

## Employment Committee Tuesday 21 November 2023

A meeting of the above Committee will be held in Shire Hall, Market Place, Warwick on Tuesday 21 November 2023, at **6.00pm**, and available for the public to watch via the Warwick District Council [YouTube channel](#).

### Agenda

#### 1. Apologies for Absence

To receive apologies for absence from any Councillor who is unable to attend.

#### 2. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be disclosed during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

#### 3. Corporate Apprenticeship Programme Update

To consider a report from People & Communications.

Published Monday 13 November 2023

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For enquiries about specific reports, please contact the officers named in the reports.

You can e-mail the members of the Committee at

[employmentcommittee@warwickdc.gov.uk](mailto:employmentcommittee@warwickdc.gov.uk)

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## Agenda Item 3

Employment Committee  
21 November 2023

Title: Corporate Apprenticeship Programme Update

Lead Officer: Tracy Dolphin / Elaine Priestley

Portfolio Holder: Councillor Jess Harrison

Wards of the District directly affected: None directly impacted.

<b>Approvals required</b>	<b>Date</b>	<b>Name</b>
<b>Portfolio Holder</b>	27.10.23	Jess Harrison
<b>Finance</b>	13.10.23	Andrew Rollins
<b>Legal Services</b>		-
<b>Chief Executive</b>	13.10.23	Chris Elliott
<b>Head of Service(s)</b>	13.10.23	Tracy Dolphin
<b>Section 151 Officer</b>	13.10.23	Andrew Rollins
<b>Monitoring Officer</b>	13.10.23	Graham Leach
<b>Leadership Co-ordination Group</b>	-	
<b>Final decision by this Committee or rec to another Cttee / Council?</b>	No	
<b>Contrary to Policy / Budget framework?</b>	No	
<b>Does this report contain exempt info/Confidential? If so, which paragraph(s)?</b>	No	
<b>Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?</b>	No	
<b>Accessibility Checked?</b>	Yes	

## Summary

This report presents an annual update in relation to the Warwick District Council Corporate Apprentice Programme as requested by Employment Committee.

## Recommendations

It is recommended that Employment Committee:

- (1) Notes the content of the report and the Apprenticeship Update
- (2) Notes that although the Public Sector Apprenticeship target was discontinued with effect from 31st March 2022, Warwick District Council continues to publish progress voluntarily.

### 1.0 Reasons for the Recommendation

- 1.1 This is an annual report provided for Members consideration.
- 1.2 The public sector apprenticeships target concluded on 31 March 2022. From 1 April 2022 there is no longer a target set for public sector employers. However, public sector employers who were required to report against the public sector apprenticeships target were asked to voluntarily continue to gather, and later report: new apprenticeship starters; total number of apprentices and organisational headcount. The DFE will publish this data annually to support transparency and external accountability and help maintain the momentum public sector employers have developed.
- 1.3 As of October 2023, since its launch in 2018 the Corporate Apprentice Scheme has funded opportunities for twenty-six apprenticeships. At the time of reporting.
  - 10 out of 26 have secured alternative employment with the Council.
  - 7 out of 26 are still undertaking their apprenticeships.
  - 9 out of 26 successfully completed their apprenticeships and left for other opportunities.
  - we are in the process of recruiting 2 more apprentices.
- 1.4 In addition, the corporate scheme part funds a Forestry Apprentice employed by Heart of England Forest and seconded to Warwick District Council.
- 1.5 It is particularly positive to report that some Apprentices have progressed their careers into managerial and professional roles.

### 2.0 Levy Funded Training

- 2.1 The Apprenticeship Levy was initiated by the UK government in April 2017, for all employers paying a wage bill of more than 3 million per year. Employers that meet the criteria are required to pay 0.5% of their payroll each month as a levy tax. This levy can then be reinvested back into the workforce in the form of Apprenticeship training. The Council made a levy payment of £74,464 in 22/23 which is a payroll deduction, processed directly from payroll each month using the 0.5% apportionment of Gross Pay.

- 2.2 The Council can access its Levy contribution plus 10% to fund Apprenticeship training funding each year. This is £84,110 for 22/23 and should this be exceeded, 80% of excess costs would be topped up by the government.
- 2.3 To maximise the use of the Apprenticeship levy the Council has taken the opportunity to secure apprenticeship training for existing members of staff. This has funded training for eighteen staff, largely at degree level. To date circa £320,000 work of Levy Funded training has been accessed for established members of staff and £192,500 for apprentices.
- 2.4 Three members of staff who joined the Council as apprentices are now in established positions studying at degree level.

**3.0 Public Sector Apprenticeship Target**

- 3.1 Public sector bodies with 250 or more staff in England had a target to employ an average of at least 2.3% of their staff as new apprentices within the period of 1 April 2017 to 31 March 2023. From a low starting point of 0.19% Warwick District Council achieved an average of 1.6% in this time. This is a significant increase from its starting point.
- 3.2 The average for Public Sector for 2022-23 was 1.7%, including 5.8% in the armed forces and 1.2%<sup>1</sup> for Local Government.

<b>Reporting percentages</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Percentage of apprenticeship starts (both new hires and existing employees who started an apprenticeship) as a proportion of employment starts between 1 April to 31 March	1.47	16.09	21.33	13.3	11.9	6.17
Percentage of total headcount that were apprentices on 31 March	0.21	2.39	3.71	4.59	2.08	1.23
Percentage of apprenticeship starts (both new hires and existing employees who started an apprenticeship) between 1 April to 31 March as a proportion of total headcount on 31 March	0.19	2.90	2.34	1.91	1.45	1.02

**4.0 Promotion of Corporate Apprenticeship Scheme/Work Experience**

- 4.1 Some examples of how the scheme is promoted:  
 During 2022/23 staff from the Human Resources team attended seven Career/Job

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<sup>1</sup> [Apprenticeships and traineeships, Academic year 2022/23 – Explore education statistics – GOV.UK \(explore-education-statistics.service.gov.uk\)](https://www.gov.uk/explore-education-statistics)

fairs held in schools and within the local community. These were also supported by apprentices as ambassadors. These events supported promotion of not just the apprenticeship scheme but career opportunities for local government. They enabled us to engage with young people in the District and talk about career and further education opportunities.

4.2 We have attended (alongside the Community Partnership Team) two of the job fairs held in Royal Leamington Spa. These events allow us to engage with residents within the local community and discuss current job opportunities, the benefits of working for Warwick District Council and opportunities such as our apprenticeship scheme.

4.3 In addition to students undertaking work experience within specific service areas, in July 2023 we held our first corporate work experience programme. This three-day event, which was held from 4th to 6th July, gave students the opportunity to learn more about Warwick District Council and the services we provide as well as to gain valuable work life skills. The work experience programme was open to schools within our district as well as to schools that we have been collaborating with. As part of the programme the students had the opportunity to work on their interview technique and learn more about important topics which may affect their careers in the future such as social media awareness. The workshops were designed and run by staff across the Council and again supported by our current cohort of apprentices.

### 5.0 **Next Steps**

5.1 It is important to recognise the success of the Apprenticeship Programme within the Council. There have been challenges over the last few years to provide a positive learning opportunity with remote based working.

5.2 A recent benchmarking review of salaries indicated that the Council offers a lower salary for higher level apprenticeships than neighbouring authorities. However, the higher-level apprenticeships, together with more specialist roles, tend attract a higher number of applicants. A recent Digital Marketing opportunity attracted over seventy applicants. We will continue to monitor this.

5.3 Feedback from a networking event for apprentices and their managers, in December 2022, was extremely positive with the only improvement suggestions being greater opportunity to work within a team and network. Plans to address this continue with a review of our induction process and development programme.

### 6.0 **Alternative Options**

6.1 Not considered as the scheme is linked to our Recruitment Retention and Remuneration project aligned to 'Grow your Own'.

### 7.0 **Legal Implications**

7.1 None

### 8.0 **Financial Services**

8.1 The Apprenticeship Scheme is funded from an allocated budget. This is regularly reviewed to ensure monitoring of the scheme where there is an overlap into the

next financial year.

9.0 **Environmental/Climate Change Implications**

9.1 No implications

10.0 **Analysis on the Effects of Equality**

10.1 The Council's recruitment processes include best practice in the promotion of equalities.

11.0 **Data Protection**

11.1 No implications

12.0 **Health and Wellbeing**

12.1 There is a positive impact on the health and wellbeing of existing employees utilising the training element of the apprenticeship programme to support skills and knowledge enhancement. Equally there has been feedback from teams where our new apprentices have joined to indicate a rejuvenation of having an apprentice join the team to bring new ideas, creativity and innovation.

13.0 **Risk Assessment**

13.1 There is a risk of not recruiting to posts, we continue to monitor as part this.

14.0 **Consultation**

14.1 SLT 18.10.23 and Employment Committee 21.11.23

**Corporate Apprentices Programme Update (Appendix 1)****1. Apprentices Funded by Corporate Scheme**

<b>Apprentice Post</b>	<b>Qualification and Level</b>	<b>Service Area</b>	<b>Cost</b>	<b>Training Duration (months)</b>
Revenue Apprentice	L3 Bus Admin	Finance	£5,000	18
Data Analyst Apprentice	L4 Data Analyst	ICT	£15,000	24
Digital Marketing Apprentice	L3 Digital Marketing Diploma	People and Communications	£4,000	18
Arts Development Apprentice	L3 Community Arts	Culture	£2,500	18
NS Bus Admin	L2 Bus Admin	Neighbourhood Services	£2,000	18
Building Control Apprentice	L3 Business Admin	Development Services	£5,000	24
Democratic Services Apprentice	L3 Business Admin	Democratic Services	£5,000	18
Construction and Surveying Apprentice	L4 Construction and Surveying	Assets	£9,000	24
Construction and Surveying Apprentice	L3 Construction and Surveying	Assets	£9,000	24
AAT Apprentice	L2 & 3 AAT	Finance	£8,000	36
Arts Development Apprentice	L3 Events Asst	Culture	£9,000	18
Licensing Apprentice	L3 Business Admin	Health and Community Protection	£5,000	18
Finance Admin Apprentice	L3 Business Admin	Finance	£5,000	18
Customer Services Advisor Apprentice	L3 Business Admin	Finance	£5,000	18
Business Admin Apprentice	L3 Business Admin	Culture	£5,000	18
Project Management Apprentice	L4 Project Management	Neighbourhood Services	£6,000	24



<b>Apprentice Post</b>	<b>Qualification and Level</b>	<b>Service Area</b>	<b>Cost</b>	<b>Training Duration (months)</b>
Learning and Engagement Apprentice	L3 Cultural Learning and Participation Officer	Culture	£9,000	18
Digital Marketing	L3 Digital Marketer	People and Communications	£11,000	18
<b>April 2021 to March 2022</b>				
Project Management Apprentice	L4 Project Management	Neighbourhood Services	£6,000	24
Project Management Apprentice	L6 Project Management	ICT	£22,000	48
<b>April 2022 to March 2023</b>				
Business Admin Apprentice	L3 Business Admin	Development Services (Building Control)	£5,000	18
Learning and Engagement Apprentice	L3 Cultural Learning and Participation	Culture	£9,000	18
Business Admin Apprentice	L3 Business Admin	Finance	£5,000	18
<b>April 2023 onwards</b>				
Events Apprentice	L3 Events Asst	Culture	£9,000	18 (Sept 23)
Climate Change Project Mgmt Apprentice	L4 Project Management	Climate Change	£5,000	18 (June 23)
Digital Marketing	L3 Digital Marketer	People and Communications	£11,000	18 (Oct 23)

## 2. Apprenticeship Training Funded by Government Levy

The Apprenticeship Levy has funds/has funded training for 19 employees in established roles. The Council made a payment of £71,789 in 2021/22 which is a payroll deduction, processed directly from payroll each month using a % apportionment of Gross Pay. We receive £55,000 of Levy Training funding each year but the Government tops up any excess costs by 95%.

Four members of staff who joined us as apprentices are now undertaking further qualifications, three at degree level.

See table below:

<b>Internal Apprenticeships</b>	<b>Qualification and Level</b>	<b>Service Area</b>	<b>Cost</b>	<b>Training Duration (months)</b>
Procurement	L4 Procurement Practices	Finance	£9,000	12
Building Control	L3 Construction and Building Control	Place Arts and Economy	£9,000	24
Monitoring Officer	L7 RTPI	Place Arts and Economy	£20,000	36
Planning	L7 RTPI	Place Arts and Economy	£20,000	36
Building Control	L6 Building Control	Place Arts and Economy	£27,000	36
Accountancy	L7 CIMA	Finance	£20,209	12
Audit (career grade)	L7 Internal Audit	Finance	£17,000	36
Audit (career grade)	L7 Internal Audit	Finance	£17,000	36
Service Desk	L6 Cyber Security	ICT	£24,000	48
ICT	L7 MBA Senior Leader Masters	ICT	£12,500	24
Building Consultant*	L6 Building Control	Place Arts and Economy	£27,000	36
Business Support (Building Control) *	L6 RTPI BA Professional Management (Chartered Manager)	Place Arts and Economy	£22,000	48
Audit	L7 Internal Audit	Finance	£17,000	36
Accountancy *	L4 AAT	Finance	£8,000	24
Trainee Building Surveyor *	L6 Chartered Surveyor	Assets	£27,000	60
Planning	L7 RTPI	Place Arts and Economy	£20,000	36
Revenues	L5 Operations/ Departmental Manager	Finance	£1,960	8 remaining

<b>Internal Apprenticeships</b>	<b>Qualification and Level</b>	<b>Service Area</b>	<b>Cost</b>	<b>Training Duration (months)</b>
Planning	L7 RTPI	Place Arts and Economy	£21,000	36

**\*Originally employed as apprentices**

Totalling circa £320,000 funding secured to support training for WDC employees. This is in addition to the £166,500 training funded for apprentices.

**Levels of apprenticeship**

<b>Name</b>	<b>Level</b>	<b>Equivalent educational level</b>
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or Master's degree

(Annual rate is hourly x 37 x 365.27 divided by 7)