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Young People's Education and Skills (YPES)

Local Authority Apprenticeship Sub-Group

Date	6 December 2018	Venue	London Councils
Meeting Chair	Andy Scott, London Borough of Tower Hamlets		
Contact Officer:	Anna-Maria Volpicelli		
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Attendance:

Members

Alan Galloway	London Borough of Hillingdon
Alexandra Kelly	Royal Borough of Kingston upon Thames & London Borough of Sutton
Andy Scott	London Borough of Tower Hamlets (Chair)
Brianne Lindsay	London Borough of Bromley
Bridget Arnold	Royal Borough of Greenwich
Cheryl Jones	London Borough of Bexley
Christine Shobande	London Borough of Camden
Elaine Turner	Health Education England
Esmay Bear	London Borough of Hackney
Geeta Tailor	London Borough of Islington
Gulshin Ijaz	City of Westminster
Ishma Lakhwani	London Borough of Hounslow
Ivan McDougall	City of London Corporation
Karen Taylor	London Borough of Enfield
Katharine Owen	Onesource/London Borough of Havering
Katherine Black	London Borough of Hounslow
Kwabena Kimathi	London Borough of Croydon
Lorna Fraser	London Borough of Southwark
Mark Hunte	London Borough of Enfield
Margaret Higgins	London Borough of Lewisham
Melody Thornton	London Borough of Waltham Forest
Rashid Salik	London Borough of Tower Hamlets
Ruparelia Alpa	City of Westminster
Shahima Chowdhury	London Borough of Newham/Havering/OneSource
Tracey Fergus	London Borough of Haringey
Varsha Mistry-Hand	London Borough of Havering
Victoria Isaacs	London Borough of Harrow

In attendance

Steve Latus	Education & Skills Funding Agency
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Officers

Anna-Maria Volpicelli	London Councils
Dianna Neal	London Councils

Apologies

Aisat Ahmed	London Borough of Lambeth
Charlotte Gibson	London Borough of Lewisham
Claire Weeks	City of Westminster
Eileen Gallagher	City of Westminster
Fabiola Palermo	Royal Borough of Kensington & Chelsea
Fenella Beckman	London Borough of Lewisham
Hamish Mackay	London Borough of Islington
Jamel Alleyne	London Borough of Barnet
James Pierce	London Borough of Merton

Jamie Saddler	Local Government Association
Jo Roberston	London Borough of Hounslow
Julie Nelson	Local Government Association
Justine Guynan	London Borough of Newham/OneSource
Lindsay Brianne	London Borough of Bromley
Mary Roche	London Borough of Southwark
Michael Pratt	London Borough of Camden
Michelle Fitzgerald	London Borough of Brent
Rachel Lyus	London Borough of Barking and Dagenham
Sally George	London Borough of Hounslow
Sam Burgess	Royal Borough of Kingston upon Thames
Spike van der Vliet-Firth	London Councils
Stewart Aldersley	London Borough of Newham/OneSource
Sue Pearce	Royal Borough of Kingston upon Thames
Vanita Nicholls	London Borough of Ealing

1. Welcome, introductions and apologies

- 1.1 Round table introductions were made.

2. Notes of the last meeting and matters arising

- 2.1 The notes of the previous meeting were agreed as an accurate record with the exception of a name incorrectly recorded. This will be corrected post meeting.
- 2.2 There were no outstanding actions from the previous meeting.

3. Annual Pay-scales Survey 2018

- 3.1 Dianna Neal spoke to Spike van der Vliet-Firth's tabled paper outlining the main trends in apprenticeship pay among the London Boroughs. The 100% response rate gives a comprehensive picture across London but members were asked to remember that this is a snapshot of pay-scales as of October/November 2018. Although the data has been anonymised, members were asked not to circulate wider than to other borough colleagues. Appendix 1 with un-anonymised data was tabled showing pay-scales in a highest to lowest banding and by a sub-regional breakdown.
- 3.2 Dianna ran through the key findings and comparisons with previous years. These saw trends in simplifying the pay-scales system and an overall increase in apprenticeship pay across London.
- 3.3 Andy commented that boroughs need to look at the success rates related to pay and asked members to comment. Two boroughs raised queries on the recording of their pay-scales and it was agreed to amend the paper and appendices post meeting.

Action: Those members seeking to correct/amend data to contact SVF post meeting (Greenwich, Kingston and Harrow) and re-circulate.

4. Apprenticeship Standards Survey

- 4.1 Dianna spoke to the presentation on responses and analysis from the Apprenticeships Standards Survey which had a 55% response rate. In identifying gaps, local commissioning was mentioned three times compared with others which were identified only once. Dianna asked members if we need to consider developing trailblazers or where we could consider public sector commissioning.
- 4.2 The survey showed that Leadership, Performance Management, Cultures & Behaviours and Change Management along with Commercialism and Digital Skills are common overarching borough priorities.
- 4.3 Andy Scott invited members to comment and added that we should be clear what boroughs mean by the term 'commissioning'. Steve Latus was interested to know if there was a process for procurement on demand. Andy said that there is on a very informal

level with ASG members communicating between themselves. Members comments included:

- Within 'trade' there are huge variations in regard to what they deliver to 'support' that trade.
- Providers only doing one or two intakes per year. If delivery doesn't start for six months, boroughs can lose money.
- Could 'commissioning' fall under business management?
- Members are encouraged to feedback on commissioning experiences and if there is interest, to formulate a group to discuss processes, if they can be standardised, collaboration on procurement etc.

Action: Spike to explore the commissioning option further and provide an update to the group at the next meeting.

5. Updates

ESFA

- 5.1 Steve Latus provided an introduction and updated the group on current activity (notes to be circulated post meeting).
- 5.2 Identifying there can be improvements to joint working between the key stakeholders, the ESFA Providers Management function has been re-organised into territorial teams with five teams covering London and the South East. The London and SE team will be working closely with providers so that issues being experienced by employers can be escalated quickly.
- 5.3 Under actions of the last meeting, Steve advised that there is an Apprenticeship Sector Development Board made up of policy leads for the public sector workforce with DHSC for the NHS and MHCLG for local government. Andy asked if Steve was aware if MHCLG had spoken to any local authority representatives. Steve believed not but said that he would circulate the plan for members if he was able.
- 5.4 A project looking at Aggregating Employer Demand and Pooling of Transfers is also being undertaken. Both Bridget Arnold and Alan Galloway expressed an interest in taking part in this piece of work.
- 5.5 The ESFA is still awaiting details on the Levy Review and there will be a series of roundtables which will include local authority representation. Steve is happy to put forward ASG representation (members can contact him direct to express an interest) but the final decision of who sits on the roundtables will be made by officers not associated with his team. Cheryl Jones expressed an interest in representing London local authorities.

Action: Bridget Arnold, Alan Galloway and Cheryl Jones to represent the ASG on the above groups and update the group on any progress at the next/future meetings

- 5.6 The ESFA will be working closely with the GLA Skills and Employment Unit. There are a number of activities of which looking at apprenticeship demand (undertaking research), apprenticeship supply (which includes linking up employers who want to start delivery with providers) are but a couple.
- 5.7 Dianna and Andy expressed concern that local authorities are not directly represented on the Apprenticeship Sector Development Board for the public sector.
- 5.8 GLA have secured £2m to deliver the plan which is ambitious but important.
- 5.9 ESFA will also be working with London First to engage large levy paying employers/members who are not using their levy.
- 5.10 Steve gave an update around Support for Apprentices with Learning Difficulties and Disabilities advising that he would send an update that members can cascade to colleagues in SEN/schools.

Action: Circulate Skills for Londoners Apprenticeship Action Plan.

Action: Steve to organise a presentation from GLA and ESFA on the Skills for Londoners Apprenticeship Action Plan for the next meeting (March 2019).

Action: Members to cascade information on support for apprentices with LDD that will be circulated in the post meeting note.

London Councils

- 5.11 Dianna gave an update of London Councils activity. The Social Care event was well attended. Agreement was reached to form a consortium to procure for the Social Worker Apprenticeship for a September 2019 start and Spike will be emailing members to get expressions of interest post meeting.
- 5.12 Giving a brief overview of London Councils joint paper with the Mayor, London First, LCCI and sub-regional partnerships on the Apprenticeship Levy which will be going to Anne Milton, Minister of State for Apprenticeships and Skills, the Chancellor, London MPs and key stakeholders, Dianna advised that this will be circulated once finalised and sent.

Action: Apprenticeship levy paper to be circulated in the post meeting note.

LGA

- 5.13 Dianna ran through the update provided by Jamie Saddler. Focused on public sector apprenticeships target reporting, Jamie focused on the London vs the national picture with some headline data followed by a more in depth analysis. The charts provided show London is strong on apprenticeship starts but when looking at the 2.3 headcount target, our performance is middling.
- 5.14 Members were asked to contact [Jamie](#) directly with any questions.

6. Raise and discuss items relating to Apprenticeship Levy

- 6.1 Members were asked what they are doing in terms of apprentices travel costs regarding training and the response was that most boroughs reimburse the whole cost, treating as 'expenses' associated with the job.
- 6.2 There was a query regarding apprentices paying less National Insurance Contributions (NICs). Alan Galloway agreed to share a couple of slides with some information relating to this.

Action: Alan to forward slides relating to apprentices NIC for onward circulation to group.

Action: Esmay Bear to forward information on incentives for Statemented young people and 16-19 year olds (LAC).

- 6.3 In response to a query, Steve advised that all providers and standards have to be on the Register of Training Providers (RoTP) which is currently being updated. Existing providers must re-apply and the onus is on them to provide accurate and timely updates to information held.

7. Any Other Business

- 7.1 Anna-Maria Volpicelli asked members to agree to the proposed 2019-2020 schedule of meeting dates. Actual meeting time will remain as 1½ hours but there will be an additional 30 minute slot at the end for networking.

Action: Members agreed the proposed schedule and Anna-Maria will be circulating calendar invites following the meeting.

Date of next meeting: 14 March 2019, 10-11.30am, London Councils, Meeting rooms 2&3

Apprenticeship Sub-Group - actions and updates from 6.12.18

Date of meeting	Item	Action	Whom	Comment	Open/Closed
6.12.18	3.3	Members seeking to correct/amend data (pay scales) to contact SVF post meeting and re-circulate updated tabled paper and appendices	All/SVF/AMV	Paper tabled under item 3. and tabled appendices re-circulated 19.12.18	Closed
6.12.18	4.3	Explore commissioning option for update to members 14.3.19	SVF	Included under item 6. London Councils Update	Closed
6.12.18	5.5	Members representing ASG on projects/roundtables to feed back if applicable	BA/AG/CJ	Update: telecon interviews to be arranged with regard to projects, London Councils input to review was deemed sufficient with regard to roundtable participation	Closed
6.12.18	5.10	Circulate update on support for apprentices with learning difficulties and disabilities	SL/SVF	Circulated post meeting note 19.12.18	Closed
6.12.18	5.10	Organise a presentation from GLA and ESFA on Skills for Londonders Apprenticeship Action Plan for next meeting	SL	On agenda for 14.3.19 meeting date	Closed
6.12.18	5.10	Members to cascade information on support for apprentices with LDD circulated in post meeting note	All		
6.12.18	5.12	Apprenticeship Levy paper to be circulated post meeting	AMV	Circulated post meeting note 19.12.18	Closed
6.12.18	6.2	Alan Galloway to forward information on apprentices NICs and Esmay Bear to forward information on incentives for Statemented young people	AG/EB	Circulated post meeting note 19.12.18	Closed
6.12.18	7.1	Circulate calendar invites for 2019/2020 schedule of meeting dates	AMV	Circulated post meeting note 19.12.18	Closed

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

Item 6. Annual Data Collection on Apprenticeship Delivery by London Boroughs

Contact: Spike van der Vliet-Firth

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Introduction

1. This paper requests that the Apprenticeship Sub Group (ASG) note London Councils' approach to the annual data collection of apprenticeship delivery in London boroughs. The approach will ensure it remains a useful tool for boroughs whilst minimising the effort involved. It presents a recommended course of action for ASG to comment on.

Background

2. Every year London Councils collects data from all London boroughs on:
 - The number of apprentices directly recruited by boroughs;
 - The number of apprentices recruited by contractors that deliver services on behalf of a borough;
 - The number of apprentices placed with ATAs where boroughs pay the salary and provide the placements for but do not employ the apprentice.
 - In each case we also record information on the age, level and number of apprentices who were previously NEET.
3. With the introduction of the Apprenticeship Levy in April 2017, boroughs are also required to submit a separate data set to government (Appendix 1). The government collects data from London boroughs on:
 - Achievement towards the government's 2.3% target;
 - Total organisational headcount;
 - Qualitative information on the challenges achieving the government target and information on the mitigating steps boroughs are taking.
4. ASG agreed in 2018 to combine London Councils' historic data collection with the new reporting requirement of government. It was recognised that there were multiple benefits for continuing to report on London Councils' long-standing apprenticeship data set:
 - It will allow London Councils to continue to track long-term progress against key indicators before the apprenticeship levy was introduced;

- It allows boroughs to understand the age of apprentices, the level at which they study, and whether they were previously not in education, employment or training (NEET) across London. This data is not provided to government but has been useful in the past to both London Councils and boroughs when benchmarking relevant to local targets and performance indicators. This data also helps highlight good practice to boroughs.
 - London Councils will be able to advise the group on London trends, and improve understanding on whether particular challenges are experienced elsewhere.
 - This will allow London Councils and boroughs to continue to track delivery of apprenticeships in their supply chain. Although not required by government, it is important to demonstrate the quantity of indirect opportunities created by London boroughs. This data also helps evidence to stakeholders the wider opportunities created by London boroughs in their communities and a commitment by boroughs to increase local opportunities for residents.
5. Both data collection activities were combined into a single template which was completed by boroughs between April and May of 2018 and returned to London Councils for analysis. Boroughs then separately reported to the government before the deadline of 30 September 2018.

Proposed changes for data collection in 2019

6. London Councils report on the data collection to borough Leaders/Mayors and chief executives in June of each year. In previous years, discrepancies have been brought to light following the sending of the report and has resulted in amendments being made and the report being recirculated. To avoid this, London Councils will circulate the report to ASG prior to it being sent to Leaders/Mayors and chief executives. ASG members will have one week to review the report containing borough-by-borough data and report any inaccuracies or updates. After this point, the report will be circulated once only.
7. London Councils will also request data on which apprenticeship starts are new recruits to the council and which are existing staff that have commenced an apprenticeship. ASG members expressed appetite to understand how boroughs were performing on new vs. existing staff.

Request from the Greater London Employers Forum

8. A report on apprenticeship delivery by boroughs has been requested by The Greater London Employment Forum (GLEF). The GLEF consists of councillors with responsibility for corporate resources (typically a cabinet member) and trade union representation. This meeting is the primary negotiating forum between London local government and trade unions.
9. The next GLEF meeting will be held on 27th June 2019, at which point a presentation will be given on apprenticeship delivery. Papers for this meeting have statutory dispatch status, meaning they must be circulated to boroughs and trade unions a week before the meeting.

10. The latest point for receiving the data from ASG will be **Friday 26 April**, factoring in the drafting of the report and internal approval procedures. Failure to provide the data by this date may mean it is not included in the report received by the GLEF.

11. The timeline for this process will therefore be:

26 April 2019 – data received
 Early May – report drafted
 Mid-May – report circulated to ASG for final comments
 Late May/ Early June – report send to Leaders/Mayors and chief executives
 Late May/Early June – report drafted for GLEF
 Early June – GLEF report submitted for approval
 20 June 2019 – statutory dispatch to GLEF

This is a tight timeline. Therefore, adherence to the 26 April reporting deadline is essential.

Proposed Approach for collecting data in 2019

12. London Councils will request data from ASG members on the following:

- Apprenticeship delivery within:
 1. the organisation/borough
 2. supply chain/contractors
 3. delivered through an ATA
 4. delivered in schools
- How many apprentices were employed between 1st April 2018 and 31st March 2019.
 - This will be compared to the organisational headcount collected separately to determine achievement against the public sector target.
- How many apprentices were new starters and how many were existing staff
- Key metrics on the apprentice:
 1. Their level of study
 2. Their age
 3. Whether they were previously NEET

13. A template will be provided to boroughs for submitting their data by Wednesday 20 March. As all but one criterion was requested in 2018, meaning boroughs can commence collecting this data prior to the template being received.

14. London Councils will separately obtain organisational headcounts through its' Heads of HR network. This network will be asked to provide a total headcount, a core headcount for the organisation and a headcount for schools. This approach has been proposed by the GLEF.

15. ASG members will be required to submit this data by Friday 26 April 2019.

16. ASG members are then asked to provide the return made to government by 30 September 2019, the deadline for submitting apprenticeship delivery to government.

Recommendation:

For ASG members to note the contents of this report and provide comments on the proposed approach.

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

Item 8. London Borough Apprenticeship Awards 2019

Contact: Spike van der Vliet-Firth

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Introduction

1. 2019 will mark the 9th annual London Borough Apprenticeship Awards. This event showcases the talent of apprentices working in London boroughs and the work of boroughs to create, support and raise the profile of apprenticeships. This paper asks ASG members to note the delivery plan for this year's awards.

Background

2. London Councils welcomes one nomination per category, per borough for the following categories:
 1. Best contribution by a new apprentice
 2. Best progression by an apprentice
 3. Best apprentice working in the supply chain
 4. Best manager of mentor
 5. Best work in the supply chain to create new apprenticeships
3. From categories 1-3 above, an overall Apprentice of the Year is decided.
4. Nominations packs will once again be circulated to ASG members, who usually take on the role of coordinating applications from their borough. Decisions on which nomination to put forward is made within the borough and London Councils will be unable to accept more than one nomination per category.

Proposed Changes

5. London Councils to include clearer guidance on what makes a strong application in the nomination pack. The judging panel felt overall there was a high standard of nominations, but some nominations for individual apprentices focussed too much on the work of the organisation in facilitating the apprenticeship. We want to make sure future nominations are focussed on the achievement of the apprentice, in line with the scoring criteria provided to panellists.
6. London Councils is seeking sponsorship for the awards, initially on a three-year basis. This will ensure the ongoing delivery of the awards.
7. London Councils will also explore what can be offered to the winners, in addition to a trophy and recognition for their achievements.

8. London Councils does not propose the introduction of any new categories for the awards in 2019.
9. London Councils does not propose any changes to the format of the awards. We will once again be seeking a venue from one of the Livery Halls.

2019 Nomination Process

The 2019 London borough apprenticeship award will follow a similar process to 2018:

10. Nominations packs will be received by boroughs in May 2019. Boroughs will be given one month to provide their submissions. Boroughs can start thinking about their nominations in the knowledge the categories and marking criteria remain largely unchanged.
11. An initial panel, made up of London Councils officers, will create a shortlist of 5-8 nominations per category. A second panel, consisting of London Councils officers, 2018 Apprentice of the year and external partners, will then decide on the winner from each category. They may also identify nominations they wish to recognise for outstanding achievement. These do not have to be awarded in each category.
12. Both panels will be run during June and July 2019.
13. Winners will be announced at the 2019 London boroughs apprenticeship awards, following a topical panel discussion. We aim to hold the event in September 2019. Exact date will be dependent on venue availability.