

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

AGENDA

Chair: Dianna Neal **Title:** Strategic Lead: Enterprise, Economy and Skills
Date: 9 January 2020 **Time:** 10.00 – 11.30
Venue: London Councils, Meeting Room 4
Officer: Tim Gallagher **Email:** Tim.gallagher@londoncouncils.gov.uk

Item 1.	Welcome, introductions and apologies	Dianna Neal <i>Chair</i>
Item 2.	Notes of the last meeting and matters arising (<i>paper - for agreement</i>)	Dianna Neal <i>Chair</i>
Item 3.	Borough apprenticeship survey – Levy/Payscales (<i>report and presentation – for information</i>)	Tim Gallagher <i>London Councils</i>
Item 4.	Opportunities and support for apprentices with SEND (<i>presentation</i>)	Linda Jordan <i>National Development Team for Inclusion (NDTi)</i>
Item 5.	Updates: <ul style="list-style-type: none"> Local Government Association (LGA) Education and Skills Funding Agency (ESFA) London Councils ASG members 	Jamie Saddler <i>LGA</i> Steve Latus (tbc) <i>ESFA</i> Tim Gallagher <i>London Councils</i> All
Item 6.	AOB, close and next meeting <ul style="list-style-type: none"> <i>London Apprenticeship Awards – eponymous award in honour of Andy Scott</i> 	All

***The room is free for 30 minutes from close of the meeting for
cross borough networking and discussions***

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Young People's Education and Skills (YPES)

Apprenticeship Sub-Group

Date 26 September 2019 **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

Alexandra Kelly	Royal Borough of Kingston upon Thames & London Borough of Sutton
Alpa Ruparelia	City of Westminster
Amadea Afful	London Borough of Islington
Andy Scott	London Borough of Tower Hamlets (Chair)
Anthony Ristic	London Borough of Lambeth
Bridget Arnold	Royal Borough of Greenwich
Charlotte Gibson	London Borough of Lewisham
Courtney Richards	London Borough of Lewisham
Dianna Neal	London Councils
Emma Hambrook	London Borough of Bexley
Geeta Tailor	London Borough of Islington
Jack Biggs	London Borough of Hammersmith & Fulham
James Pierce	London Borough of Merton
Justine Guynan	London Borough of Newham/Havering/OneSource
Kwabena Kimathi	London Borough of Croydon
Lorna Fraser	London Borough of Southwark
Melody Thornton	London Borough of Waltham Forest
Michael Marshall	London Borough of Camden
Michelle Fitzgerald	London Borough of Brent
Nan Tewari	London Borough of Hounslow
Susan Hickey	London Borough of Enfield
Victoria Isaac	London Borough of Harrow

In attendance

Andy Lunn	Education & Skills Funding Agency (on behalf of Steve Latus)
Jamie Saddler	Local Government Association
Tristan Brice	London ADASS
Steve Davies	London Councils
Genta Hajri	London Office of Technology and Innovation

Officers

Anna-Maria Volpicelli	London Councils
Dianna Neal	London Councils
Tim Gallagher	London Councils

Apologies

Alan Galloway	London Borough of Hillingdon
Brianne Lindsay	London Borough of Bromley
Cheryl Jones	London Borough of Bexley
Esmay Bear	London Borough of Hackney
Hamish Mackay	London Borough of Islington
Huma Hadi	London Borough of Lewisham
Julie Cairns	London Borough of Lewisham
Julie Nelson	Local Government Association

Katherine Owen	London Borough of Havering
Marie Morgan	London Boroughs of Richmond and Wandsworth
Mary Roche	London Borough of Southwark
Neisha Porter	London Borough of Southwark
Sam Burgess	Royal Borough of Kingston upon Thames
Steve Latus	Education & Skills Funding Agency
Stewart Aldersley	London Borough of Newham/OneSource
Sue Pearce	Royal Borough of Kensington & Chelsea
Vanita Nicholls	London Borough of Ealing
Varsha Mistry-Hand	London Borough of Havering

1 Welcome Introductions and apologies

- 1.1 Andy welcomed members to the meeting and round table introductions were made.

2 Notes of the last meeting and matters arising

- 2.1 The notes of the last meeting were agreed, and actions closed. Under item 3 of ASG meeting 14 March, members were to be kept informed of when the Employer Engagement pilots bidding would be open. Cameron Tait of GLA provided a brief update on this and IPPR project which Dianna related to members. It was agreed to circulate this in full in the subsequent post meeting note.

Action: circulate information provided on the Employer Engagement pilots from GLA

3 Public sector collaboration/Social Worker Apprenticeships

- 3.1 Andy invited Tristan Brice of Association of Directors of Adult Social Services (ADASS) to update members on the social worker procurement for London. Tristan confirmed that the procurement round was fully finalised the day before this meeting and letters have been sent to Directors of Children's Services and applicants (providers). This was a very ambitious project where the aim was to tailor a bespoke London region social worker apprenticeship and 18 months was spent on getting the specification exactly right. There was a total of nine higher education institutions (HTI's) which applied to be delivery partner, of those five were called to interview, with four actually being interviewed.
- 3.2 The winner of the tender was Kingston University but they are unable to start delivery of the bespoke package until October 2020. In the meantime, the other three HEIs that attended interview (Buck's New, University of Kent and the Open University) have been awarded contracts to run the current degree level apprenticeship from February 2020.
- 3.3 Kingston University is offering geographical delivery and priority will be given to London Boroughs for places, although there has been a lot of interest from the 'shires'. The single point of contact (SPOC) local authority officers met for the first time on Wednesday (25th September) and will continue to meet until delivery of the bespoke programme starts next October. The current list of these officers was circulated in the meeting and where there were gaps, colleagues were asked to add the preferred contact name. When asked, Tristan advised that it was better to keep to a cascade of information system for ease of administration. Kingston University will be running workshops in the lead up to delivery.
- 3.4 In response to a question on the procurement for Occupational Therapy, Tristan confirmed this has also been finalised but that they are not so far ahead in the administrative process. Twenty-four NHS Trusts have participated in shaping a bespoke regionalised course. Of the applications to deliver, five were successful. One of these will be picked to deliver the bespoke course and a similar steering group to that for the Social Worker apprenticeship will be set up.

Action: London Councils to circulate the SPOC listing for information and members are asked to contact Tristan.brice@londonadass.org.uk to self-nominate if their borough currently has no representation. They will be expected to liaise/cascade information to both Adult and Children's social services.

4 a) Borough Apprenticeship Survey – Dianna Neal

- 4.1 Dianna Neal presented a paper to members. Since 2016, London Councils has undertaken an annual survey of London boroughs to establish yearly pay scale rates which allows for year on

year analysis for information and benchmarking. At June's ASG meeting, it was established that the addition of a simple survey on Levy funds would be very useful to members and for lobbying purposes.

- 4.2 Discussions confirmed that collating levy figures are readily available by download from the DAS's projections spreadsheet. There was discussion on the 10% top up and it was agreed to add this to the table. It was pointed out that committed figures are projected for up to four years and Dianna agreed to include narrative in the email for guidance. It was asked if Dianna would like the figure as a percentage but after some discussion, it was agreed that London Councils would do the calculations.

Action: Levy table to be circulated with the annual pay scales table early October.

b) Workshop – Greater London Employers Forum – Steve Davies

- 4.3 Steve Davies, London Councils, joined the meeting on behalf of the Greater London Employers Forum (GLEF) chaired by Mayor John Biggs of Tower Hamlets. Forum members include employer and union representatives and borough councillors. Members of the Forum would like to know more about the work being done within their boroughs on apprenticeships, have more detailed data on the type of apprenticeship opportunities and at the next GLEF meeting (workshop), Hackney, Camden and Southwark have been invited to showcase the work they are doing.
- 4.4 There had been some discussion at the last GLEF meeting about use of higher level apprenticeships in boroughs. Members highlighted that upskilling is a useful tool in both recruiting hard to fill roles or adding a progression route for existing employees.
- 4.5 Dianna advised that she is speaking with Steve Latus, ESFA, to see if there is more data, especially around ethnicity of participants/recruitment that can be shared but this entails discussions around GDPR.

Action: Circulate a list of the councillors who sit on the Greater London Employment Forum.

5 Digital Apprenticeships Project – London Office of Technology and Innovation (LOTI)

- 5.1 Andy introduced Genta Hajri from LOTI to speak to members about the work they are undertaking on behalf of boroughs on Digital Apprenticeships. LOTI is a local authority led/funded project, which is subscribed to by fifteen boroughs and supported by both London Councils and the GLA. The project has seven workstreams, one of which is Digital Leadership which aims to develop London's digital skills base by upscaling the digital apprenticeships model used by Hackney.
- 5.2 The Digital Apprenticeship project hopes to have 100 apprentices in post by September 2020. Hackney will be the lead borough and working with LOTI, they will be speaking with a number of local authority ICT/Digital and Technology departments to ensure both current and future business needs are taken into consideration for any apprenticeship model. LOTI will be using a project management software package 'Basecamp' to co-ordinate and record activity.
- 5.3 It was asked if the apprenticeship would be available to existing staff but Genta confirmed that these would be for new recruits only. Genta was asked how 'digital' is being defined as there are a number of elements that this could cover. Genta confirmed it would work to an ICT standard and cover project management but would not include other elements such as customer service.
- 5.4 Noting that LOTI is looking for local authority support, Andy added that it was important to clarify what the definition of 'digital' was in this context and colleagues need to speak with ICT managers as they are not normally the people who deal with skills.
- 5.5 Genta thanked members and said she would be happy to speak on a one to one basis.

Action: AMV to circulate presentation, current list of LOTI borough members and contact details for Genta.

6 Updates

LGA – Jamie Saddler

- 6.1 Jamie firstly reminded members of the deadline for public sector reporting which is tomorrow.
- 6.2 LGA is launching an LGA Action Learning Programme consisting of a series of autumn/winter webinars. Each webinar will be themed around a different strand on the Maturity Model. They want to hear people's views and what they are looking for. Full details were included in the LGA newsletter of 23rd September and this will be circulated post meeting for any of those members who have not yet registered to receive them.

- The LGA learning sets are proving to be popular; places are limited to one space per local authority across the programme.
- 6.3 Jamie said that LGA were still running the Apprenticeship MOT offer and said he has spoken with six boroughs so far, two of them being London boroughs. If anyone is interested, they should contact him directly for more information.
- 6.4 The DfE and IfA have agreed the development of an occupational standard for a Special Education Needs Co-ordinator which will lead to the development of an apprenticeship standard. An employer led group is being formed which will become the trailblazer group. The group is looking for representatives from schools and welcome LGA members to get involved. Please contact Robert.gibson@local.gov.uk to express an interest.
- 6.5 Local authority data returns need to be published and Jamie asked if members would kindly email their respective links to this information on their website to him at Jamie.saddler@local.gov.uk for uploading to the LGA website.

Education and Skills Funding Agency (ESFA) – Andy Lunn on behalf of Steve Latus

- 6.6 Andy advised that an industrial placement will be a two year academic programme with a sector related qualification and will include a forty-five to sixty day work placement in the second year, being equivalent to a BTEC/diploma L2.
- 6.7 T Levels will be equivalent to three 'A' Levels and worth three UCAS points. The first T Levels to be rolled out will be in digital, construction and childcare sectors.
- 6.8 Andy said he is working with his area leads and local employers to be pro-active in preparing for delivery by doing strategic planning over the next twelve to eighteen months. He urged members to speak with their account managers to set the ball rolling.
- 6.9 The group asked whether T-levels will cover the costs of CSCS card.

Action: Andy to confirm whether CSCS card costs are covered in the construction T-level.

London Councils – Dianna Neal/Tim Gallagher

- 6.10 Due to the small amount of time remaining to the meeting, Dianna drew members attention to the launch of the Skills for Londoners Call for Action, a joint document by London Councils and the GLA, calling for an ambitious skills and employment devolution deal for London, including devolving the apprenticeship levy. We have been re-looking at the asks presented to Anne Milton MP on levy flexibilities. London Councils has also been inputting into the Mayor's London Local Industrial Strategy and may be highlighting the need for a decision on, and fair allocations on, the UK Shared Prosperity Fund (UK SPF).
- 6.11 There were no member updates (due to sparsity of time).

Action: AMV to circulate link to document in post meeting note.

7 AOB, close and next meeting

- 7.1 Dianna asked members for their comments and reflections around the nominations process and the awards ceremony (which took place earlier in the month) of the annual London Borough Apprenticeship Awards.
- 7.2 Andy firstly congratulated those with nominations and award winners and asked for comments. It was noted that entries for the 'best work within a supply chain' are less strong compared to other categories and the best progression criteria may need reviewing, as we are not comparing like for like between adult and young apprentices. Dianna welcomed any further feedback post meeting.

Action: members to email Dianna with any further comments on the awards process and ceremony Dianna.neal@londoncouncils.gov.uk

Date of next meeting: Thursday 12th March 2020, 10-12.00, London Councils, meeting rooms 2&3

Apprenticeship Sub-Group - actions and updates from 26.9.19

Date of meeting	Item	Action	Whom	Comment	Open/Closed
14.3.19	3	Information on bidding for Employer Engagement pilots to be sent to London Councils for circulation when available	SL/MD	Update provided at 26.9.19 meeting	Closed
26.9.19	3	London ADASS to share list of borough contacts for Social Worker Apprenticeships	TB	Circulated post meeting note 8.10.19	Closed
26.9.19	4(a)	Payscale and Levy survey to be circulated early October	DN/TG	Circulated 1.10.19	Closed
26.9.19	4(b)	Circulate list of Councillors who sit on the Greater London Employment Forum (GLEF)	SD	Circulated post meeting note 8.10.19	Closed
26.9.19	5	London Office of Technology and Innovation (LOTI) - circulate presentation and list of borough subscribers	GH	Circulated post meeting note 8.10.19	Closed
26.9.19	6	ESFA: Confirm whether CSCS card costs are covered in the construction T-level	AL		Open
26.9.19	6	London Councils: circulate link to Skills for Londoners Call for Action document	DN	Circulated post meeting note 8.10.19	Closed
26.9.19	7	Members to email Dianna Neal with any feedback on the Apprenticeship nominations process and awards ceremony	All	Comment received and acknowledged	Closed

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Apprenticeship sub-group

Apprenticeship levy survey 2019

Date: 10 December 2019

Contact: Tim Gallagher

Telephone: 020 7934 9916 **Email:** Tim.gallagher@londoncouncils.gov.uk

Summary This paper outlines the main trends in apprenticeship pay among the London boroughs.

Recommendation Group members are asked to:

1. **note** the information in this paper;
2. **discuss** the results of the survey.

Background and results of the survey

1. London Councils has been surveying boroughs on the levels at which they pay apprentices since 2016. This year it was decided to extend the survey to discover more about boroughs' use of the apprenticeship levy.
2. The survey of boroughs was undertaken during October 2019, and a total of 32 boroughs responded.
3. Respondents were asked three questions about their use of the apprenticeship levy between May 2017 and May 2019: how much levy was available to them; how much was spent during that time period; and how much was committed into the future during that time period.
4. Respondents interpreted the final question about committed expenditure in different ways. Some listed the amount committed to apprenticeships which started before May 2019, some provided a projected spend for the following 12 months from May 2019 and some provided projected spend from October 2019. **For this reason we have decided not to include the committed expenditure data as we don't believe the figures are comparable.** If we carry out this survey again next year we will refine the wording of the question to make it clearer what we are asking for.
5. The results show that there is a significant underspend of the apprenticeship levy across all London boroughs. A total of **£47,671,478** in levy funds was available to boroughs in between May 2017 and May 2019, of which **£6,497,031** was spent. With the exception of two boroughs, these figures include local authority and maintained schools.
6. On average, London boroughs spent **13.6%** of the total levy funds available to them between May 2017 and May 2019. The median figure was **10.7%**. The borough that spent the highest percentage of levy funds available to them spent **43.4%**, while the borough spending the lowest percentage spent **2.7%**.

7. Seven boroughs spent more than **25%** of levy funds available to them. 14 boroughs spent less than **10%** of levy funds available to them.
8. As these figures do not include the amount that boroughs committed for future expenditure during this period, they need to be treated with caution. However they do demonstrate clearly that London boroughs are struggling to spend the apprenticeship levy funds available to them.

Analysis and policy implications

9. Some boroughs provided comments on the challenges they have faced in trying to spend the levy. As we all know councils are under considerable financial pressure, and therefore it has been difficult to fund salaries for new apprentices or release existing staff for 20% of worktime spent in training. One respondent noted that 'schools have an even greater challenge to finding these additional resources.' The administration and management required for taking on apprentices is time-consuming and labour intensive.
10. One barrier to the recruitment of apprentices has been the lack of availability of certain apprenticeship standards during the time period in question. For example, key apprenticeships relating to town planning and social work are only just becoming available, even though the demand has been there since the introduction of the levy. It is hoped that the development of standards over time will contribute towards an increase in levy spending.
11. It is not just the public sector that is struggling to pay the levy. The 2019 Business 1000 survey, carried out by London Councils and the London Chamber of Commerce and Industry, found that only 45% of levy-paying businesses employed any apprentices at all. 60% of firms that expected to pay the levy and planned to use their funding anticipated that they would use half or less of their levy funds, with only 16% indicating they would use more than a half.
12. London Councils has previously lobbied central government to introduce greater flexibilities to the apprenticeship levy. These flexibilities include:
 - Allowing for pooling and joint purchasing of transferred apprenticeships
 - Allowing some levy funding to be used for pre-employment training to get people ready for an apprenticeship
 - Allowing up to 10% of levy funding to cover administration costs
 - Working with employers and providers to explore ways to increase the number of more flexible or part time apprenticeships.
13. We will review our asks of government and renew our lobbying efforts in the new year. We would be interested to hear from boroughs about whether you think these reforms would enable you to spend more of the levy, or whether other reforms are needed.

Recommendation

14. Group members are asked to:
 1. **note** the information in this paper;
 2. **discuss** the results of the survey and possible reforms to the apprenticeship levy.