

## EMPLOYMENT AND APPEALS COMMITTEE

7 July 2021

### APPRENTICESHIP ACTION PLAN

Report of the Strategic Director for Resources

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr o Hemsley, Leader of the Council and Portfolio Holder for Policy, Strategy and Partnerships, Economy and Infrastructure	
Contact Officer(s):	Saverio Della Rocca, Strategic Director for Resources	01572 758159 Sdrocca@rutland.gov.uk
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Ward Councillors	N/A	

#### DECISION RECOMMENDATIONS

That the Committee:

1. Notes the Council's Apprenticeship Action Plan (Appendix A)

#### 1 PURPOSE OF THE REPORT

- 1.1 To present to the Committee, an Apprenticeship Action Plan for the Council – this follows the approval of the Strategy in February 2021.

#### 2 BACKGROUND

- 2.1 Employment and Appeals Committee has previously been updated on our progress and achievement as part of the Apprenticeship Levy and Public Sector Apprenticeship Target that had been introduced in 2017. This was followed by a Strategy which was presented in February 2021.
- 2.2 Members are supportive of the Strategy in that it reflects Rutland's context as an employer and feel it is pragmatic and achievable. We discussed the complexity of the job market in 2020 and how the working environment that emerged as a result of the Pandemic, had hindered our progress. We had taken the opportunity to reflect and review and hence this has informed our Action Plan as presented in Appendix A.
- 2.3 Our Vision – as outlined in the Strategy is

- To deliver an Apprenticeship programme that is available to individuals from all ages, from those who have limited or no work experience/qualifications to those wanting a career change.
- To embed Apprenticeships within the workforce and as an integral part of local workforce planning.
- Apprenticeships to be recognised across the organisation as a highly effective means for us to build our pipeline of skills and future talent.

### **3. OUR ACTION PLAN**

3.1 Whilst the Apprenticeship Levy and Public Sector Apprenticeship Target places a 'target' on us – the aim of our strategy is beyond the 'numbers'. We have a strong employee development ethos with a commitment to strengthening our skill base within the organisation through high quality learning and development opportunities.

3.2 For 2021, we are in fact on track to exceed our overall target starts, largely because we have 10 staff in Community Support who are doing their Adult Care Worker L2/L3. However, in other parts of the organisation, the take up is very low. Therefore the action plan reflects:

- continual progress to recruiting new Apprentices through scrutiny of vacancies across the organisation – and not just rely on where we know we can achieve our target,
- promoting the use of Apprentices as qualification/professional development for existing staff – educating managers and staff of what is available and how individuals career and professional development can be enhanced,
- the support needed to manage Apprentices well so that they can be fully effective members of our teams, achieve their qualification and hopefully progress to permanent roles. Support both for managers and the Apprentice through access to mentoring support.

3.3 Progress through the action plan will be monitored through Human Resources with quarterly updates provided to the Senior Management Team.

### **4. CONSULTATION**

4.1 There are consultation requirements arising out of this report.

### **5. ALTERNATIVE OPTIONS**

5.1 Working towards the Apprenticeship Levy and target became a requirement under the Government scheme introduced in 2017.

5.2 The provision of a Strategy and Action Plan enables us to document our commitment to supporting Apprentices for new joiners and further training for existing staff. This could still continue outside of a Strategy document but would lack the strength of message and Member support.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 Any further training costs associated with the delivery of the action plan can be met from the Training Budget.

## **7. LEGAL AND GOVERNANCE CONSIDERATIONS**

- 7.1 The Council must be compliant with relevant government regulations.

## **8. DATA PROTECTION IMPLICATIONS**

- 8.1 A Data Protection Impact Assessments (DPIA) has not been completed as there are no risks/issues to the rights and freedoms of natural persons.

## **9. EQUALITY IMPACT ASSESSMENT**

- 9.1 An Equality Impact Assessment (EqIA) has not been completed as there is no differentiation for the provisions against the Protected Characteristics.

## **10. COMMUNITY SAFETY IMPLICATIONS**

- 10.1 There are no Community Safety implications arising from this report.

## **11. HEALTH AND WELLBEING IMPLICATIONS**

- 11.1 The Council has an overall duty of care to its employees which means taking all steps which are reasonably possible to ensure the health, safety and wellbeing of staff. Clear and fair policies and procedures can also be a key factor in building trust and reinforcing commitment to our staff and help improve staff retention, productivity and performance and greater employee engagement.

## **12. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

- 12.1 The adoption of an Apprenticeship Strategy and Action Plan provides us with a clear statement of commitment and actions that will enable us to progress against the Strategy.

## **13. BACKGROUND PAPERS**

- 13.1 There are no additional background papers to the report.

## **14. APPENDICES**

- 14.1 Appendix A – Action Plan.

**A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.**