

Appendix D

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.

Steering Committee Attendees

Project Sponsor (Head of Human Resources) – Robert O'Reilly
Portfolio Member – Keith Chopping
Scrutineers – Lynne Doherty, Graham Bridgman
Head of the Service from each directorate – Ian Pearson, Andy Day and Paul Anstey
School Improvement Post 16 Adviser – Mark Browne
Accountant – Wendy Howells
Project Co-ordinator – Tracy Sherriff

Meeting Structure

Frequency – Quarterly
Duration – 60-90 minutes
Agenda and Minutes – Project co-ordinator