

# HR Committee

27 April 2023



**Report of:** Director: Workforce & Change

**Title:** Apprenticeships annual report 2023

**Ward:** City -wide

**Officers Presenting Report:** Sana Khan (Apprenticeships Team Leader)  
James Brereton (Head of Human Resources)

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## Recommendation

That the Committee notes the report.

## Summary

This annual report provides the Committee with an overview of the achievements and challenges in relation to apprenticeships at the Council.



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## Policy

1. None specifically relating to apprenticeships.

## Consultation

2. **Internal**  
None because this report is for information only.
3. **External**  
None because this report is for information only.

## Context

4. Between 31st March 2022 and 31st March 2023, we have seen 128 new apprenticeship starts at Bristol City Council contributing to the total of 834 apprenticeship starts since May 2017. The workforce as it stands for BCC is 6,233 with 525 new employees and 3,106 for maintained schools with 889 new employees. Our Apprenticeship Levy expiry for the last 12 months stands at £81k. There are currently 60 apprenticeships in the pipeline, which are due to go live in the next quarter.
5. The recruitment controls put into place in 2022 had a suppressing impact on the number of new recruits as apprentices. Furthermore, uncertainty resulting from the required budget savings led to a decrease of apprenticeship uptakes amongst BCC employees. However, in the latest quarter we have seen a significant rise in apprenticeship enrolments.
6. For information, in 2022 the apprenticeship team moved from Education, Skills and Learning to the Human Resources service. The hiring process has been modified to ensure that apprenticeships are proactively considered instead of or alongside open recruitment.
7. A data academy has been launched in collaboration with procured training providers with the aim of increasing data literacy as well as improving efficiency. Information sessions run every other month for data apprenticeships throughout the year to increase awareness of the apprenticeship programme available for those who work with data. The data academy will ensure BCC staff across the council have access and are trained to use tools to provide impactful insights using relevant, quality, and live/timely data on which evidence/data-led decisions can be based.
8. A single centralised data and analytics service has been formed to provide resilience and quality assured insight. This will include exploring the use of artificial intelligence and machine learning tools. A level 4 data analyst and engineering programme was launched in March 2023 and currently has 5 new starts with an estimated further 30-40 uptakes for the remainder of the year for both the level 3 and level 4 programmes.
9. An Apprenticeship Stakeholder Group is now fully formed and running with trade unions and all staff-led groups represented, as well as apprentice ambassadors and departmental representatives. This group meets regularly and feeds into the planning and development of apprenticeships and the interaction with a Talent and Development Steering Group. An apprenticeships data and performance dashboard is also being developed.

10. We have commitment from the lead social workers in both adults and children's to utilise the Levy for the Level 6 Social worker degree. We are now in the process of recruiting our fourth cohort of 8 potential applicants for the programme to improve retention in this area. We are also working with the Principal Occupational Therapist in relation to a staff member who will be joining the occupational therapy degree programme.
11. The apprenticeships team have been promoting management and leadership apprenticeships through information sessions held monthly, as well as focusing on alternative programmes like the improvement technician. This is to give candidates increased choice and cater for those who are not in management positions but would like to develop professionally.
12. The team are utilising the apprenticeship scheme to target specialist areas such as procurement, pensions and finance, which has been received positively.
13. There has been a keen interest in the Level 5 Coaching apprenticeship from colleagues across the Council. With 10 members of staff on programme currently and more in the pipeline, we should see a positive impact within the council around mentoring and coaching.
14. The team continues to positively engage with City of Bristol College, who have been graded a "Good" by Ofsted. Work is still on-going to ensure that schools are accessing the Levy and using it to recruit apprentices as well as upskill their existing workforce. The past 12 months has seen 44 new apprenticeship starts from maintained schools, which is a positive step in the right direction. The team continue to work with Trading with Schools and direct engagement with schools that has produced new apprenticeships in different schemes such as Operations Manager (level 5) and we hope to build upon this so schools can benefit more widely. The team have also engaged with the Department for Education regarding the teacher apprenticeship, with a specific focus on the undergraduate teaching apprenticeship which we hope to see in September 2025. We are currently talking with local training providers to establish delivery.
15. Since May 2017 BCC has contributed over £6.57 million to the Levy, which has generated a government top up of £642k, providing a total input of £7.21 million. To date, £3.6 million has been spent and we have a further £1.055 million projected minimum spend over the coming year. We continue in our efforts to previous expired sums, which are returned to HM Treasury. To increase spend to approximately £109k per month and fully utilise annual contributions requires an increase in starts to approximately 240 per annum or an average of circa 350 staff on programme at any one time.

### **Proposal**

16. That the Committee notes this report.

### **Other Options Considered**

17. None.

### **Risk Assessment**

18. None because this report is for information only.

## **Public Sector Equality Duties**

- 19a) Before making a decision, section 149 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.
- 19b) None because this report is for information only.

## **Legal and Resource Implications**

### **Legal**

None because this report is for information only.

### **Financial**

#### **(a) Revenue**

#### **(b) Capital**

None because this report is for information only.

### **Land**

Not applicable.

### **Personnel**

None because this report is for information only.

**Appendices:**

None.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background Papers:**

None.