

## **NOTICE OF MEETING**

**Meeting:** HR COMMITTEE

**Date and Time:** THURSDAY, 30 JANUARY 2020, AT 9.30 AM\*

**Place:** COMMITTEE ROOM 1 - APPLETREE COURT, BEAULIEU ROAD, LYNDHURST, SO43 7PA

**Telephone enquiries to:** Lyndhurst (023) 8028 5000  
023 8028 5588 - ask for Andy Rogers  
Email: andy.rogers@nfdc.gov.uk

### **PUBLIC PARTICIPATION:**

**\*Members of the public may speak in accordance with the Council's public participation scheme:**

- (a) immediately before the meeting starts, on items within the Cabinet's terms of reference which are not on the public agenda; and/or**
  - (b) on individual items on the public agenda, when the Chairman calls that item.**
- Speeches may not exceed three minutes. Anyone wishing to speak should contact the name and number shown above.**

**Bob Jackson**  
**Chief Executive**

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

**This Agenda is also available on audio tape, in Braille, large print and digital format**

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## **AGENDA**

### **Apologies**

#### **1. MINUTES**

To confirm the minutes of the meeting held on 19 September 2019 as a correct record.

#### **2. DECLARATIONS OF INTEREST**

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

**3. PUBLIC PARTICIPATION**

To note any issues raised during the public participation period.

**4. HR UPDATE REPORT (Pages 3 - 6)**

To receive the HR Update report.

**5. PAY POLICY STATEMENT (Pages 7 - 18)**

To consider the proposed Pay Policy Statement for 2020/21.

**6. APPRENTICESHIP UPDATE (Pages 19 - 22)**

To receive an update on apprenticeships undertaken at the Council since the introduction of the 'Levy' in 2017.

**7. HEALTH & LEISURE REVIEW - VERBAL UPDATE**

To receive an update in the implications of the review of the Council's Leisure function.

**8. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

To:

**Councillors:**

**Councillors:**

Barry Rickman (Chairman)  
Mark Steele (Vice-Chairman)  
Hilary Brand  
Keith Craze

Kate Crisell  
Michael Harris  
Maureen Holding  
Mahmoud Kangarani

## HR COMMITTEE – 30 JANUARY 2020

### HR UPDATE

#### 1. BACKGROUND

- 1.1 This report gives an update on HR matters since the last HR Committee. These matters are in addition to the reactive caseload which includes job evaluations, restructuring advice, grievances, disciplinaries and sickness absence matters.

#### 2. ITRENT HR SYSTEM

- 2.1 Since the last update in September we have introduced the online overtime claim form. This was trialled successfully at Appletree Court during November with the first payments being made in December pay.
- 2.2 The rollout will continue with Streetscene, Open Spaces, Coastal and Information Offices in January and Refuse and the National Park Authority in February.
- 2.3 We have successfully set up and processed the pay for the Hythe and Dibden Parish elections
- 2.4 We have successfully built, tested and implemented the Learning and Development module. This allows employees to enter, update and view their records of learning and training attended.
- 2.5 Currently on a monthly basis all e-learning is uploaded onto the system and managers and e-Learning module owners can now track any outstanding training which is required. This will be updated daily from February 2020. This is possible due to a separate, purpose built online report platform which has been built which automatically pulls up to date accurate information from the Hub.
- 2.6 In operational areas where mandatory training needs are high, and have been previously very difficult to coordinate, we are working with relevant Service Managers to use the Hub to bulk upload historical information, and record future training.
- 2.7 Where renewal dates are applicable, employees will receive an alert one month before the course is due. Managers can run reports by course title or by all employees to easily see training requiring renewal.
- 2.8 Since early January we have been live with the recruitment portal. This provides a much better and more modern environment for potential employees to search for vacancies. They can sign up for email alerts when jobs become available and book interview slots on line.
- 2.9 The portal also provides much improved management information for recruiting managers. They are able to see current vacancies, applications for those that have applied and how the process is progressing.
- 2.10 The final aspect of the HR system to go live will be the performance module. Work has already commenced on this and we anticipate this being live during March.

### **3. EQUALITIES TRAINING**

- 3.1 The HR Advisory team have provided Equalities training to all the operational areas at the Depots up to and including Service Manager level.
- 3.2 So far we have delivered 16 sessions for 258 employees.
- 3.3 We will be providing sessions for all public facing employees at Appletree Court in February / March.

### **4.0 MANAGING SUICIDAL CONVERSATIONS**

- 4.1 Following on from the council supporting 12 Mental Health First Aiders, we ran a further course on managing suicidal conversations.
- 4.2 This was delivered by a representative from the Samaritans. We ran 2 half day sessions for a total of 36 employees. It was attended by employees from service areas including Housing, Tax and Benefits, Leisure and HR. Feedback was very positive.
- 4.3 A further session is being arranged for February for some employees who wanted to attend but were unable to. If there are spare spaces on the session then these will be offered out to other organisations.

### **5 DBS CHECKS**

- 5.1 All new employees are now asked to complete a basic check before their employment is confirmed.
- 5.2 We have now started the process of asking existing staff to complete a basic DBS check. This will be done on a four year rolling programme.
- 5.3 Should a DBS check come back with convictions or cautions shown then consideration will be given to the nature of the conviction, when it was and the role the candidate is applying for or that the employee is already in.

### **6 HR BRIEF BITE SESSIONS**

- 6.1 During December we ran Brief Bite sessions for managers and supervisors on Managing Performance, Sickness Management and Recruitment. The attendance was as follows:
  - Recruitment = 9 employees
  - Managing Performance = 8 employees
  - Managing Sickness = 10 employees

### **7 APPRENTICESHIP TRAINING**

- 7.1 11 employees have started apprenticeship training programmes. A separate update report details this.

## **8.0 PAY ADJUSTMENT**

- 8.1 We have now implemented the changes that were agreed to for some of the spine points within bands 3 -5.
- 8.2 These changes were backdated to April and employees have received the relevant pay.
- 8.3 There were a number of employees in Band 2 who were also given an increase in their spinal column point, depending on when they were appointed.

## **9.0 PAY AWARD 2020**

- 9.1 As yet there is no further information on the negotiations for this years' pay award. Negotiations were put on hold due to the General Election.
- 9.2 The next meeting is being held on 21 January. An update will be given at the meeting if any agreement has been reached.

## **10.0 EMPLOYEE SURVEY**

- 10.1 An employee survey is planned for February / March. We will be working with Hampshire County Council to issue the survey and collate and analyse the results.
- 10.2 It is hoped that by using an external provider it will encourage employees to provide honest and frank feedback.
- 10.3 Members of the Employee Forum have been involved in the content of the survey and will play a key role in encouraging their colleagues to complete it.

## **11.0 NPA PARTNERSHIP**

- 11.1 We continue to provide HR services to the National Park Authority. Currently this includes payroll services, HR advice and job evaluations.
- 11.2 The NPA also has access to the HR Hub for annual leave, sickness and travel claims.

## **12.0 FLU VACCINATION VOUCHERS**

- 12.1 Again for the winter period this year operational staff at the depots were given the opportunity to collect a flu voucher in order to obtain the flu jab at local chemists. All Service Managers were contacted in September asking for numbers and an order for the flu vouchers was placed shortly after. In total the Council have purchased 88 flu vouchers this season with the majority now being used.
- 12.2 It is important to note that often due to pre-existing medical conditions and age eligibility some employees are offered the flu vaccination via their own GP surgery.

### **13.0 EMPLOYEE ASSISTANCE PROGRAMME**

- 13.1 Our contract with the EAP programme has been extended for a further 12 months.
- 13.2 In October a representative from the support line was available during lunchtime in the Workplace Café for employees to drop in and understand more about the services provided. More publicity is planned for 2020 in the form of podcasts/briefing sessions in order to further reach employees including operational teams.
- 13.3 During the recent equalities training awareness has also been raised of the existence of the employee support line.

### **14.0 10<sup>th</sup> ANNUAL CHRISTMAS QUIZ**

- 14.1 We ran our 10<sup>th</sup> annual Christmas Quiz, which has grown to around 200 participants and is worth all the time in preparation and coordination as it is really valued by so many staff and is a great team building exercise.

### **15.0 RECOMMENDATION**

- 15.1 That the report be noted.

#### **For further information contact:**

**Name:** Heleana Aylett  
**Title:** HR Service Manager  
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**HR COMMITTEE: 30 JANUARY 2020**  
**COUNCIL: 24 FEBRUARY 2020**

## **PAY POLICY STATEMENT**

### **1. INTRODUCTION**

- 1.1 The Localism Act 2011 requires the Council to prepare a pay policy statement for each financial year. The statement must be prepared and approved by the end of March each year. A recommended statement for 2020-21 is included at Appendix 1. The statement details the policies in place from 1 April 2020.
- 1.2 National Pay Award for 2020-21 is being negotiated nationally, once this has been agreed the attached Appendix 1 will be updated.
- 1.3 The Pay Policy Statement previously referred to the 'Pay Panel' negotiating and discussing Pay, Terms and Conditions matters, it is proposed going forward these matters are formally discussed and consulted upon at the Employee Side Liaison Panel before recommendations are taken forward to HR Committee.

### **2. BACKGROUND**

- 2.1 A pay policy statement must set out the authority's policies for the financial year relating to:
  - (a) The remuneration of its chief officers,
  - (b) The remuneration of its lowest-paid employees, and
  - (c) The relationship between –
    - (i) the remuneration of its chief officers, and
    - (ii) the remuneration of its employees who are not chief officers.
- 2.2 The statement must state –
  - (a) The definition of "lowest paid employees" adopted by the authority for the purposes of the statement, and
  - (b) The authority's reasons for adopting that definition

### **3. RECOMMENDATION**

- 3.1 That it be recommended to the Council that the Pay Policy Statement 2020-21 as set out in Appendix 1 be approved.

**For further information please contact:**

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**Background Papers**  
Pay Policy Statement  
Council Feb 2019



# New Forest District Council

## Pay Policy Statement Financial year 2020-21

### Background

1. The purpose of this Pay Policy Statement (“Pay Statement”) is to set out New Forest District Council’s pay policies relating to its workforce for the financial year 2020-21, including the remuneration of its Chief Officers and that of its lowest paid employees. Once the Local Pay Award for 2020-21 has been agreed the Pay levels in this document will be amended accordingly.
2. The functions of appointment, dismissal and related matters for all employees below Chief Officer Level shall be dealt with by the Chief Executive and Executive Heads, or such other employees as may be authorised. Standing Orders for General Procedures deal with procedures for appointing and dismissing employees at Chief Officer Level.
3. With the exception of apprentices on the National Minimum Wage, pay for all staff, including Chief Officers, is formally discussed and consulted upon at the Employee Side Liaison Panel before recommendations are taken forward to the HR Committee who will make recommendations to Council.
4. For the purposes of this Pay Statement and in accordance with the Localism Act 2011 (“Localism Act”), staff employed by the Council have been separated into two groups:
  - (a) Chief Officers as defined by the Localism Act
  - (b) Employees who are not Chief Officers as defined by the Localism Act
5. An “employee who is not a Chief Officer” refers to all staff that are not covered within the “Chief Officer” group as outlined below. This includes the “lowest paid employees”. In the context of the Council, the “lowest paid employees” are those employed at Band 1 on the District Council’s pay structure (the current pay structure for 2019/20 is appended as **Item 1**).
6. Section 43(2) of the Localism Act defines Chief Officers for the purposes of the Localism Act. The following roles within the Council fall within the definition “Chief Officers”: -
  - (a) Head of Paid Service (Chief Executive)
  - (b) Monitoring Officer
  - (c) Section 151(Chief Finance Officer)
  - (d) Non-Statutory Chief Officers (Executive Heads and Chief Planning Officer)
  - (e) Officers reporting directly to those officers falling within (a), (b), (c) and (d) above (Deputy Monitoring Officer and Deputy S151 Chief Finance Officer)

### Chief Officers as defined by the Localism Act 2011

7. The Chief Executive’s pay is set in comparison with other district councils. The Chief Officers below the Chief Executive are paid on Band 11 of the Council’s pay structure (the Band for each role is determined by a consistent job evaluation process), Chief Officer current salaries are outlined below:

8. The Head of Paid Service salary range is detailed below, CX4 (£121,775) and CX5 (£125,542) are available for exceptional performance:

Spinal points	Salary
CX1	£111,142
CX2	£114,580
CX3	£118,123

9. The Council has a duty to appoint a Returning Officer responsible for local government elections and has decided that this role be carried out by the Chief Executive. The Returning Officer fees are regarded as a special responsibility payment in relation to independent duties carried out.
10. The fees and charges for European, UK Parliamentary and Police Commissioner elections and National Referendums are set by external bodies. The scale of fees and expenses for County, District, Parish and Town Council elections will be set in partnership with the County Council and other Hampshire local authorities to ensure uniformity and will be submitted to General Purposes and Licensing Committee.
11. The Monitoring Officer, Executive Heads and Chief Planning Officer salary range (Band 11) is detailed below, spinal point 73 (£83,110) and spinal point 74 (£85,545) are available for exceptional performance:

Spinal points	Salary
70	£76,220
71	£78,437
72	£80,740

12. The Executive Head of Operations also takes on the additional role of Deputy Chief Executive and receives an additional payment of £6,000 per annum.
13. The Section 151 (Chief Financial Officer) salary range (Band 10A) is detailed below. Spinal Point 67 (£70,017) and spinal point 68 (£72,012) are available for exceptional performance.

Spinal points	Salary
64	£64,501
65	£66,266
66	£68,108

14. The Deputy Monitoring Officer will be paid on band 10 (see point 15 below). The Deputy S151 (Chief Financial Officer) will be paid on Band 9.

15. The Service Managers salary range (Band 10) is detailed below:

Spinal points	Salary
58	£55,982
59	£57,157
60	£58,335
61	£59,599
62	£61,195
63	£62,813

16. The Council reviews its terms and conditions and pay levels regularly. The Chief Executive, Executive Heads and Service Managers pay was reviewed in 2015/16.

17. Pay awards are considered annually for all staff including Chief Officers. The outcome of the national consultations by the Local Government Employers in negotiation with the Trade Unions is applied unless this distorts the councils local pay structure.

18. The Chief Executive, Chief Officers' and Service Managers' performance and pay progression is reviewed annually on the achievement of clear organisational objectives. Incremental progression does not apply to these roles. The Chief Executives' annual review is undertaken by a member panel (comprising of the Leader of the Council, plus three other Portfolio Holders to be determined by the Leader).

19. The Council recognises that Chief Officers sometimes incur necessary expenditure in carrying out their responsibilities e.g. travel costs. Chief Officers will be reimbursed for reasonable expenses incurred on council business in accordance with local Terms and Conditions.

20. Chief Officers as a result of their employment are eligible to join the Local Government Pension Scheme in the same way as other employees. The pension's policy statement is appended as **Item 2** to this statement applies to all employees including chief officers.

21. All employees including Chief Officers with more than 2 years continuous service will be entitled to a redundancy payment. If employees are aged at least 55 they are also automatically entitled to the immediate payment of pension benefits if they are retired on the grounds of redundancy. The redundancy payments are based on actual weekly pay. The number of weeks individuals are entitled to is based on the statutory redundancy grid which provides for a maximum of 30 weeks. A multiplier of 1.5 is used to support efficient organisational change. The Council scheme therefore provides for an entitlement of up to a maximum of 45 weeks based on length of service and age. The Council operates one redundancy scheme for both voluntary and compulsory redundancies. All redundancies are subject to a full Business case which requires a maximum financial payback of 3 years.

22. The Council practice is not to re-employ Chief Officers who have received a redundancy or severance package on leaving the council.
23. In accordance with the Code of Recommended Practice for Local Authorities on Data Transparency, pay and benefits information for staff paid over £58,200 are published. This information is contained on 'Transparency and Open Government' pages on the Council's external website.

### **Employees who are not Chief Officers as defined by the Localism Act**

24. These employees are all paid on the Council's pay structure on Bands 1-9. Each employee will be on one of the 9 Bands based on the job evaluation of their role. Each Band consists of 1,3, 5 or 6 spinal points. Pay progression within the Band is subject always to good performance.
25. Each "lowest paid employee" is paid within the salary range for Band 1. All other employees are paid within the salary range for the Band of their role i.e. (2-9). In very exceptional cases individuals are paid a pay supplement.
26. Employees new to the Council will normally be appointed to the first spinal point of the salary range for their Band. Where the candidate's current employment package would make the first spinal point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different spinal point in starting salary may be considered by the recruiting manager. This will be within the salary range for the Band. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.
27. Employees' performance during the year is reviewed within the Council's performance management arrangements and pay progression within the Band is subject always to good performance.
28. Pay awards are considered annually for staff. For all staff up to and including the Chief Executive the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied.
29. The Council believes in rewarding outstanding performance. It operates this through a system of bonus payments which are designed to reward outstanding performance at the time it occurs. The size of the award paid to an employee will be commensurate with the work being rewarded. All bonuses are subject to Executive Management Team approval.
30. The Council recognises that employees sometimes incur necessary expenditure in carrying out their responsibilities, for example travel costs. Employees will be reimbursed for reasonable expenses incurred on Council business in accordance with the Council's local Terms and Conditions.
31. Band 9 staff are entitled to the lease car cash alternative. The Essential User allowance only applies to jobs that are visiting officers or jobs that manage across more than one site (average of 2500 miles per annum) and agreed by the Service Manager.

32. All employees as a result of their employment are eligible to join the Local Government Pension Scheme. Details of the Council's pension policy are appended as item 2 of this Pay Statement.
33. The Council's redundancy scheme is detailed in paragraph 21 and this applies to all employees.
34. The Council practice is not to re-employ staff who have received a redundancy or severance package on leaving the Council; any request to do so would require specific approval from the appropriate Executive Head.
35. In accordance with The Local Government Association guidance on the Government's requirement for reporting remuneration relationships (the ratio between the highest paid employee and the median average earnings across the organisation as a multiple). Based on current salaries for 1<sup>st</sup> April 2019 this has been calculated as follows:

Chief Executive Remuneration	£118,123
Employees Median average remuneration	£22,593
Ratio	5.23

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Leave Days	April 2019	Hourly Rate Apr 2019	SCP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	BAND 10A	BAND 11	Chief Exec (CX)
27	£118,123	£61.2261	CX3													£118,123
27	£114,580	£59.3897	CX2													£114,580
27	£111,142	£57.6077	CX1													£111,142
27	£105,148	£54.5009	81													
27	£102,090	£52.9158	80													
27	£99,115	£51.3738	79													
27	£96,229	£49.8779	78													
27	£93,428	£48.4261	77													
27	£90,692	£47.0079	76													
27	£88,063	£45.6453	75													
27	£85,545	£44.3401	74													
27	£83,110	£43.0780	73													
27	£80,740	£41.8496	72												£80,740	
27	£78,437	£40.6559	71												£78,437	
27	£76,220	£39.5067	70												£76,220	
27	£74,078	£38.3965	69													
27	£72,012	£37.3256	68													
27	£70,017	£36.2916	67													
27	£68,108	£35.3021	66											£68,108		
27	£66,266	£34.3473	65											£66,266		
27	£64,501	£33.4325	64											£64,501		
27	£62,813	£32.5576	63										£62,813			
27	£61,195	£31.7189	62										£61,195			
27	£59,599	£30.8917	61										£59,599			
27	£58,335	£30.2365	60										£58,335			
27	£57,157	£29.6259	59										£57,157			
27	£55,982	£29.0169	58										£55,982			
27	£54,816	£28.4125	57													
27	£53,860	£27.9170	56													
27	£52,884	£27.4111	55													
27	£51,916	£26.9094	54													
27	£50,957	£26.4123	53													
27	£49,977	£25.9043	52													
27	£49,013	£25.4047	51													
27	£47,868	£24.8112	50													
27	£47,082	£24.4038	49										£47,082			
27	£46,127	£23.9088	48										£46,127			
27	£45,166	£23.4107	47										£45,166			
27	£44,182	£22.9006	46										£44,182			
27	£43,187	£22.3849	45	Politically Restricted Above Point 43									£43,187			
27	£42,158	£21.8516	44										£42,158			
27	£40,817	£21.1565	43													
26	£40,446	£20.9642	42									£40,446				
26	£39,241	£20.3396	41									£39,241				
26	£38,264	£19.8332	40									£38,264				
26	£37,265	£19.3154	39									£37,265				
26	£36,302	£18.8162	38									£36,302				
26	£35,156	£18.2222	37							£35,156						
26	£34,141	£17.6961	36							£34,141						
26	£33,186	£17.2011	35							£33,186						
26	£32,318	£16.7512	34							£32,318						
26	£31,665	£16.4128	33						£31,665	£31,665						
26	£30,776	£15.9520	32						£30,776							
26	£29,883	£15.4891	31						£29,883							
25	£29,027	£15.0454	30						£29,027							
25	£28,122	£14.5763	29						£28,122							
25	£27,202	£14.0995	28						£27,202							
24	£26,157	£13.5578	27						£26,157							
24	£25,568	£13.2525	26						£25,568							
24	£24,755	£12.8311	25						£24,755							
23	£23,965	£12.4217	24						£23,965							
23	£23,233	£12.0422	23						£23,233							
23	£22,593	£11.7105	22						£22,593							
23	£21,612	£11.2020	21						£21,612							
22	£20,979	£10.8739	20						£20,979							
22	£20,460	£10.6049	19						£20,460							
22	£19,770	£10.2473	18						£19,770							
22	£19,191	£9.9472	17						£19,191							
22	£18,629	£9.6559	16						£18,629							
22	£18,085	£9.3739	15						£18,085							
22	£17,554	£9.0987	14						£17,554							
22	£17,364	£9.0002	13	£17,364												
<b>Employee Notice Period</b>				<b>One Month</b>						<b>Two Months</b>				<b>Three Months</b>		

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**Pension Policy Statement**

Under the Local Government Pension Scheme, the Council is required to publish a written statement of policy in relation to pensions.

Any decision that has a financial impact will be subject to a Business Case, where a payback period of no more than three years, is achievable.

**1. Regulation 16 (2e)(4d) Shared cost additional pension contributions**

Discretion not exercised. (Decision at Council July 2014)

**2. Regulation 30(6) Power to allow flexible retirement**

Discretion exercised in line with Policy agreed from 1 May 2015 (Decision at Council April 2015)

**3. Regulation 30 (8) Waiving of actuarial reductions on compassionate grounds**

Discretion exercised provided there is no cost to the Council (Decision at Council July 2014)

**4. Regulation 31 Power to award additional pension**

Discretion not exercised. (Decision at Council July 2014)

**5. (LGPS Regulations 2014 (Transitional provisions, savings and amendments – paragraph 2 (2) of schedule 2)) – Switching on the 85 year rule**

Discretion not exercised (Decision at Council July 2014)

**6. Regulation B30(2)(5)B30A(3)(5) Post – 31 March 2008 /pre – 1 April 2014 leavers early payment of pension**

Discretion not exercised (Decision at Council July 2014)

**7. Membership aggregation Regulation 22 (7)(b), (8)(b)**

Discretion not exercised (Decision at Council July 2014)

**8. Transfers of Pension Rights (Administration Regulation 100 (6))**

Discretion not exercised (Decision at Council July 2014)

**9. Pension Contribution Bands (Regulations 9 and 10 of LGPS Regulations 2013)**

Discretion is exercised (Decision at Council July 2014) - The Council's policy is to review an employee's contributions band when there is a contractual change to the member's salary or hours at some point during the year, when the change is permanent. Any changes in variable pay (i.e. overtime) will only be reviewed once on 1<sup>st</sup> April each year.

**10. Assumed Pensionable Pay and 'regular lump sum' (regulations 21(4)(a), 21(4)(b) and 21(5) of the LGPS Regulations 2013)**

Discretion not exercised (Decision at Council July 2014)

**11. Election of Early Payment of Benefits**

The Council's Early Retirement Policy came into effect from 1 July 2009 and applies to all employees at least 55 and over. Early Retirement can only occur in the following circumstances:

**REDUNDANCY** – for employees where employment is terminated for reasons of redundancy.

**EFFICIENCY** - for employees where early retirement is in the interests of the efficiency of the service.

## APPRENTICESHIP UPDATE

### 1. INTRODUCTION

1.1 The purpose of this report is to update the HR Committee on Apprenticeships undertaken at the Council since the introduction of the 'Levy' in 2017 and what we report publicly.

### 2. BACKGROUND

2.1 The Council is proud of its commitment to apprenticeships. This is fully supported by our Leader and our Executive Management Team. We do this in two ways:

- By recruiting new employees as apprentices across our wide range of services
- By providing and supporting apprenticeship training for our current employees

2.2 The Apprenticeship Levy was introduced in 2017, and the Council pays 0.5% of our paybill into the levy each year. We can draw down on our levy payments to fund apprenticeship training, but not staffing or other associated costs.

2.3 Regular updates on how the council is utilising apprenticeship training opportunities have been brought to EMT and appropriate HR Committees. Most recently, in September 2019 a report on management development, including some apprenticeships, was brought. Members requested a further update on all apprenticeships.

2.4 Subsequently we are now required to publish certain data on our apprenticeships on our website. This is provided in sections 3 and 4 below.

### 3. THE LEVY AND THE GOVERNMENT TARGET

3.1 As a public sector employer with over 250 staff, the government has set a target of employing an average of at least 2.3% of our workforce as apprentices each year. We must 'have regard' for this target.

3.2 Apprenticeship opportunities for new apprentice recruits or current staff are always given full consideration alongside alternative options to ensure this is the best development opportunity. In doing this, we look at the following factors:

- The content of the relevant apprenticeship programme
- The skills required by the apprentice and whether these can be met by the apprenticeship
- The impact of the requirement to spend 20% of the working week 'off the job learning' – both on the employee and on the team
- The mentoring and support that can be given in the workplace
- Future opportunities to allow for the learning and development to be put into practice.

Please note: Some apprenticeships undertaken by existing staff last for longer than one year, which can often mean cohorts are not annual. This means that some years there will be many fewer current employees starting apprenticeships than others.

3.3 The table below shows NFDC reporting percentages:

<b>NFDC reporting percentages</b>	<b>2017 – 2018</b>	<b>2018 – 2019</b>
Percentage of apprenticeship starts (both new and existing employees who started an apprenticeship between 1 <sup>st</sup> April and 31 <sup>st</sup> March	10.86	0.71
Percentage of total headcount that were apprentices on 31 March	2.15	1.51

Percentage of apprenticeship starts (both new & existing employees who started an apprenticeship) between 1 April & 31 March as a proportion of the total headcount on 31 March	1.96	0.17
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3.4 Details of our apprenticeships are required to be published on our website, and can be found at [www.newforest.gov.uk/apprenticeships](http://www.newforest.gov.uk/apprenticeships).

#### 4. UTILISING APPRENTICESHIPS AT THE COUNCIL

4.1 Since the introduction of the Levy, 36 people have undertaken apprenticeships with the Council; 26 of these have been undertaken by current employees and 10 as newly recruited apprentices to the Council.

4.2 For our current employees the apprenticeships have helped them develop in their current roles, and all who have undertaken these confirm they have added value to their role as well as their personal development and confidence.

4.3 Where possible and appropriate, the Council will seek out opportunities to secure further employment for our apprentices. Of the ten new employees who joined us as apprentices:

- Five that have successfully completed have now gone on to secure permanent roles with us
- One has transferred to a further apprenticeship with us
- Two are currently undertaking their apprenticeship
- Two left after successful completion of their apprenticeship to pursue other interests.
- The table below shows this in detail:

Title, Level, Timeframe	Provider	Number/Service area	Type of apprentice	Cost of apprenticeship per person *
Team Leader Level 3 Dec17 – Oct 19	Brockenhurst College	4 Housing ICT Planning Open Spaces	Current employees	£4,350
Business Admin Level 3 Oct 17 – April 19 Oct 18 – Sept 19	Brockenhurst College	2 HR Legal	One new Apprentice, one transferred to Paralegal apprenticeship	£2,500 - £5,000 (prices increased over the 3 years)
Customer Service Level 2 Oct 17 – Feb 19	Brockenhurst College	1 Customer Services	New Apprentice	£1,500
Sustainable Resource Management Level 2 Sept 17 – Nov 18	South West Regional Assessment Centre	2 Waste Streetscene	New Apprentices	£1,500
Asst Accountant Level 3 Oct 17 – Nov 18	KAPLAN	1 Accountancy	New Apprentice	£9,000
Diploma & Foundation Degree in Management Level 5 Jan 18 – Nov 19	Solent University	8 Streetscene Coastal Leisure ICT Housing Maintenance Economic Development Open Spaces	Current employees	£9,000

Chartered Manager Degree - Level 6 Oct 17 – Aug 19	Solent University	2 Revenues & Benefits Business Improvement	Current employees	£13,500
Heavy Vehicle Maint & Repair Level 3 Sept 17 – Oct 18	City of Bristol College	1 Transport	Current permanent employee (previous apprentice with us)	£6,000
Horticulture & Landscaping Level 2 Sept 18–Sept 20	Sparsholt College	1 Open Spaces	Apprentice	£5,000

Business Admin Level 2 Jan 19 – Jan 20	Brockenhurst College	1 Enforcement	Apprentice	£2,500
Building Control BSC Honours career path Degree Sept 19–Aug 21	Wolverhampton University	1 Building Control	Newly recruited Trainee	£12,000
Business Admin Level 3 July 19 – Feb 21	Intech	1 Open Spaces	Current employee	£5,000
Paralegal - Level 3 Sept 19 – Aug 21	CILEX Law School	1 Legal	Trainee post – prev apprentice	£9,000
Team Leader Level 3 Oct 19 – Sept 21	Intech	5 HR Enforcement ICT Waste Housing	Current employees	£4,500
Management Diploma - Level 5 Sept 19 – Aug 21	Solent University	5 Housing Maintenance, Housing, Leisure, Coastal, Streetscene	Current employees	£5,000

\*Please note that these fees were drawn down from the Council's levy payments, this shows the payments to the Levy are well utilised where possible.

## 5. FINANCIAL IMPLICATIONS

5.1 The cost of apprenticeship training is covered by the 'Levy' payments – all other costs are to be covered within the Service area.

## 6. CRIME & DISORDER IMPLICATIONS

6.1 None

## 7. ENVIRONMENTAL IMPLICATIONS

7.1 None

## 8. EQUALITY & DIVERSITY IMPLICATIONS

8.1 Opportunities are available to all employees, for new recruits our robust recruitment processes are followed.

## **9. DATA PROTECTION IMPLICATIONS**

9.1 None

## **10. RECOMMENDATIONS**

10.1 That the update is noted by the Committee and apprenticeships are continued to be supported for the future.

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