

Greater London Employment Forum

Thursday 21 February 2019 at 11.15am approx (or on the rising of the sides)

London Councils 59½ Southwark Street London SE1 OAL

Employers' Side: Conference Suite, First Floor 10.30am

Union Side: Room 2, First Floor 10.30am

Contact Officer: Debbie Williams

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Agenda item

| | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. | APOLOGIES FOR ABSENCE | |
| 2. | DECLARATIONS OF INTEREST | |
| 3. | MINUTES OF THE LAST MEETING To agree the minutes of the meeting held on 28 June 2018 | |
| 4. | MATTERS ARISING To consider any matters arising from the minutes of 28 June 2018. | |
| 5. | APPRENTICESHIPS: Report update/ feedback – Differences in London Boroughs | |
| 6. | BREXIT – EXITING THE EUROPEAN UNION | |
| 7. | UNIVERSAL CREDIT - raised by Sean Fox, Unison at GLPC and agreed item on GLEF agenda – Unions want information on the impact on staff working in benefits and the wider impact of UC on council services. | |
| 8. | DIGITAL FUTURE: Theo Blackwell, GLA Chief Digital Officer to outline the work to make London the world's smartest city. | |
| 9. | LONDON PENSIONS CIV - Verbal Update: The unions want to give feedback on the union observer arrangements | |
| 10. | ANY OTHER BUSINESS | |
| 11. | DATE OF NEXT MEETING: Thursday 29 June 2019 Group meetings: 10am Joint Meeting: 11.30am | |

GREATER LONDON EMPLOYMENT FORUM ANNUAL GENERAL JOINT MEETING

Minutes of the Greater London Employment Forum Annual General Meeting held on 28 June 2018 at London Councils offices

ATTENDANCE

Employers' Side

| | |
|--------------------------|--------------------------------------|
| Cllr Sade Bright | London Borough of Barking & Dagenham |
| Cllr Tom Miller (Sub) | London Borough of Brent |
| Cllr Alison Kelly (Sub) | London Borough of Camden |
| Cllr Simon Hall | London Borough of Croydon |
| Cllr Carole Williams | London Borough of Hackney |
| Cllr Katherine Dunne | London Borough of Hounslow |
| Cllr Tricia Clarke | London Borough of Islington |
| Cllr Malcolm Self | Royal Borough of Kingston |
| Cllr Amanda De Ryk | London Borough of Lewisham |
| Cllr Mark Allison | London Borough of Merton |
| Mayor Rokhsana Fiaz | London Borough of Newham |
| Cllr Jas Athwal | London Borough of Redbridge |
| Cllr Geoff Acton | London Borough of Richmond |
| Cllr Stephanie Cryan | London Borough of Southwark |
| Cllr Richard Clifton | London Borough of Sutton |
| Mayor John Biggs (Chair) | London Borough of Tower Hamlets |
| Cllr Clyde Loakes | London Borough of Waltham Forest |
| Cllr Guy Senior | London Borough of Wandsworth |
| Cllr Angela Harvey | City of Westminster |
| Edward Lord, OBE, JP | City of London |

Union Side

| | |
|------------------|--------|
| Helen Reynolds | UNISON |
| April Ashley | UNISON |
| Sean Fox | UNISON |
| Margaret Griffin | UNISON |
| Gloria Hanson | UNISON |
| Kim Silver | UNISON |
| Jacqueline Lewis | UNISON |
| Simon Steptoe | UNISON |
| Janet Walker | UNISON |
| Danny Hoggan | Unite |
| Penny Robinson | GMB |
| Jonathon Coles | GMB |
| Peter Murphy | GMB |
| Donna Spicer | GMB |
| Vaughan West | GMB |

In Attendance

| | |
|-----------------|------------------------------------------------------------------|
| Mehboob Khan | Political Advisor to the Labour Group, London Councils |
| Jade Appleton | Political Advisor to the Conservative Group, London Councils |
| Terry Stacy | Political Advisor to the Liberal Democrat Group, London Councils |
| Steve Davies | London Councils |
| Debbie Williams | London Councils |
| Julie Kelly | UNISON |

1. Apologies for Absence

Apologies were received from Cllr Margaret McClennan (Brent), Cllr Steven Hall (Bexley), Cllr Richard Olszewski (Camden), Cllr Nesil Caliskan (Enfield), Cllr Christine Grice (Greenwich), Cllr David Lindsay (Kensington & Chelsea), Cllr Jack Hopkins (Lambeth), Mary Lancaster (UNISON), Clara Mason (UNISON), Onay Kasab (Unite), Gary Cummins (Unite), Susan Matthews (Unite), Kath Smith (Unite), Pam McGuffe (Unite), Mick Callanan (Unite), Wendy Whittington (GMB) and Dennis McNulty (GMB)

2. Election of Chair and Vice-Chair 2018-19

Donna Spicer (GMB) was elected Chair of the GLEF for 2018-19. Mayor John Biggs (Tower Hamlets) was elected Vice Chair.

3. Confirmation of GLEF Membership 2018-19

GLEF membership for 2018-19 was noted.

| Borough | Rep | Party | Deputy |
|----------------------|---------------------|--------------|------------------|
| Barking & Dagenham | Sade Bright | Lab | Irma Freeborn |
| Barnet | Richard Cornelius | Con | Daniel Thomas |
| Bexley | Steven Hall | Con | Nick O'Hare |
| Brent | Margaret McLennan | Lab | Amer Agha |
| Bromley | Pauline Tunnicliffe | Con | Michael Turner |
| Camden | Richard Olszewski | Lab | Alison Kelly |
| Croydon | Simon Hall | Lab | Patsy Cummings |
| Ealing | Jasbir Anand | Lab | |
| Enfield | Nesil Caliskan | Lab | Mary Maguire |
| Greenwich | Christine Grice | Lab | Chris Kirby |
| Hackney | Carole Williams | Lab | Philip Glanville |
| Hammersmith & Fulham | Andrew Jones | Lab | |
| Haringey | Noah Tucker | Lab | Khaled Moyeed |
| Harrow | Antonio Weiss | Lab | |
| Havering | Robert Benham | Con | Viddy Persuad |
| Hillingdon | Philip Corthorne | Con | |
| Hounslow | Katherine Dunne | Lab | |
| Islington | Tricia Clarke | Lab | |
| Kensington & Chelsea | David Lindsay | Con | |
| Kingston upon Thames | Malcolm Self | LD | Dave Ryder-Mills |
| Lambeth | Jack Hopkins | Lab | Andy Wilson |

| | | | |
|----------------------|----------------------|-----|---------------------------------|
| Lewisham | Amanda De Ryk | Lab | Joe Dromey |
| Merton | Mark Allison | Lab | Marsie Skeete |
| Newham | Mayor Rokhsana Fiaz | Lab | Charlene McLean |
| Redbridge | Jas Athwal | Lab | Kam Rai |
| Richmond upon Thames | Geoff Acton | LD | |
| Southwark | Stephanie Cryan | Lab | Leo Pollak |
| Sutton | Richard Clifton | LD | Joyce Melican |
| Tower Hamlets | Mayor John Biggs | Lab | |
| Waltham Forest | Clyde Loakes | Lab | Simon Miller |
| Wandsworth | Guy Senior | Con | |
| Westminster | Angela Harvey | Con | Rachael Robathan |
| City of London | Edward Lord, OBE, JP | Ind | The Revd Stephen Decatur Haines |

UNISON

Helen Reynolds
 April Ashley
 Sean Fox
 Margaret Griffin
 Gloria Hanson
 Kim Silver
 Mary Lancaster
 Jacqueline Lewis
 Susan Plain
 Simon Steptoe
 Clara Mason
 Fran Hammond
 Kai Pokawa
 Jennifer Kingaby
 Janet Walker
 Julie Kelly (in attendance)

Unite

Onay Kasab
 Gary Cummins
 Danny Hoggan
 Susan Matthews
 Kath Smith
 Pam McGuffie
 Mick Callanan

GMB

Penny Robinson
 Jonathon Coles
 Wendy Whittington
 Peter Murphy
 Dennis McNulty
 Donna Spicer
 Vaughan West

4. Minutes of the Meeting held on 15 February 2018 and Matters Arising

GLPC Job Evaluation Train the Trainer Session (Page 5)

The Employers' Side Joint Secretary informed colleagues that a Train the Trainer session was held at London Councils on 16 & 17 June 2018.

Agreed: Employers' Side and Joint Side Secretary would meet following this meeting for a discussion.

Regionalisation of Adoption Services (Page 6)

The Union Side raised concern that this was not an item on the agenda for this meeting.

Agreed: Employers' Side and Joint Side Secretary would meet following this meeting for a discussion.

Memorandum of Co-operation for Adult Social Workers (Page 6)

Steve to share updated list of London Boroughs who have signed the memorandum with the Union Side.

Apprenticeships: Update/Feedback – Differences in London boroughs (Page 7)

The Employers' Side Secretary informed colleagues that at the GLEF meeting held on 15 February 2018 it was agreed to share an update at the meeting scheduled for 21 February 2019 as we will have better information and statistics by then.

There were no further matters arising.

The minutes of the meeting held on 15 February 2018 were agreed as a correct record.

There was agreement to take Item 6 before Item 5

6. London Pensions Collective Investment Vehicle (LCIV) – Verbal Update – Mark Hyde-Harrison, Chief Executive LCIV and Sir Bob Kerslake

Sir Bob Kerslake informed colleagues of the following:

- LCIV is 2½ years old and was initially set up by London boroughs to be the pool for London pensions.
- The way it works is that LCIV make propositions of potential investments to London boroughs which then make the final decision on whether to invest, how much and which investments.
- LCIV was set up voluntarily. The Government has since made it a requirement that pooled arrangements for pension funds be set up across the country. London is ahead of the pack.
- Local authority pensions are defined benefit schemes and the responsibility and risk for pension funds stands with an individual authority.
- In the private sector the pension scheme are defined contribution schemes that depend on how well the fund performs and potentially it is the individual that holds most of the risk.
- If LCIV had a long period of under performance in the pension scheme then there would be a risk to investments.
- The protection of the pension scheme comes from the individual council.

- When LCIV was initially set up there was no role for the Trade Unions. There is a legitimate interest by the Trade Unions and a perfectly strong case for their involvement.
- Sir Bob Kerslake has been in discussions with John Gray and Helen Reynolds (UNISON).
- The issue of Trade Union involvement in LCIV went out for formal consultation.
- The proposal agreed was that the Trade Unions be invited to LCIV's AGM, six monthly meetings and also become a full observer at the quarterly meetings of the Shareholders Committee.
- Trade Unions are now actively able to join in at the Shareholders Committee.

Danny Hoggan (Unite) felt that LCIV had shown a lack of respect in terms of full membership of the Shareholders committee. He said that if he worked for Rolls Royce or the like he would have the right to sit on the Board. Workers pay a percentage of their hard earned wages into the pension scheme. Danny Hoggan said he requested a few years ago that he sit on the Board and be able to query decisions. Why as a representative worker in the scheme who has a personal interest should we be treated differently than people who work outside of the public sector? As a Unite member he questioned why they should participate in this? There was a time Councils were allowed in the Scheme.

Unites view still remains that we have full voting status on LCIV. Observer status is unacceptable.

Vaughan West (GMB) added to the sentiments of Danny Hoggan and felt that observer status was a mere sop and the unions would need to consider if they should put anyone forward.

Sir Bob Kerslake responded that he does not want the Trade Unions to take the decision as being a lack of respect. He said that he has personally fought strongly in Government for the role of the Trade Unions.

There are some differences in the private sector.

Personally, Sir Bob Kerslake said he would be happy for a Trade Union member to be a full member at meetings however it was decided to give observer status. He said he felt sure Cllr Yvonne Johnson (Ealing), Chair of LCIV, will want the Trade Unions to make a full contribution on the committee and he committed to keep the situation under review.

He also pointed out that unions do not lose the ability to influence decisions in the Pension Committees in individual boroughs, where the real decisions about investments in the LCIV are made by each London borough.

Mayor John Biggs (Tower Hamlets) stated that he is pleased to be a new member of the GLEF but decisions need to be made at other Boards and informed colleagues that the Sectoral Committee has taken a view of a new structure, recommended to Leaders and the decision has been made to give observer status.

Sir Bob Kerslake highlighted that in terms of pension fund responsibilities councils have an oversight at local level. Just to be clear there will never be investors around the table. Decisions are made with investors input.

Sir Bob Kerslake said he was happy to keep conversations going with Helen Reynolds and John Gray.

Mayor Rokhsana Fiaz (Newham) endorsed Mayor Biggs comments and said she has only been in post for eight weeks but would like for it to be recorded that she would be happy to have the Trade Unions on the Board. Newham are moving towards the unions being part of our Pension's Board.

Cllr Malcolm Self (Kingston) asked Sir Bob Kerslake if he is saying that the Shareholder Committee is not a decision-making Committee then he would like to concur with Mayor Rokhsana Fiaz and want the Trade Unions to be a full member.

Sir Bob Kerslake responded that this is a fair point but the CIV Sectoral Joint Committee did not agree.

Danny Hoggan (Unite) stated he was happy with some of the comments today but would like to take this away and through the Joint Secretaries have a discussion about a place on the Board.

A copy of Mark Hyde-Harrison's presentation is attached for information.



Microsoft PowerPoint
Presentation

5. Flexible Working – Claire Campbell, Timewise

Claire's presentation covered the work of Timewise which is a social business that helps organisations get better at flexible working and flexible hiring.

Claire also gave an overview of the demand for flexible working and what some of the barriers are and informed colleagues of the Timewise Accreditation programme which showcase Councils who are working to increase access to flexible working both in their organisation and their local community.

There is a cost to Timewise in terms of attendance at workshops, consultations etc but in terms of councils changing their policies and ways of working there is no cost.

Colleagues in attendance made the following comments/feedback:

- Biggest problem with flexible working is the employer as it is seen as an inconvenience – and they do not recognise the benefits for the individual or the organisation.
- Camden Council signed up to Timewise and has lots of brilliant people working more flexibly.
- We share the same needs and it is helping people getting back in to work. This is a great opportunity for employers and our residents – getting them back in to work
- The contribution to wider wellbeing and lower stress levels is excellent for the individual and the organization.
- Croydon are trying to deliver flexible apprenticeships – Timewise are excellent to work with.
- Sounds very positive but hard to capture informal flexibility e.g. working from home – it can depend on what is agreed between the employee and manager.

- In some boroughs it is compulsory to work flexibly due to lack of space in offices – managers need to be able to manage flexibly, and what is right for the individual needs to also be right for the organisation.

A copy of Claire's presentation is attached for information.



Microsoft PowerPoint
97-2003 Presentation

7. ACAS Advice: Workplace Support for Parents with Premature or Sick Babies – Stuart Petrie, Head of HR and Cllr Clyde Loakes, Waltham Forest

Cllr Clyde Loakes informed colleagues that at a previous meeting of GLEF the Union Side tabled ACAS's Advice on Workplace Support for Parents with Premature or Sick Babies. Following this meeting he went straight back to Waltham Forest and started asking how we can make this happen quickly, not waiting for the Government to make it mandatory.

As of the 1 January 2018 we introduced a new policy in Waltham Forest. There is no reason why others should not also make this happen. It makes such a difference to people's lives.

Stuart Petrie, Head of HR (Waltham Forest) presentation informed colleagues of the following:

- Waltham Forest has approx. 2,500 staff, 70% of which are women.
- Estimates based on two years of maternity data calculated there would only be 13-14 cases of premature births, so small numbers.
- New policy – at or before 37 weeks people who trigger that will receive full pay and additional leave given at the end of maternity leave. This is now incorporated into Waltham Forest terms and conditions.
- Encouraging/recommending schools implement.
- Implementation welcomed by unions.
- Advertised in weekly newsletter and all staff currently on maternity leave have been written to.
- 17 councils around the country and all Heads of HR in London Boroughs have received a copy of our new policy.
- In reality, when we looked back at all 2017 – out of 85 maternity cases, only four cases were premature. These four cases will receive backdated pay/leave.
- Looking at how we encourage our contractors and partners to adopt this campaign.
- Received interest from local private businesses that are looking at increasing the extra leave at the end of maternity/paternity leave.

Cllr Loakes had asked Smallest Things Campaign to attend today, but unfortunately they were unable to do so. However they have provided the link to their Best Employers Charter pack which includes lots of facts and figures which members may find useful -

<https://thesmallestthingsdotorg1.files.wordpress.com/2018/02/best-employer-guidance-pack1.pdf>

The Union Side responded that it was good to see this happen and requested a list of boroughs which are looking to follow suit and review their policies be shared with the Joint Secretaries.

A copy of Stuart's presentation is attached for information.



Microsoft PowerPoint
Presentation

8. Unite Construction Charter – Danny Hoggan, Unite

Danny Hoggan informed colleagues that Unite had tabled their Construction Charter at GLEF previously and asked for it to be an item on the agenda for this meeting.

The Charter is self-explanatory. Grenfell has changed the realisation for councils and the work they undertake. Many boroughs may have constructions that have been poor.

This Charter is good practice for local authorities. Contractors are paying less than the minimum wage, workers are being exploited, Health & Safety and training is poor and employees are not being supported.

Scottish authorities have implemented this Charter. It is a way for us up and down the country to have good practice.

It is the big companies who sub contract and also undertake additional sub contracts down the chain which is where the real problems are found.

We need to get apprenticeships into the building trade with Brexit looming.

Mayor John Biggs (Tower Hamlets) responded that the Employer's Side note the Charter and will take back to our authorities.

9. Any Other Business

Vaughan West (GMB) mentioned that at the last GLEF meeting we gave thanks and said goodbye to Cllr Colin Tandy (Bexley) for his 44 years of service. Comments were made that colleagues in attendance in February may not be in attendance at today's meeting following the local elections so he would like to also extend the thanks of GLEF and GLPC committees to Cllr Doug Taylor (Enfield) former Chair of GLEF and GLPC for his services.

This was endorsed by all present.

There was no further business.

The meeting was concluded at 12.54pm

10. Date of Next Meeting

Thursday 21 February 2019

Group Meetings: 10.00am

Joint Meeting: 11.30am

FUTURE MEETING DATE

GLEF AGM

27 June 2019

Group Meetings: 10.00am

Joint Meeting: 11.30am

Greater London Employment Forum

Apprenticeships – Update – Differences in London boroughs

Item: 5

Report by: Steve Davies **Job title:** Regional Employers' Secretary

Date: 21 February 2019

Contact Officer: Steve Davies

Telephone: 020 7934 9963 **Email** steve.davies@londoncouncils.gov.uk

Purpose: To provide an overview of London borough apprenticeship numbers based on the latest London councils survey data.

Background/ Context: Each year London Councils collects data from all London boroughs on the number of apprentices recruited including those with contractors that deliver services on behalf of boroughs, and Apprentice Training Agencies.

1. The Apprenticeship Levy and Public Service Apprenticeship targets

- 1.1 The Apprenticeship Levy was introduced from April 2017 by the government to help fund their plans to deliver a step change in apprenticeship numbers and their quality. The levy is designed to put apprenticeship funding in the hands of employers and encourage them to invest in and create apprenticeships.
- 1.2 The levy applies to all employers across all sectors in the UK. The rate is set at 0.5% of an employers' pay bill, collected monthly via Pay As You Earn (PAYE). All employers will have an allowance of £15,000, which means that the levy is applicable on pay bills over the first £3 million. All London boroughs qualify to pay the levy.
- 1.3 The government has been very specific about what levy funds can and cannot be spent on

Funds can be used for:

- Apprenticeship training and assessment (with an approved training provider and assessment organisation up to its funding band maximum).

Apprentice levy funds cannot be used for:

- Wages
- Statutory licenses to practice
- Travel and subsidiary costs

- Managerial costs
 - Traineeships
 - Work placement programmes
 - The costs of setting up an apprenticeship programme.
- 1.4 The Public Sector Apprenticeship Target came into force from April 2017. Local authorities are required to create new apprenticeship starts equivalent to 2.3% of their organisation's headcount each year.
- 1.5 The government will allow boroughs to meet an average target across 2017-18 to 2020-21 (to provide flexibility to manage peaks and troughs in recruitment).

2. Meeting the Public Sector Apprenticeship Target

- 2.1 Boroughs have reported their achievement against the public sector target to London Councils. Six boroughs were able to meet or exceed the 2.3% target in 2017-18. Information reported on organisational headcount and achievement of the target is presented in the table below (Table A). Where the public sector target achievement has not been provided by boroughs, this has been calculated on their behalf. Where an organisational headcount was not available to inform this calculation, this has been based on the headcount reported in 2016-17. Collectively, London boroughs would have needed to create an additional 1401 apprenticeships to meet the public sector target.
- 2.2 The government published the first years' worth of public sector apprenticeship target performance data, covering 2017/18 in November 2018. Local government as a whole achieved 0.9% of its headcount as apprenticeship starts in 17/18, against a public sector average of 1.4%. Almost all areas of the public sector failed to meet the target of 2.3%, save for the Armed Forces, who managed 9.1%. Local government also ran behind the civil service (1.3%) and NHS (1.2%) but was tied with the fire service (0.9%) and ran ahead of the Police Service (0.2%). In London the average of London boroughs was 1.1%.
- 2.3 It must be noted that the published figures for local government include those employees and apprenticeships in maintained schools which must be reported with local authority headcount numbers. The level of cuts in local authority budgets will have impacted on the resources, capacity and availability of apprenticeship opportunities and the challenges in providing apprenticeships in schools which are relatively small organisations also impacts on the ability to manage and deliver apprenticeships. Given these factors the levels achieved by local government are good.
- 2.4 Boroughs created 679 more apprenticeships via direct recruitment than in the previous year. **26 boroughs increased the number of apprentices** recruited in 2017-18 directly or via an Apprentice Training Agency (ATA), where boroughs pay the salary and provide the placements but do not employ the apprentice.

Table A – London Borough Performance against the Public Sector Apprenticeship Target

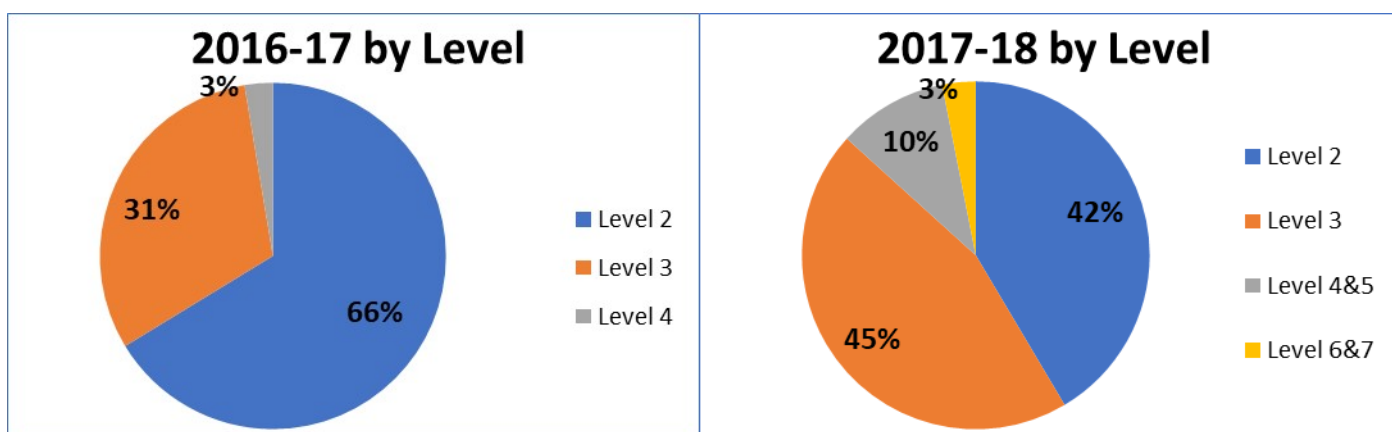
| Borough | Organisation Headcnt incl schools (At 31 March 2018) | Apprentices Recruited in 2016-17 | Apprentices Recruited in 2017-18 | Difference between 2016-17 and 2017-18 Recruitmt | Yearly target (2.3%) based on headcnt | Difference between Target and Actual | Actual % performance |
|----------------------|------------------------------------------------------|----------------------------------|----------------------------------|--------------------------------------------------|---------------------------------------|--------------------------------------|----------------------|
| Barking & Dagenham | 2982 | 33 | 76 | 43 | 69 | 7 | 2.55% |
| Barnet | 1762 | 26 | 23 | -3 | 41 | -18 | 1.31% |
| Bexley | 2945 | 37 | 72 | 35 | 68 | 4 | 2.44% |
| Brent | 2039 | 41 | 77 | 36 | 47 | 30 | 3.78% |
| Bromley | 1454 | 5 | 6 | 1 | 33 | -27 | 0.41% |
| Camden | 5916 | 28 | 54 | 26 | 136 | -82 | 0.91% |
| Croydon | 3523 | 3 | 38 | 35 | 81 | -43 | 1.08% |
| Ealing | 2842 | 22 | 55 | 33 | 65 | -10 | 1.94% |
| Enfield | 8072 | 22 | 52 | 30 | 186 | -134 | 0.64% |
| Greenwich | 7555 | 92 | 70 | -22 | 174 | -104 | 0.93% |
| Hackney | 4379 | 39 | 109 | 70 | 101 | 8 | 2.49% |
| Hammersmith & Fulham | 4624 | 9 | 23 | 14 | 106 | -83 | 0.50% |
| Haringey | 2208 | 13 | 18 | 5 | 51 | -33 | 0.82% |
| Harrow | 2233 | 22 | 20 | -2 | 51 | -31 | 0.90% |
| Havering | 6594 | 22 | 25 | 3 | 152 | -127 | 0.38% |
| Hillingdon | 2626 | 5 | 81 | 76 | 60 | 21 | 3.08% |
| Hounslow | 6302 | 40 | 48 | 8 | 145 | -97 | 0.76% |
| Islington | 4533 | 47 | 74 | 27 | 104 | -30 | 1.63% |
| Kensington & Chelsea | 2606 | 2 | 31 | 29 | 60 | -29 | 1.19% |
| Kingston | 1163 | 10 | 9 | -1 | 27 | -18 | 0.77% |
| Lambeth | 2408 | 19 | 21 | 2 | 55 | -34 | 0.87% |
| Lewisham | 2185 | 7 | 29 | 22 | 50 | -21 | 1.33% |
| Merton | 3991 | 5 | 15 | 10 | 92 | -77 | 0.38% |
| Newham | 9849 | 33 | 31 | -2 | 227 | -196 | 0.31% |
| Redbridge | 2137 | 13 | 26 | 13 | 49 | -23 | 1.22% |
| Richmond | 2,757** | 16 | 33* | 17 | 63 | -30 | 1.20% |
| Southwark | 4112 | 37 | 55 | 18 | 95 | -40 | 1.34% |
| Sutton | 1034 | 9 | 9 | 0 | 24 | -15 | 0.87% |
| Tower Hamlets | 4602 | 51 | 60 | 9 | 106 | -46 | 1.30% |
| Waltham Forest | 2548 | 7 | 22 | 15 | 59 | -37 | 0.86% |
| Wandsworth | 6,337** | 18 | 74* | 56 | 146 | -72 | 1.17% |
| Westminster | 2589 | 55 | 39 | -16 | 60 | -21 | 1.51% |
| City of London | 4505 | 16 | 108 | 92 | 104 | 4 | 2.40% |

(*) represents where a figure has been calculated on behalf of a borough
 (**) represents where headcount has been assumed based on previous reporting

3. Level of Apprenticeship Training in boroughs

3.1 Data on **recruitment by apprenticeship level** was provided for around two thirds of the total apprentices reported. Trends show that 42% of apprentices were recruited at level 2 (627), 45% of apprentices were recruited at level 3 (684), 10% of apprentices were recruited at levels 4 & 5 (154), with just 3% offered at a higher level (47). This represents a change from 2016-17, where 97% of apprenticeships created were at levels 2 & 3 compared to 87% this year.

The Graphs show the *Level of qualification studied by apprentices recruited by boroughs, their contractors, ATAs and schools for the years 2016-17 and 2017-18*



3.2 It is anticipated that the proportion of Apprentices on advanced or higher qualifications will increase as Standards such as Social Worker are made available for delivery and borough leadership becomes more receptive to converting existing staff onto higher level apprenticeships.

3.3 Outlined below is a table (Table B) showing the different apprentice levels and typical funding arrangements under the apprenticeship 'Standards'.

Table B

| Apprenticeship | Level | Equivalent educational level | Typical Funding level £000's |
|----------------|---------|---------------------------------|---------------------------------|
| Intermediate | 2 | 5 GCSE passes at grades A* to C | £3k / £5k |
| Advanced | 3 | 2 A level passes | £9k / £15k |
| Higher | 4,5,6,7 | Foundation degree and above | £9k / £18k |
| Degree | 6 and 7 | Bachelor's or master's degree | £27k |

Greater London Employment Forum

Brexit – Exiting the European Union

Item: 6

Report by: Steve Davies **Job title:** Regional Employers' Secretary

Date: 21 February 2019

Contact Officer: Steve Davies

Telephone: 020 7934 9963 **Email** steve.davies@londoncouncils.gov.uk

Purpose: To provide an overview on preparatory activity at a local and pan-London level in relation to identifying issues and mitigating risks for London local government from a workforce perspective as a result of the UK's planned exit from the European Union (EU).

1. Preparations and Contingency Planning

- 1.3 Local authority contingency planning at a pan-London level is being co-ordinated through the Local Authorities' Panel (LAP), which is chaired by John Barradell, Chief Executive of the City of London. This initiative is operating under the auspices of the statutory London Resilience Forum, at the request of Government, and working through the Forum's Brexit Contingency Planning Group
- 1.2 The London Resilience Forum is using a risk-based approach which covers key areas of risk, including:
 - Business Continuity – supplies / workforce / technical/regulatory/specific
 - Staff welfare
 - Border disruption
 - Critical sectors – health / food / fuel / transport / energy / water
- 1.3 A wide range of sectors are represented on the Forum, including London local government, and are contributing to the overall London assessment. Individual London local authorities have stepped up their work to assess the potential impacts of Brexit in the short, medium and long terms.
- 1.4 Potential disruptive impacts that have already been identified by local authorities include:
 - Supply chain disruption
 - Workforce issues due to EU nationals leaving the UK, impacting on local authorities' ability to maintain critical services
 - Increased numbers of vulnerable people in the community

- 1.5 The current focus of contingency planning is on the potential impact of a short-notice no-deal Brexit. That is, the potential impact of no agreement being reached on the Withdrawal Agreement between the UK and the EU, leading to immediate third country status for the UK on 29th March 2019.
- 1.6 Community cohesion has been identified as an area which might be impacted, with potential protest activity and increased tension within communities. To help manage this, the London Prevent Network has put in place arrangements to monitor the impacts on communities and to collate overall assessments (working with the Metropolitan Police Service MPS).
- 1.7 The Ministry of Housing, Communities and Local Government (MHCLG) has initiated a national information sharing network, with regional 'Hubs', to facilitate information flow between central government and local councils. The focus is on gathering and organising up to date intelligence and information on the issues of most concern across each region, emerging risks, threats and behaviours, and on any significant localised impacts.
- 1.8 John O'Brien, Chief Executive of London Councils, is working with John Barradell, Chair of the London Resilience Local Authorities' Panel to manage the demands on London boroughs by aligning this initiative with the information collation that is required for contingency planning purposes.

2 Initial discussions with Key London local government services

- 2.1 London Councils is working to support the development of additional preparatory arrangements within key London local government service areas. Initial discussions have taken place with:

Directors of Children's Services (ALDCS)

- Directors' discussions have focussed on a range of resilience issues, including social care and education workforce issues. Directors are conscious that several boroughs have already, or would be, undertaking local risk assessments and were open to plans for a workshop to inform a more systematic consideration of the issues and potential mitigation.
- London Care Services has also initiated discussions with a focus on the contingency plans and mitigations that service providers have in place to limit the impact of leaving the EU on their ability to deliver residential care services for boroughs.

Environment Directors (LEDNet)

- There is potential for increased difficulty and cost in the disposal of waste in the event of a no deal Brexit, but waste disposal authorities do not anticipate, day one impacts. Where authorities have Refuse Derived Fuel and/ or recycling that is exported, their contractors are currently looking for new UK destinations for that waste. There is a

potential impact on recycling performance, if – due to the difficulty of finding a UK-based processor – recycling has to be treated as residual waste.

- There are also Brexit-related workforce issues associated with waste collection and disposal services.

Directors of Adult Social Care (ADASS)

- In collaboration with the Healthy London Partnership they are running a Masterclass on the 26 February titled: Brexit - Implications of Brexit for London's health and care workforce. Speakers from Healthy London Partnership (HLP), London ADASS, Skills for Care and Health Education England (HEE) will examine the preparation and implications of Brexit on both the health and social care workforce and support discussions amongst workshop participations as to potential mitigations.

Heads of Human Resources

- Some authorities have estimated the size of their EU directly employed workforce from information collected on employee nationality. The estimates show that the directly employed members of the workforce do not equate to any more than 10% in any service area. Therefore, the impact on service provision if people leave is assessed to be relatively low risk. This does not account for social care which is primarily provided by external providers and where it is known there are greater numbers of EU workers.
- The general workforce focus has been on sharing information on approaches to communications with staff and support for staff and their families in making Settled Status applications.
- Boroughs have initiated a range of communications with staff about Settled Status, including:
 - Holding information-giving sessions with staff to give an overview of the application process and detailing how the organisation will support staff with their application.
 - Providing pro bono legal advice and staff network group.
 - Practical assistance with the application process (e.g. the use of an Android phone).
 - Working to ensure staff feel supported and that authorities can get messages to hard-to-reach groups, such as those without access to technology and with lower literacy or English as a second language.
- The Prime Minister announced on 21 January 2019 that applicants for Settled Status will not have to pay the previously planned fee.

3 EU Settlement Scheme

- 3.1 If EU citizens want to stay in the UK beyond 31 December 2020, they and their close family members will need to apply to the EU Settlement Scheme.
- 3.2 The EU Settlement Scheme will allow EU citizens and their close family members to continue to live and work in the UK after 30 June 2021 and remain eligible for:
 - public services, such as healthcare and schools;
 - public funds and pensions; and

- British citizenship, if they want to apply and meet the requirements.
- 3.3 Applicants need to be an EU citizen or a non-EU family member of an EU citizen (Irish citizens will not need to apply because of separate reciprocal arrangements between the UK and Ireland).
- 3.4 If they have been a resident in the UK for more than 5 years, they will be eligible for settled status. If they have been a resident for less than 5 years, they are eligible for pre-settled status, and can remain in the country until they have attained the 5 years settled status.
- 3.5 Those who are resident here by 31 December 2020 will have until 30 June 2021 to make an application.

Proposed changes if there is 'No deal'

- 3.6 With a no deal Brexit a real possibility, the Home office has recently published plans that the policy for those from other EU countries living in the UK will shift slightly to make deadlines tighter. Under the plans, EU nationals already in the country will still be able to apply for settled status and they will enjoy similar rights to those they have today in a no deal but they must apply in a slightly shorter timescale by 31 December 2020. ***However, it will only apply to those who arrive in the UK before 29 March 2019, rather than those who are resident in the UK by the end of 2020 which was the planned date if a 'Brexit' deal is reached.***

Greater London Employment Forum

Universal Credit – Impact on workforce and services

Item: 7

Report by: Steve Davies **Job title:** Regional Employers' Secretary

Date: 21 February 2019

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Purpose: This report provides an outline of the impact of the Universal Credit roll out across a range of London boroughs. The joint meeting report provides a summarized overview.

1. Universal Credit

1.1 The Department for Work & Pensions (the Department) is introducing Universal Credit to replace six means-tested benefits for working-age households: Jobseeker's Allowance, Income Support, Housing Benefit, Employment and Support Allowance, Working Tax Credit and Child Tax Credit. In doing so, it aims to:

- encourage more people into work by introducing better financial incentives, simpler processes and increasing requirements on claimants to search for jobs;
- reduce fraud and error; and
- reduce the costs of administering benefits.

1.2 The Department started work on Universal Credit in 2010 with an original completion date of October 2017. However, the government reset the programme in 2013 after a series of problems with managing the programme and developing the necessary technology. In 2016 the Department announced a revised plan to complete in March 2022. On 7 June 2018 it announced a further delay to the completion of the programme to March 2023.

2. The impact of UC in London boroughs

2.1 Several London boroughs have provided information about their experiences in introducing Universal Credit and the impact on workforce and services. Outlined below is a summary of that experience.

2.2 There has been a mixed experience in terms of impact on the workforce in terms of resources and workload. Some have seen a reduction in their staffing levels as a result of

the introduction of UC, but more have retained the same level of benefits assessors as previously, and some have needed to increase staffing levels to deal with increasing workloads.

- 2.3 A common complaint amongst London boroughs has been the fact that whilst the overall number of cases has reduced, the complexity of issues being raised by claimants has been confusing, complex and very time consuming to try and resolve. This has therefore exacerbated the overall workloads of staff and the hours needed to deal with cases. The net effect has therefore meant no reduction in the numbers of staff and in some boroughs an increase in staff levels.
- 2.4 The rate of migration to the new UC system has also been very slow and this has impacted on the ability of London boroughs to restructure their services to accommodate the changed regime.
- 2.5 The wider impact on services has been predominantly in terms of increased rent arrears with most London boroughs experiencing increases in their rent account debt with the introduction of UC. The increase in rent arrears for residents inevitably increases the level of support, help and information that they seek from the council.
- 2.6 Additionally, some boroughs have flagged that the complexity of the system and delays in setting up the UC payments for residents has for some vulnerable residents causes additional hardships and issues that place burdens on council and other support services for vulnerable residents in the borough.