



Title: Corporate Apprenticeship Programme Update

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Portfolio Holder: Councillor Day

Public report / Confidential report: Public

Wards of the District directly affected: All

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: No

Included within the Forward Plan: No

Equality Impact Assessment Undertaken: No

Consultation & Community Engagement: No

Final Decision: Yes

Accessibility checked: Yes

Officer/Councillor Approval	Date	Name
Chief Executive	20.8.21	Chris Elliot
CMT	20.8.21	Chris Elliott, Andrew Jones, Dave Barber, Tony Perks
Head of Service	18.8.21	Tracy Dolphin
Section 151 Officer	18.8.21	Mike Snow
Monitoring Officer	20.8.21	Phil Grafton
Portfolio Holder(s)	24.8.21	Richard Hales

1. Summary

- 1.1 The report proposes an amendment to the WDC Apprenticeship Pay Scales and period of security of employment and an overall update of the scheme.

2. Recommendations

- 2.1 The Employment Committee approves the amendment to the WDC Apprenticeship Pay Scales to allow for progression at the age of 18 with one years' service (Appendix 2).
- 2.2 The Employment Committee approves the amendment of the 12 week security of employment period to 6 weeks security of employment in line with the existing organisational policies.
- 2.3 That Employment Committee notes progress towards the Public Sector Apprenticeship target and the content of the Apprenticeship Update (Appendix 1).

3. Reasons for the Recommendations

- 3.1 **Recommendation 1** In April this year the government amended the minimum wage criteria which WDC Apprentice Pay Scales are linked to. Whilst updating to reflect changes to legislation, consideration has been given to awarding progression at age 18 after one years' service. This would be in line with other apprenticeship progression points as shown in Appendix 2.
- 3.2 **Recommendation 2** In April 2021 Employment Committee approved the Joint Redundancy Policy and Procedure which gives a 6 week period of protection of employment. This recommendation aligns the period of protection of employment to ensure consistency.
- 3.3 **Recommendation 3** The Corporate Apprenticeship Programme has been in place since late 2017 with a launch in 2018. A budget of £154,700 is made available each year to fund Apprenticeships across the Authority. There is significant progress towards the Public Sector Apprenticeship Target and the positive results being achieved through the introduction of the Corporate Apprenticeship Programme.
- 3.4 Since its inception it has funded the intake of 6 apprentices each year. There is a public sector target for an average of 2.3% apprenticeships from April 2017 to March 2021. This has now been extended to March 2022

4. Policy Framework

4.1 Fit for the Future

- 4.1.1 The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit.
- 4.1.2 The FFF Strategy has 3 strands, People, Services and Money, and each has an external and internal element to it, the details of which can be found on the Council's website.

4.2 **FFF Strands**

4.2.1 External impacts of proposal(s)

People - Health, Homes, Communities – The proposal could assist with the attainment of the Council’s objectives across all its policy priorities.

Services - Green, Clean, Safe – The proposal could assist with the attainment of the Council’s objectives across all its policy priorities.

Money- Infrastructure, Enterprise, Employment – The proposal could assist with the attainment of the Council’s objectives across all its policy priorities.

4.2.2 Internal impacts of the proposal(s)

People – Right People with Right Skills – The proposals will help to address further review of SMT and how we can deliver our services effectively

Services - Maintain or Improve Services - It will enable the Council to further align its services

Money - Firm Financial Footing over the Longer Term – This would help the Council to address the unfolding financial issue arising from the Covid 19 emergency on top of the underlying pressures

4.3 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here.

4.3.1 People Strategy

The People Strategy outlines the future needs of our workforce to enable us to attract, recruit and retain the right people; provide the development they need to allow them to grow and progress; manage potential and plan for the future. The way in which we lead and support our people is key to the successful delivery of quality services.

4.3.2 Any staff affected by this proposal will be supported in accordance with the Council’s Organisational Employment processes and policies.

4.4 **Changes to Existing Policies**

4.1 Apprentice pay rates as detailed and the security of employment amended to 6 weeks in line with Council’s Joint Redundancy and Policy procedure.

4.2 **Impact Assessments**

This has been reviewed and is not necessary at this stage. The Council’s recruitment processes include best practice in the promotion of equalities.

5. Budgetary Framework

- 5.1 The change in payscale will only impact on apprentices employed before their 18th birthday. To date only three apprentices have been employed before their 18th birthday and this would have resulted in an increased cost of up to a maximum of circa £11,000, plus oncosts, over the 3 year period.

6. Risks

- 6.1 If the amendments proposed are not approved there will be inconsistencies within the Council's employment processes.

7. Alternative Option Considered

- 7.1 Employment Committee could decide not to approve the proposals which would lead to inconsistent procedures within the Council.

8. Background

8.1 Corporate Apprentice Scheme

As at August 2021 since its launch in 2018 the Corporate Apprentice Scheme:

- has funded opportunities for 18 apprenticeships
- to date 5 have secured alternative employment with the Council
- 9 are still undertaking their apprenticeships
- 4 successfully completed their apprenticeships and left for other opportunities
- we are in the process of recruiting 5 more apprentices, aiming for a September 2021 intake

8.2 Apprentices recruited by Service Areas

In the same time period a number of apprentices have been recruited and funded direct by Service Areas, this has:

- given opportunities for 5 apprenticeships
- to date 3 have secured alternative employment with the Council
- 0 are still undertaking their Apprenticeships
- 2 have successfully completed their apprenticeships and left for other opportunities

8.3 Career Progression

It is particularly positive to report that a number of members of staff who joined as Apprentices have progressed their careers and are now employed in managerial and professional roles:

- Senior Financial Services Officer
- Business Support Manager
- Trainee Building Consultant

8.4 Levy Funded Training

The Council made a payment of £71,494.74 in 20/21 which is a payroll deduction, processed directly from payroll each month using a % apportionment of Gross Pay. In order to maximise use of the Apprenticeship Levy the Council has taken the opportunity to secure apprenticeship training for existing members of staff, also funded by the Apprenticeship Levy. Last year £78,669 of Levy Funding was accessed.

This currently funds training for 10 permanent employees and a further 2 have completed their qualifications. The Council receives £55,000 of Levy Training funding each year but the Government tops up any excess costs by 95%. This training is largely at degree level.

Two of our first intake of apprentices are now in established positions and studying at degree level.

8.5 Future Recruitment

There is potential to corporately fund a further 5 apprentices, which the Council is actively seeking to do.

8.6 Public Sector Apprenticeship Target

Public sector bodies with 250 or more staff in England have 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 2021. From a low starting point 0.19% Warwick District Council has achieved an average of 1.83% in this time period.

Official DfE statistics [published earlier this year](#) shows most public sector bodies have so far failed to meet that bar over the first three years of the target, with an overall average of just 1.7 per cent between April 2017 and April 2020. The average for Local Government was 1.3%. WDC average was 1.81% in an equivalent time period that is approximately a tenfold increase from its starting point. It should be further noted that remote working during the pandemic initially impacted on the recruitment for work based learning opportunities but this was overcome later in the year.

Warwick District Council Apprenticeship Target Progress

Reporting percentages	2017-2018	2018-2019	2019-2020	2020-2021
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
Percentage of total headcount that were apprentices on 31 March	0.21	2.39	3.71	4.59
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

8.7 Next Steps

It is important to recognise the success of this initiative within the Council. There have been challenges over the last year to provide a positive learning opportunity with remote based working. This has been achieved through 'remote' apprenticeship networking events and service area initiatives. Work continues to promote apprenticeship employment and training opportunities within WDC.

Appendix 1

Corporate Apprentice Programme Update**1. Apprentices Funded by Corporate Scheme**

Title	Qualification undertaken	Service Area	Cost	Training Duration	Completed
April 2018 to March 2019					
Revenue Apprentice	L3 Bus Admin	Finance	£5,000	18 months	Transferred to permanent establishment
Data Analyst Apprentice	L4 Data Analyst	Chief Executive	£15,000	24 months	Transferred to casual role Jan 21
Digital Marketing Apprentice	L3 Digital Marketing Diploma	Chief Executive	£4,000	18 months	Yes Left March 20
Arts Development Apprentice	L3 Community Arts	Culture	£2,500	18 months	Yes Left March 20
NS Bus Admin	L2 Bus Admin	NS	£2,000	18 months	Left April 20
Building Control Apprentice	L3 Business Admin	Development Services	£5,000	24 months	Transferred to permanent establishment
April 2019 to March 2020					
Democratic Services Apprentice	L3 Business Admin	Democratic Services	£5,000	18 months	Left March 21
Construction and Surveying Apprentice	L4 Construction and Surveying	Chief Executive	£9,000	24 months	Current
Construction and Surveying Apprentice	L3 Construction and Surveying	Chief Executive	£9,000	24 months	Current
AAT Apprentice	L2 & 3 AAT	Finance	£8,000	36 months	Current

Arts Development Apprentice	L3 Events Asst	Culture	£9,000	18 months	Transferred to permanent establishment
Licensing Apprentice	L3 Business Admin	HCP	£5,000	18 months	Transferred to permanent establishment
April 2020 to March 2021					
Finance Admin Apprentice	L3 Business Admin	Finance	£5,000	18 months	Current
Customer Services Advisor Apprentice	L3 Business Admin	Finance	£5,000	18 months	Current
Business Admin Apprentice	L3 Business Admin	Culture	£5,000	18 months	Current
Project Management Apprentice	L4 Project Management	Neighbourhood	£6,000	24 months	Current
Learning and Engagement Apprentice	L3 Cultural Learning and Participation Officer	Culture	£9,000	18 months	Current
Digital Marketing	L3 Digital Marketer	People and Comms	£11,000	18 months	Current

2. Apprentices funded by Service Areas

Title	Qualification undertaken	Service Area	Cost	Training Duration	
Theatre Technical Apprentice	L3 Advanced Certificate in Technical Theatre: Sound Light & Stage	Culture	£9,000	18 months	Complete Left
Customer Service Apprentice	L2 Customer Service Practitioner	Finance	£4,000	18 months	Complete Left July 21

Customer Service Apprentice	L2 Customer Service Practitioner	Finance	£4,000	18 months	Complete Transferred to permanent establishment
Revenue Apprentice	L3 Business Admin	Finance	£5,000	18 months	Permanent role Oct 19 Complete
Revenue Apprentice	L3 Business Admin	Finance	£5,000	18 months	Permanent role Nov 19 Complete
Arts Technical Apprentice	L3 Advanced Certificate in Technical Theatre: Sound Light & Stage	Culture	£9,000	18 months	

3. Current Recruitment

We are seeking 5 apprentices in the following areas.

Post Title	Training	Service Area	Cost	Duration
Arts Development Apprentice	L3 Events Asst	Culture	TBC	18 months
Building Control Apprentice	L3 Business Admin	Development	TBC	18 months
Project Management Apprentice	L4 Project Management	Neighbourhood	TBC	24 months
Estates Services Officers	TBC	Housing	TBC	18 months
ICT Project Management Apprentice	L3 – L6 TBC	ICT Services	TBC	TBC

4. Apprenticeship Training Funded by Government Levy

The Apprenticeship Levy funds existing training for 10 permanent employees. The Council made a payment of £71,494.74 in 20/21 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%.

It is particularly positive that 2 of our first intake of apprentices are now in established positions and studying at degree level.

See table below:

Internal Apprenticeships	Service Area	Title	Level	Length	Cost	Complete
Procurement Business Partner	Finance	Procurement Practices	L4	12 months	£9,000	Yes
Trainee Building Control Consultant	Dev Services	Construction and Building Control	L3	24 months	£9,000	Yes
Development Monitoring Officer	Dev Services	RTPI	L7	36 months	£20,000	Current
Planning Assistant	Dev Services	RTPI	L7	36 months	£20,000	Current
Assistant Building Control Officer	Dev Services	Building Control	L6	36 months	£27,000	Current
Principal Accountant	Finance	CIMA	L7	12 months	£20,000	Current
Internal Auditor (career grade)	Finance	Internal Audit	L7	36 months	£17,000	Current
Internal Auditor (career grade)	Finance	Internal Audit	L7	36 months	£17,000	Current
Service Desk Analyst	ICT	Cyber Security	L6	48 months	£24,000	Current
ICT	ICT	MBA Senior Leader Masters	L7	24 months	£12,500	Current
Trainee Building Consultant	Dev Services	Building Control	L6	36 months	£27,000	Current
Business Support Officer (Building Control)	Dev Services	RTPI BA Professional Management (Chartered Manager)	L6	48 months	£22,000	Current

Totalling £224,500 funding secured to support training for WDC employees, in addition to the training funded for apprentices

Appendix 2 APPRENTICE SALARY SCALES 2021

Level	Apprentice Salary bands from April 2021	
Point 1 WDC	£170.94 per week (£4.62 per hour) £8,919.41 per annum (equivalent to NMW for 16-17 year old)	All New Starter WDC Apprentices
Point 2	£242.72 per week (£6.56 per hour) £12,664.78 per annum (NMW for 18-20 year old)	19 th birthday and completed 12 months of the scheme <i>Proposed amendment to 18th birthday and have completed 12 months of the scheme</i>
Point 3	£309.32 per week (£8.36 per hour) £16,139.88 per annum (NMW 21-22)	21 st birthday and completed 12 months of the scheme.
Point 4	£329.67 per week (£8.91 per hour) £17201.71 per annum (NLW for adults (23+ years old))	23 rd birthday and completed 12 months of the scheme.

To be updated each year in line with appropriate rates

Levels of apprenticeship

Name	Level	Equivalent educational level
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)