



PERSONNEL COMMITTEE
11 April 2019

ITEM 7

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

The Apprenticeship Project update

Purpose

- 1.1 To provide an update on the Council's Levy payments and drawdown to March 2019.
- 1.2 To provide an update on the progress of the Apprenticeship Project. Key work streams below:
 - Apprenticeship Group
 - Business Needs Analysis
 - Adult Learning Service and Procuring Training Providers
 - 25% Levy Transfer
 - 2 year Apprenticeship Plan
 - Supporting schools to access the levy.

Recommendations

- 2.1 To note the Levy payments made to date and the drawdown for training programmes that we have instigated as of 20 March 2019.
- 2.2 To note the Project Group members.
- 2.3 Progress made on the key work streams.
- 2.4 To note the Council's procurement processes for external training providers.
- 2.5 To note the options put forward regarding the 25% Levy Transfer.
- 2.6 To note to development of a two year Apprenticeship Plan.
- 2.7 To note HR is continuing to work with our maintained schools to support them to access the levy and develop their staff.

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 20 March 2019 the Council has transferred a total of £1,468,610 into the levy pot and has drawn down £167,953 for apprenticeship programmes.

HR is currently processing leadership programmes for 49 managers. The first cohorts started in November 2018 and the second cohorts started in January 2019.

We are aiming to update the digital account system by the end of March with a retrospective drawdown payment of approximately £57,000.

Bringing the total spend to the end of March 2019 to nearer £225,000.

This equates to spending 15.32% of our levy pot this is above the national average spend of 14%.

4.2 **Project Groups**

The Project Group members are; Chair Head of HR, Head of Derby Adult Learning Service, Head of Economic Regeneration, Senior Manager - Apprenticeships and Skills, Organisational Development Consultant, Apprenticeship Project Manager and the Apprenticeship Project Administrator.

The Project Group meet every fortnight and report on the progress of their work streams via a Priorities Action Plan Highlight Report.

Updates are given to the Apprenticeship Board on a monthly basis.

4.3 **Business Needs Analysis**

An initial business needs analysis was completed at the end of September 2018. There were approximately 220 expressions of interest across all three directorates for various apprenticeship opportunities including leadership, project management, professional and operational programmes.

These expressions of interest have transpired into 56 staff having started on programmes, 44 staff currently being progressed aiming to start on programmes in the near future and 29 staff that the Apprenticeship Team is currently working with the managers to further explore how to support them to access programmes.

4.4 **Adult Learning Service**

HR and OD are working very closely with the Adult Learning Service to support them to expand their training delivery model.

Their current offer is:

Business Administration – Levels 2 and 3

Customer Service – Levels 2 and 3

Supporting Teaching and Learning in Schools - Levels 2 and 3

Health and Social Care – Levels 2 and 3

- 4.5 The Adult Learning Service held staff assessment workshops in January for a group of managers who want to access levels 2/3 Team Leader/Supervisor programmes.

The aim is to start a cohort of staff on these programmes later this year.

4.6 **Training Provider Procurement**

The Council now has agreements in place to access two frameworks to enable training provider procurement, using Call Off Contracts.

- The Nottingham City Council Directory of Approved Apprenticeship Providers.
- The Crown Commercial Service.

The Council have contracts in place with seven external training providers and are working with a further four to put contracts in place using these mechanisms.

- 4.7 HR is holding regular contract management meetings with all external training providers to ensure they are meeting the agreed quality assurance key performance indicators.

4.8 **25% Levy Transfer**

From April 2019, levy-paying employers can transfer a maximum amount of 25% of their annual funds. They can make transfers from their apprenticeship account to as many employers as they choose.

The Levy transfer options work stream is sat with the Head of Economic Regeneration.

A briefing note is being tabled at the People Directorate Management Team meeting in the near future. With recommendations for the DMT to consider the 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 can be invested.

4.9 Two Year Apprenticeship Plan

Council Officers from key stakeholder services are currently developing a two year Apprenticeship Plan that will support the effective use of the Apprenticeship Levy and underpin the broader work force development plan that is currently in development.

One of the aims of the plan is to ensure that apprenticeships within the Council are seen and valued as high quality pathways to successful careers, providing opportunities for new and existing employees to develop and will assist the Council in meeting its current and future skills needs.

Moving forward apprenticeships need to form an integral part of our workforce development strategy to provide the council with the required talent pipeline.

4.10 Supporting schools to access the levy

HR is continuing to communicate with the council maintained schools and offer guidance and advice on using the Levy when approached by the schools.

HR has developed a school toolkit, with advice and guidance on recruiting new apprentices and developing existing staff. This has been communicated to all council maintained schools and their Governors.

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 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 to make sure 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
Legal		

Finance		
Service Director(s)	Nicola Sykes, Director of HR and OD	
Report sponsor	Don McLure	21 March 2019
Other(s)	Liz Moore, Head of HR	

Background papers:	None
List of appendices:	None