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Young People's Education and Skills (YPES)

Apprenticeship Sub-Group

Date	6 June 2019	Venue	London Councils
Meeting Chair	Dianna Neal, London Councils		
Contact Officer:	Anna-Maria Volpicelli		
Telephone:	020 7934 9779	Email:	Anna-maria.volpicelli@londoncouncils.gov.uk

Attendance:

Members

Alan Galloway	London Borough of Hillingdon
Alexandra Kelly	Royal Borough of Kingston upon Thames & London Borough of Sutton
Alpa Ruparelia	City of Westminster
Brianne Lindsay	London Borough of Bromley
Charlotte Gibson	London Borough of Lewisham
Courtney Richards	London Borough of Lewisham
Dianna Neal	London Councils (Chair)
Emma Hambrook	London Borough of Bexley
Geeta Tailor	London Borough of Islington
Ivan McDougall	City of London Corporation
James Pierce	London Borough of Merton
Kwabena Kimathi	London Borough of Croydon
Lorna Fraser	London Borough of Southwark
Marie Morgan	London Boroughs of Richmond and Wandsworth
Melody Thornton	London Borough of Waltham Forest
Michelle Fitzgerald	London Borough of Brent
Susan Hickey	London Borough of Enfield
Varsha Mistry-Hand	London Borough of Havering
Victoria Isaacs	London Borough of Harrow

In attendance

Jamie Saddler	Local Government Association
Carmen Colomina	London ADASS

Officers

Anna-Maria Volpicelli	London Councils
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Apologies

Alex Jacobs	London Borough of Hackney
Andy Scott	London Borough of Tower Hamlets (Chair)
Anthony Ristic	London Borough of Lambeth
Bridget Arnold	Royal Borough of Greenwich
Caroline Valentine	London Borough of Waltham Forest
Cheryl Jones	London Borough of Bexley
Fabiola Palermo	Royal Borough of Kensington and Chelsea
Hamish Mackay	London Borough of Islington
Huma Hadi	London Borough of Lewisham
Jack Biggs	London Borough of Hammersmith & Fulham
Jamel Alleyne	London Borough of Barnet
Jennifer Hircock	London Borough of Redbridge
Justine Guynan	London Borough of Newham/OneSource
Karen Taylor	London Borough of Enfield
Katherine Black	London Borough of Hounslow
Katherine Owen	London Borough of Havering

Mary Roche	London Borough of Southwark
Neisha Porter	London Borough of Southwark
Simon Steptoe	Royal Borough of Greenwich/Unison
Steve Latus	Education & Skills Funding Agency
Stewart Aldersley	London Borough of Newham/OneSource
Vanita Nicholls	London Borough of Ealing

1 Welcome Introductions and apologies

- 1.1 Dianna Neal 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 the remaining open action, relating to the invitation to tender for funded pilots, expected to go live in early July, is awaiting Steve Latus and/or Simon Peek, ESFA, to advise.

3 Apprenticeship Annual Data Collection 2018-2019

- 3.1 Dianna Neal gave a presentation to run alongside the report circulated in advance of the meeting. Even though this year saw an unusually tight deadline for returns, we had a 100% response rate. Dianna thanked colleagues for their efforts in ensuring that we continue to have a solid set of data for analysis and comparisons.
- 3.2 The headline data shows a year-on-year increase in the total number of apprentices since 2010 with a significant increase in apprenticeships created directly within boroughs. Two boroughs have met their public sector target (as opposed to four in the previous year), City of London and Royal Borough of Kensington & Chelsea. Dianna agreed to have a look at the headcount data for Richmond and Wandsworth having been advised that they have also achieved target.
- 3.3 There has been a continued decrease in both apprenticeships created within the supply chain (but this could be a monitoring issue) and in the number of NEETs which has seen a steady decline since 2013-15. There is a rise in the number of higher-level apprenticeships being delivered along with an increase of apprentices aged 25+.
- 3.4 The average performance against the target was an improved 1.23% compared to an average of 1.07% the year before and between April 2017 and March 2019, boroughs achieved a 1.15% performance average against the target. Data showed there to be an even split of 52/48 between new and existing staff. Dianna asked for feedback on the report and had some suggested discussion points.
- In response to the question of why are boroughs recruiting less NEETs, colleagues advised that reporting figures can be skewed by apprentices moving up levels and that some NEET applicants are still at traineeship level and not ready for an apprenticeship. Some members said they are receiving less NEET applications.
 - Not being able to include apprenticeship numbers from businesses which do not have a direct contract with the council is frustrating as boroughs do a lot to promote/support companies and it remains unrecognised outside of borough.
 - It is a lot of work to collect data from contractors as identifying where data and procurement information is held can be difficult.
 - Boroughs are seeing a lot of applications from over 25s, people in their 40s/50s and migrants looking for work within local government. Members said this relates to people wishing to upskill, pursue a career change or aiming to get on the work path with many educated to a higher level but for whom it is difficult to transfer qualifications across when applying for roles.
 - Dianna wondered if it would be useful to look at how much boroughs have spent of their levy pot and Jamie added that it would also be beneficial to ask how much is committed as this would put a different complexion on it. Dianna asked how difficult this would be for members but it was agreed that this information can be obtained fairly easily.
 - Richmond and Wandsworth often recruit to a role and only thereafter is the new employee enrolled on an apprenticeship programme meaning they are recorded as existing staff.
- 3.5 Dianna asked how easy it is to get information from, and engage with, schools. Members said that schools struggle with paperwork and find it difficult to access the gateway. Michelle Fitzgerald advised that they have a short guidance document for their schools and said she would be happy to share with other members.

- 3.6 Getting into schools to talk about and encourage uptake of apprenticeships is difficult. Melody Thornton, Waltham Forest said that they had worked in partnership with the National College of Education (NCE) to deliver open evenings. They offered Senior Leadership, Leadership and Management programmes in the hope this will roll down the seniority chain (1 school using 140,000 of levy). Melody agreed to share a brief description of how this worked with the group.
- 3.7 Salary increases and department budget constraints also affects who is recruiting and where within the organisation. Where it is hard to recruit, the promise of an apprenticeship as an opportunity to upskill, or as part of a progression pathway, can make a difference. Bromley promotes apprenticeship programmes to their own managers as a 'grow your own' which has seen an improved take up in the organisation.
- 3.8 Susan Hickey, Enfield, advised they have a 75% retention rate of apprentices but other members said their apprentices have to apply for advertised posts as any external or internal candidate. It was asked if other boroughs have tried to imbed targets by dept/directorates and the answer was yes, but with limited success.

Actions:

3.4 London Councils to undertake a short survey on how much levy has been spent and how much is committed by London boroughs within the next few months.

3.5 Michelle Fitzgerald to forward her schools gateway guidance for onward circulation.

3.6 Melody Thornton to forward information on how they have been engaging with schools for onward circulation to the group.

4 Public sector collaboration/Social Worker Apprenticeships

- 4.1 Carmen Colomina of London ADASS spoke about the work they are doing on the procurement of the Social Worker and Occupational Therapist degree apprenticeships which helps with both recruitment and retention in this area of work.
- 4.2 The Social Worker tender closed 25th May with 9 bids received. Evaluators, in collaboration with NHS, to advise 1st and second choice of preferred bids by 17th June stating their reasons for choices. Carmen advised that the Social Worker apprenticeship will cover both adult and child social care and they are aiming for a start date in September with 50 places. The Occupational Therapist tender closed last week but they are also hoping to have a cohort from September.
- 4.3 In response to questions, Carmen said that they do not have a breakdown between new and existing staff and advised that they are hoping there will be a second cohort in January 2020.

Action 4.2: Carmen to forward timetables for both the Social Worker and OT procurement rounds.

5 Updates

LGA

- 5.1 Jamie Saddler gave an update on behalf of the Local Government Association. The DfE have made some changes to reporting from the 1st April, increasing the character count to 500 and tweaking some of the questions. You are now able to make amendments through to 3rd September and beyond but changes post 3rd September will not be included in the official statistical data published in November. They are hoping to introduce a print option and you are now able to view previous years' publications. They have not yet introduced a separate reporting line for schools figures and it will continue to be an estimate for maintained schools.
- 5.2 Moving on to LGA support programmes, they are pulling together a handbook/guide for headteachers but will also be doing a generic version. Jamie has been working on an Apprenticeship Accelerator programme with Devon Council and has produced a report for them to include metrics/stats on things like succession planning, supply spend etc. He feels that much of this work can be pulled out to make a generic support programme for other authorities.
- 5.3 The 2nd phase of the Apprenticeship Accelerator programme will be launched soon. To access this, councils need to commit to developing an apprenticeship plan/starts. The closing date for expressions of interest is Friday 14th June and successful applicants will be informed by 19th June. This is a good opportunity and they are keen to have more London boroughs engage.

London Councils

- 5.4 Dianna updated members on a meeting with Anne Milton MP. A paper was submitted asking for proposed flexibilities to the levy with partners. Ann Milton felt strongly that all levy funds need to be spent on apprenticeships and would not consider allowing any flexibilities, such as funding being used to get apprentices job-ready. The department is doing a review but are not intending to publish the findings. Dianna highlighted a recent NAO report that indicated that the apprenticeship budget will come under pressure in the next few years, as employers are spending more per apprenticeship than has been budgeted for.
- 5.5 Jamie advised that the LGA had written a letter calling for flexibilities, pooling of funds and working strategically which met with a similar response. Jamie said there had been a good piece in the FT which said there is likely to be an overspend in the next couple of years. He also suggested that the department might consider stopping the levy being used for higher level apprenticeships.
- 5.6 London Councils and Greater London Authority (GLA) are launching a Skills and Employment Vision which will inform London's Local Industrial Strategy. Both will feature apprenticeships.
- 5.7 Dianna met with two college representatives who are keen to have a conversation with boroughs on how further education providers can best support councils going forward and explore boroughs procuring more apprenticeships at scale. It was agreed some members of the group should have an exploratory meeting with the college representatives.
- 5.8 This years' annual Apprenticeship Awards will be launched soon with the categories remaining the same. Members will be alerted by email with all the details but please note that the awards ceremony will be on the afternoon of Wednesday 4th September.

Post meeting: the awards ceremony was moved to Tuesday 3rd September.

Members

- 5.9 Brianne Lindsay, Bromley, said that there has been little further discussion on 'T' Levels and would like to know what is happening.

Actions:

- 5.3 Anyone interested in the second phase of the Apprenticeship Accelerator to speak with Jamie Saddler.
- 5.7 Members who would like to attend an exploratory meeting with college representatives to email Anna.
- 5.9 Anna/Dianna to ask Steve Latus or YPES for an update on where we are, and what is happening, with T Levels for reporting back at the next meeting in September.

6 AOB, close and next meeting

- 6.1 Alan Galloway asked if anyone has any supporting/guidance papers for fixed term contracts. Susan Hickey said that all their apprentices are employed on a fixed term basis but it is normally viewed on a case by case basis as ACAS legislation not clear. Brianne Lindsay advised that Bromley do a fixed term contract with apprentices having to competitively apply for available posts.

Action: Michelle Fitzgerald to see if it is possible to share a copy of a Brent fixed term contract with members.

Date of next meeting: Thursday 26 September, 10-12.00, London Councils, meeting rooms 2&3

Apprenticeship Sub-Group - actions and updates from 6.6.19

Date of meeting	Item	Action	Whom	Comment	Open/Closed
14.3.19	3	Information on bidding for pilots to be sent to London Councils for circulation when available	SL/MD	Update to be given at 26.9.19 meeting.	Closed
6.6.19	3.4	Undertake a short survey on how much levy has been spent and how much committed	DN/AMV	Report going to 26.9.19 meeting	Closed
6.6.19	3.5	Circulate Brent's schools gateway guidance to members	MF	Circulated post meeting note 18.6.19	Closed
6.6.19	3.6	Waltham Forest to share schools engagement initiative with members	MT	Circulated post meeting note 18.6.19	Closed
6.6.19	4.2	London ADASS to share Social Worker and Occupational Therapist procurement timelines with members	CC	Circulated post meeting note 18.6.19	Closed
6.6.19	5.3	Any boroughs interested in participating in the 2nd phase of the Apprenticeship Accelerator to email Jamie Saddler	All	Deadline passed	Closed
6.6.19	5.7	Members who would like to attend an exploratory meeting with college representatives to email Anna	All	No interest declared	Closed
6.6.19	5.9	ESFA or YPES to provide an update on 'T' Levels at the meeting in September	SL/DN	SL to include in ESFA update at 26.9.19 meeting	Closed
6.6.19	6.1	Michelle Fitzgerald to see if she is able to share a copy of Brent's fixed term contract for apprentices	MF	Circulated post meeting note 18.6.19	Closed

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Apprenticeship sub-group

Apprenticeship pay and levy survey

Item: 4

Date: 26 September 2019

Contact: Dianna Neal

Telephone: 020 7934 9819

Email: dianna.neal@londoncouncils.gov.uk

Summary	This paper proposes the approach for undertaking a survey of apprenticeship pay data and to establish how much of the apprenticeship levy boroughs have collectively spent across London.
Recommendation	<p>Group members are asked to:</p> <ol style="list-style-type: none"> 1. note and comment on the proposed approach to conducting the survey and presenting its findings; 2. agree this proposed approach.

Background

1. Since 2016, London Councils has surveyed London boroughs annually to identify the different levels of pay to apprentices. London Councils is proposing to repeat the survey in October 2019. The aim of the survey is to provide a resource for boroughs to benchmark their pay against others.
2. At the last ASG meeting, it was also agreed that London Councils survey boroughs to identify the amount of apprenticeship levy each borough has spent and committed. This would provide useful information for London Councils' lobbying purposes and could also provide a useful benchmarking data for boroughs. It would make sense to try and combine these surveys.

Approach to the surveys

3. The pay survey is short and straightforward, asking boroughs to provide the hourly rate of pay for apprenticeships at different levels. It also gives boroughs the opportunity to highlight any reasons for varying the hourly rate – for example, age of the apprentice or length of time on an apprenticeship. Last year's table for data collection is set out below.

Apprenticeship pay scales 2018		Additional comments
At what grade(s) do you employ apprentices?		
How much are level 2 apprentices paid per hour ?		
How much are level 3 apprentices paid per hour ?		
How much are higher level apprentices paid per hour ?		

Please use the additional comments box to highlight if you vary the hourly rate according to the age of the apprentice, the length of time on the apprenticeship or for another reason

*Please provide all information as **an hourly rate***

4. With the introduction of the apprentice levy, apprentices in boroughs are increasingly a mix of new and existing staff (52% to 48% respectively according to the 2018-19 data). The survey has focused on apprentices recruited into the organisations and their subsequent pay levels within each borough. This should remain the focus of the survey.
5. Most apprenticeships offered by boroughs are still at Levels 2 and 3 (73%), with higher level apprenticeships accounting for 27 per cent of borough apprenticeships in 2018/19 (20% at Levels 4&5; 7% at Levels 6&7). The proportion of higher-level apprenticeships had increased since the previous years' survey. We could ask for more granular data on higher apprenticeships in 2019 – splitting pay at Levels 4&5 and Levels 6&7. However, the key issue is whether the higher-level apprenticeships are being taken by existing employees as opposed to new recruits. Asking for a more detailed breakdown will also complicate a relatively simple table for boroughs to fill in. We want to keep this administratively light and simple for boroughs, in order to retain a high return rate. London Councils would welcome the views of the group on this.
6. Once complete, the survey information has been presented to boroughs in the following ways:
 - As part of a paper to the Apprenticeship Sub-Group setting out the key findings and trends, with an anonymised list of the different borough responses (see Appendix 1 for the list)
 - Circulated to the ASG with details by borough and grouped according to sub-regions.
7. London Councils recommends that we continue to present the survey findings in this way.
8. For the apprenticeship levy, we also suggest a simple table for boroughs to fill in, set out below:

Apprenticeship levy: figures for May 2017 to May 2019		Additional comments
Amount of apprenticeship levy available to your borough (£)		
Amount of apprenticeship levy spent (£)		
Amount of apprenticeship levy committed (£)		

9. Once complete, this survey information would be presented in a similar way to the pay data:
 - As part of a paper to the Apprenticeship Sub-Group setting out the key findings and trends, with an anonymised list of the different borough responses
 - Circulated to the ASG with details by borough and grouped according to sub-regions.

Recommendation

10. Group members are asked to:

1. **note** and comment on the proposed approach to conducting the survey and presenting its findings;
2. **agree** this proposed approach.

Apprentice pay levels in London boroughs, October 2018

How much are L2 apprentices paid per hour?	How much are L3 apprentices paid per hour?	How much are higher level apprentices paid per hour?	Additional Comments
£11.12 - £11.19	£11.25 - £11.33	£11.64 - £12.13	
£11.01	£11.01	Various	Higher level Apprentices paid according to job specification
£10.86	£10.88	£11.19 - £13.86	
£10.80 - £10.89	£10.80-10.89	Various	Higher level Apprentices paid according to job spec & existing staff on previous pay
£10.23	£10.43	Various	Higher level Apprentices paid according to job specification
£10.20	£10.20	£10.20	
£10.20	£10.20	£10.20	
£10.20	£10.20	£10.20	Existing staff kept on same grade during apprenticeship
£10.20	£10.20	£10.20	
£10.20	£10.20	£10.20	
£10.20	£10.20	Various	Higher level Apprentices paid according to job specification
Various	Various	Various	Higher level Apprentices paid according to job specification
£8.97	£8.97	£9.94	
£7.83	N/A	N/A	Bromley only employ apprentices at level 2
£7.83 - £10.55	£7.83 - £10.55	£7.83 - £10.55	Progress from NLW to LLW after 6 months
£7.50	£7.50	£7.50	
£7.47	£8.01	£9.75	
£7.38 - £8.16	£8.16 - £9.18	£10.20	
£7.38	£7.38	£10.20	
£6.35	£8.65	£10.42	
£6.00-NMW	£7.83- £10.20	£10.20	Progress after 6 months
£6.00 - £7.83	£6.00 - £7.83	£6.00 - £7.83	
£6.00	£7.83	£10.40 - £10.87	£10.40 lv4, £10.52 lv5, £10.87 lv 6
£5.83 - £7.93	£5.83 - £7.93	Various	Higher level Apprentices paid according to job specification
£5.83 - £7.93	£5.83 - £7.93	Various	Higher level Apprentices paid according to job specification
£5.30 - £6.70	£6.70 - £7.23	£8.10 - £13.03	8.10-9.61 lv4, 9.50-11.09 lv5, 10.90-13.03 lv6/7
£5.30 - £6.70	£6.70 - £7.23	£8.10 - £13.03	8.10-9.61 lv4, 9.50-11.09 lv5, 10.90-13.03 lv6/7
£5.11 - £5.67	£6.37 - £7.08	£12.44	£12.44 is for level 7
£4.86 - £5.72	£6.58 - £7.44	Various	Higher level Apprentices paid according to job specification
£4.21 - £4.77	£5.33 - £6.50	£7.46 - £7.72	
£4.20	£7.33	Various	Higher level Apprentices paid according to job specification
£3.70	£3.70	£3.70	