



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 11 June 2021.
- 1.3 To update the Committee on 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 11 June 2021.
- 2.3 To note the update on 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 Apprenticeship project and programme.

## **Supporting information**

### **4.1 Apprenticeship Project current priorities**

#### **4.1.1 Covid19 impact on current apprenticeship programme delivery**

Considering recent concerns with moving forward to step four of the roadmap out of lockdown several of our training providers are waiting on further Government announcements before making decisions on their future delivery models.

We have had a mixed response from the providers on what the new normal may look like. Some are not intending to go back to face to face delivery and will continue with virtual classes and only deliver face to face assessments and exams. Others are hoping to go back to face to face or a blended approach with the appropriate risk assessments in place and following the current social distancing guidelines.

#### **4.1.2 Apprenticeship Successes**

Really pleased to inform the Committee that one of our Social Work Apprentices has won the Nottingham Trent University Apprenticeship Award for Public Services.

Also, the Council's management and leadership programme is continuing to be very successful. Several of our Apprentices have recently completed their programmes receiving high grades.

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

We are now receiving expressions of interest for the next intake in September 2021 and are continuing to work in partnership with the University of Derby to provide these programmes. Q & A sessions have been organised to further promote this opportunity.

#### **4.1.4 LGA MOT**

As part of the LGA's support offer for Council's they offered us the opportunity to undertake an Apprenticeship MOT. The MOT is essentially a health check, a mini review of a local authority's apprenticeship programme and is designed to:

- develop a clear picture of a council's apprenticeship programme, consider what it is doing well and which areas it should consider for improvement
- understand what the apprentice experience is like at the council and share best practice
- show how the council compares to the national and regional averages on apprenticeships starts, levy spend, schools and maturity model self-assessment
- provide an external assessment of the council's performance against the National Maturity Model to compare that with the council's own assessment.
- produce a short report setting out progress, comparisons, improvement priorities and identifying areas where LGA support can help.

The review took place this week and we are hoping to have the LGA's findings and report by the end of July.

## **4.2 Levy Payments**

- 4.2.1 As of 11 June 2021, the Council has transferred a total of £2,978,702.62 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account and has drawn down £1,206,841.96 for apprenticeship training programmes.

The Council is now experiencing the expiration of funds monthly: as of 11 June 2021, this amounts to £487,582.95 in total.

The total Levy drawn down including expired funds is £1,694,424.88.

This equates to 57% of our Levy fund.

Please refer to appendix 1 for a breakdown of payments.

## **4.3 Employment and Skills Board**

- 4.3.1 Currently the creation of the Employment and Skills Board is dependent on conversations within our Learning Inclusion and Skills Service and Development and Growth Service.

The two Directors have committed to giving an update to the Committee by July.

- 4.3.2 The actions from the Personnel Committee held on the 16 November 2020 are to 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 Employment and Skills 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 Employment and Skills Board to investigate how local schools could be assisted in helping young people to secure apprenticeships.
- To refer to the Employment and Skills 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 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	11 June 2021

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

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		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	<b>Expired Levy Funds</b>		16,428.11	
				158	61,771.52	61,771.52
56,763.71	23/05/21	12/05/21	Transfer sent to HHMusic LLP	2	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	<b>Expired Levy Funds</b>		22,029.04	
				153	61,410.04	61,410.04
		09/06/21	Transfer sent to HHMusic LLP	2	748.94	
		09/06/21	CIPFA Business Limited	3	1,169.26	
		09/06/21	Intelligencia 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	
			<b>Expired Levy Funds</b>			
<b>2,978,702.62</b>				152	37,598.31	37,598.31

**Account Balance 11 June 2021 £1,341,054**