



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Employment Committee

22 September 2021

Report of: Councillor Annie Mason

Cabinet Member for People & Safer Communities




Apprenticeship Update

An update on the number and types of apprenticeships being supported at SKDC.

Report Author

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Corporate Priority:	Decision type:	Wards:
High Performing Council	Administrative	All Wards

Reviewed by:	Alan Robinson, Deputy Chief Executive	6 September 2021
Approved by:	Karen Bradford, Chief Executive	8 September 2021
Signed off by:	Councillor Annie Mason, Cabinet Member for People & Safer Communities	14 September 2021

Recommendation (s) to the decision maker (s)

1. Notes the update on apprenticeships at South Kesteven District Council.

1 The Background to the Report

- 1.1 SKDC actively promotes the use of apprenticeships as part of workforce planning and works closely with local colleges, universities, and private sector specialist training providers to deliver apprenticeship training and to advertise apprentice opportunities throughout the Council.
- 1.2 As a public sector organisation, the Council has a target of 2.3% of its headcount to be apprentices. This equates to 13 apprenticeships each year based on current establishment levels. Any apprenticeships that finish within a 12-month period need to be replaced by new apprenticeships to maintain the target.

Apprenticeships at SKDC in 2020-21.

- 1.3 SKDC currently has **13** employees carrying out apprenticeships.
- 1.4 **4** of these apprenticeships have commenced this financial year.
- 1.5 **2** entry level apprenticeships are currently being recruited into Repairs. This would bring the total apprenticeships that started in this financial year to **6**.
- 1.6 The HR team have regular conversations with senior management which include discussions on workforce planning and apprenticeship opportunities. Opportunities for potential future apprenticeships in the next financial year will continue to be explored.

Statistical breakdown of current apprenticeships.

- 1.7 Table One: The gender of apprentices at SKDC.

Male	9
Female	4

- 1.8 Table Two: The age range of apprentices at SKDC.

Age Range	<20	21-25	26-30	31-40	41-50	51+
No. of apprentices	1	3	4	2	2	1

- 1.9 Table Three: Sections where apprentices are based.

Section	Planning	Repairs	Finance	Customer Service	Waste	Building Control	CMT
No. of apprentices	5	1	1	1	3	1	1

1.10 Table Four: Types of apprenticeships at SKDC

Apprenticeship type	No. of apprentices
Business Administration Level 3	1
Large Goods Vehicle Driver Level 2	3
Customer Service Practitioner Level 2	2
Electrician Apprenticeship Level 3	1
Chartered Management Degree Level 6	1
Chartered Town Planner Level 7	3
Accountancy Taxation Professional Level 7	1
Senior Leader Level 7	1

Apprenticeship Incentives during the Covid-19 pandemic

- 1.11 The Government have introduced an incentive for apprenticeships from 1st April 2021. Employers can apply for a payment of £3000 for new apprentices of any age who have an employment start date of 1 April 2021 to 30 September 2021. The apprenticeship must start before 30 November 2021.
- 1.12 The incentive payment is in addition to the £1,000 employers already receive for hiring an apprentice:
- aged 16 to 18 years old
 - aged 19 to 24 with an education, health and care plan or who has been in the care of their local authority
- 1.13 The incentive can be used for set-up costs/training/uniforms/equipment and even towards salary.
- 1.14 HR and the Learning and Development Officer will be working with managers to identify any training needs which may be delivered through the apprenticeship scheme that will allow the incentive payment referred to in 1.11 to be claimed.

Kickstart Scheme

- 1.15 The Council are currently investigating the government's Kickstart scheme which is aimed at providing funding to create temporary work placements for 16 to 24 year olds on Universal Credit who are at risk of long term unemployment.
- 1.16 The scheme provides funding for 25 hours per week for a total of six months at the National Minimum Wage (or the National Living Wage depending on the age of the participant). Funding is also provided towards set-up costs, support, and training.
- 1.17 The Kickstart scheme is not an apprenticeship, but participants may move on to an apprenticeship at any time during, or after their job placement, providing the potential for the Council to create a future talent pool.

2 Financial Implications

- 2.1 Should the commitments to fund apprenticeship training exceed the funding available through the apprentice levy, central government would fund 95% and the council would fund the remaining 5% through existing staffing budgets.

Financial Implications reviewed by: Alison Hall-Wright, Head of Finance

3 Legal and Governance Implications

- 3.1 There are no legal implications arising from this report.

Legal Implications reviewed by: Graham Watts, Head of Democratic Services and Deputy Monitoring Officer

4 Equality and Safeguarding Implications

- 4.1 There are two elements to consider regarding equality:

- i) To ensure that all employees are given access to apprenticeships on a transparent and equitable basis.
- ii) That external applicant recruitment to apprenticeships is carried out in line with SKDC's recruitment processes.

5 Risk and Mitigation

- 5.1 SKDC needs to ensure that the Apprenticeship Levy is utilised to ensure a mix of supporting the continuous professional development of existing employees alongside recruitment of new employees into a variety of roles at different levels. This will be managed through regular meetings with managers to develop opportunities, succession planning and management reviews.
- 5.2 If the Apprenticeship Levy is unspent after two years, the funding is returned to Her Majesty's Revenue and Customs. In order to mitigate this SKDC is looking at a mixture of apprenticeships of varying costs that support the corporate strategy and the future needs of the organisation.