



PERSONNEL COMMITTEE
27 June 2024

Report sponsor: Heather Greenan, Director of
Corporate Management Report author: Tania Hay,
Organisational Development Manager

ITEM 6

The Apprenticeship Programme

Purpose

- 1.1 To provide information on the Local Government Association (LGA) 2023-24 Apprenticeships Survey findings.
- 1.2 To provide an update on the Council's Levy payments and drawdown to 14 June 2024.

Recommendations

- 2.1 To note the information on the Local Government Association (LGA) 2023-24 Apprenticeships Survey findings.
- 2.2 To note the Levy payments made to date, the drawdown for training programmes and expired funds as of 14 June 2024.

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 2023-2024 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 their responses, illustrating how they compare nationally, regionally and by council type as well as giving an indicative assessment of where the LGA think they 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 includes 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Although the target has now been withdrawn, public sector employers are still asked to gather data on new apprenticeship starts, total number of apprentices, organisational headcount, and report on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 2022-2023
- the accumulative number of apprenticeship starts created over the same period.
- 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 the assessment and benchmarking on performance for apprenticeship starts by region, council type and nationally over the six year period.

The tables below provide an indication of where Derby ranks in comparison to other upper and single tier authorities based on apprenticeship starts and public sector target performance over the period 2017-18 to 2022-2023. (2023-2024 data was incomplete and is not comparable on the same basis, so is 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	Top Quartile	Lower Middle Quartile	Upper Middle Quartile
2018-19	116	Top Quartile	Lower Middle Quartile	Top Quartile
2019-20	102	Top Quartile	Bottom Quartile	Top Quartile
2020-21	52	Upper Middle Quartile	Upper Middle Quartile	Upper Middle Quartile
2021-22	86	Top Quartile	Lower Middle Quartile	Top Quartile
2022-23	74	Upper Middle Quartile	Lower Middle Quartile	Upper Middle 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
2022-23	1.6%	Lower 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 can be seen from the tables above, over the six year period the majority of the time Derby is ranked in the Upper Middle Quartile of councils, ranking in the Top Quartile on eight 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 Derby have the highest spend percentage of 70.41% and the lowest expired funds percentage 14.36%.

Levy transfers started in 2018, between then and 2023, Derby created 55 apprenticeships with external employers which equated to 14.32% of the Council's Levy spend, which is the 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.

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

The survey has not only enabled the assessment of performance against the Maturity Model but also performance against the national, regional and council type median ratings.

See appendix 4 for our Maturity Model Assessment.

Leadership, Culture and Engagement

Derby's rating is C+, comparing this to the national C+, regional C, and council type C+, shows that the Council is performing in line with comparators, and is placed in the Maturing rating.

Procurement and Provider Management

Derby's rating is B, comparing this to the national C+, regional C+, and council type C+, shows that the Council is outperforming all comparators on this pillar, and is placed in the Mature rating.

Workforce Development

Derby's rating is C, comparing this to the national C-, regional C-, and council type C, shows that the Council is performing in line with the council type median and higher than the national and regional median, and is placed in the Maturing rating.

Implementation

Derby's rating is B, comparing this to the national B-, regional B-, and council type B-, shows that the Council is outperforming all comparators on this pillar, and is placed in the Mature rating.

Apprentice Experience

Derby's rating is B+, comparing this to the national C+, regional C, and council type C+, shows that the Council is outperforming comparators on this pillar, and is placed in the Mature rating.

Maintained Schools

Derby's rating is C-, comparing this to the national C-, regional D+, and council type D+, shows that the Council is performing in line with the national median and higher than the regional and council type median, and is placed in the Maturing rating.

Taking part in the LGA Survey has been a very useful exercise, analysing the findings and making comparisons with other councils has helped to understand Derby's performance against our peers.

This has helped to identify areas where efforts are needed to be focused to improve Derby's performance.

The survey has also informed the Council that the areas for improvement are relative to that of other councils demonstrating that our peers face similar challenges to Derby.

4.1.6 LGA Apprenticeship Survey 2022-23 Report Summary

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

This needs to be celebrated particularly in the current climate, with the adversities the Council has endured over recent years, experiencing the impact of Covid and reduced budgets.

The survey findings will enable the Council to build on the good work that has already taken place, it is very pleasing to see that the Council ranks so highly with its peers and is performing as well if not better in most areas.

4.2 Levy Payments

Between the start of the Apprenticeship Levy in April 2017 and 14 June 2024, the Council has transferred a total of £5,200,206 into its Apprenticeship Levy Digital Account.

To date the Council has drawn down £3,115,184 for internal apprenticeship training programmes and has transferred £293,288 of its Levy fund to a number of local employers.

Between November 2019 and December 2023, £693,713 of the Council's Levy fund has expired and has been returned to the Department for Education to support funding the national apprenticeship programme. The Council has not experienced any expired funds this calendar year.

As of 11 June 2024, there is £1,397,143 in the Councils Levy fund.

The table below illustrates the amount the Council has paid into its Levy fund and its 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- March 24	751,844.95	685,365.09
April 24-June 24	126,367.38	199,084.11
Total	5,200,206.98	3,808,897.81

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 Work continues with Legal and Procurement Services to ensure the Council meets its 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 Corporate Governance	16/06/24
Other(s)	Liz Moore – Head of HR and OD	15/06/24

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

