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Cabinet Member for Strategic Finance and Resources

**21 February, 2019**

**Name of Cabinet Member:**

Cabinet Member for Strategic Finance and Resources – Councillor J Mutton

**Director Approving Submission of the report:**

Deputy Chief Executive (People)

**Ward(s) affected:**

All

**Title:**

Apprenticeship Update

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**Is this a key decision?**

No

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**Executive Summary:**

This report provides an overview of the current number and make-up of apprentices at Coventry City Council and Coventry schools that work with the Apprenticeships and Early Careers team. Along with an update on the progress made regarding the Apprenticeship Levy spend across the Council.

**Recommendations:**

The Cabinet Member for Strategic Finance and Resources is requested to note the progress made in utilising the Apprenticeship Levy for the benefit of new recruits, existing staff members and the City Council.

**List of Appendices included:**

N/A

**Other useful background papers:**

None

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

*No*

## Report title: Apprenticeship Update

### 1. Context

- 1.1 The Apprenticeships and Early Careers team within HR and OD is responsible for managing the Council's apprenticeship scheme and delivering the actions set out in the Council's Apprenticeship Strategy 2016-19.
- 1.2 The team engages with managers across services to identify posts suitable for placing apprentices and providing support with recruitment, identifying and sourcing apprenticeship training along with providing advice and guidance to manager and apprentice to ensure the quality of apprenticeship placements.
- 1.3 The team also provides this service to Coventry schools who wish to engage. The team are currently working with 28 schools. Schools that do not pay into the Levy, recruit and manage apprentices independently and these schools and apprentices are not included in the statistics in this document.
- 1.4 The Levy is paid at 0.5% of the pay bill minus a Levy allowance of £15k for each tax year. The Levy is collected monthly by HMRC via the PAYE system and converted into digital vouchers accessed via the digital apprenticeship service account. Levy funding can only be spent on apprenticeship training.
- 1.5 The yearly cost of the Levy to Coventry City Council is in the region of £1m which is made up of approximately £600K from the corporate wage bill and £400K from maintained schools. The government will top this up by a further 10%, making the total amount of funding available circa £1.1m.

### 2. Statistics

- 2.1 As of the 22<sup>nd</sup> January 2019 the Apprenticeships and Early Careers team has 120 apprentices in post. There are currently 10 Apprentices that are Looked After Children (LAC), this being the highest number of LAC apprentices that the Council has appointed and achieves the Council's target. Due to the nature of recruitment with new apprentices starting and finishing regularly, this number can change on a weekly basis.
- 2.2 Apprentices are currently allocated as follows:

• Total number of Apprentices in post	120
• Total number in Council	38
• Total number in Schools	82

- 2.3 Apprentices by directorate:

• People	30
• Place	8

2.4 Apprentices by vocational area:

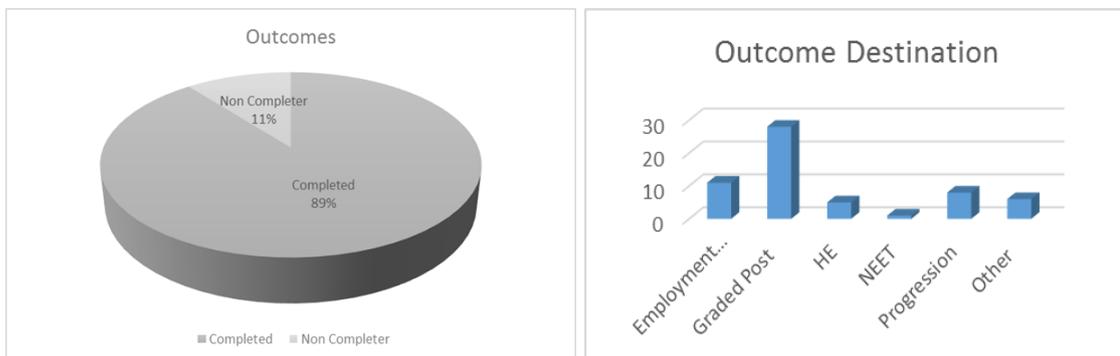
AAT	2
Automotive Maintenance and Repair	1
Business Administration	29
Childrens and Young Peoples Workforce	5
Civil Engineering	1
Early Years Educator	2
Environmental Conservationist	1
Graphic Design	1
Highway Maintenance	2
Horticulture	3
I.T	10
Public Services Operational Delivery Officer	1
Supporting Teaching and Learning in Schools	56
Supporting Teaching and Learning in Schools – Sports	5
Sustainable Resource Management	1

2.5 Apprentices by Level

• Level 2	47
• Level 3	72
• Level 4	1

2.6 Apprentice outcomes

Outcomes remain positive for our apprentices with most successfully completing their apprenticeship. From April 2018, 56 apprentices have completed their apprenticeships with only 6 of those not finishing their qualification due to leaving. The majority of apprentice’s progress onto the next level or move into a graded post with the Council.



2.7 Upskilling existing members of staff

135 existing members of staff have accessed Levy funded qualifications as follows:

Play work Level 2	2
Catering and Professional Chefs Level 2	1
Business Administration Level 2/3	4
I.T Level 2/3	3

Supporting Teaching and Learning in Schools Level 2	8
Supporting Teaching and Learning in Schools Level 3	15
Civil Engineering Level 3	3
CMI Level 3	27
School Business Professional Level 4	1
Associate Project Management Level 4	28
CMI Level 5	28
Chartered Legal Executive Level 6	2
Accountancy Taxation Professional Level 7	2
Senior Leaders Master's Degree Level 7	11

## 2.8 Levy Spend

There is a projected spend of £1,295,400 with planned starts that are currently on programme this includes £485,500 to date on programme payments that have been made.

Procurements are been undertaken for the following Apprenticeship Standards:

- Social Care Diploma Level 2/3
- Waste Management Industry Training & Advisory Board Level 2/3
- HR Support Level 3
- Business Analyst Level 4
- CIPD Learning and Development Level 5
- Social Worker Degree Level 6
- Childrens Residential Child Care Level 3
- Children, Young People and Families Practitioner/Manager Level 4/5

The portfolio of Apprenticeship training is expanding considerably as new standards are released.

## 2.9 Current Programmes

### Apprenticeship Introductory Morning

All new apprentices are invited to the Introductory Morning which covers the structure of the Council, our Behaviour Framework, Health and Mental Wellbeing, Development Opportunities and Objective Setting for the year. This is also an important networking opportunity, whereby all apprentices recently commencing their programme can come together and gain information to augment their experience.

### West Midlands Apprenticeship Ambassador

The Apprenticeship Team are participating in the West Midlands Apprenticeship Ambassador Network; the group is a network of employers promoting apprenticeships to bridge skills gaps and engages in activities and events that promote progression opportunities for Apprentices. In addition, 3 of our apprentices are undertaking training to become Young Apprentice Ambassadors joining the Young Apprenticeship Ambassador Network (YAAN) to grow and expand the apprenticeship programme by engaging with and providing information on apprenticeships to young people through a number of different activities and events. The role of the ambassador is to promote apprenticeships and inspire other young people by describing their direct experience.

### Apprenticeship Diversity Champions Network

Work is being undertaken to sign up and commit to The Apprenticeship Diversity Champions Network where apprenticeships are championed and diversity is promoted among employers to encourage more people from underrepresented groups,

including members of the Black, Asian and Minority Ethnic (BAME) communities to consider apprenticeships. Further work is currently being undertaken to ensure that the Council is a Disability Confident employer; this will enable the Council to be registered as an employer who recognises the talents disabled people can bring to the workplace.

#### LAC/Care Leavers

During the week the 30<sup>th</sup> July, the Apprenticeship Team ran a work experience programme targeted at LAC/Care Leavers looking to progress into apprenticeships. Placements were hosted by Customer Services, Tile Hill Library and Whitley Depot. The team are now working with the individuals to enrol them onto Council apprenticeships. Apprenticeship Drop in Sessions are held weekly at Through Care to discuss apprenticeships available and prepare individuals for work trials where appropriate. The next LAC Work Experience Week will take place during the 15<sup>th</sup> -26<sup>th</sup> April 2019.

The team are looking to engage with City Wide Businesses in order to widen the apprenticeship opportunities that can be made available to our LAC. Currently a monthly Apprenticeship Ready Workshop is held at The Job Shop and this is where we are looking to invite external employers to promote their apprenticeships.

#### Mentoring Programme

The Apprenticeship Mentoring Programme has been developed for our LAC apprentices to make use of a trained Mentor during the length of their apprenticeship. Training has taken place with all potential mentors to ensure they are equipped with the correct practical skills and understanding required to make a positive impact on Apprentices. The mentor will be there as a professional friend to offer advice and guidance on professional development.

#### Work Experience

A work experience framework has now been put in place to enable more requests to be supported. Furthermore partnerships with external organisations are being developed to create a work experience scheme that is meaningful, productive and aspiring for all participants. The scheme aims to work with individuals from a wide range of backgrounds to assist with career aspirations.

### **3. Recommendations**

- 3.1 It is recommended that the Council continue to fund the existing Apprenticeship programme in line with the Council's Apprenticeship Strategy
- 3.2 Levy funds can be transferred to multiple employers, through the apprenticeship service, transfers can be made to any employer. From April 2019, up to 25% of the annual value of funds entering the apprenticeship service can be transferred. Once priority areas are identified transfers are to commence.
- 3.3 Pathways to be developed with succession planning to be embedded across services areas to enable our apprenticeships to be a meaningful and a true entry route onto a professional career with the Council. This will ensure that we are able to 'Grow Our Own' and recruit successfully for Our Future Workforce. Meetings will be held with managers across those areas where apprentices have not been employed and in particular meetings will be held across the Place Directorate to encourage more apprenticeships in this area.

#### **4. Results of consultation undertaken**

- 4.1 Various meetings have taken place with colleagues from Employment Services, Finance and Adult Education to consult on the implications of the Apprenticeship Levy.
- 4.2 Directorate and Service Managers have welcomed the opportunity to develop staff via the Apprenticeship Levy where previously budgets haven't been available.

#### **4. Timetable for implementing the recommendations**

- 4.1 Continuing to fund the Council's existing Apprenticeship programme in line with the Councils' Apprenticeship Strategy - ongoing
- 4.2 Identify priority areas City Wide that will benefit from utilising the levy transfer funds that are available – To start April 2019
- 4.3 Working with service areas to create pathways that will enable progression that can be underpin with levy funded qualifications – To start April 2019

#### **6. Comments from the Director of Finance and Corporate Services**

##### 6.1 Financial implications

The yearly cost of the Levy to Coventry City Council is in the region of £1m which is made up of approximately £600K from the corporate wage bill and £400K from maintained schools. The government will top this up by a further 10%, making the total amount of funding available circa £1.1m.

The funds in the digital account will be more than sufficient to cover the training costs of the current level of apprentices plus potential further increases in line with the Apprenticeship Strategy. However salary costs relating to increases in apprentice numbers will need to be funded from current service budgets as the Levy cannot be used to fund salaries.

The digital account will also contain sufficient resources to fund some of the training costs of "Apprenticeships" for current staff. If this replaces training which is already funded (either corporately or within the service) then this could release budget to be taken towards the Council's overall savings targets.

##### 6.2 Legal implications

The Apprenticeship Levy was introduced under Part 6 of the Finance Act 2016 and has taken effect from 6th April 2017. Anti-avoidance and penalty sections form part of the legislation and the Government has issued guidance on its implementation.

The Apprenticeship Team currently working alongside the Procurement team across Coventry, Solihull & Warwickshire to make sure that the Council has a contractual agreement document that complies with the ESFA and that we can issue to Training Providers.

#### **7. Other implications**

- 7.1 **How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

Coventry City Council’s vision is to increase apprenticeship opportunities by offering high quality apprenticeship programmes across all service areas of the Council, affording access to a broad range of training and development at multiple levels. The apprenticeship programme will attract participation and raise the aspirations of the widest possible range of young people, and will enable the Council to benefit from a skilled, motivated and flexible workforce.

In addition to this, the utilisation of Apprenticeships for existing staff members will provide training and upskilling to staff in relation to the Workforce and Talent Management Strategies.

**7.2 How is risk being managed?**

The Apprenticeship and Career Pathways Development Lead role it is to ensure that:

- utilisation of digital account resources is led by organisational need
- monitoring of the quality of training providers delivering the apprenticeship qualifications

**7.3 What is the impact on the organisation?**

Additional funding will be available to staff via the Apprenticeship Levy to undertake training and development.

**7.4 Equalities / EIA**

N/A

**7.5 Implications for (or impact on) the environment**

N/A

**7.6 Implications for partner organisations?**

Adult Education are currently the preferred provider for many apprenticeships at Coventry City Council.

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**Appendices**

N/A