



PERSONNEL COMMITTEE

14 September 2023

Report sponsor: Heather Greenan, Director of Policy,
Insight and Communications
Report author: Tania Hay, Organisational
Development Team Manager

ITEM 6

The Apprenticeship Programme

Purpose

- 1.1 To provide information on the Local Government Association (LGA) 2022-23 Apprenticeships Survey findings.
- 1.2 To provide an update on the Council's Levy payments and drawdown to 1 September 2023.

Recommendations

- 2.1 To note the information on the Local Government Association (LGA) 2022-23 Apprenticeships Survey findings.
- 2.2 To note the Levy payments made to date, the drawdown for training programmes and expired funds as of 1 September 2023.

Reason

- 3.1 To ensure that the Personnel Committee is aware of the current position of our Apprenticeship Programme.

Supporting information

4.1 LGA Apprenticeships Survey 2022-2023 Report

The LGA carry out an annual apprenticeships survey which covers organisational issues from apprenticeship starts, Levy spend, transfers to the way LA's structure their apprenticeships programme.

This year, all councils that took part received an individual report tailored to our responses, illustrating how we compare nationally, regionally and by council type as well as giving an indicative assessment of where the LGA think's we are against the LGA's Apprenticeships Maturity Model. The reports are shared only with the council concerned.

This Committee report focuses on some of the key findings from the survey including Apprenticeship Starts, Levy Spend and our performance on each of the six pillars of the Apprenticeships Maturity Model.

4.1.2 Apprenticeship Starts and the Public Sector Target

Apprenticeship Starts include new recruits employed as apprentices or existing colleagues who undertake an apprenticeship as part of their career development.

Public sector bodies, with 250 staff or more in England had a target to employ an average of at least 2.3% of their staff as new apprentice starts over the period of 1 April 2017 to 31 March 2022 and were required to report on this target annually.

Although the target has now been withdrawn, public sector employers are still asked to continue to gather data on new apprenticeship starts, total number of apprentices, organisational headcount, and report on this.

The LGA Apprenticeship Survey report includes charts that display the annual number of apprenticeship starts from 2017-18 to 2021-2022. The accumulative number of apprenticeship starts created over the same period and performance throughout the five years of the Public Sector Target, for Derby City Council, the East Midlands Region and for all Unitary Councils. See appendix 1.

This data allows us to assess and benchmark our performance on apprenticeship starts by region, council type and nationally over the five year period.

The tables below provide an indication of where we rank in comparison to other upper and single tier authorities based on apprenticeship starts and public sector target performance over the period 2017-18 to 2021-22. (2022-2023 data was incomplete and is not comparable on the same basis, so has therefore not included).

Rather than produce an exact ranking and 'league table' the LGA has assigned each council a quartile on its performance.

The best performing councils – those in the 'Top Quartile' represent those councils that ranked in the top 25% across the sector each year. The 'Upper Middle Quartile' covers 50% to 75% with the 'Lower Middle Quartile' covering 25% to 50% The 'Bottom Quartile' – represents the lower performing 25% of councils on each measure.

Derby City Council Apprenticeship Starts				
Year	Total	Ranking - National	Ranking - Regional	Ranking – Council Type
2017-18	71	Upper Middle Quartile	Bottom Quartile	Upper Middle Quartile
2018-19	116	Upper Middle Quartile	Lower Middle Quartile	Top Quartile
2019-20	102	Upper Middle Quartile	Bottom Quartile	Top Quartile
2020-21	52	Lower Middle Quartile	Lower Middle Quartile	Upper Middle Quartile
2021-22	86	Upper Middle Quartile	Lower Middle Quartile	Top Quartile

Derby City Council Public Sector Target Performance				
Year	Total	Ranking - National	Ranking - Regional	Ranking – Council Type
2017-18	0.9%	Lower Middle Quartile	Lower Middle Quartile	Upper Middle Quartile
2018-19	1.6%	Upper Middle Quartile	Upper Middle Quartile	Upper Middle Quartile

2019-20	1.7%	Upper Middle Quartile	Top Quartile	Upper Middle Quartile
2020-21	1.0%	Lower Middle Quartile	Lower Middle Quartile	Lower Middle Quartile
2021-22	1.8%	Upper Middle Quartile	Upper Middle Quartile	Upper Middle Quartile

Both starts and public sector target performance need to be assessed together to reflect the true picture of how councils are performing proportionately. Although creating the most apprenticeships should be celebrated, this is not always the best metric to determine how well a council is doing, since larger councils tend to create more apprenticeships, even when they form a smaller proportion of their workforce than a smaller council.

As you can see from the tables above over the five year period the majority of the time we ranked in the Upper Middle Quartile of councils, ranking in the Top Quartile on four occasions, this is across both Apprentice Starts and performance against the Public Sector Target.

4.1.3 **Apprenticeship Levy Spend**

The LGA report includes how councils have spent their Apprenticeship Levy, see appendix 2. The pie charts illustrate total spend, unspent funds, expired funds and transferred funds as a percentage.

Looking at the charts nationally, regionally and by council type we can see that we have the highest spend percentage of 52% and the lowest expired funds percentage 15%. We also have 25% of unspent funds which is the second lowest of the comparators over the time period measured by the survey.

Levy transfers started in 2018, between then and to the time the survey was carried out (Jan 2022) we had created 27 apprenticeships with external employers which equated to 8% of our Levy spend, which again was the second highest percentage.

4.1.4 **The LGA Maturity Model**

The Maturity Model was first created in 2017, to provide a framework for local authorities to develop and grow apprenticeship programmes and offers best practice ideas from around the sector. See Appendix 3.

The Model has proved to be one of the LGA's most popular tools and has been used by councils across England to assess and review performance on apprenticeships.

The Maturity Model is formed of six pillars, each covering a different element of a successful apprenticeship programme.

These include:

1. Leadership, Culture and Engagement
2. Procurement and Provider Management
3. Workforce Development
4. Implementation
5. The Apprentice Experience
6. Maintained Schools

The method of assessment employed contains five stages – Early (Red), Developing (Orange), Maturing (Yellow), Mature (Green) and Sustainable (Blue) which highlight key outcomes and milestones as the apprenticeship programme progresses. See appendix 4.

4.1.5 **Assessing Derby City Council Against the Apprenticeship Maturity Model**

The survey has not only enabled us to assess our performance against the Maturity Model but also how we have performed against the national, regional and council type median ratings.

See appendix 5 for our Maturity Model Assessment.

Leadership, Culture and Engagement

Our rating is C+, comparing this to the national C+, regional C, and council type C+, we can see that we are performing in line with our comparators within the Maturing rating.

Procurement and Provider Management

Our rating is B+, comparing this to the national C+, regional C, and council type C-, we are performing better on this pillar than our comparators and are in the Mature rating.

Workforce Development

Our rating is C-, comparing this to the national C-, regional D+, and council type C-, again we can see that we are performing in line with the national and council type median and higher than the regional median, again placed in the Maturing rating.

Implementation

Our rating is D-, comparing this to the national C-, regional D+, and council type C-, we can see that we are not performing as well in this area to our comparators particularly with our spending plan and measuring impact and we are placed in the Developing rating.

Apprentice Experience

Our rating is B-, comparing this to the national C-, regional C-, and council type C-, we are outperforming our comparators and we are placed in the Mature rating.

Maintained Schools

Our rating is D-, comparing this to the national D+, regional D, and council type D+, again we can see that we are not performing slightly below our comparators, and we are placed in the Developing rating.

Looking at the findings of the survey and making comparisons with other councils has helped us to understand our relative performance against our peers and where we need to focus our efforts to improve our score in a particular pillar.

We have also discovered through the findings that our identified areas for improvement are relative to that of other councils demonstrating that this is a challenging topic for all of our peers.

4.1.6 LGA Apprenticeship Survey 2022-23 Report Summary

Overall, the survey findings are very positive and highlight how well we are performing against our peers nationally, regionally and by council type.

We have also been able to identify areas of improvement, where we need to focus our efforts.

The survey findings will enable us to build on the good work that has already taken place, it is very pleasing to see that we rank so highly with our peers and are performing as well if not better in some areas.

4.2 Levy Payments

Between the start of the Apprenticeship Levy in April 2017 and 1 September 2023, the Council has transferred a total of £4,620,512 into our Apprenticeship Levy Digital Account.

To date the Council has drawn down £2,556,043 for internal apprenticeship training programmes and has transferred £177,292 of our Levy fund to a number of local employers.

Between November 2019 and August 2023, £660,903 of the Council's Levy fund has expired and has been returned to the government.

As of 31 August, there is £1,406,654 in the Council's Levy fund.

The table below illustrates the amount paid into our Levy fund and our Levy spend year on year since the start of the Apprenticeship Levy in April 2017.

Date	Paid in per year	Spend per year
April 17-March 18	751,912.57	39,182.36
April 18-March 19	782,381.49	128,771.01
April 19-March 20	702,066.49	584,392.64
April 20-March 21	685,787.83	782,381.62
April 21-March 22	678,668.70	716,233.43
April 22-March 23	721,177.57	673,487.55
April 23- Sept 23	298,518.12	292,498.43
Total	4,620,512.77	3,216,947.04

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 and increase opportunities for colleagues and local people.

Financial and value for money issues

- 7.1 The Council makes monthly Levy contributions which equates to 0.5% of our salary bill. The fund is being used to pay for both internal apprentice programmes and transferring to local businesses to support with their apprenticeship training costs.

The Council has a rolling 24 months to use the funds. If they are not used the Council experiences the expiration of funds which is returned to the government to spend on the national apprenticeship programme.

Legal implications

- 8.1 We are continuing to work with Legal and Procurement Services to ensure we are meeting our legal obligations with the Levy and procurement rules.

Public sector employers with 250 or more staff are currently asked to gather data and report annually on:

- new apprenticeship starts
- total number of apprentices
- organisational headcount

The Department for Education will publish this data annually to support transparency and external accountability and help maintain the momentum public sector employers have built up with their apprentice new starts.

Climate implications

- 9.1 None arising from this report.

Socio-Economic implications

- 10.1 Apprenticeships provide opportunities for those from disadvantaged backgrounds to access new skills and careers (as monitored through the widening participation data).

Other significant implications

- 11.1 Equality implications are monitored as part of the widening participation data.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal		
Finance		
Service Director(s)		
Report sponsor	Heather Greenan - Director of Policy, Insight and Communications.	
Other(s)	Liz Moore – Head of OD and HR	

Background papers:	None
List of appendices:	Appendix 1 – Apprenticeship Starts and Apprenticeships Finance (Bar Graphs) Appendix 2 – Apprenticeship Starts and Apprenticeships Finance (Pie Charts) Appendix 3 – Maturity Model Appendix 4 – Maturity Model Ratings Appendix 5 – Derby City Councils Maturity Model Assessment

