

<b>Committee:</b> Finance Committee	<b>Date:</b> 13 December 2016
<b>Subject:</b> Apprenticeships	<b>Public</b>
<b>Report of:</b> Director of Community and Children's Services	<b>For Decision</b>
<b>Report author:</b> Simon Cribbens, Community and Children's Services	

### Summary

The City of London Corporation is committed to an expanded and enhanced apprenticeship programme that will deliver 100 apprenticeships across its Departments in 2017/18. An in-house apprenticeship provider service will be delivered to support this commitment, expanding on the existing service provided by the Department of Community and Children's Services.

The delivery of new apprentice roles will begin from April 2017. To ensure that the service is able to deliver this commitment it will be necessary to undertake a range of additional activity in the current financial year.

A full report proposing additional roles in the apprenticeship service to deliver this expanded and enhanced service will be taken to Establishment Committee and Community and Children's Services Committee in January 2017, and will include ongoing funding requirements. This report seeks approval for an allocation from the Finance Committee's Contingency Fund to meet the short term costs of setting up this service in the current financial year.

### Recommendation

Members are asked to approve the allocation of £61,000 from the Finance Committee's Contingency Fund to cover the set up and initial running costs of the City of London Corporation's Apprenticeship Service.

### Main Report

#### Background

- 1 The City of London Corporation has set an ambition to be an exemplar in the recruitment, training and development of apprentices. To fulfil this ambition the City Corporation has agreed to expand its apprenticeship programme to employ 100 apprentices within the organisation from 2017/18 onwards. The Establishment Committee has also agreed in principle to resource an enhanced apprenticeship provider service within the Department of Community and Children's Services in order to provide outstanding support, quality and opportunity to our apprentices.
- 2 This programme will be delivered against the context of changes to government policy. These changes will impose an "apprenticeship levy" of 0.5 per cent of the City Corporation's gross pay bill from April 2017, and a requirement to ensure

apprentices make up more than 2.3 per cent of the public sector workforce (which for the City Corporation equates to approximately 70 apprentices).

### **Current Position**

- 3 The commitment to a future apprenticeship programme of 100 apprentices has the approval of Chief Officers and has been agreed by the Establishment Committee. It has been further agreed that apprentice pay should be brought in line with the London Living Wage, fulfilling the City Corporation's wider commitment to being, and accreditation as, a London Living Wage employer. Proposals to fund the salary costs of individual apprenticeships are incorporated within budget setting for 2017/18.
- 4 The Establishment Committee agreed in principle to provide additional resources of £251,000 in 2017/18 for the City Corporation's Apprenticeship Service to fund an enhanced level of support and service delivery. This resource will provide central services to City Corporation departments and apprentices such as recruitment, pastoral support, outreach work, additional human resources capacity and post apprenticeship employment support.
- 5 Details of the additional structure and resources to deliver the service, including their full year cost, will be brought back to Establishment Committee, Community and Children's Services Committee and Resource Allocation Sub (Policy and Resources) Committee for final decision in January 2017.

### **Proposals**

- 6 The implementation of the apprenticeship programme proposes that apprentices will be recruited in four cohorts across the year, with the first cohort joining in April 2017. This staged approach will allow the programme to respond flexibly to departmental business needs, and ensure a planned and managed implementation across the year.
- 7 In order to deliver the City Corporation's commitment, including securing the first cohort of apprentices in April 2017, it will be necessary to resource additional capacity in the Apprenticeship Service in the current financial year prior to 2017/18.
- 8 This resourcing will allow for:
  - project management
  - outreach and promotion activity (local communities; local, academy and independent schools)
  - candidate assessment and selection
  - additional human resources capacity
  - administrative support
  - brokering of all initial training and education placements and services
  - training session for supervisors and line managers

- 9 These elements will be delivered through the early and/or temporary recruitment of key delivery roles necessary to secure the start of the first cohort of apprentices in April 2017.
- 10 To enable this activity in the period January to March 2017, Members are asked to approve the allocation of £61,000 from the Finance Committee's contingency fund to the Department of Community and Children's Services to cover set up and running costs of the Apprenticeship Service up to 31<sup>st</sup> March 2017.

### **Corporate & Strategic Implications**

- 11 The delivery of the proposed apprenticeships programme supports the priorities and delivery of the *Corporate Plan*, *Education Strategy* and *Children and Young People's Plan*. It is also integral to the forthcoming Employability Framework and delivers to the commitments set out in the recently published document *The City's Business*. It also ensures the City Corporation complies with its statutory obligations.

### **Implications**

- 12 Without this initial funding, it will not be possible to begin work on creating the new apprenticeship provider service until April 2017. Such a delay would place delivery of the City Corporation's apprenticeship ambition at significant risk.

### **Conclusion**

- 13 A commitment to quality of provision and support and the achievement of high-level outcomes will help ensure the City Corporation is an employer that attracts talent from schools, including our academies, independent and local schools, and from our surrounding communities. Delivering this as part of an outstanding Apprenticeship Service will require funding for additional services that cannot be funded by the apprenticeship levy alone. However, such funding will provide for a better service, better outcomes and a clear demonstration of the City's published commitment to be an exemplar.

### **Appendices**

- None

### **Background papers**

New Apprenticeship Scheme and Paid Work Experience; Establishment Committee  
26 October 2016

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