

## APPENDICES B - G

### Appendix B

#### Consultation and scrutiny input:

##### a. Internal consultation:

Proposals in relation to the new Apprenticeship Service have been discussed and developed between People, HR and Procurement teams. They have also been discussed with the lead Executive Member and Mayor. An Option Development and Assessment Report outlining the proposal to establish a new Apprenticeship Service has been discussed and approved at People and Resources Directorate Leadership Teams (DLT) and SLT. The new Apprenticeship Service and draft apprenticeship programme has also been discussed with and informed by the Council's Extended Leadership Team (ELT). A number of service improvement ideas have been proposed, including:

- Managers to be issued with standard apprenticeship checklist when thinking about recruitment
- More targeted opportunities for under-represented equalities groups and for other priority groups e.t. Care Leavers into apprenticeship opportunities
- More career pathways from entry level apprenticeship roles to professional roles
- Need to do more to support apprenticeship supervisors and champions throughout the Council
- More clearly defined support structures for apprenticeships

##### b. External consultation:

A communications plan is being developed about the new Apprenticeship Service. This includes a number of activities, including: regular briefings through the Learning City Partnership and the West of England Combined Authority; a networking and launch event with external providers about the new Service and Commissioning Framework; a regular newsletter and updated web based information.

#### Other options considered:

Option	Weaknesses
Do Nothing (Status Quo)	No savings or additional income Lack capacity to expand and deliver targets Duplication of functions e.g. marketing Lack of single menu and offer for managers No single business plan for apprenticeships High risk of failing to meet government quota of 2.3%
Direct Delivery 100%	High set up costs We may not have capacity or facilities Need to employ and train more staff May not be best fit with BCC direction
Commission 100%	Higher internal spend Successful managing agent model would have to cease Council would not be able to retain eligible overhead costs

### Appendix C – N/A

## Appendix D

### Risk management / assessment:

<b>FIGURE 1</b>							
<b>The risks associated with the implementation of the (subject) decision:</b>							
No.	RISK  Threat to achievement of the key objectives of the report	INHERENT RISK (Before controls)		RISK CONTROL MEASURES  Mitigation (ie controls) and Evaluation (ie effectiveness of mitigation).	CURRENT RISK (After controls)		RISK OWNER
		Impact	Probability		Impact	Probability	
1	Disruption amongst current providers	<b>Medium</b>	<b>High</b>	Support all providers through an open and transparent procurement process	<b>Low</b>	<b>Low</b>	Head of Service (ESL)
2	Insufficient quality providers apply to deliver the programmes and services we need	<b>High</b>	<b>Low</b>	There are over 2000 providers approved on the register of apprenticeship providers. Suitable marketing of this opportunity should ensure good response	<b>Low</b>	<b>Low</b>	Head of Service (ESL)
3	Failure to achieve the MTFP financial saving target for 2017/18	<b>High</b>	<b>Medium</b>	Effective modelling of delivery to maximise retained income. Exploration of external trading opportunities	<b>Medium</b>	<b>Medium</b>	Service Director (Education & Skills) and Service Director (HR)

<b>FIGURE 2</b>							
<b>The risks associated with <u>not</u> implementing the (subject) decision:</b>							
No.	RISK  Threat to achievement of the key objectives of the report	INHERENT RISK (Before controls)		RISK CONTROL MEASURES  Mitigation (ie controls) and Evaluation (ie effectiveness of	CURRENT RISK (After controls)		RISK OWNER
		Impact	Probability		Impact	Probability	
1	Failure to achieve levy targets	<b>High</b>	<b>High</b>	BCC levy contribution is not spent within 24 months and used to resource training of staff. Existing recruitment patterns suggest it is unlikely that we can fulfil public sector duty targets with current model	<b>High</b>	<b>High</b>	
2	Failure to achieve the MTFP financial saving target for 2017/18	<b>High</b>	<b>High</b>	No additional return on apprenticeship training costs	<b>High</b>	<b>High</b>	
3	Failure to comply with BCC procurement policy	<b>Medium</b>	<b>High</b>	Current procurement documentation is not fit for purpose	<b>Medium</b>	<b>High</b>	

## Appendix E

### Public sector equality duties:

Before making a decision, section 149 of the Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:

- i) eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
- ii) advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:
  - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic.
  - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
  - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to tackle prejudice and promote understanding.

This project will have significant opportunities and positive impacts on customers from equalities communities with protected characteristics through the improved planning, targeting and recruitment of young people and adults into BCC managed apprenticeships.

It is anticipated that apprenticeship roles will be created in a wider range of occupational/professional areas providing greater career progression opportunities into both Council and external employers. It is also anticipated that the Council's enhanced Apprenticeship Service will be more able to provide a comprehensive support package to meet apprenticeship learning and employment needs. There are no significant negative impacts on community members, customers or staff members from priority equalities groups associated with the delivery of this transformation project.

## Appendix F

### Eco impact assessment

It is anticipated that the net effects of the proposals are likely to be neutral and/or in some areas could result in positive impacts on the Bristol environment e.g. through recruitment of local people into apprenticeship roles; through support and incentives for apprenticeships to recycle, use public transport, walk and/or cycle; by targeting activities to employment sectors with a positive environmental impact e.g. insulation; environmental technologies.

## Appendix G – N/A