



**PERSONNEL COMMITTEE**  
**3 November 2022**

**ITEM 05**

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 data on the Council's widening participation statistics.
- 1.3 To provide an update on the Council's Levy payments and drawdown to 21 October 2022.

### **Recommendations**

- 2.1 To note the update on the Apprenticeship Team's current priorities.
- 2.2 To note the data on the Council's widening participation statistics.
- 2.3 To note the Levy payments made to date, the drawdown for training programmes that we have instigated and expired funds as of 21 October 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**

- The Apprenticeship Team along with the Recruitment Team attended an extremely busy Talent Fair at the University of Derby, which generated a lot of expressions of interest.
- The Team is actively involved with the recently formed corporate recruitment and retention group, collaboratively working across all service areas to develop a strategic approach and priorities.
- Work is ongoing with the Care Leavers EET Development Board, supporting the positive destination strategy.
- Continuing with partnership working with the D2N2 Public Sector compact Group and the East Midlands Apprenticeship Ambassador network.

#### 4.1.2 **Leadership and Management Programme**

We are extremely pleased to say that we have 18 colleagues who will be graduating from the University of Derby on 18 November 2022. Another 18 colleagues have just started their programmes at Levels 3-7, which demonstrates that the leadership and management apprenticeship programme is going from strength to strength.

#### 4.1.3 **New Start Apprentices**

Currently we have Business Administration, Customer Services and Teaching Assistant opportunities being advertised. We also have several successful candidates currently going through recruitment checks.

#### 4.1.4 **Workforce Development**

The team are processing expressions of interest across several service areas including finance, horticulture, revenue and welfare, audit and legal.

#### 4.1.5 **Social Care**

Work is continuing with Children's team, who have several Residential Child Care Workers progressing well on their programmes.

Four colleagues (two from Adult's and two from Children's) have been selected to go forward for interview for the Social Worker apprenticeship with Nottingham Trent University in November, if successful they will start on programme in January 2023.

### 4.2 **Apprenticeship Widening Participation Data**

Periodically the Department for Education provide our widening participation data. The stats are based on all our apprentice starts, both new recruits and existing colleagues.

Below are the two most recent data sets:

Starts between Aug 2021- April 2022.

- Registered disability including learning difficulties – 15.5%
- 16–24-year-olds – 35.5%
- Disadvantaged backgrounds – 27.4%
- BAME – 19.7%
- Females into STEM – 14.3%

Starts between April 2022 – August 2022.

- Registered disability including learning difficulties – 14.8%
- 16–24-year-olds – 37.7%
- Disadvantaged backgrounds – 28.6%
- BAME – 18.7%
- Females into STEM – 12.5%

The data supports the Council's overarching equality, diversity, and inclusion strategy

#### **4.3 Levy Payments**

As of 21 October 2022, the Council has transferred a total of £3,948,465 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 £2,036,026 for internal apprenticeship training programmes and transferred £88,869 of our Levy Fund to six outside organisations.

Between April 2022 and October 2022, £26,439 of the Council's Levy Fund has expired. Since April 2022, the Council has experienced the expiration of funds on three occasions.

The total amount of Levy drawn down between May 2017 to October 2022 is £2,598,409.

The Financial report is included at 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:**

<b>Role</b>	<b>Name</b>	<b>Date of sign-off</b>
<b>Legal</b>	NA	
<b>Finance</b>	NA	
<b>Service Director(s)</b>		
<b>Report sponsor</b>	Liz Moore, Head of HR & OD.	24 October 2022
<b>Other(s)</b>	Simon Riley, Strategic Director of Corporate Resources.	24 October 2022

<b>Background papers:</b>	None
<b>List of appendices:</b>	Appendix 1: Levy payments from April 2017 – October 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		
3,600,817.08						2,245,516.49	45,677.50	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	<b>Expired Levy Funds</b>		0.00			
				187	53,499.86	53,499.86	51,642.72	0.00
56,826.75	23/05/22	12/05/22	Transfer sent to Clova House Ltd	3	755.56	2,299,016.35		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	Cornel 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	<b>Expired Levy Funds</b>		0.00			
				189	46,105.25	46,105.25	59,127.13	0.00
56,361.95	23/06/22	11/06/22	Transfer sent to Clova House Ltd	3	-177.78	2,345,121.60		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	Cornel 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			
			<b>Expired Levy Funds</b>		0.00			
				177	53,051.01	53,051.01	64,046.11	0.00

56,554.93	23/07/22	09/07/22	Transfer sent to Clova House Ltd	1	0.00	2,398,172.61		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	Cornel 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	<b>Expired Levy Funds</b>		9,350.15			
				175	52,832.53	43,482.38	70,168.51	9,350.15
56,734.05	26/08/22	10/08/22	Transfer sent to Clova House Ltd	1	311.11	2,441,654.99		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		6,433.51	
		09/08/22	CIPFA Business Limited	3	758.97			
		09/08/22	Inteligencia 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			
		28/08/22	<b>Expired Levy Funds</b>		1,279.22			
				174	53,988.07	52,708.85	76,602.02	1,279.22
						2,494,363.84		546,571.90
56,387.86	26/09/22	10/09/22	Transfer sent to Clova House Ltd	1	311.11			

		10/09/22	Transfer sent to Surescreen Diagnostics Ltd	1	569.89			
		09/09/22	Transfer sent to Althaus Digital Ltd	1	533.33			
		09/09/22	Transfer sent to Sibbalds Ltd	2	1,025.64			
		09/09/22	Transfer sent to HHMusic LLP	4	1,448.94			
		09/09/22	Transfer sent to Derby Homes Ltd	9	2,244.60		6,133.51	
		09/09/22	CIPFA Business Limited	3	408.73			
		09/09/22	Corndel Limited	1				
		09/09/22	Ginger Nut Media Limited	7	1,706.67			
		09/09/22	EMA Training Ltd	3	1,350.00			
		09/09/22	Let Me Play Limited	1	285.71			
		09/09/22	Remit Group Ltd	1	373.33			
		09/09/22	Best Practice Network Limited	1				
		09/09/22	University College of Estate Management	1	392.73			
		09/09/22	University of Derby	49	10,827.13			
		09/09/22	Cranfield University	1	608.38			
		09/09/22	Birmingham City University	1	380.28			
		09/09/22	Sheffield Hallam University	2	822.86			
		09/09/22	Nottingham Trent University	11	3,066.67			
		09/09/22	Cilex Law School Limited	1				
		09/09/22	DCG	25	4,788.89			
		09/09/22	Derby Adult Learning Service	26	3,684.76			
		09/09/22	Damar Limited	1	266.67			
		09/09/22	Coventry University	1				
		09/09/22	Futures Advice, Skills and Employment Ltd	1	305.24			
		09/09/22	Burton and South Derbyshire College	1				
		16/09/22	University of Derby		7,250.00			
		16/09/22	DCG		-9,080.13			
		16/09/22	Derby Adult Learning Service		3,000.00			
		16/09/22	Babington Business College Limited	3	1,504.00			
		28/09/22	<b>Expired Levy Funds</b>		15,810.39			
				159	53,885.82	38,075.43	82,735.53	15,810.39

								562,382.29
		12/10/22	Transfer sent to Clova House Ltd	1	311.11			
		11/10/22	Transfer sent to Surescreen Diagnostics Ltd	1	569.89			
		11/10/22	Transfer sent to Althaus Digital Ltd	1	533.33			
		11/10/22	Transfer sent to Sibbalds Ltd	2	1,025.64			
		11/10/22	Transfer sent to HHMusic LLP	4	1,448.94			
		11/10/22	Transfer sent to Derby Homes Ltd	9	2,244.60		6,133.51	
		11/10/22	CIPFA Business Limited	3	408.73			
			Cornel Limited	1				
		11/10/22	Ginger Nut Media Limited	7	1,706.67			
		11/10/22	EMA Training Ltd	3	1,776.67			
		11/10/22	Let Me Play Ltd	1	285.71			
		11/10/22	Realise Learning and Employment Ltd	1	331.03			
		11/10/22	Remit Group Ltd	1	373.33			
			Best Practice Network Limited	1				
		11/10/22	University College of Estate Management	1	392.73			
		11/10/22	University of Derby	49	6,883.80			
		11/10/22	Cranfield University	1	608.38			
		11/10/22	Birmingham City University	3	380.28			
		11/10/22	Sheffield Hallam University	2	822.86			
		11/10/22	Nottingham Trent University	11	8,177.78			
			Cilex Law School Limited	1				
		11/10/22	DCG	26	5,797.05			
		11/10/22	Derby Adult Learning Service	25	2,260.95			
		11/10/22	Damar Limited	1	266.67			
			Coventry University	1				
		11/10/22	Futures Advice, Skills and Employment Ltd	1	305.24			
			Burton and South Derbyshire College	1				
		11/10/22	Babington Business College Limited	1	1,536.00			
			<b>Expired Levy Funds</b>					
<b>3,948,465.27</b>				160	38,447.39	38,447.39	88,869.04	562,382.29