

PERSONNEL COMMITTEE
23 June 2022



Report sponsor: Simon Riley, Strategic Director of Corporate Resources.

ITEM 5

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 an update on the Committees recommendation to the Strategic Director of Corporate Resources that the salary for Council apprentices is increased to match the minimum wage.
- 1.3 To provide an update on the Council's Levy payments and drawdown to 31 May 2022.

Recommendations

- 2.1 To note the update on the Apprenticeship Team's current priorities.
- 2.2 To note the update on the Committees recommendation to the Strategic Director of Corporate Resources that the salary for Council apprentices is increased to match the minimum wage.
- 2.3 To note the Levy payments made to date, the drawdown for training programmes that we have instigated and expired funds as of 31 March 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 Apprenticeship Routes and Training Packages

The Apprenticeship Team have circulated apprenticeship training packages including career progression suggestions, to different services across the council. The aim is to work with departmental management teams to support them and their teams to access apprenticeship opportunities to support current recruitment and retention issues, workforce development and succession planning.

4.1.2 Partnership Working to Access our Apprenticeships

The Apprenticeship Team is actively working with internal and external partners to raise awareness of our apprenticeship opportunities to promote inclusion in learning and employment.

These partners include:

- Representation on the Employment, Education and Training (EET) Development Board supporting to improve outcomes for our care leaver population. We are attending an apprenticeship opportunity event on 14 July.
- Representation on the Equality, Diversity and Inclusion Board.
- Representation on both, the YES (Youth Employment Scheme) Partnership Strategic and Operational Group's. We attended an event to support youth employment at Enthusiasm on Cotton Lane on 9 June.
- Derby Adult Learning Service and the Derby Employment Hub.
- Economic Growth, who manage our Levy transfer to external employers within the city.
- Attend the East Midlands Apprenticeship Ambassador Network.
- D2N2 Public Sector Compact Group, attending an 'Apprenticeship in the Public Sector' event in Buxton on 24 June.

4.1.3 **Level 2 Business Administrator Trailblazer Group.**

The group meeting that was scheduled for 2 May, was cancelled, there is no update at this time. I will bring any further updates to a future meeting.

4.1.4 **Leadership and Management Programme**

The next intake for the University of Derby Leadership and Management Programme will be in September this year, we have sent out communications and are collating expressions of interest. Currently there are 12 colleagues going through the induction process.

We also have 9 colleagues currently being assessed to hopefully start on the Team Lead/Supervisor Level 3 programme in September with Derby Adult Learning Service.

4.1.5 **Social Care Apprenticeships**

We currently have 11 colleagues on the Social Work apprenticeship programme with Nottingham Trent University across three cohorts. The Children's and Adults Workforce Development Teams will be promoting the next intake for January 2023 to the Social Care Teams over the next few months.

We are actively working with Children's Services utilising apprenticeship programmes to upskill the Residential Children Care Workers and Managers.

4.2 **Committees Recommendation to Increase the Apprenticeship Salary**

The Committees recommendation has been put to the Strategic Director of Resources. He is currently considering this; I will update the committee on his decision.

4.3 Levy Payments

As of 31 May 2022, the Council has transferred a total of £3,666,183.67 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 £1,757,100 for internal apprenticeship training programmes and transferred £52,388 of our Levy Fund to outside organisations.

Between April 2021 and May 2022, £86,454 of the Councils Levy Fund has expired. In the last nine months the Council has only experienced the expiration of funds once.

The total amount of Levy drawn down between May 2017 to May 2022 is £2,345,476.

Financial report 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:

Role	Name	Date of sign-off
Legal	NA	
Finance	NA	
Service Director(s)		
Report sponsor	Liz Moore, Head of HR & OD.	13 June 2022
Other(s)	Simon Riley, Strategic Director of Corporate Resources.	June 2022

Background papers:	None
List of appendices:	Appendix 1: Levy payments from April 2017 – May 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		
3,544,574.27						2,244,788.79	38,984.17	535,942.53
64,782.65	23/04/22	09/04/22	Transfer sent to Clova House Ltd	3	1,288.89			
		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	Expired Levy Funds		0.00			
				187	53,499.86	53,499.86		0.00
56,826.75	23/05/22	12/05/22	Transfer sent to Clova House Ltd	3	755.56	2,298,288.65		
		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	Corndel 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			
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		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	Expired Levy Funds		0.00			
				189	46,105.25	46,105.25		0.00
						2,344,393.90	52,433.80	535,942.53
3,666,183.67								

Account Balance 31 May 2022
£1,374,579