

## **Report to Joint Consultative and Safety Committee**

**Subject: Apprenticeships; Senior Leadership Team Strategy Statement and Delivery Plan**

**Date: 28 November 2017**

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Senior Leadership Team**

### **1. Purpose**

To consult on a proposed strategy statement and delivery plan to be used as a formal document in support of our work as an Accredited Apprenticeship Centre.

### **2. Introduction and background**

The Council is accredited to deliver apprenticeships both within the organisation and outside to other levy-paying organisations.

As part of this accreditation it is necessary to have certain policy and strategy documents. These will be subject to periodic OFSTED inspection. One such requirement is a need to have a statement of strategy in relation to our delivery of apprenticeships.

### **3. Proposal**

Senior Leadership Team has considered this requirement and a proposed Strategy Statement and Delivery Plan is shown at Appendix A. The document sets out the Council's objectives in relation to apprenticeships, the strategic principles to guide delivery and delivery methods themselves.

### **4. Background papers**

Appendix A: Proposed Senior Leadership Team Strategy Statement and Delivery Plan

### **5. Recommendations**

It is **recommended** that the Joint Consultative and Safety Committee;

5.1 In principle offers support for the proposals made by Senior Leadership Team and;

5.2 Refers any comments or recommendation back to Senior Leadership Team for consideration prior to a final statement being included in the suite of documents that supports the Council's Accredited Apprenticeship Centre.

# Apprenticeships

## Senior Leadership Team Strategy Statement and Delivery Plan

### 1. Purpose

To identify the principles of apprenticeship delivery within and outside the organisation and to specify how these will be implemented.

### 2. Objectives and Targets

#### 2.1 Nationally- derived

The Government has determined that public bodies with 250 or more employees on 31 March in each year from 2017 to 2020 are required to meet the target. The target is a minimum of 2.3% apprenticeship starts each year, based on the headcount number of employees. The target can be aggregated over the four-year period from 2017/18 to 2020/21 inclusive.

#### 2.2 Local

Translating the national targets to our organisation, our organisation will deliver 12 apprenticeship starts in 2017/18. This target will be reviewed annually to reflect the size of the workforce at the start of each new financial year.

Based on current headcount, 48 apprenticeships will be delivered during this period.

### 3. Delivery

#### 3.1 Employees

Apprenticeship delivery will be targeted to support the Council's strategic organisational development programmes and to meet service delivery needs that have been identified through training needs analysis as having commonality across teams within the organisation.

Senior Leadership Team will identify specific apprenticeship programmes relevant to specific posts. Apprenticeship training will be delivered to post holders who have not already attained a similar level of qualification in a relevant occupational area in a structured delivery programme over a four-year horizon concluding 2020/21.

In addition to apprenticeships delivered to existing employees, specific apprentice posts will be created in the Council's Establishment to suit the business need. These will be open to external recruitment of candidates from our own and neighbouring communities.

### *3.2 The community*

The Council, primarily through its Economic Development function, will encourage the delivery and uptake of apprenticeship opportunities within the borough both through the Erasmus+ programme and through local small-scale intervention and support.

### *3.3 Commercial*

As a learning centre accredited to deliver apprenticeships, opportunity will be taken to deliver programmes to other organisations in order to maximise income to the Council. Particular focus will be given to opportunities to deliver to partner organisations, other local authorities and appropriate businesses in our local community. Resource availability and capacity will be managed to optimise the possibility for income generation.

## **4. Funding**

All UK employers with a pay bill of over £3 million per year are required to pay an apprenticeship levy. Funding for apprenticeship delivery is derived from the levy-funded “digital account” calculated at 0.5% of the value of the Council’s pay bill, minus an apprenticeship levy allowance of £15,000 per financial year. The Government will apply a 10% top-up to the funds that are paid by an employer for the levy.

This digital account will be used to fund apprenticeship training programmes for employees. Whenever possible, training will be delivered by our own accredited centre in order to draw funding back into the organisation.

As capacity allows, opportunities for income generation through delivery of apprenticeships to external organisations will be actively sought.

## **5. Data management**

Personal data relating to candidates will be held and managed in accordance with national legislation and local policy.

## **6. Strategic Principles**

Apprenticeships will:

- Be used to improve the performance of the business through targeted delivery
- Support the delivery of strategic programmes of organisational development
- Provide learning and development for our employees to maximise their potential
- Be promoted in the wider community through practical programmes of work
- Be used whenever possible to generate additional income from other organisations
- Be used to draw funds back into the Council from direct delivery to our own employees
- Be delivered to local people who will be employed in our training posts which will support their development and enhance their chances of future employment