

# Decision Pathway – Report



**PURPOSE:** For noting

**MEETING:** Cabinet

**DATE:** 12 July 2022

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|--|---|--|--|
| <b>TITLE</b>   | <b>Bristol Apprenticeships Progress Report</b>  |  |  |
| <b>Ward(s)</b>   | Citywide  |  |  |
| <b>Author(s):</b> Jane Taylor/Darren Perkins   | <b>Job title:</b> Head of Service (Employment Skills & Learning) /Apprenticeships Manager |  |  |
| <b>Cabinet lead:</b> Cllr Asher Craig, Deputy Mayor; Children Services, Education and Equalities   | <b>Executive Director lead:</b> Hugh Evans, Executive Director People                     |  |  |
| <b>Proposal origin:</b> Councillor   |   |  |  |
| <b>Decision maker:</b> For noting<br><b>Decision forum:</b> Cabinet  |   |  |  |
| <b>Purpose of Report:</b><br>This report outlines the Apprenticeship Team progress in developing and delivering apprentices across Bristol City Council (the 'Council') including our use of the apprenticeship levy, and accelerating apprenticeship recruitment across construction and other key sectors in partnership with external employers.  |   |  |  |
| <b>Evidence Base:</b>  |   |  |  |
| <ol style="list-style-type: none"> <li><b>The Bristol Apprenticeship Team</b> based in the People Directorate manages the whole Council (including maintained schools) offer of apprenticeships. The Council contributes £1.1m per annum into the Apprenticeship Levy which is administered through a government managed digital portal. This creates £1.25m per annum to fund apprenticeships.</li> <li>In 2019, the Local Government Association provided consultancy support as part of the national Apprenticeship Acceleration Programme. This resulted in the publication of an Apprenticeship Strategy which has been used to plan more effective use of the Council's apprenticeship levy funding (see Appendix 1)</li> <li>During 2021/22 the total levy spend increased to £1.08m as we recovered strongly post COVID with 209 apprentice starts – up from 129 starts and £643k spend 2020/21. A total of 272 apprentices are active on programme at 31/03/2022. The apprenticeship offer is covering all Council departments providing Level 2 to Level 5 development opportunities for existing staff and supporting progression and succession preparation. A revised procurement process has been launched April 2022 which will further enhance the offer and range of providers and methods of delivery.</li> <li>The Apprenticeship Team (1.8 full time equivalent posts) is fully funded by the Council's trading surplus and benefits from the support of Organisational Development (OD), Learning and Development (L&amp;D) and Human Resources (HR) teams as well as Internal Communications whose campaign has underpinned awareness raising activities. The responsive nature of the team and enhanced support offered to recruiting managers has assisted the development of a range of programmes that provide useful career progression including in Social Work, Occupational Therapy, Public Health, Procurement and Legal. In addition, a pilot scheme to support staff who wish to pursue apprenticeship opportunities but lack English and Maths at level 2 (O/GCSE Level) is working well with long serving staff achieving good results enabling access to Higher Level</li> </ol> |   |  |  |

apprenticeships.

5. Apprenticeships provide the Council with an important resource to diversify the workforce and provide good entry job opportunities for priority communities, including care leavers, equalities groups and those living in the most deprived areas. Although external recruitment of entry level posts was negatively impacted by Covid 19 in 2020, there are positive signs that these numbers are starting to pick up once more. A cross Council apprenticeship rotational scheme creating entry positions targeted at young people facing the greatest barriers to employment has been developed. Further work to create and implement the programme is underway with HR and OD. A full dashboard with apprenticeship data is available in Appendix 2.
6. In April 2019 the Council launched a Levy Sharing initiative and we have now committed over £400k of funding to support local SMEs, Avon & Somerset Constabulary, Charities, Housing Associations and Health & Care providers to utilise apprenticeships for recruitment and development of new staff adding social value. The Department for Education's Deputy Director of Apprenticeships will be visiting us during July 2022 to find out more.
7. In addition to managing the Council's apprenticeships levy funding, the Apprenticeship Team is also leading three major apprenticeship interventions:
8. **On Site Bristol** ([www.onsitebristol.co.uk](http://www.onsitebristol.co.uk)) gained Main Provider status on the Register of Apprenticeship Training Providers which enables direct delivery of apprenticeships. On Site's programme is now supporting 332 apprentices working for 249 employers from micro to major PLC. Graded Good by OFSTED and outstanding by MATRIX the schemes. On Site's programme recruits approximately 80% 16 to 18 school leavers directly into trade apprenticeships each year with a record 165 starts in 2021 and similar volumes expected in 2022. Nationally 73% of apprentice starts are aged 19 and over. On Site Bristol's recruitment campaign assists construction employers and young people connect and provides enhanced levels of support that lead to 86% of apprentices successfully qualifying (national average 57.7%) this in turn leverages significant funding each year apprenticeship training (£1.3m) and grant funding (circa £220k) plus apprentice wages (circa £5m). On Site Bristol adopts a partnership approach working closely with local training providers which contributed to City of Bristol College's new construction centre opening at full capacity.
9. **Building Bristol** is a collaborative project with the Council's Planning Team which is requiring all major developments to produce robust employment and skills plans that are closely monitored and evaluated for impact. Initially funded through Section 106 a Coordinator post has been set up which will provide significant support for developers, landowners and Council teams to fulfil aspirations to achieve social value through the acquisition of skills and sustainable employment linked to the development and end-use of developments. The scheme has support from the Construction Industry Training Board (CITB) and will be seeking accreditation as a National Skills Academy for Construction. A Building Bristol board is being set up with key internal and external stakeholders to help steer and champion the work. Constructing Excellence is supporting a construction wide forum for the industry to engage with Building Bristol, sharing best practice and supporting the FE and support services available in Bristol. Close monitoring of plans, achievements and processes built into the model will ensure the Council acts as a catalyst for change and that programmes are better informed in advance ensuring local people can acquire skills relevant to future jobs and thus support initiatives such as upskilling for environmental technologies and retrofit.
10. **South Bristol Talent Pathway** is a WECA ESF funded project as part of the regional Workforce for the Future programme. The programme was devised to address the issues faced by SME businesses in South Bristol in accessing business support services, with a focus on direct engagement on site. Businesses that are engaged connect to a variety of partners that will enhance recruitment, staff skills, retention, processes and anything that provides support for the workforce. The small team 2 FTE have made significant progress with engaging over 200 small local businesses to date and connecting significant numbers to apprenticeship support programmes – including the Council's Levy Sharing scheme. We aim to extend the project beyond the end of phase 1 from March 2023, supported by a comprehensive evaluation.

**Officer Recommendations:**

That Cabinet:

1. Notes the content of the report and the success of Bristol City Council’s Apprenticeship Team in driving forward apprenticeship development and take up, creating diverse talent pathways, both in the Council and with our partner employers.

**Corporate Strategy alignment:**

1. The apprenticeship developments outlined in this report are a key contributor to the Economy and Skills element of the Corporate Strategy, supporting economic growth that builds inclusive and resilient communities, decarbonises the city and offers equity of opportunity.
2. In relation to the theme of ‘world class employment’, the council as an employer and as a quality further education and skills provider is also using its relationships, influence, policies, plans and limited direct powers to make a positive difference and challenging the city to strive for employment excellence.

**City Benefits:**

1. The work of the apprenticeship team benefits many young people and adults facing the greatest risks and challenges to find positive pathways to employment and to increase their formal qualifications and skills through improved access to work based training and qualifications up to level 7.
2. Through targeted apprenticeships we are promoting job opportunities to a wider, more diverse city workforce, enabling many employers to achieve their social value commitments and also address the educational disadvantage in the city.

**Consultation Details:**

The content of this report has been discussed with a range of internal and external stakeholders, including: the Council’s Apprenticeships Stakeholder Group, Building Bristol Team, and BCC HR Committee. As part of the common activities programme, it is planned that apprenticeship activity related to Bristol City Council moves into HR and L&D alongside all other recruitment and talent development activity. Detailed feasibility work is currently taking place.

**Background Documents:**

[Proposal for a Bristol Apprenticeship Service](#) - Cabinet June 2017

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| <b>Revenue Cost</b>                          | N/A  | <b>Source of Revenue Funding</b>                | N/A  |
| <b>Capital Cost</b>                          | N/A  | <b>Source of Capital Funding</b>                | N/A  |
| <b>One off cost</b> <input type="checkbox"/> | <b>Ongoing cost</b> <input type="checkbox"/> | <b>Saving Proposal</b> <input type="checkbox"/> | <b>Income generation proposal</b> <input type="checkbox"/> |

**Required information to be completed by Financial/Legal/ICT/ HR partners:**

1. **Finance Advice:** This report is about the progress of the apprenticeship programme and is for noting. Consequently there are no direct financial implications arising from this report.

For context the Council receives external funding for apprenticeships which includes the following:

- Education & Skills Funding Agency (ESFA) Apprenticeship Funding c£1.35m is anticipated in 2022/23. This is sourced from ESFA apprenticeship levy funding and provider incentive funding. This supports direct staff costs of circa c£0.410m, direct apprenticeship delivery costs of £0.85m, rent and other operational costs £0.09m.
- Building Bristol has c£70,000 anticipated funding in 2022/23 which is a composed of a combination of section 106 and planning obligations fees income. This will be spent on staff, legal and design costs with a small operational budget for developer and stakeholder engagement activities.

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| <ul style="list-style-type: none"> <li>South Bristol Pathway Programme has c£0.20m of ESF/WECA funding in 2022/23 to cover staff and operational costs of the scheme. The funding is subject to grant claim and will reflect the actual expenditure incurred.</li> </ul> |                |              |
| <b>Finance Business Partner:</b> Denise Hunt 26 June 2022  |                |              |
| <b>2. Legal Advice:</b> This report is for noting, there are no specific legal implications arising from this report.  |                |              |
| <b>Legal Team Leader:</b> Husinara Jones, Team Leader/Solicitor 20 June 2022   |                |              |
| <b>3. Implications on IT:</b> I can see no implications on IT with regards to this activity.   |                |              |
| <b>IT Team Leader:</b> Gavin Arbuckle, Head of Service Improvement and Performance 25 April 2022   |                |              |
| <b>4. HR Advice:</b> This report is informing cabinet of the Apprenticeship Team progress in developing and delivering apprentices across Bristol City Council and is for information only. Therefore there are no significant HR issues arising from this report.       |                |              |
| <b>HR Partner:</b> Lorna Laing 2 April 2022  |                |              |
| <b>EDM Sign-off</b>  | Hugh Evans     | 11 May 2022  |
| <b>Cabinet Member sign-off</b>   | Cllr Craig     | 23 May 2022  |
| <b>For Key Decisions - Mayor's Office sign-off</b>   | Mayor's Office | 13 June 2022 |

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| <b>Appendix A – Further essential background / detail on the proposal</b><br>A1 - Apprenticeship Strategy<br>A2 - Apprenticeship Dashboard | <b>YES</b> |
| <b>Appendix B – Details of consultation carried out - internal and external</b>  | <b>NO</b>  |
| <b>Appendix C – Summary of any engagement with scrutiny</b>  | <b>NO</b>  |
| <b>Appendix D – Risk assessment</b>  | <b>NO</b>  |
| <b>Appendix E – Equalities screening / impact assessment of proposal</b>   | <b>NO</b>  |
| <b>Appendix F – Eco-impact screening/ impact assessment of proposal</b>  | <b>NO</b>  |
| <b>Appendix G – Financial Advice</b>   | <b>NO</b>  |
| <b>Appendix H – Legal Advice</b>   | <b>NO</b>  |
| <b>Appendix I – Exempt Information</b>   | <b>NO</b>  |
| <b>Appendix J – HR advice</b>  | <b>NO</b>  |
| <b>Appendix K – ICT</b>  | <b>NO</b>  |
| <b>Appendix L – Procurement</b>  | <b>NO</b>  |