



PERSONNEL COMMITTEE
15 September 2022

ITEM 08

Report sponsor:
Simon Riley, Strategic Director of Corporate Resources

Report author: Tania Hay, OD Team Manager (Interim) and
Apprenticeship Manager

The Apprenticeship Programme Update

Purpose

- 1.1 To provide an update on the Apprenticeship Team's current priorities.
- 1.2 To provide an update on the Committees recommendation to the Strategic Director of Corporate Resources that the salary for Council apprentices is increased to match the minimum wage.
- 1.3 To provide an update on the Council's Levy payments and drawdown to 26 August 2022.

Recommendations

- 2.1 To note the update on the Apprenticeship Team's current priorities.
- 2.2 To note the update on the Committees recommendation to the Strategic Director of Corporate Resources that the salary for Council apprentices is increased to match the minimum wage.
- 2.3 To note the Levy payments made to date, the drawdown for training programmes that we have instigated and expired funds as of 26 August 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 **Partnership working to promote our apprenticeships**

The Apprenticeship Team is actively working with internal and external partners to raise awareness of our apprenticeship opportunities and to promote inclusion in learning and employment.

This includes:

- Attended GCSE results day at Bemrose school on 25th August
- Attending Jobs Fair at Pride Park on 16th September
- Attending University of Derby Talent Fair on 13th October
- Participating in the corporate recruitment and retention group
- Continuing to attend internal Boards (Including the Education Employment & Training and Equality Diversity & Inclusion Boards)
- Continued networking with external groups and partners
- Working with the Communications and Marketing team to plan events for National Apprenticeship Week in February 2023.

4.1.2 Leadership and Management Programme

The next cohort for the Leadership and Management programme start in September; we have approximately 16 colleagues starting on levels 3 -7 with the University of Derby.

We have a very successful Mentoring network in place, every apprentice on these programmes has access to a dedicated Mentor to support them throughout their programme.

4.1.3 New Start Apprentices

The Apprenticeship Team have been working with managers across several services and our schools over the summer, and the Council is currently recruiting approximately 10 new start apprentices. These include Business Administration Level 3; Assistant Accounts Level 3; Customer Service Practitioner Level 2; Teaching Assistant Level 3; Early Years Practitioner Level 3 and Information Communications Technician Level 3. We are aiming to have them all started by the end of September.

4.1.4 Workforce Development

In addition to new start apprenticeships, the Apprenticeship Team are currently working with several colleagues to facilitate their development utilising apprenticeship programmes. These apprenticeships are across a range of roles and professions, and they include Internal Audit Professional Level 7; Accountancy Professional Level 7; Children, Young People and Families Practitioner Level 4; Children Young People and Families Manager Level 5; Teacher Level 6 and Facilities Manager Level 4.

4.2 Personnel Committee's recommendation to increase the apprenticeship salary

The Personnel Committee's recommendation has been put to the Strategic Director of Resources. The recommendation is currently being considered, and an update will be provided to the Personnel Committee once a decision has been made.

4.3 Levy Payments

As of 26 August 2022, the Council has transferred a total of £3,779,100.55 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 £2,426,454.11 for internal apprenticeship training programmes and transferred £69,908.69 of our Levy Fund to six outside organisations.

Between April 2022 and August 2022, £9,350.15 of the Council's Levy Fund has expired. In the last calendar year, the Council has only experienced the expiration of funds on three occasions amounting to £31,227.67.

The total amount of Levy drawn down between May 2017 to August 2022 is £2,506,795.

Details of the Levy payments made can be found in appendix 1.

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 has experienced the expiration of funds.

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	Liz Moore, Head of HR & OD.	30 August 2022
Other(s)	Simon Riley, Strategic Director of Corporate Resources.	31 August 2022

Background papers:	None
List of appendices:	Appendix 1: Levy payments from April 2017 – August 2022.

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	Monthly Transfer	ESFA Expired Funds
Balance from April 17 to March 22						Balance from April 17 to March 22		
3,544,574.27						2,244,788.79	38,984.17	535,942.53
64,782.65	23/04/22	09/04/22	Transfer sent to Clova House Ltd	3	1,288.89			535,942.53
		08/04/22	Transfer sent to Bam Boom Cloud Ltd	1	492.31			
		08/04/22	Transfer sent to Althaus digital Ltd	1	533.33			
		08/04/22	Transfer sent to HHMusic LLP	4	1,448.94			
		08/04/22	Transfer sent to Derby Homes Ltd	10	2,201.75		5,965.22	
		08/04/22	CIPFA Business Limited	3	758.97			
		08/04/22	Corndel Limited	2	0.00			
		08/04/22	Ginger Nut Media Limited	8	5,711.76			
		08/04/22	EMA Training Ltd	1	550.00			
		08/04/22	Let Me Play Limited	1	38.97			
		08/04/22	Co-Investment Let Me Play Limited	1	285.71			
		08/04/22	Remit Group Ltd	1	373.33			
		08/04/22	Best Practice Network Limited	1	373.33			
		08/04/22	University College of Estate Management	1	392.73			
		08/04/22	University of Derby	56	12,430.12			
		08/04/22	Cranfield University	1	608.38			
		08/04/22	Birmingham City University	1	380.28			
		08/04/22	Sheffield Hallam University	2	822.86			
		08/04/22	Nottingham Trent University	11	5,622.22			
		08/04/22	Cilex Law School Limited	1	240.00			
		08/04/22	DCG	25	8,166.03			
		08/04/22	Derby Adult Learning Service	41	6,706.67			
		08/04/22	Damar Limited	1	266.67			

		08/04/22	Coventry University	1	600.00			
		08/04/22	Futures Advice, Skills and Employment Ltd	1	305.24			
		08/04/22	Capita PLC	1	347.42			
		08/04/22	Babington Business College Limited	7	2,553.95			
		28/04/22	Expired Levy Funds		0.00			
				187	53,499.86	53,499.86		0.00
56,826.75	23/05/22	12/05/22	Transfer sent to Clova House Ltd	3	755.56	2,298,288.65		535,942.53
		12/05/22	Transfer sent to Surescreen Diagnostics Ltd	1	1,709.67			
		12/05/22	Transfer sent to Bam Boom Cloud Ltd	1	492.31			
		12/05/22	Transfer sent to Althaus Digital Ltd	1	533.33			
		12/05/22	Transfer sent to HHMusic LLP	4	1,448.94			
		12/05/22	Transfer sent to Derby Homes Ltd	10	2,544.60		7,484.41	
		12/05/22	CIPFA Business Limited	3	758.97			
		12/05/22	Corndel Limited	2	750.00			
		12/05/22	Ginger Nut Media Limited	8	2,711.76			
		12/05/22	EMA Training Ltd	1	550.00			
		12/05/22	Co-Investment Let Me Play Limited	2	285.71			
		12/05/22	Remit Group Ltd	1	373.33			
		12/05/22	Best Practice Network Limited	1	373.33			
		12/05/22	University College of Estate Management	1	392.73			
		12/05/22	University of Derby	56	11,230.12			
		12/05/22	Cranfield University	1	608.38			
		12/05/22	Birmingham City University	1	380.28			
		12/05/22	Sheffield Hallam University	2	822.86			
		12/05/22	Nottingham Trent University	11	5,622.22			
		12/05/22	Cilex Law School Limited	1	240.00			
		12/05/22	DCG	25	4,051.06			
		12/05/22	Derby Adult Learning Service	41	6,384.76			
		12/05/22	Damar Limited	1	266.67			

		12/05/22	Coventry University	1	600.00			
		12/05/22	Futures Advice, Skills and Employment Ltd	1	305.24			
		12/05/22	Capita PLC	1	347.42			
		12/05/22	Burton and South Derbyshire College	1	366.72			
		12/05/22	Babington Business College Limited	7	1,199.28			
		28/05/22	Expired Levy Funds		0.00			
				189	46,105.25	46,105.25		0.00
56,361.95	23/06/22	11/06/22	Transfer sent to Clova House Ltd	3	-177.78	2,344,393.90		535,942.53
		10/06/22	Transfer sent to Surescreen Diagnostics Ltd	1	569.89			
		10/06/22	Transfer sent to Bam Boom Cloud Ltd	1	0.00			
		10/06/22	Transfer sent to Althaus Digital Ltd	1	533.33			
		10/06/22	Transfer sent to HHMusic LLP	4	1,448.94			
		10/06/22	Transfer sent to Derby Homes Ltd	9	2,544.60		4,918.98	
		10/06/22	CIPFA Business Limited	3	758.97			
		10/06/22	Corndel Limited	2	750.00			
		10/06/22	Ginger Nut Media Limited	8	6,311.76			
		10/06/22	EMA Training Ltd	2	550.00			
		10/06/22	Co-Investment Let Me Play Limited	1	285.71			
		10/06/22	Remit Group Ltd	1	373.33			
		10/06/22	Best Practice Network Limited	1	0.00			
		10/06/22	University College of Estate Management	1	392.73			
		10/06/22	University of Derby	52	16,474.21			
		10/06/22	Cranfield University	1	608.38			
		10/06/22	Birmingham City University	1	380.28			
		10/06/22	Sheffield Hallam University	2	822.86			
		10/06/22	Nottingham Trent University	11	5,622.22			
		10/06/22	Cilex Law School Limited	1	240.00			
		10/06/22	DCG	28	5,704.87			

		10/06/22	Derby Adult Learning Service	35	4,238.10			
		10/06/22	Damar Limited	1	266.67			
		10/06/22	Coventry University	1	600.00			
		10/06/22	Futures Advice, Skills and Employment Ltd	1	305.24			
		10/06/22	Capita PLC	1	347.42			
		10/06/22	Burton and South Derbyshire College	1	0.00			
		10/06/22	Babington Business College Limited	3	3,099.28			
			Expired Levy Funds		0.00			
				177	53,051.01	53,051.01	57,352.78	0.00
56,554.93	23/07/22	09/07/22	Transfer sent to Clova House Ltd	1	0.00	2,397,444.91		535,942.53
		09/07/22	Transfer sent to Surescreen Diagnostics Ltd	1	569.89			
		08/07/22	Transfer sent to Althaus Digital Ltd	1	533.33			
		08/07/22	Transfer sent to Sibbalds Ltd	2	1,025.64			
		08/07/22	Transfer sent to HHMusic LLP	4	1,448.94			
		08/07/22	Transfer sent to Derby Homes Ltd	9	2,544.60		6,122.40	
		08/07/22	CIPFA Business Limited	3	758.97			
		08/07/22	Corndel Limited	2	750.00			
		08/07/22	Ginger Nut Media Limited	7	1,706.67			
		08/07/22	EMA Training Ltd	2	1,550.00			
		08/07/22	Let Me Play Limited	1	285.71			
		08/07/22	Remit Group Ltd	1	373.33			
			Best Practice Network Limited	1				
		08/07/22	University College of Estate Management	1	392.73			
		08/07/22	University of Derby	52	12,600.82			
		08/07/22	Cranfield University	1	608.38			
		08/07/22	Birmingham City University	1	380.28			
		08/07/22	Sheffield Hallam University	2	822.86			
		08/07/22	Nottingham Trent University	11	5,622.22			
		08/07/22	Cilex Law School Limited	1	240.00			

		08/07/22	DCG	28	6,550.58			
		08/07/22	Derby Adult Learning Service	35	3,251.43			
		08/07/22	Damar Limited	1	266.67			
		08/07/22	Coventry University	1	600.00			
		08/07/22	Futures Advice, Skills and Employment Ltd	1	305.24			
		08/07/22	Capita PLC	1	347.42			
			Burton and South Derbyshire College	1				
		08/07/22	Babington Business College Limited	3	426.67			
		28/07/22	Expired Levy Funds		9,350.15			
				175	53,312.53	43,962.38	63,475.18	9,350.15
		10/08/22	Transfer sent to Clova House Ltd	1	311.11	2,441,407.29		545,292.68
		09/08/22	Transfer sent to Surescreen Diagnostics Ltd	1	569.89			
		09/08/22	Transfer sent to Althaus Digital Ltd	1	533.33			
		09/08/22	Transfer sent to Sibbalds Ltd	2	1,025.64			
		09/08/22	Transfer sent to HHMusic LLP	4	1,448.94			
		09/08/22	Transfer sent to Derby Homes Ltd	9	2,544.60		6433.51	
		09/08/22	CIPFA Business Limited	3	758.97			
		09/08/22	Intelligencia Training Limited	1	2,200.00			
		09/08/22	Corndel Limited	1	750.00			
		09/08/22	Ginger Nut Media Limited	7	1,706.67			
		09/08/22	EMA Training Ltd	2	1,150.00			
		09/08/22	Let Me Play Limited	1	1,185.71			
		09/08/22	Remit Group Ltd	1	373.33			
		09/08/22	Best Practice Network Limited	1	373.33			
		09/08/22	University College of Estate Management	1	392.73			
		09/08/22	University of Derby	52	12,550.26			
		09/08/22	Cranfield University	1	608.38			
		09/08/22	Birmingham City University	1	380.28			
		09/08/22	Sheffield Hallam University	2	822.86			

		09/08/22	Nottingham Trent University	11	5,622.22			
			Cilex Law School Limited	1				
		09/08/22	DCG	28	4,683.92			
		09/08/22	Derby Adult Learning Service	35	8,264.76			
		09/08/22	Damar Limited	1	266.67			
		09/08/22	Coventry University	1	600.00			
		09/08/22	Futures Advice, Skills and Employment Ltd	1	305.24			
			Burton and South Derbyshire College	1				
		09/08/22	Babington Business College Limited	3	5,526.67			
			Expired Levy Funds					
3,779,100.55				174	54,955.51	54,955.51	69,908.69	
Account Balance 16 August 2022 £1,326,618						2,496,362.80		545,292.68