



Derby City Council

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

The Apprenticeship Project update

Purpose

- 1.1 To update the Committee on the LGA Apprenticeships MOT.
- 1.2 To provide an update on our current Apprentices and the Apprenticeship Programme.
- 1.3 To provide an update on the Council's Levy payments and drawdown to 11 October 2021.

Recommendations

- 2.1 To note the update on the LGA Apprenticeships MOT.
- 2.2 To note the update on our current Apprentices and the apprenticeship Programme.
- 2.3 To note the Levy payments made to date, the drawdown for training programmes that we have instigated and expired funds as of 11 October 2021.

Reasons

- 3.1 To ensure that the Personnel Committee is aware of the current position of the Apprenticeship project and programme.

Supporting information

4.1 LGA Apprenticeships MOT

4.1.1 The LGA Apprenticeships MOT process is designed to help develop our apprenticeship programme by:

- Understanding our current position on apprenticeships and which areas to consider for improvement;
- Show how we compare to the national and regional averages on starts, levy spend, schools and Maturity Model self-assessment;
- Provide an external assessment of our performance against the Maturity Model to compare that with our own assessment;
- Produce a short report setting out progress, comparisons, improvement priorities and identifying areas where the LGA support can help.

4.1.2 We have now received the LGA's report, Appendix 2. Overall, the findings in the report are very positive, we are performing well against the national and regional averages;

- **Apprenticeship starts** – Since the introduction of the Levy and Public Sector Targets we have sat broadly in the middle of the sector – although we have not met the target in any of the three years, we have performed slightly above the average council in each year. Rising to the second council in the East Midlands in 19/20, overall, in the middle third of all councils.
- **Levy spending** – on average Local Authorities in England spent 27.1% of their Levy between April 2017 and March 2020. We are above the national average having spent 30.84% by March 2020.
- **Maturity Model** – the LGA believe that we are performing well against the Maturity Model, we are in line with or ahead of the median council in the sector in three of the five categories.
- The LGA's assessment of our performance against the Maturity Model is relatively similar to our own self-assessment, with slight differences in two areas (a slightly lower rating in Planning, Delivery Structures and Processes and slightly higher rating in Engagement respectively).

4.1.3 The LGA have given us six key recommendations 'six to fix' for targeted action;

1. Develop a new apprenticeships action plan to cover key targets for the programme, 'needs-based' goals and a multi-year spending plan.
2. Implement new Oversight Board and define its responsibilities in order to secure buy-in and drive the programme forward.
3. Improve delivery structures.
4. Increase engagement, with a focus on schools.
5. Develop an apprenticeship First approach for recruitment linked to a workforce development led approach.
6. Develop Mentors.

4.1.4 **Recommendations 1 and 2** - We appreciate that our current apprenticeship plan does need refreshing to ensure it is current and reflects the key aims of the programme whilst embedding our corporate approach to apprenticeships. The development of a new plan is very much dependent on the completion of the organisational redesign of our service delivery. Once this piece of work has been completed, we can focus the plan at how an apprenticeship first approach can support our council services.

Recommendation 3 - On the retirement of our Liaison Officer we took the opportunity to redesign the role to have more focus on engagement. A key part of the role is to capture feedback from apprentices and managers to support with the improvement of the programme and increase manager engagement. Again, once the redesign of service delivery has been completed, we will be looking to introduce apprenticeship champions in key service areas to promote the benefits of apprenticeships.

Recommendation 4 – With our current level of resources within the team and the level of financial contribution the schools make to the Levy fund our focus will continue to be our council service areas. Our approach with schools will remain light touch, supporting them on an as and when basis. Sending out periodical communications, potentially resuming attending key meetings depending on the pandemic risk assessments.

Recommendation 5 – Conversations are ongoing in light of our financial position. The Resources Approval Board are aware that the government incentive payment of £3000 for every newly recruited apprentice has been extended until January 2022. Discussions continue to take place with our sponsor Cllr Williams who is still very supportive of adopting the National Minimum Wage for our new start level 2 and 3 apprentices but given our current situation this is unlikely to happen soon.

Recommendation 6 – We looking to build on our current Mentor capacity. One of our Organisational Development Consultants is managing our Mentor Network Group. We are exploring utilising a buddying-up approach with higher level apprentices that have completed their apprenticeships. Our Apprenticeship Engagement Officer is establishing a peer support group for our newly recruited apprentices.

4.2 **Update on current Apprentices and the Apprenticeship Programme**

4.2.1 **Leadership and Management Programme**

We are very pleased to say that we have our first Graduations taking place with the University of Derby in November for our Leadership and Management programmes. Our Chief Executive will be in attendance along with Officers from the Organisational Development Team (ODT).

The September cohort have successfully started on programme and we have expressions of interest for the January 2022 intake, that are currently going through the application process.

We also have a approx. 10 colleagues starting on the Level 3 Team Lead/Supervisor programme with our Adult Learning Service (ALS) in November.

4.2.2 New Recruits

Again, we are very please to say that between the end of August and the end of September we recruited 12 new apprentices across various council service areas. Which attracted approx. £40,000 of government incentive payments.

We currently have two vacancies out to advert, with two more potential vacancies going to the Resource Approval Board.

To note, the government incentive payment has now been extended until January 2022.

4.2.3 Workforce Development

The Apprenticeship Team is currently working with Children's Services to enable them to adopt the 'Apprenticeship First' approach for their mandatory training. We are aiming to start the first cohort of Residential Child Care Workers on programme with Derby College in November. This will not only support colleagues to achieve the required levels of qualification but will address capacity issues within the Children's Workforce Development Team and reduce budget pressure.

The Apprenticeship Team is working with ALS to develop a training offer designed to support Adults Services with their mandatory training needs, workforce development and career pathways. This will include developing their Functional Skills, Apprenticeships and Diploma's. We are aiming to table this offer at their Workforce Development meeting in November.

The Apprenticeship Team in collaboration with ASL to deliver two workforce development drop-in sessions in November, with the aim of reiterating the benefits of apprenticeship programmes, raising awareness of the apprenticeship offer and clarifying roles and responsibilities when embarking on apprenticeship programmes.

4.2.4 Functional Skills – English and maths Collaboration

A collaboration plan between ALS and the ODT to upskill our workforce in Maths and English is currently being worked on.

We know that we have colleagues within the workforce who, for a variety of reasons, might like to develop their maths and English skills. We feel that there is potential to utilise the strengths of both teams to support each other to deliver outcomes that will be not only mutually beneficial but will also be of great benefit to colleagues and to the council.

ALS has access to funding for face-to-face training which can be delivered at one of their four dedicated learning centres or potentially in, a council workplace location.

The ODT provides a range of learning and organisational development services to the management and colleagues employed by the council. They work closely with the workforce across all levels and directorates and can provide a 'window' to the workforce.

The ODT currently work in partnership with ALS wherever possible to deliver apprenticeship standards and always strongly advise potential apprentices without their GCSEs in Maths and English to pursue the funded functional skills route with ALS to achieve this before commencing an apprenticeship.

4.3 Levy Payments

- 4.3.1 As of 11 October 2021, the Council has transferred a total of £3,148,340.10 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account and has drawn down £1,440,216.56 for apprenticeship training programmes.

The Council is now experiencing the expiration of funds monthly: as of 11 October 2021, this amounts to £527,700.47 in total.

The total Levy drawn down including expired funds is £1,967,917.03.

This equates to 62.5% of our Levy fund.

Please refer to appendix 1 for a breakdown of payments.

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 Other(s)	Angela Seal, Head of OD	20 October 2021

Background papers:	None
List of appendices:	Appendix 1: Levy payments from April 2017 – June 2021. Appendix 2: Apprenticeships MOT Report

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 21						Balance from April 17 to March 21
2,864,723.43						1,533,645.01
57,215.48	23/04/2021		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		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		748.94	
		09/06/21	CIPFA Business Limited	3	1,169.26	
		09/06/21	Inteligencia 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		748.94	
		08/07/21	CIPFA Business Limited	3	1,169.26	
		08/07/21	Inteligencia 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		748.94	
		10/08/21	CIPFA Business Limited	3	1,169.26	
		10/08/21	Inteligencia 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
		09/09/21	Transfer sent to HHMusic LLP		1,082.27	1,838,590.36
		09/09/21	CIPFA Business Limited	3	1,169.26	
		09/09/21	Inteligencia 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		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	10	45,715.80	
		17/09/21	DCG		422.22	
			Expired Levy Funds			
				149	86,303.65	86,303.65
		11/10/21	Transfer sent to Clova House Ltd		933.33	1,924,894.01
		11/10/21	Transfer sent to HHMusic LLP		1,082.27	
		11/10/21	Transfer sent to Derby Homes Ltd		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	
			Expired Levy Funds			
3,148,340.10				149	43,022.99	43,022.99

1,967,917.00

Account Balance 15 October 2021 £1,293,592

