

Report sponsor: Don McLure, Strategic Director of Corporate Resources
Report author: Tania Hay, Apprenticeship Project Manager

The Apprenticeship Project update

Purpose

- 1.1 To provide an update on the Council's Levy payments and drawdown to 31 May 2019.
- 1.2 To provide a breakdown of the number of current apprenticeship programmes that shows how many new start Apprentices and existing colleagues are currently on programme.
- 1.3 To provide an update on the progress of the Apprenticeship Project.

Key work streams below:

- Apprenticeship Group
- Apprenticeship Strategy
- 25% Levy Transfer

Recommendations

- 2.1 To note the Levy payments made to date and the drawdown for training programmes that we have instigated as of 31 May 2019.
- 2.2 To note the number of new start and existing staff on apprenticeship programmes.
- 2.3 To note progress made on the key work streams.
- 2.4 To note the development of a two year Apprenticeship Strategy.
- 2.5 To note the options put forward regarding the 25% Levy Transfer.

Reasons

- 3.1 To ensure that the Personnel Committee is aware of the current position of the strategic project.

Supporting information

4.1 Levy Payments

As of 31 May 2019 the Council has transferred a total of £1,657,475 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account and has drawn down £266,400 for apprenticeship training programmes.

This equates to spending 15.95% of our Levy fund which is actually above the national average spend of 14%.

Please refer to appendix 1 for a breakdown of payments.

4.2 Breakdown of the Apprenticeship Numbers

From April 18 to date we have 38 new start Apprentices and 86 existing colleagues currently on programmes.

Therefore the total number of colleagues on programme is 124.

New starts are on level 2 and 3 programmes.

Existing colleagues range from level 3 to level 7 programmes.

Please refer to appendix 2 for a breakdown of the programmes currently being studied in the three Directorates.

The reason the total is different to the number identified on roll in appendix 1 is that not all of the current apprentices are showing on the Apprenticeship Levy Digital Account System due to an update lag.

4.3 Apprenticeship Project Group

Key work streams the Project Group are currently focusing on:

- Aiming to implement a new recruitment campaign - three times a year September, January and April, to support increasing new starts.
- Working with Derby University to start managers on the Level 3 Team Lead / Supervisor programme potentially in September 2019.
- Next Leadership and Management level 5 and 6 programmes cohort starting in September 2019.
- Working with the Adults and Childrens Social Care Teams to support them with their training needs – from Level 2 Social Care programmes through to the Social Worker degree apprenticeship.
- 25% transfer – please refer to 4.5.
- Supporting the lead officer with his Work Experience Strategy for Children in Care Project.
- Ensuring continued compliance with the ESFA and procurement regulations.
- Continuing to develop robust quality assurance processes and monitoring procedures.
- Reviewing our Apprenticeship training provision.

4.4 Apprenticeship Strategy

The draft Apprenticeship Strategy has been developed, involving key stakeholders within the Council. The draft has been shared with the Apprenticeship Board and is scheduled to be discussed in more detail at the next meeting of the Board on 3 July 2019.

4.5 25% Levy Transfer

Employers who pay the apprenticeship Levy and have unused apprenticeship funds can transfer up to 25% of their annual Levy to other employers should they choose to.

The Council can therefore transfer up to approximately £195,000 this financial year.

To optimise the use of 25% Levy transfer options that are currently being explored include:

1. A briefing note was tabled at the People Directorate Management Team in April 2019 with recommendations for the DMT to consider a range of broad options and policy issues to enable them to recommend a preferred approach to the Apprenticeship Board about how some/all of the 25% Levy transfer for 2019/20 could be invested with local partners.
2. The possibility of transferring some of our Levy fund to Derby Homes.
3. The possibility of transferring some of our Levy fund to schools that are not Council maintained.

The Apprenticeship Board is being asked to give a view on the options.

Public/stakeholder engagement

- 5.1 Council departments and external training providers.

Other options

- 6.1 Do nothing. This is not considered to be a viable option, as the Council wants to maximise the Levy spend and the Government has set a mandatory Public Sector target of 2.3%.

Financial and value for money issues

- 7.1 The Council continues to make contributions to the Levy on a monthly basis. Some of the funding is being used to pay for apprentice programmes every month.

Legal implications

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

Other significant implications

- 9.1 None identified.

This report has been approved by the following people:

Role	Name	Date of sign-off
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Legal		N/A
Finance		N/A
Service Director(s)	Nicola Sykes, Director of HR and OD	5 June 2019
Report sponsor	Don McLure	6 June 2019
Other(s)	Liz Moore, Head of HR	4 June 2019

Background papers:	None
List of appendices:	Appendix 1: Levy payments from April 2017 – May 2019 Appendix 2: Breakdown of programmes currently being studied.

Levy payments from April 2017 – May 2019
Appendix 1

Amount paid into Apprentice Service	Date Paid In	Date payment made to training providers	Training Provider	Number of Apprentices on roll	Monthly amount paid	Amount drawn down
Balance from April 17 to March 19						Balance from April 17 to March 19
1,534,294.06						167,953.02
61,771.50	22/04/19	06/04/19	Ginger Nut Media Ltd	5	3,400.00	
		06/04/19	University of Derby	30	43,275.00	
		06/04/19	West Nottingham College	1	400.00	
		06/04/19	Derby College	28	2,574.44	
		06/04/19	Derby Adult Learning Service	28	4,027.40	
		06/04/19	Babington Business College Limited	11	10,336.99	
				103	64,013.83	64,013.83
61,410.01	21/05/2019	09/05/19	CIPFA Business Limited	3	2,062.95	
		09/05/19	Ginger Nut Media Limited	5	2,000.00	
		09/05/19	University College of Estate Management	1	392.73	
		09/05/19	University of Derby	36	18,225.00	
		09/05/19	West Nottinghamshire College	1	400.00	
		09/05/19	DCG	19	4,208.10	
		09/05/19	Derby City Council	27	3,955.47	
		09/05/19	Dart Limited	1	109.09	
		09/05/19	Babington Business College Limited	9	3,080.74	
Total Levy paid £1,657,475.57				102	34,434.08	34,434.08

Account Balance 31 May 2019: **£1,391,508**

Total drawn down to date: **£266,400.93**

Appendix 2

DCC new start Apprentices					
Directorate	Department	Qualification	Start Date	End date	Provider
People Services	Performance and Commissioning	1 x Admin L3	23/04/18	23/07/19	DALS
People Services	Home First and Direct Services	1 x Admin L2	30/04/18	08/06/19	DALS
People Services	Adult Social Care Services	1 x Admin L2	15/10/18	15/10/19	DALS
People Services	Public Health	1 x Admin L2	06/11/18	06/11/19	DALS
Corporate Resources	Digital and Customer Services	1 x Admin L3	28/11/17	28/11/19	DALS
Corporate Resources	Finance	1 x Admin L2	05/02/18	05/08/19	DALS
Corporate Resources	Finance	1 x AAT L3	19/03/18	30/06/19	Babington
Corporate Resources	Finance	1 x AAT L3	16/07/18	08/10/19	DALS
Corporate Resources	Digital and Customer Services	1 x Customer Service L2	29/10/18	29/10/19	DALS
Corporate Resources	Finance	1 x Admin L2	08/10/18	08/10/19	DALS
Communities and Places	City Development and Growth	1 x Admin L2	15/10/18	15/10/19	DALS
Communities and Places	Strategic Partnerships, Planning and Streetpride	1 x Admin L3	22/10/18	22/01/20	DALS
Communities and Places	Strategic Partnerships, Planning and Streetpride	1 x Arborist L3	07/01/19	07/01/21	DART
Corporate Resources	Finance	1 x AAT L3	14/01/19	30/06/20	Babington
Corporate Resources	Finance	1 x AAT L3	28/01/19	28/07/20	Babington
Corporate Resources	Legal, Procurement and Democratic Services	1 x Admin L2	28/01/19	28/01/20	DALS
Communities and Places	Leisure Tourism and Culture	1 x Digital Marketing L3	28/01/19	28/07/20	Babington
Corporate Resources	Finance	1 x Admin L2	25/02/19	25/02/20	DALS

Corporate Resources	Legal, Procurement and Democratic Services	1 x Admin L2	25/03/19	25/06/20	DALS
People Services	Performance and Commissioning	1 x Admin L2	14/03/19	14/03/20	DALS
Corporate Resources	Finance	2 x Admin L2	01/04/19	01/04/20	DALS
People Services	Early Help and Childrens Safeguarding	1 x Childrens Workforce L2	10/04/19	09/10/20	Derby College
Schools new start Apprentices					
		Qualification	Start Date	End date	Provider
School		1 x STALIS L3	09/10/17	13/06/19	Derby College
School		3 x STALIS L3	21/09/18	22/03/20	Derby College
School		1 x STALIS L2	06/09/18	22/09/19	Derby College
School		3 x STALIS L2	17/09/18	22/09/19	Derby College
School		1 x STALIS L2	26/11/18	13/12/19	Derby College
School		1 x STALIS L3	15/11/18	01/09/20	Derby College
School		1 x CYPWorkforceL2	04/12/18	04/03/20	Derby College
School		1 x STALIS L3	01/09/18	31/12/19	Derby College
School		1 x CYPWorkforceL3	03/10/17	03/10/19	Derby College
School		2 x STALIS L3	06/09/18	31/08/19	Derby College
DCC existing staff development					
Directorate	Department	Qualification	Start Date	End date	Provider
Corporate Resources	Finance	4 x L4 Accounts	01/10/15	28/02/17	Babington
Corporate Resources	City Development and Growth	1 x L4 Projects	01/08/17	01/08/19	Babington
Corporate Resources	Business Support	4 x L3 Admin	09/10/18	10/04/20	DALS
Communities and Place	Strategic Partnerships, Planning and Streetpride	2 x L4 Civil Engineer	01/09/18	30/09/21	Derby College
People Services	Learning and Skills	1 x L3 Admin	20/03/18	31/07/19	DALS
People Services	Early Help and Children's Safeguarding	1 x L3 Admin	11/03/18	11/07/19	DALS
People Services	Workforce Learning and Development	1 x L3 Admin	09/10/18	10/04/20	DALS
3xPeoples, 10xComm's & Place's, 1xCorporate		14 x L5 Op/Dep Manager	12/11/18	12/11/20	Derby University
5xPeoples, 3xComm's & Place's, 1xCorporate		9 x L6 Chartered Manager	06/11/18	06/11/20	Derby University

3xPeoples, 4xComm's & Places, 3xCorporate		10 x L5 Op/Dep Manager	17/01/19	17/01/21	Derby University
1xPeoples, 4xComm's & Places		5 x L6 Chartered Manager	10/01/19	10/01/21	Derby University
6xPeoples, 3xComm's & Places, 1xCorporate		10 x L7 Senior Leaders	30/01/19	30/07/21	Derby University
Corporate Resources	Finance	1 x L3 Accountancy	30/01/19	30/07/20	Babington
Corporate Resources	Finance	1 x L4 Prof Accounting	21/01/19	21/01/21	Babington
People Services	Childrens Integrated Services	1 x L2 Admin	30/04/18	30/05/19	DALS
Corporate Resources	Finance	1 x AAT L3	16/07/18	30/04/20	Babington
Communities and Place	Transport Planning	1 x L3 Transport Planning	28/02/19	26/02/21	West Notts College
Corporate Resources	Corporate Core	1 x L7 Accountancy Professional	15/02/19	16/02/22	Babington
Corporate Resources	Corporate Core	3 x L4 Data Analyst	05/03/19	05/03/21	Gingernut Training
Corporate Resources	Digital and Customer Services	2 x L4 Cyber Security	06/03/19	06/03/21	Gingernut Training
Corporate Resources	Finance	3 x L7 Accountancy Taxation Professional	15/03/19	31/07/23	CIPFA
Corporate Resources	Property Services	1 x L6 Chartered Surveyor	01/04/19	31/10/23	Derby University
Communities and Place	Strategic Partnerships, Planning and Streetpride	1 x L2 Admin	02/05/19	02/08/20	DALS
Corporate Resources	Finance	1 x L3 Admin	02/05/19	02/08/20	DALS
People Services	Public Health	1 x L4 Project Management	21/05/19	21/05/21	Babington
		Schools existing staff development			
		Qualification	Start Date	End date	Provider
School		1 x L3 CYPW	12/10/18	01/04/20	Derby College
School		1 x L3 Admin	09/10 2018	10/04/20	DALS
School		3 x L3 CYPW	01/10/18	01/04/20	Derby College
School		1 x L4 School Professional	08/05/19	16/11/20	West Notts College