

DERBYSHIRE COUNTY COUNCIL
CABINET MEMBER MEETING FOR COUNCIL SERVICES

6 December 2018

**Report of the Strategic Director for
Commissioning, Communities and Policy**

HIGHER AND DEGREE LEVEL APPRENTICESHIPS

1. Purpose of the Report

Approval is sought to implement a single council approach for new apprentices undertaking Higher & Degree Level Apprenticeships.

2. Information and Analysis

The Council is engaged with the Government's reformed national apprenticeships agenda and is using apprenticeships to develop both new start apprentices and to provide development opportunities for existing employees.

Since April 2017 the Council, excluding schools, has recruited approximately 220 new start apprentices. These apprentices undertake roles in 30 different occupational areas however recruitment to date has been restricted to intermediate (level 2) and advanced (level 3) apprenticeships. In order to take advantage of apprenticeships at a higher level the Council has developed a new approach to enable the recruitment of new start apprentices onto higher (level 4 / 5) and degree (level 6 / 7) apprenticeships. This will enable the Council to expand the range and number of apprenticeship opportunities it is currently able to offer.

The approach outlined in this report will contribute to the attainment of commitments contained within the Council Plan 2017-2021 Update report published in March 2018.

- Commitment to invest in employment and skills:

Create 1,000 new apprenticeships, work experience placements and second chance apprenticeships within the Council

- Implement a school leaver and graduate recruitment programme, encouraging employers in the county to do the same:

A single Council approach to Higher and Degree level apprenticeships is being developed, and it is intended to be able to offer these to school leavers and graduates during 2018/19

In addition to supporting Council Plan commitments, recruiting to Higher & Degree level apprenticeships will increase levy use, be utilised as an approach to address skill shortages and to fill hard to recruit to roles as well as contributing towards the achievement of Government's Public Sector Apprenticeship Target.

It is also intended to use Higher & Degree level apprenticeship opportunities to target recruitment of women / men into non- traditional career pathways via professionally qualified roles to help to address the Council's gender pay gap (e.g. men into social work, women into qualified accountancy / I.T. roles).

Higher & Degree Level Apprentices: A Single Council Approach

On behalf of the Apprenticeship Reforms Project Board, a Task & Finish Group has investigated and made proposals regarding Higher & Degree Level Apprenticeships and a single council approach for new apprentices undertaking these.

The proposals include implementing:

- generic apprenticeship development and person profiles.
- pay line for higher and degree level apprenticeships

Consideration was given to using the Hay scheme to evaluate these roles, however, the view of the Corporate Job Evaluation Team is that job evaluation does not sit well with the apprentice roles.

The focus of apprenticeships is to achieve learning targets within a workplace context which are mainly focussed on providing an individual with development whereas job evaluation is a process for ranking jobs by comparing them with a predetermined scale. In addition the Council did not use job evaluation when defining the pay line for Intermediate & Advanced Apprenticeships (levels 2 & 3) therefore there is already a Council precedent for treating apprentices outside the Hay scheme.

Other terms and condition for these apprentices will be in line with existing apprenticeship contracts / agreements. All apprentices are

appointed within council's equality framework and subject to the Council's terms and conditions package as employees.

The pay line rates below are based upon analysis of market trends to establish an approximately mid-range pay model to enable recruitment of quality candidates. A review of East Midlands 5 Counties arrangements and analysis of large employer apprenticeship rates as publicised in the Education & Skills Funding Agency's "Higher & Degree Vacancy Listings", has confirmed the validity of these pay lines.

The nature of these apprenticeships will involve several years training therefore the payment for the scheme will incorporate incremental progression of £200 per year over 4 increments. This will maintain affordability of the programmes whilst acknowledging time served in the schemes.

The salary cost of these apprentices are detailed below:

| HIGHER APPRENTICESHIP (HA) | | | | |
|-----------------------------------|------------------|----------------------|---------------------------|--------------|
| | Pay Point | Annual Salary | On-costs at 23.83% | Total |
| Minimum Cost | HA1 | 16,800 | 4,003 | 20,803 |
| Maximum Cost | HA4 | 17,400 | 4,146 | 21,546 |

| DEGREE APPRENTICESHIP (DA) | | | | |
|-----------------------------------|------------------|----------------------|---------------------------|--------------|
| | Pay Point | Annual Salary | On-costs at 23.83% | Total |
| Minimum Cost | DA1 | 17,400 | 4,146 | 21,546 |
| Maximum Cost | DA4 | 18,000 | 4,289 | 22,289 |

The proposals do not affect the terms and conditions of existing employees undertaking higher and degree level apprenticeship for development purposes who remain on their existing contracts.

Corporate Management Team (CMT) considered and agreed the Apprenticeship Reforms Project Board proposals on 11 September 2018.

3. Financial Considerations

The salary costs for new higher and degree level apprentices will be met from within the existing budgets of the employing department.

Costs directly associated with the apprenticeship learning delivery and end point assessment, as defined by the Government's Apprenticeship Funding Regulations, will be met from the council's apprenticeship levy account.

4. Legal Considerations

Consideration has been given to the potential for equal pay claims particularly regarding the proposed pay line which sits outside the current Hay evaluated pay line for the Council. Legal Services have agreed the risk of claim is minimal and could be defended against.

5. Other Considerations

In preparing this report the relevance of the following factors has been considered – prevention of crime and disorder, equality and diversity, human resources, environmental, health, property, social value and transport considerations.

7. Key Decision

No

8. Call-in

Is it required that call-in be waived in respect of the decisions proposed in the report?

No.

9. Officer's Recommendations

That the Cabinet Member approves the implementation of a single council approach for new apprentices undertaking Higher & Degree Level Apprenticeships as detailed in the report.

**EMMA ALEXANDER
STRATEGIC DIRECTOR FOR
COMMISSIONING, COMMUNITIES AND POLICY**