn down £953,552 for apprenticeship training programmes.

The Council is now experiencing the expiration of funds on a monthly basis, as of 14 December this amounts to £340,200 in total.

The total Levy drawn down including expired funds is £1,293,752.

This equates to 48% of our Levy fund.

Please refer to appendix 1 for a breakdown of payments.

#### 4.3 **Comparison of Expired Funds.**

- 4.3.1 The Committee asked for a comparison of expired levy funds between Derby City Council and other Local Authorities. The Education Skills Funding Agency does not report on expired funds and does not hold direct comparison data.

But earlier in the year the LGA carried out an Apprenticeships Survey of the sector nationally and part of the survey focused on Lend spend, expiry of funds and Levy Transfers.

- 4.3.2 150 Large Councils (Upper and Single Tier) were surveyed, 96 LAs responded (64% response rate). The results were released in June 2020.

Response rates from each region are:

- East – 82%
- East Midlands – 67%
- London – 70%
- North East – 50%
- North West – 52%
- South East – 58%
- South West – 57%
- West Midlands – 43%
- Yorkshire & the Humber – 100%

- 4.3.3 Please see Appendix 2 for the extract of the Apprenticeship Survey that refers to the Levy spend and expired funds, for the higher-level national comparison data.
- 4.3.4 The slides also refer to the use of Levy transfer across the sector.

Currently the Council is transferring funds to two local employers, funding three apprenticeships.

Council officers are actively working with partners to raise awareness of our transfer opportunities to further utilise our transfer allowance.

#### 4.4 **Apprenticeship Board**

- 4.4.1 At the 2 November Apprenticeship Board meeting it was agreed by all members, that the Board in its current form is no longer necessary and a new Employment & Skills Cabinet Member Board be created to replace it. The consensus was that this would allow for more joined up working with other service areas and promote cross-departmental working.

The proposed Board members are Cllr Williams – Chair, Service Director for Learning, Inclusion and Skills, Head of Adult Learning Service, Head of Economic Growth and Head of Organisational Development.

The initial suggestion is that meetings are quarterly with a view that urgent meetings could be stood up as necessary.

It was felt that the Economic Growth Service should lead on the external Apprenticeship Levy approach to enable them to build on the relationships they already have with businesses/employers and SMEs in the city.

The Apprenticeship Project Manager would continue to lead on the internal new start and workforce development apprenticeship programme and would report to the Board periodically.

- 4.4.2 Now that the Apprenticeship Board has been stood down it is proposed that the actions from the Personnel Committee held on the 16 November be carried forward as actions for the new Employment and Skills Board when it has been convened.

Actions to carry forward:

- To refer to the Apprenticeship Board to investigate whether apprentices at the Council should be paid the 'living wage' as defined by the Living Wage Foundation.
- To refer to the Apprenticeship Board to investigate how local schools could be assisted in helping young people to secure apprenticeships.
- To refer to the Apprenticeship Board to investigate how the Council could help to increase the number of first-start apprenticeships in Derby.

### **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	22/12/2020
Finance	Toni Nash, Head of Finance Organisation and Governance	22/12/2020
Service Director(s)		
Report sponsor	Angela Seal, Head of OD	15/12/2020
Other(s)	Liz Moore, Head of HR	22/12/2020

  

Background papers:	None
List of appendices:	Appendix 1: Levy payments from April 2017 – December 2020. Appendix 2: Extract from the LGA Apprenticeship Survey National Results.

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	
		<b>28/04/20</b>	<b>Expired Levy Funds</b>		<b>22,671.84</b>	
				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	
		<b>28/05/20</b>	<b>Expired Levy Funds</b>		<b>35,684.18</b>	
				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	
		<b>28/06/20</b>	<b>Expired Levy Funds</b>		<b>30,616.16</b>	
				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	
		<b>28/07/20</b>	<b>Expired Levy Funds</b>		<b>33,580.88</b>	
				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	
		<b>28/08/20</b>	<b>Expired Levy Funds</b>		<b>22,186.95</b>	
				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	
		22/09/20	University of Derby		-2,100.00	
		22/09/20	DCG		-41.79	
		22/09/20	Derby Adult Learning Service		8,834.46	
		<b>28/09/20</b>	<b>Expired Levy Funds</b>		<b>23,403.72</b>	
				152	65,447.54	65,447.54
61,272.56	24/10/2020	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	

		30/10/20	University of Derby		-3,449.00	
		30/10/20	Derby Adult Learning Service		1,487.90	
		30/10/20	Babington Business College Limited		1,140.00	
		<b>28/10/20</b>	<b>Expired Levy Funds</b>		<b>27,295.35</b>	
				152	62,671.57	62,671.57
55,933.28	25/11/2020	13/11/20	CIPFA Business Limited	4	1,577.98	
		13/11/20	MBKB Ltd	2	768.00	
		13/11/20	Ginger Nut Media Limited	5	2,116.88	
		13/11/20	Let Me Play Limited	2	331.43	
		13/11/20	University College of Estate Management	1	392.73	
		13/11/20	University of Derby	72	9,927.05	
		13/11/20	West Nottinghamshire College	1	519.30	
		13/11/20	Nottingham Trent University	6	3,155.56	
		13/11/20	DCG	22	2,553.12	
		13/11/20	Derby Adult Learning Service	27	5,337.90	
		13/11/20	Dart Limited	1	54.55	
		13/11/20	Babington Business College Limited	12	3,220.23	
		13/11/20	Kaplan Financial Limited	1	300.00	
			<b>Expired Levy Funds</b>		34,918.30	
				156	65,173.03	65,173.03
<b>£2,681,095.94</b>						<b>£1275,755.83</b>

**Account Balance 14 December 2020 £1,409,367**

## Appendix 2

Extract from the LGA Apprenticeships Survey National Results for ESFA - Lend spend, expiry of funds and Levy Transfers



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prenticeships%20Surv