

# AGENDA

<b>Chair:</b>	Andy Scott	<b>Title:</b>	Divisional Director Growth and Economic Development, London Borough of Tower Hamlets
<b>Date:</b>	7 June 2018	<b>Time:</b>	10.00 – 11.30
<b>Venue:</b>	London Councils, Meeting Room 2		
<b>Officer:</b>	Spike van der Vliet-Firth	<b>Email:</b>	<a href="mailto:Spike.vanderVliet-Firth@londoncouncils.gov.uk">Spike.vanderVliet-Firth@londoncouncils.gov.uk</a>

***Date of Next Meeting: 27 September 2018, 10-11.30am, London Councils, meeting room 2***



# Young People's Education and Skills (YPES)

## Local Authority Apprenticeship Sub-Group

<b>Date</b>	22 March 2018	<b>Venue</b>	London Councils
<b>Meeting Chair</b>	Andy Scott, London Borough of Tower Hamlets		
<b>Contact Officer:</b>	Spike van der Vliet-Firth		
<b>Telephone:</b>	020 7934 9916	<b>Email:</b>	<a href="mailto:Spike.vanderVliet-Firth@londoncouncils.gov.uk">Spike.vanderVliet-Firth@londoncouncils.gov.uk</a>

### Attendance:

#### Members

Aisat Ahmed	London Borough of Lambeth
Alan Galloway	London Borough of Hillingdon
Andy Scott	London Borough of Tower Hamlets <b>(Chair)</b>
Brianne Lindsay	London Borough of Bromley
Bridget Arnold	Royal Borough of Greenwich
Charlotte Gibson	London Borough of Lewisham
Cheryl Jones	London Borough of Bexley
Claire Weeks	London Borough of Westminster
Fabiola Palermo	Royal Borough of Kensington & Chelsea
Ines Floris	London Borough of Lambeth
Ivan McDougall	City of London Corporation
Joanne Cavey	London Borough of Sutton
Julie Cairns	London Borough of Barnet
Kimathi Kwabena	London Borough Of Haringey
Lorna Fraser	London Borough of Southwark
Margaret Higgins	London Borough of Lewisham
Michael Pratt	London Borough of Camden
Michelle Fitzgerald	London Borough of Brent
Rachel Lyus	London Borough of Barking and Dagenham
Rashid Salik	London Borough of Tower Hamlets
Sally George	London Borough of Hounslow
Simon Sloan	London Borough of Southwark
Tomi Moronkola	London Borough of Croydon
Vanita Nicholls	London Borough of Ealing
Varsha Mistry-Hand	London Borough of Havering
Vivienne Peters	London Borough of Redbridge

#### In attendance

Ben Drain	The Knowledge Academy
Anna Zaborska	Transport for London
Amber Macintosh	Transport for London
Jamie Saddler	Local Government Association

#### Officers

Dianna Neal	London Councils
Spike van der Vliet-Firth	London Councils
Anna-Maria Volpicelli	London Councils

#### Apologies

Alex Jacobs	London Borough of Hackney
Beth Penwarden	London Borough of Southwark
Eileen Gallagher	London Borough of Brent

Julie Cairns	London Borough of Barnet
Justine Guynan	London Borough of Newham/OneSource

Karen Taylor  
Nicky Newman  
Neisha Porter  
Seun Rasheed  
Simon Steptoe  
Stewart Aldersley

London Borough of Enfield  
London Borough of Brent  
London Borough of Southwark  
London Borough of Brent  
Unison  
London Borough of Newham/OneSource

## **1. Welcome, introductions and apologies**

Round table introductions made

## **2. Notes of the last meeting and matters arising**

Andy noted there were a considerable amount of actions from the last meeting. He observed 3 outstanding actions, all of which related to the Education and Skills Funding Agency (ESFA). Steve Latus will be joining ESFA soon, at which point the actions will be followed up. All other actions had been completed and were available for members to review outside the meeting.

## **3. The Knowledge Academy – 20% off the Job Learning**

Andy introduced Ben Drain from the Knowledge Academy who presented to the group on recommended methods for ensuring 20% 'off the job' (OTJ) training is achieved and recorded.

Ben ran through examples of what would be considered normal duties and OTJ training. Coaching, shadowing, mock assessment, and naturally occurring examples of OTJ training were provided as well as context to activities that would not be considered as contributing to OTJ training. It was also made clear this needs to be recorded during contracted hours. Ben stressed the importance of apprentices being allowed space and support to study.

Ben advised members, following a question from the group, that it is the responsibility of both provider and employer to record OTJ training for auditing purposes. ESFA is likely to approach the training provider in the first instance. Ben provided examples of how the 20% breaks down depending on length of contract. Boroughs were also informed of what training providers, apprentices and employers needed to contribute in order to deliver a successful apprenticeship in line with the requirements of the Apprenticeship Levy.

It was noted by the Chair when discussing overtime or use of unrecorded hours to complete training that these decisions should be made in consultation with HR colleagues and are not within the remit of the ASG to address.

## **4. Transport for London – Social Mobility and Diversity**

Andy introduced Anna Zaborska, Transport for London who spoke to the presentation. Anna Zaborska and Amber Macintosh gave a presentation to the group regarding their apprenticeship programme and steps they have taken to improve diversity in their organisation. A key driver is delivering the social mobility principles of the organisation.

With the introduction of the levy, TfL has been moving away from its graduate scheme programmes in favour of degree-level apprenticeships. TfL has developed a pipeline of level 2 to level 6 apprenticeships and will be introducing level 7 in 2018. The STEM pipeline is particularly targeting underrepresentation of women and those from BAME backgrounds in the organisation and STEM professions. TfL aims to tackle stereotypes in STEM professions

and undertake a lot of school outreach to address the drop-off of STEM study at 16. This involves targeted school activities from primary school up to age 18.

Anna informed the group of the 'Moving Forward' programme that targets 142 of the most disadvantaged schools across 16 boroughs, measured by the proportion of students on free school meals. In 2017, 21 per cent of apprentices came from these target schools and contributed towards TfL targets for new apprentices recruited being 50 per cent women and 50 per cent BAME. TfL will continue to target these schools through careers fairs and skills matching sessions. Anna also explained to the group the steps that had been taken to engage those previously in the military and those with learning disabilities, with a 1 year work experience programme available to those with disabilities.

However, school engagement remained an issue. It was identified in the discussion that boroughs would be able to assist in opening up access to those schools difficult to reach by offering support in making contact.

A member of the group asked if it would be possible to add borough-based apprentices to existing contracts held by TfL considering the difficulty in acquiring training for small contracts in boroughs. This was identified as something to be discussed after the meeting. The TfL team can be contacted via [earlycareers@tfl.gov.uk](mailto:earlycareers@tfl.gov.uk)

**Action 4.1: Spike to share Anna's contact details with the group. Anna will also share details of individual borough leads within TfL with the group.**

## **5. Annual Apprenticeship Data Collection**

Spike brought a paper to the group regarding London Council's annual data collection and how this can be combined with the data required from boroughs by DfE as part of the Apprenticeship Levy data collection. The background to data collection was provided, with the objective to enable boroughs to provide both sets of information in the least onerous way possible.

Spike highlighted the benefits of continuing to collect the London Councils' data set to track long-term performance, allowing members to benchmark performance against other boroughs, understand trends in London, highlight good practice and demonstrate the value boroughs added with apprenticeships created in their supply chain. Members were informed of the requirement to publish Section 1 of the DfE data return.

Two options were presented to the group. Option 1 involved providing a single report to London Councils by 30 April 2018 that fulfils the requirements of DfE Section 1 reporting and London Councils' historic data collection. Option 2 would require boroughs to provide the London Councils data set by 30 April 2018 and provide the DfE data set additionally when available before the deadline of 30 September 2018. In order to prevent boroughs completing data return exercises twice, and to make opportunity of lobbying opportunities, option 1 was presented by Spike as the preferred option.

The chair expressed their preference for option 1 when the proximity of local government elections was considered. It was also anticipated the election may result in changes of roles and responsibilities in boroughs that would affect officer responsiveness. A quick check amongst the group found approximately 80 per cent of the room agreed to option 1, with a few members requiring time to consider and return their decision to Spike by Friday 6 April.

**Action 5.1: Members to formally express a preference to Spike as to which option they prefer by Friday 6 April**

**Action 5.2: London Councils to get agreement from boroughs for this information to be shared with Jamie Saddler at the Local Government Association (when collecting the data) .**

**Action 5.3: Spike to clarify whether the apprenticeship starts will be expressed as a single figure, or separated between council and school apprentices. Spike to also clarify issues around ATA and TMO/RMO reporting and inform the group of the outcome.**

## **6. Update from Local Government Association**

Andy welcomed back Jamie Saddler as a new member representing the Local Government Association. Jamie informed the group of the annual data collection being undertaken by the LGA to inform their UK-wide understanding of apprenticeship delivery in local government. The LGA seeks to understand where boroughs will be at the end of the financial year with delivery in councils and schools. Of the estimated 9,500 delivery target across local authorities in England and Wales, it was estimated that 4,200 apprentice starts would be delivered. The average completion against the legislative target was 65%. In schools this was just 22% of the target. Those councils achieving their 2.3% target still struggled to achieve their school target. While the expected delivery was promising, sustainability is uncertain. It was raised whether delivery thus far had been 'low hanging fruit' which would not be replicated in the coming years.

Jamie reaffirmed a message from the LGA's large employer roadshows, that consultancy support is available to 20-30 local authorities. This will be targeted at those struggling who have the biggest opportunity to increase starts. Local authorities have to be applying the LGA's maturity model to access the funding.

The group were also informed of the recent decision to only allow a 10% levy transfer funds to be passed to a single employer. The group were asked to inform Jamie of any transfer issues they have as soon as possible. The group were also asked if reporting apprentice starts would be affected by holdups with training providers not adding apprentices to the DAS system in their organisation even though they had already started with the organisation. The group were also informed of a funding band review underway, with examples requested of standards too low to deliver under current funding rules.

**Action 6.1: ASG members to inform Jamie of any issues related to transferring funds by Monday 26 March, at latest midday.**

**Action 6.2: The LGA's maturity model to be shared with the group.**

## **7. Update from London Councils**

Spike gave a verbal update on recent announcements and London Councils' activities. Work around the devolution of the Adult Education Budget to the GLA is ongoing, with London Councils working closely with sub-regions around potential changes to borough funding and models of commissioning.

Working closely with the Public Affairs team at London Councils, the ECT team has been advancing arguments for wider skills devolution to London. Activity included securing a debate in Westminster Hall through the All Party Parliamentary Group (APPG) for London and securing further meetings between Cllr Peter John, London Councils Executive Member for Skills and the Skills Minister Anne Milton MP.

The GLA Skills for Londoners Taskforce Apprenticeship sub-group has developed a more detailed work-plan for the group, which brings together public and private sector stakeholders to develop an understanding of the opportunities and challenges in delivering the Apprenticeship Levy. The taskforce has an action plan for the coming months that

includes work on apprentice supply and demand, apprenticeship reputation, pre-employment and wrap around support.

In the coming months London Councils will continue to make the case for changes to the Apprenticeship Levy that will enable boroughs to spend their pots effectively. The London APPG has identified further opportunity to lobby on skills devolution in conjunction with the Manchester APPG. The ECT team will be supporting this closely going forward. London Councils will continue to make the case for devolution of the Apprenticeship Levy as well as wider skills policy. London Councils will also be conducting the 'Business 1000' survey, which will capture the mood towards the apprenticeship levy from London businesses.

## **8. Terms of Reference**

Dianna briefly gave a brief verbal presentation on the paper to the group, drawing their attention to where changes to the ASG Terms of Reference had been made. The changes were prompted by the introduction of the apprenticeship levy and that this had become the primary focus of the group.

The membership of the group remains the same, except for the regular attendance of the Education and Skills Funding Agency. It is expected we will regularly have attendance for the June 2018 onwards.

Task and finish groups were explained to the group. These groups will meet in-between meetings to discuss a particular priority of the group before feeding back their findings to future meetings.

**Action 8.1: Members to review the terms of reference and provide comments to Spike before Friday 27 April. Subject to feedback, the terms of reference will be brought to the June 2018 meeting for approval in the meeting.**

## **9. Raise and discuss items relating to Apprenticeship Levy**

The Chair recommended that members continue to raise and seek response to issues through the network and maintain the ongoing communication amongst the group between ASG meetings.

## **10. Any Other Business**

There was no additional business raised by the group for discussion.

**Date of next meeting: 7<sup>th</sup> June 2018, 10-11.30am, London Councils, Meeting room 5**

**Apprenticeship Sub-Group - actions and updates from 22.3.18**

<b>Date of meeting</b>	<b>Item</b>	<b>Action</b>	<b>Whom</b>	<b>Comment</b>	<b>Open/Closed</b>
7.12.17	3.1	ZC, ESFA, to circulate information on Diversity Hubs	ZC/ESFA	Update at meeting 7.6.18	<b>Closed</b>
7.12.17	3.7	Forward details for OFSTED Inspection master classes for circulation to members	ZC/ESFA	SVF follow up via email 15.5.18	<b>Open</b>
7.12.17	7.1	Update on DAS for onward circulation to members	ZC/ESFA	SVF follow up via email 15.5.18	<b>Open</b>
22.3.18	4.1	TfL to share list of area based contacts with ASG members	TfL/SVF	Circulated post meeting note 26.3.18	<b>Closed</b>
22.3.18	5.1	Members to express a preference for either option 1 or 2 as summarised in Item 5. paper of meeting	ASG	Deadline 6.4.18	<b>Closed</b>
22.3.18	5.2	Members/boroughs to confirm whether they are happy to share data collected with LGA	ASG	Agreed through email 6.4.18	<b>Closed</b>
22.3.18	5.3	Clarify if apprenticeship starts will be expressed as a single figure or seperated between council and school apprentices and also to clarify issues around ATA and TMO/RMO reporting	SVF	Agreed through email 13.4.18	<b>Closed</b>
22.3.18	6.1	Members to inform JS, LGA of any issues related to 10% levy transfer of funds	ASG	Deadline 26.3.18	<b>Closed</b>
22.3.18	6.2	LGA's maturity model to be shared with members	JS	Circulated 6.4.18	<b>Closed</b>
22.3.18	8.1	Provide feedback on suggested changes to ToR for approval at next meeting - <b>deadline 27.4.18</b>	ASG	Updated ToR to be presented for sign off 7.6.18	<b>Closed</b>





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

## Terms of Reference

**Contact:** Spike van der Vliet-Firth      **Date:** 7 June 2018

**Telephone:** 020 7934 9916      **Email:** [spike.vandervliet-firth@londoncouncils.gov.uk](mailto:spike.vandervliet-firth@londoncouncils.gov.uk)

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### **1 Background**

- 1.1 London Councils Young People's Education and Skills (YPES) operates on behalf of the 33 London local authorities to support 14 to 19 education and training across the capital. It is subject to London Councils governance.
- 1.2 The YPES Board delegates to the Operational Sub-Group (OSG), and/or officers such tasks and activities as it considers appropriate. The OSG takes responsibility for establishing sub-group(s) - permanent or otherwise - identified at any time according to specific needs, co-ordinates the work of the sub-groups as required and oversees work-strands as directed by the Board. It reports directly to the Board via the YPES Strategy Director.

### **2 Role of the Apprenticeship Sub-Group**

- 2.1 The sub-group and relevant partners will support local authorities to develop apprenticeship opportunities and maximise the potential of the Apprenticeship Levy
- 2.2 The sub-group will inform understanding of how London boroughs are responding to the Apprenticeship Levy, inform lobbying activity to improve and maximise the effectiveness of the Levy and share good practice amongst local government, wider public sector partners and other employers.
- 2.3 The Apprenticeship Sub Group's main objectives are:
  - 2.3.1. Increasing the number of high quality apprenticeships using the Apprenticeship Levy, created through boroughs' recruitment, organisational development and procurement processes.
  - 2.3.2. Increasing the take up of apprenticeships across all groups and ages within London boroughs, with a focus on increasing diversity and social mobility.
- 2.4 The group will maintain an overview of, and/or seek to address:

- 2.4.1 Skills gaps in borough workforces, particularly those which could be addressed by new apprenticeship standards which can be funded through the Apprenticeship Levy.
- 2.4.2 The availability and effectiveness of pre-apprenticeship training and support, including traineeships.
- 2.4.3 Issues affecting disadvantaged residents and social mobility.
- 2.4.4 London boroughs' ability to effectively spend their full levy, including informing London Councils' lobbying activity around changes to the Apprenticeship Levy.
- 2.4.5 The work of the Mayor's Skills for Londoners Taskforce Apprenticeship Sub-Group and the London Economic Action Partnership (LEAP).

## 2.5 The Apprenticeship Sub-Group accountabilities are:

- 2.5.1 The Apprenticeship Sub-Group remains accountable to all local authorities and to the YPES Board.
- 2.5.2 *Identity and competence:* The Apprenticeship Sub-Group is empowered to advise and recommend to the OSG. The Apprenticeship Sub-Group is not a decision-making body in its own right and does not have a delegated budget other than project specific budgets agreed by the YPES Board.

## 3 Membership of the Apprenticeship Sub-Group

### 3.1 The membership of the Apprenticeship Sub-Group will comprise:

- 3.1.1 Local authority Chair
- 3.1.2 London Councils (YPES)
- 3.1.3 London Councils (PAPA)
- 3.1.4 Local authority representatives (maximum one per local authority)
- 3.1.5 Education and Skills Funding Agency
- 3.1.6 National Apprenticeship Service (NAS)
- 3.1.7 UNISON
- 3.1.8 Unionlearn

### 3.2 The Apprenticeship Sub-Group Chair may co-opt advisers permanently or to attend all or any part of any meeting or sequence of meetings. The OSG Chair, Apprenticeship Sub-Group Chair or YPES Board Chair may appoint observers to the Apprenticeship Sub-Group.

### 3.3 Substitutes are at the discretion of the Chair.

### 3.4 Members of the sub-group shall be published on the YPES website.

## 4 Key Responsibilities of Apprenticeship Sub-Group Members

- 4.1 Members have a responsibility to provide guidance, advice and information germane to their areas of expertise and in a representative capacity as nominated members of the bodies noted at 3.1.
- 4.2 Members may be asked to join issue-based task and finish groups on an occasional basis. Issue-based groups will meet between Sub-Group meetings to further discuss good practice and potential actions and present their findings to the Sub-Group at a future

meeting. The task and finish group topics will relate to the priorities of the sub-group or wider apprenticeship, skills and employment good practice.

- 4.3 Members must declare any interest they have in any matter being discussed at any meeting of the Apprenticeship Sub-Group and shall comply with the direction of the Chair in that respect (such direction may be to withdraw from discussion or from the room whilst the discussion takes place or for the interest to be noted in the minutes). For the avoidance of doubt, the definitions of “interests” shall be as set out in the relevant London Councils corporate protocols and policies.
- 4.4 Members have a responsibility to share relevant data on apprenticeships and the Apprenticeship Levy with London Councils. This will support the group to act strategically, engage in longer term planning and allow London Councils to provide pan-London analysis to inform its lobbying and support activity.

## **5 Benefits to Sub-Group members**

- 5.1 Members of the Sub-Group will benefit from:

- 5.1.1 An understanding of activity in other boroughs relevant to their locally set objectives.
- 5.1.2 The sharing of good practice, improving their approach to the development of apprenticeship opportunities in their borough
- 5.1.3 Hearing from other key partners, employers and national government on apprenticeships and the levy.

## **6 Frequency of Meetings and Secretariat Function.**

- 6.1 The Apprenticeship Sub-group will meet quarterly with interim communication and Chair’s decisions made as necessary.
- 6.2 The minutes and papers from meetings will be published on the London Councils website.
- 6.3 The Secretariat Function for the group will be provided by the YPES Strategy Director within the resources agreed by London Councils Leaders’ Committee.

## **Appendix 1**

### **Extract from London Councils: Young People's Education and Skills Constitution**

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#### **1 Purpose**

- 1.1 The role of the London Councils Young People's Education and Skills Board is to provide pan-London leadership for 14 to 19 education and training provision in relation to the current and future needs of learners and employers, support local authorities in undertaking their statutory functions, and assist other stakeholders in planning, policy and provision.
- 1.2 The key tasks of the London Councils Young People's Education and Skills Board are to:
  - 1.2.1 develop the strategic vision of the market for 14 to 19 provision in London, influencing and shaping sufficient diversity and specialism to promote full participation;
  - 1.2.2 lobby for the best resources for London's young learners;
  - 1.2.3 in partnership with the LEP:
    - 1.2.3.1 develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
    - 1.2.3.2 support stakeholders with the provision of high-quality impartial information for all London's young people;
    - 1.2.3.3 alert London providers to known regionally unmet needs and gaps in the market;
  - 1.2.4 contribute to the production and analysis of data, including demographic data, to inform planning at a provider level;
  - 1.2.5 promote consistent scrutiny of 16 to 18 provision, challenging poor quality and championing excellence across the capital;
  - 1.2.6 support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
  - 1.2.7 co-ordinate the development of specialist education and training across London – including both provision for learners with learning difficulties and disabilities and specialist vocational provision; and
  - 1.2.8 undertake any other tasks as directed by Leaders' Committee.
- 1.3 In pursuing these ambitions it is recognised that there may be the need to undertake specific commissioning activities at a regional level on behalf of local authorities, based on clear business cases.