

Supporting Information and Impact Assessment

Service / Policy:	Human Resources Apprentice Strategy
Executive Lead:	Cllr Derek Mills
Director / Assistant Director:	Anne-Marie Bond

Version:		Date:	1 st March 2017	Authors:	Susan Wiltshire – Head of HR Jo Sandbrook – Senior HR Officer OD & Well-being
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Section 1: Background Information

1. What is the proposal / issue?

A review of the existing Apprentice Strategy and the number of Apprentices has been undertaken due to the forthcoming changes in the way in which apprentices are funded in April 2017 with the introduction of the Apprentice Levy.

2. What is the current situation?

The original Apprentice Strategy was approved in 2014, with the introduction of a target in terms of Recruitment of Apprentices with an additional commitment to employing those leaving care. To date the following Apprenticeships have been offered by Torbay Council:

- AAT Level 2 and 3
- Business Administration Level 2 and 3
- Customer Service Level 2
- Digital and Machine Printing Level 3
- ICT Intermediate Level 2
- ICT Advanced Level 3

In addition, the following Traineeships have also been offered by Torbay Council

- Diploma in Work Based Horticulture Level 3
- Highways Engineering Technician ONC Level
- Construction Diploma Level 3

Success against the original targets and also in recruiting those leaving care has been variable. Some apprenticeship vacancies have been more desirable than others to recruit to, ICT, Finance, Design, Children's Social Care Business Administration have been popular, whereas other opportunities such as HR and Resort Services have been more difficult to fill. To date only two care leavers have been recruited, who have since been successful in gaining permanent positions within the Council, this is despite linking in with colleagues in Children's Services and also partner organisations such as South Devon College to reach potential candidates during each campaign.

With the introduction of the levy, the Council has had to review the original strategy and target, but this also provides the Council with the opportunity to also consider how best the levy funds can be used to develop the existing workforce in terms of continuing professional development (CPD).

Torbay Council's contribution to the levy will be 0.5% of its monthly pay bill, which includes maintained schools and TDA. The Council's levy is therefore estimated to be £190,306 of which will be available to re-invest in Apprenticeships and also CPD for the existing workforce, over a rolling 2 year period, however, this can only be used for training provision not for actual employment costs. If an organisation does not use the levy for training provision within the 2 year it will be lost.

HR has been working with colleagues and partners to determine the impact of the levy and met with other local authorities and various apprenticeship providers in the South West to explore new and existing opportunities taking into account the forthcoming changes in April 2017 to Apprenticeships and the introduction of the levy.

In terms of new apprentices it is estimated that the Council will be able to recruit five new additional apprentices from April 2017, taking into account budgets and the levy that is payable. However, Local Authorities are being set Targets of at least 2.3% based on headcount, which is determined by the Office National Statistics return each year. Torbay's target is currently estimated to be 24 apprentices, so five new apprentices falls well below this target, however, this target can include new apprentice starts and also existing members of staff who join an apprentice training scheme, so in essence the Council should meet this target.

Human Resources is currently reviewing the wider organisational development and workforce plans to assess which areas of the business will be able to benefit from a new Apprentice and or CPD for their existing members of staff. Final proposals on numbers of new starter apprentices and CPD opportunities will be presented to Senior Leadership Team in April once the new arrangements are in place.

In addition, as part of the organisational development strategy and workforce plan, Human Resources is determining with Managers what existing areas of the workforce will require training and be able to access an approved apprentice program in order of the Council to fully use the levy fund and also develop our employees.

Additional work is also on-going with Schools, Academies and the TDA to inform them of the changes to Apprenticeships, the Levy and how the levy is accessed.

In order to access the levy funds, the Council will only be able to use approved on the Apprenticeship Framework, Human Resources has registered with the appropriate organisations as required.

3. What options have been considered?

No other options have been considered, due to changes in the way Apprentices will be delivered and funded from April, the need to be compliant and also ensure that the Council and its partners make best use of the levy.

<p>4.</p>	<p>How does this proposal support the ambitions, principles and delivery of the Corporate Plan 2015-19?</p> <p>Succession planning and apprenticeships are key areas of the Council's workforce planning activities to ensure that the right people with the right skills are attracted, retained and developed. The actions identified in the Workforce Plan 2015-2019 and Apprentice Strategy will help staff to understand better where they fit within the organisation and their role in:</p> <p>Ambitions: Prosperous and Healthy Torbay</p> <p>Principles:</p> <ul style="list-style-type: none"> • Use reducing resources to best effect • Reduce demand through prevention and innovation • Integrated and joined up approach <p>Targeted actions:</p> <ul style="list-style-type: none"> • Protecting all children and giving them the best start in life • Working towards a more prosperous Torbay • Promoting healthy lifestyles across Torbay • Ensuring Torbay remains an attractive and safe place to live and visit • Protecting and supporting vulnerable adults
<p>5.</p>	<p>Who will be affected by this proposal and who do you need to consult with?</p> <p>All employees of the Council and partner organisations will be affected by these changes. These changes are legislative and partners such as Trade Unions, Schools, Academies will be informed through the normal HR communication methods of communication such as Torbay JCC, Meetings, Newsletters and direct communications.</p>
<p>6.</p>	<p>How will you propose to consult?</p> <p>Legislative changes which have to be adopted, and partners such as Trade Unions, Schools, Academies will be informed through the normal HR communication methods such as Torbay JCC, Meetings, Newsletters and direct communications</p>

Section 2: Implications and Impact Assessment

<p>7.</p>	<p>What are the financial and legal implications?</p> <p>These are legislative changes that the Council will need to adopt in order to be compliant, however, it is imperative that the Council makes full use of the levy fund within the two year period in order for the Council and its partners to get a return on the investment</p>
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8.

What evidence / data / research have you gathered in relation to this proposal?

Apprenticeship funding: how it will work

<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work#expiry-of-funds-in-your-digital-account>

The Age of Apprenticeships – developing true management professionals:

https://www.managers.org.uk/~media/Files/Apprenticeships/The_Age_of_Apprenticeships_white_paper.pdf

This is Where Everything Changes

<http://apprenticeships.managers.org.uk/>

Equality Impacts

13	Identify the potential positive and negative impacts on specific groups		
	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people	Helping them into work.		
People with caring Responsibilities			There is no differential impact.
People with a disability			There is no differential impact.
Women or men			There is no differential impact.
People who are black or from a minority ethnic background (BME) <i>(Please note Gypsies / Roma are within this community)</i>			There is no differential impact.
Religion or belief (including lack of belief)			There is no differential impact.
People who are lesbian, gay or bisexual			There is no differential impact.
People who are transgendered			There is no differential impact.
People who are in a marriage or civil partnership			There is no differential impact.
Women who are pregnant / on maternity leave			There is no differential impact.
Socio-economic impacts (Including impact on child			There is no differential impact.

	poverty issues and deprivation)			
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			There is no differential impact.
14	Cumulative Impacts – Council wide (proposed changes elsewhere which might worsen the impacts identified above)	No cumulative impacts Council wide identified.		
15	Cumulative Impacts – Other public services (proposed changes elsewhere which might worsen the impacts identified above)	No cumulative impacts on other public services identified.		