

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:	7 December 2017	Time:	10.00 – 11.30
Venue:	London Councils, Meeting Room 1		
Officer:	Dianna Neal	Email:	Dianna.neal@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.	Update ESFA/National Apprenticeship Service	Zeena Cala <i>Head of Employer Relationships for London & South East</i>
Item 4.	Apprenticeship Pay Survey 2017-18	Dianna Neal <i>London Councils</i>
Item 5.	Update from London Councils <ul style="list-style-type: none"> • Procurement 	Dianna Neal <i>London Councils</i>
Item 6.	Raise and discuss items relating to Apprenticeship Levy	All
Item 7.	Any Other Business	All

Date of Next Meeting: 22 March 2018, 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 21 September 2017 **Venue** London Councils

Meeting Chair Andy Scott, London Borough of Tower Hamlets

Contact Officer: Anna-Maria Volpicelli

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Attendance:

Members:

Andy Scott	London Borough of Tower Hamlets (Chair)
Alan Galloway	London Borough of Hillingdon
Amadea Afful	London Borough of Islington
Brianne Lindsay	
Bridget Arnold	Royal Borough of Greenwich
Charlotte Gibson	London Borough of Lewisham
Cheryl Jones	London Borough of Bexley
Chris Herron	London Borough of Enfield
Claire Weeks	City of Westminster
Eileen Gallagher	City of Westminster
Ivan McDougall	City of London
James Spacey	GLA
Jenny Dutton	London Borough of Tower Hamlets
Joanne Cavey	London Borough of Sutton
Julie Cairns	London Borough of Barnet
Justine Guynan	London Borough of Newham/OneSource
Lorna Fraser	London Borough of Southwark
Michael Pratt	London Borough of Camden
Simon Steptoe	Unison
Steve Lee	London Borough of Havering
Suen Rasheed	London Borough of Brent
Varsha Mistry-Hand	London Borough of Havering
Victoria Forgan	London Borough of Hammersmith & Fulham

Officers:

Dianna Neal	London Councils
Jamie Saddler	London Councils

Apologies

Alex Jacobs	London Borough of Hackney
Anna-Maria Volpicelli	London Councils
Beth Penwarden	London Borough of Southwark
Helga Senior	Royal Borough of Kingston upon Thames
Stewart Aldersley	London Borough of Newham/OneSource
Terry Regan	London Borough of Barking and Dagenham

1. Welcome, introductions and apologies

Apologies were received from Alex Jacobs, Anna-Maria Volpicelli, Beth Penwarden, Helga Senior, Stewart Aldersley and Terry Regan.

2. Notes of the last meeting and matters arising

The Minutes were approved. It was noted that Jamie had not yet received examples of best practice on supply chain recruitment from any boroughs. Michael Pratt, Jenny Dutton and Lorna Fraser agreed to send through examples.

ACTION: Boroughs to send through examples of supply chain recruitment best practice to London Councils (via Dianna).

3. Skills for Londoners Taskforce – Apprenticeship Task and Finish Group

James Spacey gave a short presentation on the work of the Skills for Londoners Taskforce and some of the wider work that the GLA is doing on apprenticeships. More information on the composition and aims of the Skills for Londoners Taskforce can be found [here](#).

James confirmed that the GLA is not putting a numeric target in place around generating apprenticeships across London but would instead be focusing on widening participation. The main priorities for the GLA on apprenticeships would be the work carried out by the Skills for Londoners task and finish group and wider lobbying work with government (on issues such as the removal of the Additional Cost Adjustment and the Disadvantage Uplift and the development of standards).

James also highlighted:

- The GLA's proposal for an apprenticeship pilot scheme funded out of apprenticeship levy underspends;
- Work on apprenticeship standards;
- The Mayor's Good Work standard;
- The low take up of the Apprenticeship Oyster Card concession and the need to promote this more to apprentices.

James confirmed the GLA were also in conversation with government about developing a Level 4 Policy Apprenticeship, and were also about to start their annual apprenticeship recruitment drive (which will close on 23 October).

James also reported that the commitments made by the Conservatives in their general election manifesto on changes to the Levy were likely to be consulted on later this year.

In the discussion that followed, a question was asked about whether the GLA was doing any work on benchmarking performance on apprenticeship numbers and quality before and after the Levy. James confirmed that the GLA was working with the Association of Colleges in this area and agreed to circulate more information.

ACTION: James Spacey to share data on comparisons between region's performance on apprenticeship starts and completions.

ACTION: James Spacey to share more information with the group on benchmarking work with AOC.

4. Update from London Councils

Jamie Saddler provided this, including an update on the procurement work that London Councils is carrying out with boroughs. Jamie confirmed that a working group is in place to examine options for joint procurement and that the group had met with Crown Commercial Services, LB Tower Hamlets and ESPO to discuss options for working with them on joint procurement. Following those discussions, the Tower Hamlets and ESPO options for dynamic purchasing systems were still being looked at, as the CCS framework did not

appear to have been developed sufficiently with local government and consequently did not suit our needs. Boroughs have been sent both Tower Hamlets' and ESPO's presentations and encouraged to express an interest in their preferred option(s), also notifying London Councils.

ACTION: Jamie to circulate the Tower Hamlets and ESPO presentations to the rest of the group.

Jamie then gave a short presentation on the London Business 100 Survey that London Councils had commissioned with the London Chamber of Commerce and Industry, in particular highlighting the apprenticeship and training findings. Jamie confirmed that the intention was for the survey to be repeated in each of the next two years, enabling some similar questions to be asked and trends to be analysed over time. A one-page note was circulated in advance of the meeting and will be included again in the papers circulated afterwards.

ACTION: Jamie to circulate a link to the data tables for the survey on the ComRes website and to recirculate the one-pager.

Jamie also reminded colleagues about the London Councils Apprenticeship Awards that were taking place the following day.

Finally, Jamie notified the group that this would be his final meeting, as he was leaving his role with London Councils on 27 September. As Chair, Andy Scott thanks Jamie for his work on behalf of the group and wished him well for the future.

5. Skills London 2017

This item was not discussed due to staff illness.

6. UNISON Apprenticeship Charter

Simon Steptoe spoke to this item and outlined the main points within the Charter, which has been launched over the summer and is a national initiative. Local branches of Unison may ask a council to adopt the Charter and it is likely this will be followed by negotiation on how the council meets or could work towards meeting the different elements of the Charter. The union would then work with the council to achieve this.

There was some concern around whether councils could realistically meet all of these elements, such as apprentices having a job offer once they have completed their apprenticeship. Simon stressed that the list was aspirational and that, so long as there was a commitment to meet the Charter as far as possible, that would be sufficient – for example, if a borough supported apprentices in finding a job both within the council but outside it as well.

The Chair welcomed the Charter as a positive move.

7. Raise and discuss items relating to Apprenticeship Levy

Andy Scott started this discussion by prompting the group to share any examples of success in getting their apprenticeship programmes up and running, success with training providers, or examples of any aspects of the system that were not working.

Each borough represented gave a brief update on their own position, including highlighting the number of apprentices that they had successfully started on the system. Of the 20 boroughs represented, approximately 300 apprentices had been successfully added to the DAS system, with around a further 230 in the process of being recruited.

Issues highlighted included:

- There is a big delay between Levy payments being claimed and the money coming off the account, although the sign-off and administration aspects of the DAS system appeared to be working well.
- A Level 6 Apprenticeship in IT is now available, but only on offer to BT staff at present, though it was reported that the ESFA were speaking to training providers about this to ensure it is offered more widely.
- There was a complaint that some training providers were not offering courses that they had been previously advertising. In some cases this appeared to be because they had put together programmes before being in a position to assess the viability of delivering them and they had since adapted their offer. However, there appears to be no system in place for taking training providers off the ROATP if they are no longer delivering a course. This appears to also be the same for end-point assessors.
- Trailblazers were also highlighted again, with concern noted around being able to find out when standards would be ready. There appeared to be inconsistencies in getting replies from each trailblazer, with some trailblazers responding quickly and others not at all.
- The requirement for 20% off-the-job training is continuing to cause an issue in some cases in persuading managers to go for apprenticeships within their teams.
- Tower Hamlets reported they are exploring options for upskilling around 150 members of existing staff through the apprenticeship levy. They are also exploring the potential progression routes from para-legal to solicitor.
- Greenwich reported they are primarily looking at cross-cutting qualifications that could allow apprentices to develop skills to be deployed in more than one team.
- Lewisham reported that they are exploring how to convert current CIPFA trainees to the new apprenticeship qualification. This was echoed by other boroughs.
- Westminster is looking to recruit Level 3 Tech Support apprentices as part of a cohort, and offered to circulate this to other boroughs to potentially join up. Greenwich and Southwark also had similar potential opportunities. All three agreed to circulate the information.

8. Any Other Business

- Pay scales and other costs in relation to Apprenticeship recruitment and levy

Dianna Neal briefly took the group through the proposed questions for the apprenticeship pay scale survey for 2017 based on those last year. The group agreed to repeat the survey again this year in the format proposed, and that this should aim to be completed before the next meeting of the ASG in December.

Date of next meeting: Thursday 7 December 2017, 10.00am – 11.30am, London Councils, SE1 0AL