

TERMS OF REFERENCE
APPRENTICESHIP LEVY STEERING GROUP

Aims

To steer the implementation of the apprenticeship strategy agreed by Operations Board on 6th July 2017. To develop policies and procedures for the Council in order to comply with the apprenticeship levy rules and work towards the public sector apprenticeship target.

Effectively use the apprenticeship funding available to develop and up skill new apprentices and existing employees through apprenticeship training, to help reduce the service training budgets.

The Steering Group's membership includes Scrutiny Members (Scrutineers). Their role on the group is to assist in the development of the Council's policies and procedures to aid compliance with the apprenticeship levy and in working towards the public sector apprenticeship target, as well as challenging progress being made where necessary in meeting this target'.

Objectives

1. Represent view of directorate/specialist area.
2. Agree processes for allocation of funding for Corporate and Schools.
3. Meet quarterly to discuss progress and any issues.
4. Oversee the project to support apprenticeships for disadvantaged young people.

Council Vision:

Working together to make West Berkshire an even greater place in which to live, work and learn.

Council Priorities:

- Ensure our vulnerable children and adults achieve better outcomes
- Support everyone to reach their full potential

KPIs':

Objective 1: Increase the number of apprenticeships being accessed especially by care leavers, those with disabilities and from BAME

KPI 1: Number of corporate and schools staff enrolled onto training which is funded through the apprenticeship levy. **Target 20/21:** 114

KPI 2: Number of corporate, school staff, and those whose have been facilitated via levy transfer, who are disadvantaged and aged 16-25, enrolled onto training which is funded through the apprenticeship levy. **Target 20/21:** 3

Objective 2: Young people further develop their knowledge and skills by participating in work experience opportunities.

KPI 1: Number of young people attending/involved in work experience and project work opportunities. Target 20/21: 9 (under review as set by a different team).

Steering Group Membership

HR

- Project Sponsor (HR Manager HR Services) – Abi Witting
- Project Co-ordinator – Alexandra Howett (Mat leave)
- Interim Project Coordinator- Faye Parnell - HR

Officers

- Head of the Service or their representative from each directorate –
 - Donna Fox (People)
 - Toby Green (Place)
 - Sarah Clarke (Resources)
- School Improvement Post 16 Adviser – Mark Browne
- SEN- Nikki Stevens & Jane Seymour

Members

- Portfolio Member HR – Joanne Stewart (Con)
- Portfolio Member CYP- Dominic Boeck (Con)
- Scrutineers – Garth Simpson, Jeremy Cottam, Steve Masters (Green)

Meeting Structure

Frequency – Quarterly

Duration – 60-90 minutes

Agenda and Minutes – Project co-ordinator

