

<b>Report to Employment Panel</b>	Agenda Item:
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<b>For Information Only</b>
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Meeting Date: 11<sup>th</sup> February 2019  
 Portfolio: Finance, Governance and Resources  
 Key Decision: No  
 Within Policy and Budget Framework YES  
 Public / Private Public

Title: APPRENTICESHIPS  
 Report of: Corporate Director of Finance and Resources  
 Report Number: RD39/18

**Purpose / Summary:**

Provide an update on the Council’s progress on delivering Apprenticeships within the workplace and the use of the Apprenticeship Levy.

**Recommendations:**

Consider the progress made by the Council regarding its commitment to recruitment of Apprentices and use of the Apprenticeship Levy.

**Tracking**

Executive:	n/a
Scrutiny:	n/a
Council:	n/a

## 1. BACKGROUND

1. The Government has committed to deliver three million apprenticeships by 2020. With ministers insisting "the public sector needs to improve from its current position of delivering comparatively fewer apprenticeships than the private sector", legislation passed in The Enterprise Act gave the Secretary of State powers to set public bodies individual apprentice targets. Carlisle City Council has an annual target of 10.
2. The Government introduced the Apprenticeship Levy in April 2018. Carlisle City Council are obliged to pay the Apprenticeship Levy to the government, this payment is based on a percentage of payroll costs and is to pay for the delivery of training to Apprentices. The Apprenticeship Levy may also be used to pay for current staff accessing Apprenticeship training.
3. Recruitment and retention of Apprentices was low within the Council and therefore, following a report to the Employment Panel in 2017, an improved pay offer for Apprentices was agreed.
4. To support the Council in securing Apprenticeship provision for talent management and developing future workforce skills, full Council approved a budget to support the salary costs of Apprentices; The Apprenticeship Infrastructure Fund.
5. The improvement to the pay offer and Apprenticeship opportunities has resulted in an improved response to Council recruitment campaigns for Apprenticeship positions.

Year	Recruitment Campaign	Applications	Recruitment
2017	Apprentice Admin	4	Yes
2017	Apprentice Mechanic	5	Yes
2018	Apprentice Mechanic	22	Yes
2018	Health & Safety	16	Yes

6. The current situation regarding Apprenticeship positions is shown below:

Apprentice	Positions	Current Situation
Gardeners	2	On programme
Digital Communications	1	On programme
Technical Clerk Neighbourhood	1	On programme

Health, Safety & Environment Asst	1	On programme
Mechanic	2	On programme
HGV driver	1	On programme
Finance	1	On programme
Management L3	8	On programme
Technical Clerk Neighbourhood	1	Awaiting Recruitment
ICT Security	1	Awaiting Recruitment
ICT programming	1	Awaiting Recruitment
ICT project mgmt.	1	Awaiting Recruitment

7. To aid succession planning an additional 2 Apprenticeship positions are in the process of being developed.
8. In addition to the above the Workforce Development Manager has in partnership with one of our training providers identified an avenue to use the Apprenticeship Levy to pay for the delivery of The Every Day Leaders programme for current staff.
9. The Every Day Leaders programme is aimed at developing talent for potential new ways of working and progression opportunities. 8 staff from across the Council will be funded using the Apprenticeship Levy.
10. The Council currently have 17 Apprentices; 7 new posts, 10 current staff plus an additional 4 posts awaiting recruitment.
11. Organisational Development have also implemented several strategies to aid support of Apprentices, including; additional Apprenticeship support programme and trained workplace Mentors.
12. Whilst the Council have identified new and improved Apprenticeship opportunities to aid talent and progression management, it is possible that more could be done to recruit into entry level posts such as in refuse collection etc. In the past this option has been hindered by lack of training provision suited to the posts.
13. Carlisle City Council continues to include the use of apprentices within its people management strategies and many more departments have identified increased opportunities for apprentices.

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**Appendices to report:** None

**CORPORATE IMPLICATIONS:**

**LEGAL** – Not Applicable

**FINANCE** – Recurring budget of £60,000 was approved by Council from 2018/19 onwards to provide funding for the salary costs of Apprenticeships. The Council also makes use of the apprenticeship levy to fund training requirements.

**EQUALITY** – Improve diversity within the Council

**INFORMATION GOVERNANCE** – Not Applicable