

## **HR COMMITTEE - 12 JANUARY 2023**

### **APPRENTICESHIPS UPDATE SEPTEMBER 2022**

#### **1. RECOMMENDATIONS**

- 1.1 That HR Committee acknowledge the content of the report and support the continued use of apprenticeships where appropriate.

#### **2. INTRODUCTION**

- 2.1 Following the Service meetings HR attended in June 2022, this report provides an update on the current Apprenticeships now underway across the Council.

#### **3. BACKGROUND**

- 3.1 Whilst the council had been utilising apprenticeships well in previous years, this had diminished during lockdown. During June 2022, HR attended Service meetings to update managers across the council on the three ways we could maximise the benefits of apprenticeships: through taking on new apprentice recruits, using apprenticeship training for upskilling existing employees, and alongside trainee roles.
- 3.2 In June 2022, we had 1 new apprentice in Grounds (there were 2 but one left to pursue other interests), and 3 existing employees undertaking apprenticeships as professional training avenues.

#### **4. CURRENT SITUATION**

- 4.1 As a result of these discussions, we now have the following apprenticeships in action:
- 4.2 New apprentices
  - i. 1 Grounds apprentice in post
  - ii. 1 Grounds apprentice out to advert
  - iii. 1 Accountancy apprentice started September 2022
  - iv. 1 Highways Maintenance Operative apprentice, started September 2022 (this was the result of an existing employee requesting flexible retirement and with consideration to succession planning).
  - v. 1 HR Business Admin apprentice out to advert
  - vi. We are investigating an Events Coordinator apprenticeship with Jamie Burton
  - vii. We have investigated opportunities for an HGV Level 3 Maintenance Technician, and hope to move this forward in 2023
- 4.3 Training for existing employees
  - i. From the 3 existing employees above, one has now successfully completed their apprenticeship, and the other 2 continue with their studies.
- 4.4 A Waste & Recycling Supervisor (recently appointed) has just started on the Team Leader Level 3 apprenticeship. This qualification is a good match to help him develop and give confidence of his abilities in the role. His Chargehand is now also keen to

complete this qualification, and we hope to support him through this qualification after the current Supervisor completes it.

#### 4.5 Apprenticeships to compliment trainee roles

- i. We have created a new 'Trainee ICT Support Analyst' role, fixed term for 2 years. This is above the level of a new apprentice recruit. We are pleased that a current fixed term junior colleague whose contract was due to end has taken up the role. The apprenticeship lasts 18 months, and for the remaining 6 months of the role upon successful completion they will move to a higher band and get even more experience, hopefully to continue with us or prepare them for future career progression.
- ii. We are discussing with ICT a more senior ICT apprenticeship, to bridge the gap between Analyst and Senior Analyst to assist with current recruitment difficulties at this level.
- iii. Legal are considering a Paralegal Trainee 2-year fixed term role, and HR are working with the team on this.

### 5. CONCLUSIONS

- 5.1 We are now more fully considering and utilising apprenticeships where they can be a successful training solution. The HR Advisory team continue to promote, advise, and support managers selecting and implementing apprenticeships successfully.

### 6. FINANCIAL IMPLICATIONS

- 6.1 The apprenticeship training is fully funded by the Apprenticeship Levy.
- 6.2 Currently there is no separate budget to fund trainee or new apprentice posts, these costs need to be met within the business unit.
- 6.3 Managers are encouraged to think of the long-term benefit to the service.

### 7. CRIME & DISORDER IMPLICATIONS

- 7.1 None

### 8. ENVIRONMENTAL IMPLICATIONS

- 8.1 None

### 9. EQUALITY & DIVERSITY IMPLICATIONS

- 9.1 In terms of existing employees, we currently have 2 females and 1 male apprenticeships.
- 9.2 In terms of new apprentices, we currently have 2 male apprentices.
- 9.3 In terms of trainee roles utilising apprenticeships, we currently have 1 male employee.
- 9.4 Our apprenticeship opportunities are open to all. This should improve our image as an employer of choice.

### 10. DATA PROTECTION IMPLICATIONS

10.1 We will continue with our current practices which are GDPR compliant, no changes are envisaged.

## **11. EMT COMMENTS**

11.1 EMT acknowledge the content of the report and support the continued use of apprenticeships where they offer an appropriate training opportunity for new apprentices, existing employees, and for trainee roles.

## **12. EMPLOYEE SIDE COMMENTS**

12.1 To follow.

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

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