



**PERSONNEL COMMITTEE**  
**20 November 2019**

**ITEM 06**

Report sponsor: Nicola Sykes, Service Director for HR and OD

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 6 November 2019.
- 1.2 To provide an update on the Apprenticeship Strategy authorised by the Apprenticeship Board.
- 1.3 To provide a breakdown of the retention rate for apprentices once they have completed their initial programme, along with a breakdown of the diversity and gender makeup of the Council's apprentices.
- 1.4 To provide an update on the request that local businesses, Enterprise for Education and Derby Renaissance Board are all consulted with regarding the 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 6 November 2019.
- 2.2 To note the Apprenticeship Strategy approved by the Apprenticeship Board.
- 2.3 To provide the breakdown of the retention rate for apprentices once they have completed their initial programme, along with a breakdown of the diversity and gender makeup of the Council's apprentices.
- 2.4 To note the update on the request that local businesses, Enterprise for Education and Derby Renaissance Board are all consulted with 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 6 November 2019 the Council has transferred a total of £1,898,358 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account and has drawn down £436,468 for apprenticeship training programmes.

This equates to spending 22.99% of our Levy fund.

Please refer to appendix 1 for a breakdown of payments.

## 4.2 **Apprenticeship Strategy**

The Apprenticeship Board has previously agreed the Apprenticeship Strategy, which sets out the Council's approach and objectives for the next two years. Please refer to Appendix 2 for a copy of the agreed Apprenticeship Strategy. The Apprenticeship Board will monitor progress of delivery against the Strategy.

- 4.2.1 Our aim is to promote wider access to apprenticeships across all communities in the city, and to increase the number of apprenticeships undertaken by young people within the Council.

We want to work with a range of organisations and services both internal and external to the Council, promoting the benefits of apprenticeships to all.

- 4.2.3 We want to encourage workforce development, support the development of local skills and the Derby economy, by assisting small and medium sized employers to create more apprenticeship opportunities.

- 4.2.4 The Apprenticeship Strategy supports the Council's vision and aim, along with the wider economic and related strategic aspirations and priorities for Derby. In addition, the Strategy is linked to the broader Workforce Strategy and required behaviours and is aligned with the HR & OD Strategy.

- 4.2.5 It was agreed at the 30 September Apprenticeship Board meeting to continue with the project and the current resource model: HR Apprenticeship Team managing the Apprenticeship Project, Service and training provider management for the next financial year 2020/2021.

This model enables the HR and OD Service to work in partnership with DALs as our preferred training provider, and also with other key internal stakeholders such as Economic Growth Service, Adults and Childrens Social Care Teams, Schools Improvement Team and the Communications and Marketing Team.

At the same time it enables the Council to continue to develop our external joint and partnership working, building on our existing relationships and networking mechanisms.

#### **4.3 Apprentice retention rates and gender and ethnicity makeup.**

Currently we have 16 new start Apprentices and 107 existing colleagues currently on programmes. Total number of colleagues on programme is 124.

Appendix 3 is a breakdown of the number of colleagues currently on programme by gender and ethnicity.

- 4.3.1 Currently the Council's retention rate for new start apprentices once they have completed their initial programme is 60%. Apprentices coming to the end of their fixed term training contract are given support and advice, and are given priority, after staff who have been redeployed, for recruitment to any appropriate vacancies within Derby City Council.
- 4.3.2 There are varying reasons why the apprentices leave the Council, including securing external jobs in the City, going onto further education i.e. college or university courses and coming to the end of their contract.

#### **4.4 25% Levy Transfer Update.**

Good progress on the transfer of a proportion of the Council's unspent levy account has been made. This involves payments to Derby Homes and an external care home provider, Right At Home. This has taken some while to negotiate and set up. The approval of these arrangements was given by the Apprenticeship Board on 30 September following submission of my report on 16 September. This is now awaiting Cabinet Member approval and sign-off to release these payments. A draft grant contract has been prepared for Right At Homes and a similar grant contract would be adopted for Derby Homes.

It was necessary to await the outcome of the above decision before investigating any other potential transfer arrangements. In relation to potential additional activity on the 25% transfer, further discussions are required by Officers in order to determine the priorities and the resource levels available.

### **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:**

| <b>Role</b>                | <b>Name</b>                         | <b>Date of sign-off</b> |
|----------------------------|-------------------------------------|-------------------------|
| <b>Legal</b>               |                                     | NA                      |
| <b>Finance</b>             |                                     | NA                      |
| <b>Service Director(s)</b> | Nicola Sykes, Director of HR and OD | 5 November 2019         |
| <b>Report sponsor</b>      | Nicola Sykes, Director of HR and OD | 5 November 2019         |
| <b>Other(s)</b>            | Liz Moore, Head of HR               | 5 November 2019         |

  

|                            |  |
|----------------------------|--|
| <b>Background papers:</b>  | None   |
| <b>List of appendices:</b> | Appendix 1: Levy payments from April 2017 – November 2019.<br>Appendix 2: Apprenticeship Strategy Presentation.<br>Appendix 3: Apprentice retention rates and diversity and gender makeup. |

**Levy Payments**

**Appendix 1**

| Amount Paid into Apprentice Service | Date Paid In | Date Payment Made to Training Providers | Training Provider                       | Number on Roll | Amount Paid      | Amount                            |
|-------------------------------------|--------------|---|---|----------------|------------------|-----------------------------------|
| Balance from April 17 to March 19   |              |   |   |                |                  | Balance from April 17 to March 19 |
| <b>1,534,294.06</b>                 |              |   |   |                |                  | <b>167,953.02</b>                 |
| 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        |                                   |
|                                     |              |   |   | <b>103</b>     | <b>64,013.83</b> | <b>64,013.83</b>                  |
| 61,410.01                           | 21/05/19     | 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 Adult Learning Service            | 27             | 3,955.47         |                                   |
|                                     |              | 09/05/19                                | Dart Limited                            | 1              | 109.09           |                                   |
|                                     |              | 09/05/19                                | Babington Business College Limited      | 11             | 3,080.74         |                                   |
|                                     |              |   |   | <b>104</b>     | <b>34,434.08</b> | <b>34,434.08</b>                  |
| 60,552.99                           | 21/06/19     | 12/06/19                                | CIPFA Business Limited                  | 3              | 1,031.47         |                                   |
|                                     |              | 12/06/19                                | Ginger Nut Media Limited                | 3              | -600.00          |                                   |
|                                     |              | 12/06/19                                | University College of Estate Management | 1              | 392.73           |                                   |

|           |            |          |   |     |           |           |
|-----------|------------|----------|---|-----|-----------|-----------|
|           |            | 12/06/19 | University of Derby                     | 48  | 38,400.00 |           |
|           |            | 12/06/19 | West Nottinghamshire College            | 2   | -680.70   |           |
|           |            | 12/06/19 | DCG                                     | 24  | 5,080.88  |           |
|           |            | 12/06/19 | Derby Adult Learning Service            | 34  | 6,185.72  |           |
|           |            | 12/06/19 | Dart Limited                            | 1   | 54.55     |           |
|           |            | 12/06/19 | Babington Business College Limited      | 11  | 3,325.63  |           |
|           |            |          |   | 127 | 53,190.28 | 53,190.28 |
| 60,947.68 | 21/07/2019 | 06/07/19 | CIPFA Business Limited                  | 3   | 1,031.47  |           |
|           |            | 06/07/19 | Ginger Nut Media Limited                | 3   | 1,600.00  |           |
|           |            | 06/07/19 | University College of Estate Management | 1   | 392.73    |           |
|           |            | 06/07/19 | University of Derby                     | 48  | 19,650.00 |           |
|           |            | 06/07/19 | West Nottinghamshire College            | 2   | 519.30    |           |
|           |            | 06/07/19 | DCG                                     | 24  | 2,524.13  |           |
|           |            | 06/07/19 | Derby Adult Learning Service            | 30  | 3,115.98  |           |
|           |            | 06/07/19 | Dart Limited                            | 1   | 54.55     |           |
|           |            | 06/07/19 | Babington Business College Limited      | 12  | 4,016.27  |           |
|           |            |          |   | 124 | 32,904.43 | 32,904.43 |
| 60,263.07 | 23/08/2019 | 08/08/19 | CIPFA Business Limited                  | 3   | 1,031.47  |           |
|           |            | 08/08/19 | Ginger Nut Media Limited                | 3   | 1,600.00  |           |
|           |            | 08/08/19 | University College of Estate Management | 1   | 392.73    |           |
|           |            | 08/08/19 | University of Derby                     | 48  | 16,950.00 |           |
|           |            | 08/08/19 | West Nottinghamshire College            | 2   | 519.30    |           |
|           |            | 08/08/19 | DCG                                     | 22  | 2,136.09  |           |
|           |            | 08/08/19 | Derby Adult Learning Service            | 23  | 2,510.98  |           |
|           |            | 08/08/19 | Dart Limited                            | 1   | 54.55     |           |
|           |            | 08/08/19 | Babington Business College Limited      | 12  | 4,183.25  |           |
|           |            | 08/08/19 | Kaplan Financial Limited                | 1   | 1,200.00  |           |
|           |            |          |   | 116 | 30,578.37 | 30,578.37 |

|           |            |          |   |            |                  |                  |
|-----------|------------|----------|---|------------|------------------|------------------|
| 59,119.13 | 21/09/2019 | 17/09/19 | University of Derby                     |            | -2,025.00        |                  |
|           |            | 17/09/19 | DCG                                     |            | 400.00           |                  |
|           |            | 17/09/19 | Derby Adult Learning Service            |            | 2,146.67         |                  |
|           |            | 17/09/19 | Cambridge Marketing College Limited     |            | 300.00           |                  |
|           |            |          |   |            | <b>821.67</b>    | <b>821.67</b>    |
|           |            | 09/10/19 | CIPFA Business Limited                  | 3          | 2,062.95         |                  |
|           |            | 09/10/19 | Ginger Nut Media Limited                | 3          | 3,200.00         |                  |
|           |            | 09/10/19 | University College of Estate Management | 1          | 785.45           |                  |
|           |            | 09/10/19 | University of Derby                     | 48         | 31,200.00        |                  |
|           |            | 09/10/19 | West Nottinghamshire College            | 2          | 1,038.60         |                  |
|           |            | 09/10/19 | DCG                                     | 22         | 4,350.61         |                  |
|           |            | 09/10/19 | Derby Adult Learning Service            | 23         | 5,757.78         |                  |
|           |            | 09/10/19 | Dart Limited                            | 1          | 109.09           |                  |
|           |            | 09/10/19 | Cambridge Marketing College Limited     | 1          | 600.00           |                  |
|           |            | 09/10/19 | Babington Business College Limited      | 12         | 6,189.68         |                  |
|           |            | 09/10/19 | Kaplan Financial Limited                | 1          | 600.00           |                  |
|           |            | 24/10/19 | University of Derby                     |            | -2,307.69        |                  |
|           |            | 24/10/19 | Derby Adult Learning Service            |            | -1,013.33        |                  |
|           |            |          |   | <b>117</b> | <b>52,573.14</b> | <b>52,573.14</b> |
|           |            |          |   |            |                  |                  |
|           |            |          |   |            |                  |                  |

**1,898,358.44**

**436,468.82**

Account Balance 28 October  
2019 - £1,462,323

**Existing Staff of Apprenticeship Programmes  
Appendix 3**

**Breakdown by Ethnicity**

**Breakdown of Gender**

| Department and Ethnicity                                 | Number of People | Female | Male | Grand Total |
|--|------------------|--------|------|-------------|
|  |                  | 65     | 41   | 106         |
| Asian/Asian British - Pakistani                          | 4                |        |      |             |
| White - English/Welsh/Scottish/Northern Irish/British    | 84               |        |      |             |
| Prefer Not To Say  | 1                |        |      |             |
| White - Other White                                      | 3                |        |      |             |
| Asian/Asian British - Indian                             | 8                |        |      |             |
| Mixed/Multiple Ethnic Groups - White and Black Caribbean | 2                |        |      |             |
| Black/African/Caribbean/Black British - Caribbean        | 1                |        |      |             |
| White - Irish  | 1                |        |      |             |
| Unknown  | 2                |        |      |             |
| <b>Grand Total</b>                                       | <b>106</b>       |        |      |             |

## New Start Apprentices on Programme

### Breakdown by Ethnicity

| Department and Ethnicity                              | Number of People |
|---|------------------|
| White - English/Welsh/Scottish/Northern Irish/British | 11               |
| Black/African/Caribbean/Black British - Any Other     | 1                |
| Black/African/Caribbean/Black British - Caribbean     | 1                |
| White - Other White                                   | 1                |
| Asian/Asian British - Indian                          | 1                |
| Asian/Asian British - Pakistani                       | 1                |
| <b>Grand Total</b>                                    | <b>16</b>        |

### Breakdown by Gender

| Female | Male | Grand Total |
|--------|------|-------------|
| 8      | 8    | 16          |