

GWYNEDD COUNCIL CABINET



Report for a meeting of Gwynedd Council Cabinet

Date of meeting: 22 January 2019
Cabinet Member: Councillor Nia Jeffreys
Contact Officer: Geraint Owen
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Title of Item: Apprenticeships - Bid to the Gwynedd Council Plan Fund

1. THE DECISION SOUGHT

- a) Approve the establishment of an apprenticeship scheme
- b) Commit £300,000 from the Gwynedd Council Plan Fund in order to establish an apprenticeship scheme to employ at least 20 new apprentices in 2019.

2. THE REASON FOR THE NEED FOR A DECISION

- 2.1. It is vital to continually reconcile and improve skills levels in Gwynedd in order to respond to future challenges, secure a positive future and keep our young people living in the area. The Council has an opportunity to lead the way by offering apprenticeships of the highest quality, and mainly through the medium of Welsh.
- 2.2. Establishing an apprenticeship scheme is one of the priorities within the Council's proposed Business Plan for 2019/20.
- 2.3. A successful apprenticeship scheme would also be an effective way of responding to the need to plan the Council's workforce. (*'to get the right people, with the right skills, in the right places, at the right time'*).
- 2.4. The main obstacle to delivering an apprenticeship scheme is the budget to pay the apprentices' salaries. Nevertheless, many Council services have stated their wish to employ apprenticeships and have made a partial commitment.

3. INTRODUCTION AND RELEVANT CONSIDERATIONS

- 3.1. An apprenticeship offers individuals the opportunity to develop a career through working with experienced people, receive training and gain relevant skills and qualifications whilst earning a salary.
- 3.2. The Council has committed to pay a fair salary to new apprentices', which is equivalent to the National Minimum Wage. (See **Appendix A**). The length of apprenticeships can vary, but they usually last two or three years.

- 3.3. The '*Aligning the Apprenticeship model to the needs of the Welsh economy*' report outlines the Welsh Government's vision to develop vital skills in priority areas and the economy in Wales, and explains the integral part that apprenticeships will play in fulfilling this.
- 3.4. To this end, the Apprenticeship Levy was introduced in 2017 in order to encourage employers and businesses to invest in apprenticeships. The Council pays a levy of £642,000 a year (*0.5% of the salaries bill*). We will do this until at least 2022.
- 3.5. The Council receives no contribution toward the costs of employing apprentices, but the levy gives access to developmental costs (*the qualification and training elements only*)
- 3.6. Several services have expressed a wish to employ apprentices and have made a partial commitment to co-fund this (*see **Appendix B***). If we were successful in obtaining the funding sought, we would be able to fulfil this plan, and develop apprenticeships in other fields as well.
- 3.7. We recommend establishing an Apprenticeship Fund of £300,000. This would fund a percentage of the salaries for the new apprentices identified for 2019.
- 3.8. Other services have also expressed an interest and are considering ways to co-fund in order to achieve the aim of employing 20 new apprentices in priority fields in 2019.
- 3.9. The '*Talented Women for a Successful Wales*' report by Welsh Government highlights the significant under-representation of women in high level jobs (*fewer than 10%*) and in the STEM (science, technology, engineering and mathematics) sectors in the United Kingdom. An apprenticeship scheme will consider the recommendations in the report to encourage more women to apply for apprenticeships in Gwynedd Council, especially in the STEM fields, and to support them to work toward senior level jobs in future.
- 3.10. To summarise, the main purpose of an apprenticeship Scheme would be to:
 - *Manage the Apprenticeships Fund*
 - *Support Apprenticeships across the Council*
 - *Establish consistent and sound arrangements for recruiting, appointing and supporting apprentices*
 - *Support departments to identify new apprenticeship opportunities*
 - *Engage with young people, parents, communities and educational establishments*
 - *Ensure the quality of Gwynedd Council apprenticeships*

4. NEXT STEPS AND TIMETABLE

- 4.1. Subject to Cabinet approval, the intention is to engage with stakeholders and market the apprenticeships during March and April.
- 4.2. We intend for the recruitment process to take place in April, May and June and that all the new apprentices will have started by the end of September.

5. ANY CONSULTATIONS UNDERTAKEN PRIOR TO RECOMMENDING THE DECISION

5.1. Views of the Statutory Officers:

i. Monitoring Officer:

No observations in relation to propriety.

ii. Head of Finance Department:

There will be several deserving applications competing for the limited resources available from the Gwynedd Council Plan Fund to transform services. Prioritising the applications that will make a difference will be a matter for members of the Cabinet when allocating resources from the fund. I can confirm that there is adequate provision to finance the scheme presented for the cabinet's consideration, and there is further funding in reserve for other projects presented to the cabinet for consideration in due course.

Appendices

- **Appendix A: Apprentice Salary**
- **Appendix B: Apprenticeships 2019**

Background Documents

- [Aligning the Apprenticeship model to the needs of the Welsh economy - Welsh Government](#)
- [Talented women for a successful Wales - Welsh Government](#)

APPENDIX A: Apprentices' Salary

Apprentice (Age)	Scale / hour	Salary / year	Pension / Annual	NI / Annual	Total Annual Cost	Cost of 2 year Contract	Cost of 3 year contract
Under 18	£4.35	£8,392.37	£1,879.89	NI payments not necessary on salary below £8632.00	£10,272.26	£20,544.52	£30,816.78
18 – 20	£6.15	£11,865.07	£2,657.78	NI payments not necessary on U21s	£14,522.85	£29,045.70	£43,568.54
21-24	£7.70	£14,855.46	£3,327.62	£858.84	£19,041.92	£38,083.83	£57,125.75
25+	£8.21	£15,839.39	£3,548.02	£994.62	£20,382.03	£40,764.06	£61,146.09

Scale for 2018/2019 only

Appendix B: Apprenticeships 2019

NUMBER OF APPRENTICESHIPS	17
MAXIMUM COST OF FULL EMPLOYMENT <i>(Every appointment for age 25+)</i>	£713,371.05
MINIMUM COST OF FULL EMPLOYMENT <i>(Every appointment for age U18)</i>	£359,529.10

APPRENTICESHIP	LEVEL	PLACES	COMMENCEMENT	CONTACT	DEPARTMENT	LENGTH (YEAR)	TOTAL SALARY (Yearly Salary x Length x Places)	
							MINIMUM	MAXIMUM
IT Software Engineer	Degree Apprenticeship <i>(Level 4/5/6)</i>	1	01/09/2019	Elfyn Evans	Finance	3	£30,816.78	£61,146.09
Advanced Health and Social Care	Advanced Apprenticeship <i>(Level 4)</i>	1	01/09/2019	Gill Paul	Adults	2	£20,544.52	£40,764.06
Civil Engineering	Apprenticeship <i>(Level 2/3)</i>	2	01/09/2019	Huw Williams	Consultancy	2	£41,089.04	£81,528.12
Information Technology <i>(Support / Network)</i>	Apprenticeship <i>(Level 2/3)</i>	1	01/09/2019	Bryn Goodman Jones	Finance	2	£20,544.52	£40,764.06
Health and Social Care	Apprenticeship <i>(Level 2/3)</i>	5	01/09/2019	Gill Paul	Adults	2	£102,722.60	£203,820.30
Leisure and Fitness	Apprenticeship <i>(Level 2/3)</i>	3	01/09/2019	Amanda Davies	Gwynedd Leisure Company	2	£61,633.56	£122,292.18
Social Media and Digital Marketing	Apprenticeship <i>(Level 3)</i>	1	01/09/2019	Amanda Davies	Economy and Community	2	£20,544.52	£40,764.06
Business and Administration	Apprenticeship <i>(Level 2/3)</i>	1	01/01/2019	Mari P Jones	Corporate Support	2	£20,544.52	£40,764.06
Customer Service	Apprenticeship <i>(Level 2/3)</i>	2	01/01/2019	Joanne Parry	Corporate Support	2	£41,089.04	£81,528.12