

Young People's Education and Skills (YPES)

Local Authority Apprenticeship Sub-Group

Date	22 March 2018	Venue	London Councils
Meeting Chair	Andy Scott, London Borough of Tower Hamlets		
Contact Officer:	Spike van der Vliet-Firth		
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Attendance:

Members

Aisat Ahmed	London Borough of Lambeth
Alan Galloway	London Borough of Hillingdon
Andy Scott	London Borough of Tower Hamlets (Chair)
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	London Borough of Enfield
Nicky Newman	London Borough of Brent
Neisha Porter	London Borough of Southwark
Seun Rasheed	London Borough of Brent
Simon Steptoe	Unison
Stewart Aldersley	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

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 based on those councils who had provided data to the LGA. 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: 7th June 2018, 10-11.30am, London Councils, Meeting room 5