

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

## **Managing the Apprenticeship Levy update**

### **Purpose**

- 1.1 To provide an update on the progress of the Apprenticeship Project Group, on the key work streams below:
  - training business needs analysis
  - training provider procurement
  - quality assurance process for training providers
  - supporting schools to access the levy
- 1.2 Update on the partnership working with the D2N2 Public Service Compact, including the Public Services Apprentice of the Year Awards.

### **Recommendations**

- 2.1 To note there has been a change of the Apprenticeship Board membership; Chair, Cllr Nicola Roulstone, Board members; Cllr Evonne Williams, Strategic Director of Communities and Place, Strategic Director of Corporate Resources, Service Director for HR & OD, Director of Development & Regrowth and Interim Director Learning and Skills.
- 2.2 To note the Project Group are progressing on the key work streams identified above.
- 2.3 To note the Council need to have a procurement contract in place where we cannot procure training providers through the Nottingham Directory of Approved Apprenticeship Providers (DAAP).
- 2.4 To note HR is continuing to work with our maintained schools to support them to access the levy.

### **Reasons**

- 3.1 To ensure that the Personnel Committee is aware of the current position of the strategic project. The Apprentice Project Group report regularly to the Apprenticeship Project Board.

### **Supporting information**

- 4.1 As of 22 December 2018 the Council has transferred a total of £1,340,342.32 into the levy pot and has drawn down £130,061.46 for apprenticeship programmes. This equates to spending 9.7% of our levy pot this is in line with the current national spend.
- 4.2 The initial business needs analysis was completed at the end of September 2018. There were approximately 120 expressions of interest for the leadership and project management programmes and 100 expressions of interest for operational and professional programmes.
- 4.3 In November 36 Managers started on Leadership programmes with the University of Derby on levels 5, 6 and 7, with another 11 due to start in January 2019. This should involve a spend of the levy pot of £21,600 monthly from January 2019.
- 4.4 Discussions are currently taking place with the Adult Learning Service to establish when we can start the enrolment process for the level 2 and 3 management programmes, which they will deliver. The amount that will be spent on the programmes will depend on which programmes are going to be delivered - Frameworks or Standards.
- 4.5 HR is currently liaising with managers to progress the expressions of interest in the project management, operational and professional programmes.
- 4.6 HR is currently working with Legal Services to develop a contract, for when we need to procure training providers who not signed up to the DAAP.
- 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 HR is continuing to communicate with the Council maintained schools and offer guidance and advice on using the Levy when approached by the schools.
- 4.9 The Council's Apprenticeship Project Manager is now the Co-Chair of the D2N2 Public Sector Compact which will support the strong partnership working across Derbyshire and Nottinghamshire.
- 4.10 The D2N2 Apprenticeship of the Year Awards was held on 28 November 2018, there were two categories: (i) newly recruited Apprentices and (ii) professional development Apprentices i.e. existing staff that have enrolled on an Apprenticeship programme. The Council put forward 9 nominees, 8 new starters and 1 existing staff member, out of a total of 56 nominations. For the new starter category the Council had 2 out of 5 shortlisted.

## **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:**

<b>Role</b>	<b>Name</b>	<b>Date of sign-off</b>
<b>Legal</b>		
<b>Finance</b>		
<b>Service Director(s)</b>	Nicola Sykes, Director of HR and OD	02/01/19
<b>Report sponsor</b>		
<b>Other(s)</b>	Liz Moore, Head of HR	02/01/19

<b>Background papers:</b>	None
<b>List of appendices:</b>	None

