

Young People's Education and Skills: Apprenticeship Sub-Group

AGENDA

Chair:	Andy Scott	Title:	Divisional Director Growth and Economic Development, London Borough of Tower Hamlets
Date:	23 March 2017	Time:	10.00 – 11.30
Venue:	London Councils, Meeting Room 3		
Officer:	Jamie Saddler	Email:	Jamie.saddler@londoncouncils.gov.uk

Item 1.	Welcome, introductions and apologies	Andy Scott <i>Chair, Tower Hamlets</i>
Item 2.	Notes of the last meeting and matters arising <i>(paper - for agreement)</i>	Andy Scott <i>Chair, Tower Hamlets</i>
Item 3.	Apprenticeship Levy: What should boroughs be getting from providers?	Gary Hunnisett <i>London Work Based Learning Alliance</i>
Item 4.	Apprenticeship Levy: Procurement <i>(verbal update)</i>	Jamie Saddler <i>London Councils</i>
Item 5.	Apprenticeship Standards: How does the Trailblazer process work and how can we influence them?	Jenny Dutton <i>Tower Hamlets</i> Peter Barron <i>Skills for Care</i>
Item 6.	Any Other Business	All
	Proposed/would like to discuss:	
	<ul style="list-style-type: none"> Care leavers; Justine Guynan, One Source/Newham 	

Date of Next Meeting: 22 June 2017, 10-11.30am, London Councils, meeting room 5

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Young People's Education and Skills (YPES)

Local Authority Apprenticeship Sub-Group

Date	8 December 2016	Venue	London Councils
Meeting Chair	Andy Scott, London Borough of Tower Hamlets		
Contact Officer:	Anna-Maria Volpicelli		
Telephone:	020 7934 9779	Email:	Anna-maria.volpicelli@londoncouncils.gov.uk

Attendance:

Members:

Andy Scott	London Borough of Tower Hamlets (Chair)
Rachel Dowse	London Borough of Barking and Dagenham
Steve Lee	Havering College
Cheryl Jones	London Borough of Bexley
Claire Weeks	City of Westminster
Tomi Moronkola	London Borough of Hounslow
Simon Steptoe	Unison
Alan Galloway	London Borough of Hillingdon
Susan Hickey	London Borough of Enfield
Seun Rasheed	London Borough of Brent
Charlotte Gibson	London Borough of Lewisham
Amadea Afful	London Borough of Islington
Bridget Arnold	Royal Borough of Greenwich
Jacqueline Faulkner	London Borough of Lambeth
Jenny Dutton	London Borough of Tower Hamlets
Joanne Cavey	London Borough of Sutton
Lorna Fraser	London Borough of Southwark
Rahul Sabir	London Borough of Southwark
Sam Burgess	Royal Borough of Kingston upon Thames
Tatiana Pavlovsky	Hackney Learning Trust

Officers:

Dianna Neal	London Councils
Neeraj Sharma	London Councils
Jamie Saddler	London Councils

Apologies

Queenie Osawaru	Royal Borough of Greenwich
Andres Ochoa-Mikan	London Borough of Wandsworth
Helga Senior	EPIC CIC
Beth Penwarden	London Borough of Southwark
Jo Margrie	Hackney Learning Trust
Fenella Beckman	London Borough of Lewisham
Lesley Hollande	London Borough of Bromley
Michael Pratt	London Borough of Camden
Lesley Hollande	London Borough of Bromley
Victoria Forgan	Tri-Borough
Janet Willoughby	London Borough of Haringey
Virginia Unciano	London Borough of Croydon
Vanita Nicholls	London Borough of Ealing

1 Welcome Introductions and apologies

1.1 Andy Scott welcomed members to the meeting and apologies were noted.

2 Notes of the last meeting and matters arising

2.1 Dianna Neal confirmed that, following the last meeting and a request to explore whether boroughs had entered into joint procurement activity, other networks had jointly procured services such as sexual health services, London postal board and London energy project.

2.2 DfE continued to seek volunteers to assist with the digital gateway to ensure it worked effectively ahead of the apprenticeship target and levy going live.

3 Apprenticeship Levy

3.1 Andy Scott informed the apprenticeship sub-group there continued to be some confusion around aspects of the apprenticeship target and levy. For instance, whether maintained schools were included and also other services/sectors where local government managed payroll functions.

3.2 Jamie Saddler talked to the presentation setting out borough preparations, opportunities and challenges as a result of apprenticeship reforms. Issues highlighted included:

3.3 **More funding for younger apprentices** – Extra payment to training providers equivalent to 20% of the funding band maximum for that apprenticeship.

3.4 **Supply Chains** – 10% cap on transfers confirmed from 2018 plus a new employer working group to design how transfer system should work in the future.

3.5 **Timing of Payments to Providers** – Government confirmed that 80% of cost will be paid monthly and spread over duration of apprenticeship with 20% held back until completion

3.6 **Apprenticeship starts** - The London local government public sector target was estimated to be 4,674 new apprenticeship starts each year, which would represent a 577% increase on current apprenticeship starts.

3.7 **Levy cost for London boroughs** – The cost of the levy to the London boroughs was estimated at £38m

3.8 Apprenticeship sub-group members thanked Jamie Saddler for the presentation and welcomed future updates and opportunities for local government engagement with organisations/bodies on matters such as supply chains.

3.9 Joanne Cavey talked through the London Borough of Sutton's preparation work ahead of the apprenticeship target and levy being implemented. It was explained that a mixed strategy would be used to meet the target by exploring existing skills gaps within the council and improving workforce development. Recently Sutton set up an apprenticeship hub acting a one stop shop for apprenticeships, to better align the needs of individuals with apprenticeship opportunities. Since November 2015, there had been a total of 30,000 hits on the website.

- 3.10 Sam Burgess informed the sub-group that the Royal Borough of Kingston upon Thames had an apprenticeship arm to the council. It was currently exploring the creation of career pathways from level 2 up to level 7, this was part of a strategy to support young people understand the types of careers they can have even entering at level 2.
- 3.11 Whilst the levy provided opportunities for apprenticeships, it only paid for training and not salaries. Therefore, with each new apprentice the council would need to ensure it could afford salary costs. The council was looking into its own skills gap as areas to create new apprenticeships including where there continued to be a high reliance on agency staff. Additionally, work between HR and adult education was underway as apprenticeships to ensure apprenticeships benefit all age ranges.
- 3.12 Bridget Arnold, representing the Royal Borough of Greenwich, talked to the sub-group about the work of the council. The council operated an ATA model since January 2012 and it has been successful for the borough but what was known to work was at risk due to the apprenticeship reforms, so alternative approaches would be needed. Options under consideration bolstering the in-house offer, which would create its own challenges and opportunities
- 3.13 Claire Weeks, representing Westminster City Council, informed the sub-group currently an ATA was employed to provide apprenticeship training. However, as part of reviewing the contract, the council was looking at a range of different models in relation to the apprenticeship levy and target. This included looking at adult learning and applying to be a training provider, working with schools and colleagues to offer pathways to young people considering routes other than university as well as looking to use the apprenticeship opportunities to recruit to areas such as social workers. Additionally, the council had worked on regulatory compliance officer and environmental officer frameworks that could be shared more widely.

Action point: Westminster to share regulatory compliance and environment officer frameworks

4 AOB

4.1 Jamie Saddler requested of sub-group members:

- 4.1.1 Any boroughs who had apprentices who may be interested in taking part in the London Councils apprenticeship video or would like more information about what is involved, contact Jamie either by email, jamie.saddler@londoncouncils.gov.uk or telephone, 020 7934 9916
- 4.1.2 Update Jamie with anything they are doing to help increase access to apprenticeships for learners with learning difficulties or disabilities.
- 4.1.3 Any borough who had not yet completed the Apprenticeship Levy Borough Survey was encouraged to do so. The survey would remain open until Midday on 3rd January 2017.
- 4.2 Bridget Arnold asked if there was any mechanism to draw on any expertise from Procurement. Andy suggested that it might be possible to connect with the Procurement sub-group of London Councils.

4.3 Andy Scott also informed the sub-group that meeting dates for 2017-18 would be circulated after today. The sub-group confirmed they were happy with the timings and frequency of the meetings.

Action point: London Councils to circulate 2017-18 schedule of meeting dates.

Action point: Borough officers to contact Jamie with details of apprentices interested in being part of London Councils' apprenticeship video.

Action point: Borough officers to update Jamie with anything they are doing to help increase access to apprenticeships for learners with learning difficulties or disabilities.

Action point: Any borough who has not yet completed the Apprenticeship Levy Borough Survey is encouraged to do so.

Action point: London councils to report back on connections with the Procurement sub-group.

Date of next meeting: Thursday 23rd March 2017, 10am – 11.30am, London Councils, SE1 0AL.

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