

**DERBYSHIRE COUNTY COUNCIL**

**CABINET**

**30 July 2013**

**Report of the Director of HR**

**INTERNAL APPRENTICESHIP SCHEME (Council Services)**

**1. Purpose of the Report**

To update Cabinet on the progress of the Council's internal apprenticeship scheme and proposed further developments to support the apprenticeships agenda in the Council.

**2. Background**

The Council is committed to supporting 500 apprenticeship opportunities with the Council over a 3 year period to 2015 through the Apprenticeship Training Agency (ATA) with Learning Unlimited. As part of the agreement, the Council accepts the apprentices for the purposes of hosting a training placement, but the employer, with all related responsibilities, is the ATA.

In addition, the Council will continue to seek to develop existing employees via the apprenticeship frameworks available across a wide range of jobs within local government. This includes 111 employees currently being developed in this manner.

**Progress on the Internal Apprenticeship Scheme**

In 2012 the Council had three intakes of apprentices (June, September and October) with 107 apprentices being engaged. Further intakes during January and June 2013 resulted in a further 18 recruits with 80 opportunities currently being recruited to for 2<sup>nd</sup> September and 4th October starts. These intakes included a total of 5 young people with disabilities.

The duration of each apprenticeship varies according to the qualification framework requirements; upon completion of the apprenticeship there is no guarantee of permanent employment with the Council. However, it is

expected that the apprentices who successfully complete their apprenticeship contract will be in a strong position to apply for and achieve employment within the Council.

Of the June 2012 cohort (33 in total), 27 were recruited on a 12 month apprenticeship contract; of these 74% completed (national benchmark 73%); of those completing 100% have been successful in moving into sustainable employment elsewhere (6) or within the council (12) or using their apprenticeship as a pathway into higher education (2). The remaining apprentices continue to progress well towards successful completion. The September/October 2012 intake consisted of 74 placements, 60 of these still remain in their apprenticeship. Of the remainder 4 have found employment in the council, 2 into employment externally, 1 has started a University course and 7 left for other reasons. A full evaluation of the benefits of the scheme (2012 intake) to the young people involved and the council is about to be commenced in conjunction with Learning Unlimited. The outcomes will be reported to a future Cabinet meeting.

The 2013 recruitment campaign has seen a further 17 apprentices join the Council in June 2013. During the interviews for these placements two young people with Asperger Syndrome were identified as excellent candidates. In partnership of the council's Disability Employment Project suitable business administration apprenticeship placements are currently being identified. The support from the Project will continue during the period of their apprenticeship and beyond into employment as appropriate. It will also extend to providing support to their managers and colleagues to ensure chances of success are maximised.

To support the September/October 2013 recruitment a series of public events were held around the county for giving young people the opportunity to discuss the apprenticeships available with council managers and also meet existing council apprentices. These events proved popular with 119 expressing a firm interest in submitting an application. The total number of applications generated through these events and on line by the closing date 7<sup>th</sup> July was 741. This included interest from 6 of the Council's looked after children.

The detail of the autumn 2013 apprenticeship opportunities are shown at **Appendix 1**.

### **3. Further Developments**

#### **Apprenticeship Salary**

The National Minimum Wage Regulations include an apprenticeship rate (currently £2.65 from 1 October 2013 £2.68) that can be paid to those who are under 19 or in the first year of their apprenticeship. If they are 19 or over and past the first year the national minimum wage rate appropriate to their age is applied. These rates are shown below:-

Apprentice	Under 18	18 to 20	21 and over
£2.65	£3.68	£4.98	£6.19
(rates from 1 October 2013 are shown below)			
£2.68	£3.72	£5.03	£6.31

The Council currently pays the apprenticeship rate of £2.65 to those who meet the criteria outlined above, however it is the employer's choice should they wish to pay apprentices above this minimum level.

The Council acknowledges that young people are being given an opportunity to develop their work related skills and enhancing their prospects of sustainable employment, however the level of remuneration should more accurately reflect their contribution to the Council during their apprenticeship. The Council also recognises that where a young person takes up an apprenticeship opportunity this can have a negative impact on the family's eligibility to receive child tax credits, child and other benefits and consequently reduce family income.

In view of this it is proposed that the payment of the apprenticeship rate to young people placed on the Council's internal apprenticeship scheme is ceased and that they all receive the national minimum wage rate appropriate to their age.

This will be implemented from 1<sup>st</sup> August 2013 and be applicable to all those young people currently on placement with the Council.

#### **Apprenticeship Travel**

It has long been recognised that access to transport can be a significant barrier to young people taking up employment, apprenticeship and work experience opportunities. This is particularly true but not exclusive to rural environments. This issue has a particular impact on young people in Derbyshire where access to public or personal transport is a problem

and in many cases requires expenditure disproportionate to their salary levels.

In recognition of this, discussions have taken place with the Environmental Services Miles Better team (part of the wider Smarter Travel Board project) to identify a range of solutions that can help mitigate against the travel problems faced by young people on the council's internal apprenticeship scheme and make future opportunities more accessible;

The proposals are as follows;

- Designing a short travel to work questionnaire to issue to those apprentices who have been successful in securing a placement to enable us to identify early any potential problems and advise on best solutions
- Provide access to the 20% discount currently on offer from Stagecoach for a range of their weekly Mega-rider ticket options.
- Explore the possibility of providing a small number of bicycles for loan by apprentices where this would assist with transport to work
- Draft an email to all car share scheme users to actively encourage them to assist apprentices in getting to work
- Have members of the Miles Better team available to advise on transport issues at all future apprentice inductions
- Rural Action Derbyshire, through the Wheels to Work scheme, is able to provide financial support towards the costs of public transport for apprentices on a case by case basis.

#### **4. Financial Considerations**

The increase in apprentice salary costs can be met from within existing budgets. Based on last year's apprentice intake the additional full year cost would be £417,717, future costs will depend on the age of the apprentice.

## **5. Other Considerations**

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

## **6. Key Decision**

No

## **7. Call-in**

Is it required that call-in be waived in respect of the decisions proposed in the report? No

## **8. Officer's Recommendations**

That Cabinet:-

- i. Notes the progress on the Council's internal apprenticeship scheme
- ii. Agrees all young people placed on the Council's internal apprenticeship scheme receive the national minimum wage appropriate to their age with effect from the 1<sup>st</sup> August.
- iii. Notes the transport to work proposals for all young people placed on the Council's internal apprenticeship scheme as detailed in the report

**TONI COMPAI  
DIRECTOR OF HR**



# APPENDIX 1

Dept	Apprentice Post	Number	Location
Adult Care	Health and Social Care	2	Parkwood inc Morewood, Alferton Park, Alferton, Derbyshire. DE55 7AL
Adult Care	Health and Social Care	2	Valley View, Pleasant Avenue, Hillstown, Bolsover, Derbyshire. S44 6NB
Adult Care	Health and Social Care	1	The Staveley Centre, Calver Crescent, Middlecroft Road, Staveley, Chesterfield, S43 3LY
Adult Care	Health and Social Care	1	Hasland Resources Centre, Heathervale Road, Hasland, Chesterfield, S41 0HZ
Adult Care	Health and Social Care	2	Underhall Resource Centre, Chesterfield Road, Two Dales, Matlock, Derbyshire. DE4 2SD
Adult Care	Health and Social Care	2	The Outlook Centre, Bracken Road, Long Eaton, Derbyshire, NG10 4DA
Adult Care	Health and Social Care	2	Eccles Fold, Manchester Road, Chapel-en-le-Frith, High Peak, Derbyshire. SK23 9TJ
Adult Care	Health and Social Care	2	Clay Cross Resource Centre, Market Street, Clay Cross, Chesterfield, S45 9LX
Adult Care	Health and Social Care	2	Oakland Village, Hall Farm Road, Swadlincote, Derbyshire. DE11 8ND
Adult Care	Health and Social Care	2	Newhall Centre, Meadow Lane, Swadlincote, Derbyshire, DE11 0UW
CAYA	Children and Young People's Workforce	1	Matlock MAT DCC Room S18, County Hall, Matlock, Derbyshire, DE4 3AG . 01629 581867
CAYA	Children and Young People's Workforce	1	Shirebrook MAT, Shirebrook Children's Centre, Park Road, Shirebrook, Derbyshire. NG20 8JR.
CAYA	Children and Young People's Workforce	1	Clowne / Creswell MAT, Clowne Childrens Centre, Ringer Lane, Clowne, Derbyshire. S43 4DB
CAYA	Children and Young People's Workforce	1	Hunloke Ave, Chesterfield MAT, The Pod, Hunloke Avenue, Boythorpe, Chesterfield Derbyshire S40 2NT
CAYA	Children and Young People's Workforce	1	Alferton 2 MAT, Connexions, Genesis Centre, King Street, Alferton. Derbyshire DE55 7DQ.
CAYA	Children and Young People's Workforce	1	Sandiacre MAT, Ashbrook Infant & Nursery, Community School, Victoria Avenue, Borrowash, Derbyshire DE72 3HF
CAYA	Children and Young People's Workforce	1	Ilkeston MAT, Kirk Hallam, Community Technology College, Godfrey Drive, Kirk Hallam, Derbyshire DE7 4HH
CAYA	Children and Young People's Workforce	1	Staveley & Brimington, Brimington Childrens Centre, Church Street, Brimington, Derbyshire. S43 1JG
CAYA	Creative Digital Media Specialist	1	Donut Creative Arts Studio, Springbank Road, Chesterfield, Derbyshire. S40 1NL
CAYA	Music Production and Marketing	1	Donut Creative Arts Studio, Springbank Road, Chesterfield, Derbyshire. S40 1NL

CAYA	Outdoor Education	1	Lea Green Centre, Main Road, Lea, Matlock, Derbyshire. DE4 5GJ
CAYA	Outdoor Education	1	White Hall Centre, Manchester Road, Buxton, Derbyshire. SK17 6SX
CAYA	Outdoor Education	1	Adventur Mobile Activity Centre, Peter Webster Adult Community Education Centre, Sheffield Road, Chesterfield, Derbyshire. S41 8LQ
CAYA	School catering	1	Brookfield Community School, Chatsworth Road, Chesterfield, Derbyshire. S40 3NS
CAYA	School catering	1	Highfields School (Upper Site), Lumsdale Road, Matlock, Derbyshire. DE4 5NA
CAYA	School catering	1	St. Thomas More Catholic School, Palace Road, Buxton, Derbyshire. SK17 6AF
CAYA	School catering	1	The Meadows Community School, 142 High Street, Old Whittington, Chesterfield, Derbyshire. S41 9LG
CAYA	School catering	1	William Allitt School, The Sunnyside, Newhall, Swadlincote, Derbyshire. DE11 0TL
CAYA	School catering	1	Aldercar Community Language College, Dalton's Close, Langley Mill, Derbyshire. NG16 4HL
CAYA	School catering	1	Chapel-en-le-Frith CE (C) Primary School, Warmbrook Road, Chapel-en-le-Frith, Derbyshire. SK23 0NL
CAYA	School catering	1	Buxton Junior School, Mosley Road, Buxton, Derbyshire. SK17 9DR
CAYA	School catering	1	St. Margarets Catholic Primary School, Glossop Road, Glossop, Derbyshire. SK13 6JH
CAYA	School catering	1	Immaculate Conception Catholic Primary, College Road, Spinkhill, Derbyshire. S21 3YB
CAYA	School catering	1	Deer Park Primary School, New Road, Wingerworth, Chesterfield, Derbyshire. S42 6TD
CAYA	School catering	1	Shirebrook Academy, Common Lane, Shirebrook, Derbyshire. NG20 8QF
CAYA	School catering	1	Ormiston Ilkeston Academy, King George Avenue, Ilkeston, Derbyshire, DE7 5HS
CAYA	School catering	1	Fritchley CE Primary School, Church Street, Fritchley, Belper, Derbyshire, DE56 2FO
CAYA	School catering	1	Clowne Junior School, King Street, Clowne, Chesterfield, Derbyshire. S43 4BS
CAYA	Youth Work	2	Chatsworth Hall, Chesterfield Road, Matlock, Derbyshire. DE4 3FW
CRD	Customer Services	2	Shand House, Dale Road South, Darley Dale, Derbyshire. DE4 3RY
CRD	Land Surveyor	1	Chatsworth Hall, Chesterfield Road, Matlock, Derbyshire. DE4 3FW
Environmental Services	Highways Laboratory Technician	1	Ambergate Depot, Ripley Road, Ambergate, Belper, Derbyshire. DE56 2ER



Environmental Services	Roadworker	2	Willington Depot, The Castleway, Willington, Derbyshire, DE65 6BT
Environmental Services	Roadworker	2	Duffield Depot, Derby Road, Duffield, Derbyshire, DE56 4FN
Resources@Derbyshire	Business Administration	1	Erewash Area Office, Mercia Close, Ilkeston, DE7 8HJ
Resources@Derbyshire	Business Administration	1	Clay Cross Area Office, Market Street, Clay Cross, S45 9JB
Resources@Derbyshire	Business Administration	8	County Hall, Bank Road, Matlock, Derbyshire. DE4 3AG
Resources@Derbyshire	Business Administration	1	High Peak & Derbyshire Dales Area Education Office, Kent's Bank Rd, Buxton. Derbyshire SK17 9HR
Resources@Derbyshire	Business Administration	1	Rink Drive, Swadlincote. Derbyshire, DE11 0AH
Resources@Derbyshire	Business Administration	1	John Hadfield House, Dale Road, Matlock. Derbyshire. DE4 3RD
Resources@Derbyshire	Business Administration	2	West Street, Chesterfield, Derbyshire. S40 4TZ
Resources@Derbyshire	Business Administration	2	Godkin House, Park Road, Ripley, Derbyshire..DE5 3EF
Resources@Derbyshire	Business Administration	3	John Hadfield House, Dale Road, Matlock. Derbyshire. DE4 3RD
CAYA-Schools	Teaching Assistant	1	Spire Nursey and Infants School, Derby Road, Chesterfield, Derbyshire. S40 2EU
CAYA-Schools	Teaching Assistant	1	Waingroves Primary School, Waingroves Road, Waingroves, Ripley, Derbyshire.DE5 9TD
CAYA-Schools	Teaching Assistant	1	Whitcotes Primary School, Whitcotes Lane, Chesterfield, Derbyshire. S40 3HJ
CAYA-Schools	Business Administration	1	Hady Primary School, Hady Lane, Hady, Chesterfield, Derbyshire. S41 0DF

