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# NOTICE OF MEETING

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## EMPLOYMENT COMMITTEE

TUESDAY, 27 FEBRUARY 2018 AT 12.15 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 02392 834058

Email: [vicki.plytas@portsmouthcc.gov.uk](mailto:vicki.plytas@portsmouthcc.gov.uk)

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

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### Membership

Councillor Donna Jones (Chair)  
Councillor Luke Stubbs (Vice-Chair)  
Councillor John Ferrett  
Councillor James Fleming  
Councillor Darren Sanders  
Gerald Vernon-Jackson

### Standing Deputies

Councillor Simon Boshier  
Councillor Ryan Brent  
Councillor Leo Madden  
Councillor Lynne Stagg  
Councillor Linda Symes  
Councillor Matthew Winnington

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(NB This agenda should be retained for future reference with the Minutes of this meeting.)  
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**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendation/s). Email requests are accepted.**

## AGENDA

- 1 Apologies for Absence

**2**      **Declarations of Members' Interests**

**3**      **Minutes of the Meetings held on 12 September 2017 and 17 October 2017 (Pages 5 - 16)**

**RECOMMENDED that the minutes of the meetings held on 12 September 2017 and 17 October 2017 each be confirmed and signed by the chair as a correct record.**

**4**      **Apprenticeship Levy update (Pages 17 - 80)**

The purpose of the report is to update members on the progress made with regards to apprenticeships in the city council since the introduction of the apprenticeship levy in April 2017.

**RECOMMENDED that the Committee notes the following progress made in relation to; the apprenticeship levy, the procurement of approved training providers, the recruitment of apprentices and the public sector target applied to PCC.**

**5**      **Pay Policy Statement (Pages 81 - 90)**

The Council is required by section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement. A Pay Policy Statement must articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff, Chief Officers and its lowest paid employees.

A Pay Policy Statement must be prepared for each financial year, approved by Full Council no later than 31<sup>st</sup> March of each financial year and published on the council's website. Following the presentation of the Pay Policy Statement in March 2016, the Employment Committee requested that, in order to increase transparency and public accountability, a draft Pay Policy Statement be presented at an earlier stage of the financial year forecasting the pay policy for that year. This is now the final Pay Policy Statement for publication.

**RECOMMENDED that the Employment Committee agrees the draft Pay Policy Statement attached as Appendix 1 to go forward for approval by the Full Council by 31 March 2018.**

**6**      **Sickness Absence - Quarterly Report (Pages 91 - 100)**

The purpose of this report is to update Employment Committee about levels of sickness absence across the council and actions being taken to manage absence.

**RECOMMENDED that Members continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism.**

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at

meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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# Agenda Item 3

## EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Tuesday, 12 September 2017 at 12.15 pm in the Executive Meeting Room, The Guildhall, Portsmouth

### Present

Councillor Donna Jones (in the chair)  
Councillor Luke Stubbs (Vice-Chair)  
Councillor John Ferrett  
Councillor Lynne Stagg  
Councillor Leo Madden

### Officers

David Williams, Chief Executive  
Michael Lawther, Deputy Chief Executive  
Jon Bell, Director of HR, Legal and Performance  
Mike Sellers, Port Director  
Frank Regan, Health & Safety Manager

#### **13. Apologies for Absence (AI 1)**

The Chair welcomed everyone to the meeting and advised that 2 deputation requests had been received from Jon Woods, UNISON, who wished to speak on agenda items 8 and 9..

Apologies for absence were given on behalf of Councillor Darren Sanders for whom Councillor Stagg deputised.

Apologies for absence were given on behalf of Councillor Vernon-Jackson for whom Councillor Leo Madden deputised.

Apologies were given on behalf of Councillor Jim Fleming who had been detained at a prior meeting.

#### **14. Declarations of Members' Interests (AI 2)**

There were no declarations of members' interests.

#### **15. Minutes of the Meetings held on 28 February and 28 March 2017 (AI 3)**

**RESOLVED that the minutes of the meetings held on 28 February and 28 March 2017 be confirmed and signed by the chair as a correct record.**

#### **16. Appointment to Hampshire Pension Fund Panel and Board (AI 4)**

The purpose of this item is to make an appointment to the Hampshire Pension

Fund Panel and Board to serve as substitute for the period up to the end of the 2017 - 18 Municipal Year.

The Leader explained that the role was quite demanding and that Councillor Hugh Mason has indicated his willingness to continue to be the Council's representative subject to formal appointment by the Employment Committee and his remaining an elected member. There is no remuneration for this role.

**RESOLVED that Councillor Hugh Mason be appointed to serve on the Hampshire Pension Fund Panel and Board for the rest of the Municipal Year (subject to his remaining an elected member).**

#### **17. Pay Policy Statement (AI 5)**

(TAKE IN REPORT)

Jon Bell introduced the report and explained that a Pay Policy Statement must be prepared for each financial year, approved by Full Council no later than 31<sup>st</sup> March of each financial year and published on the council's website.

Following the presentation of the Pay Policy Statement in March 2016, the Employment Committee requested that, in order to increase transparency and public accountability, a draft Pay Policy Statement be presented at an earlier stage of the financial year forecasting the pay policy for that year.

This statement relates to the financial year 2017/18 and is therefore current, rather than retrospective.

Mr Bell drew members' attention to section 3.6 of the report concerning the changing shape of the council and the environment in which it operates, and the impact this may have in future on its pay structure. He advised that Members' approval will be sought for any significant changes to the Council's pay structure resulting from these, or other factors.

In response to queries the following matters were clarified

- The Council has entered into shared working arrangements with Gosport Borough and Isle of Wight Councils to share senior management and their related statutory functions. All Councils have retained their clear identities as individual councils under this arrangement. Gosport Borough and Isle of Wight Council pay a contribution under this arrangement to Portsmouth City Council. Additional payments are made to Chief Officers for carrying out the statutory functions under this shared working arrangement. These payments are separate to the level of pay received for performing their duties within Portsmouth City Council - see Section 4 - Honoraria payments. Payments received are shown in the Pay Policy Statements of the other councils concerned.
- Jon Bell agreed to check the figures included in Section 3 of the Policy at the request of a member of the committee.

**RESOLVED that Employment Committee**

- (1) Approved the draft Pay Policy Statement attached as Appendix 1, and noted that it would be made available to the public, in draft form, on the Council's website**

**(2) Requested the Director of HR Legal and Performance to report to Members any changes to the statement that become necessary during the coming year, and pass the final statement forward for approval by the Full Council by 31<sup>st</sup> March 2018.**

**18. H&S Annual Report (1 April 2016 - 31 March 2017) (AI 6)**

(TAKE IN REPORT)

Frank Regan, Health & Safety Manager, introduced the report which updated the Employment Committee on Portsmouth City Council's (PCC) health and safety (H&S) performance for the period 1 April 2016 - 31 March 2017.

Summarising the council's performance in this 2016/17 reporting period, specific to corporate and service-specific H&S management, Mr Reagan advised that:

- No members of staff or the public were killed or seriously injured as a result of council work activities or infrastructure and RIDDOR (*'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013'*) reportable incidents are at an all-time low
- No statutory enforcement notices, 'fee for intervention' charges or litigation claims were served on the council by an enforcement authority
- No legionella outbreaks occurred that were attributable to Council managed water systems and no adverse legionella incidents or exposures were reported to the H&S Unit or the Health and Safety Executive (HSE)
- No significant asbestos management failings or adverse 'asbestos related' incidents (accidents) were reported to the H&S Unit or the HSE
- Employee engagement in corporate H&S training is at an all-time high, with engagement by school management teams also being at an all-time high

He further advised that information relating to specific aspects of the Council's health and safety management systems and performance during this reporting period is detailed in the remainder of the report. The proposed 2017/18 H&S Unit action plan is attached as Appendix 1, a review of the 2016/17 action plan is at Appendix 2 and detailed incident statistics are at Appendix 3.

In response to questions, the following matters were clarified:

- All schools would have some form of asbestos present within the building structures and strict asbestos management procedures are implemented in all school to ensure the safety of everyone - pro-active procedures include asbestos management surveys and strict contractor management controls where work is planned on the premises. These procedures are routinely maintained and reviewed at site management level and corporately.

- With regard to the number of violent incidents in schools, members were concerned about the data in Appendix 3 that recorded 234 incidents were carried out by children between 4 - 10 years old . The Health and Safety Manager explained the numbers reflected pro-active management procedures in schools to ensure the safety of staff - as opposed to a culture of violence. He assured members there was no cause for concern in his view, as the majority of the incidents reported related to normal juvenile behaviours when lashing out i.e. pulling someone's hair, scratching, biting, etc.
- Members asked that the report is clearer in future as there is a heading in the report itself on page 3 of 7 " violent incidents in schools" that looks as though the RIDDOR reports come under that heading, whereas they are accidents, not violent incidents. The H&S manager agreed with this comment

**RESOLVED that the 2017/18 Health & Safety action plan is endorsed by the Employment Committee.**

## **19. Sickness Absence (AI 7)**

(TAKE IN REPORT)

Jon Bell introduced the report which updates Employment Committee about levels of sickness absence across the council and actions being taken to manage absence.

He advised that there had been a slight reduction in sickness absence since the last update report in February and now stands at 8.69 average days per person per year as against the corporate target of an average of 7 days per person per year.

Mr Bell also drew members' attention to some specific instances of where there had been significant change. Adult Services and the Port had both seen big improvements to the sickness absence rates, although the Executive and Public Health had both seen an increase in the sickness absence figures. Members were pleased that the sickness absence levels at the Port were so much improved.

In response to queries

- it was confirmed that the figures include school staff other than academies
- some members asked whether it would be possible to separate out the long term absence from the short term as it could have a significant effect on the levels of a particular directorate. Mr Bell said that the purpose of the report is really to show how much productive time is lost through sickness absence, but that he could provide more analysis between long term and short term sickness, if that was what members wanted.

In summary, Mr Bell said that sickness absence used to be an average of 11 to 12 days per year and this had now reduced to just over 8 days per year.

Members of the Committee said they would like to continue to receive sickness absence reports so they could monitor progress.



**RESOLVED that Members continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism.**

**20. Substance Misuse - Drug and Alcohol Testing Policy - Port (AI 8)**

(TAKE IN REPORT and APPENDICES)

The Chair welcomed Mr Jon Woods, UNISON, to the meeting and invited him to give his deputation which he then did and matters raised were addressed after the report had been introduced.

The Director of HR, Legal and Performance, Jon Bell, and the Port Director, Mike Sellers, introduced the report which recommended the introduction of a drug and alcohol testing policy for employees and third parties working at Portsmouth International Port. Jon Bell explained that this was important because of the safety critical nature of the work undertaken and that the implementation date proposed was 1 January 2018, with an amnesty period as detailed in paragraph 4.2.

Mike Sellers advised that the reason for recommending that the policy is introduced is for safety reasons. Many other local authorities had already introduced similar policies, as had private sector companies such as Associated British Ports (ABP) and had had Union support. The policy had been drafted by benchmarking policies that had been introduced by major ports in other areas. He explained that because of the geographical nature of the Port, administrative staff at the Port have to cross busy freight areas which could be more hazardous if the person concerned was affected by being under the influence of drugs or alcohol and therefore they also need to be covered by the policy, including being tested.

The Leader invited officers to address the points raised by Mr Woods in his deputation and the following information was provided.

- With regard to a situation where a person is impaired because of an illness, a member of staff would be able to explain that and also a person is not expected to come to work if they are unwell.
- If someone is taking prescription medication that may cause impairment, the person should declare this. The policy is not designed to catch people out but is to ensure safety.
- The actual testing would be carried out by a company to be appointed by PCC
- With regard to the testing process, if there was a suspicion that someone was impaired whilst at work, a tester could be called out.
- With regard to concerns about privacy, it was confirmed that tests would take place privately to preserve the dignity of the person concerned.
- With regard to the anonymised lists mentioned, these would be produced from HR records
- It was deemed unsafe to state that a person would not be tested more than once per annum as this may lead to a person knowing they would not be tested for a twelve month period after a test which would mean the tests were not random.
- With regard to the measure of over 35 micrograms of alcohol per 100 millilitres of breath being the fail mark, Jon Bell said that he would not want

the policy to rule out any discretion being used by managers to take action when the test result was below that mark if it was considered that safety was being compromised. As an example, an employee who's test showed that they were only slightly under the limit at the end of a shift would likely to have been above the testing limit at the start of a shift and so could have been exposing themselves and others to danger

During discussion, members of the committee agreed that there was a need for a policy but had some reservations about some of the provisions. These included

- Members still being concerned about the test being extended to administrative staff, in spite of the reasons given
- Members still being concerned about the level being set at a certain amount of millilitres but reserving the right to take action even when the test result was below that level as this could be arbitrary
- Concerns about implementation and its impact on staff
- Some members were not convinced that there should be random testing rather than "with cause" testing.
- Some members did not agree with the wording in 5.7.2 of the policy.

During further discussion, a query was raised about whether there was any information about the company that was likely to be awarded the testing contract in terms of its relationship with other local authorities. Jon Bell said he would provide this information to members.

The Leader confirmed there were no plans to extend the policy across the whole of PCC.

Members agreed that the wording of 5.7.2 of the policy should be reworded so as to read

"With a result of 35 micrograms of alcohol per 100 millilitres of breath, the manager will undertake a risk assessment to determine the action to be taken. The action taken and appropriate support given will be dependent on the circumstances of the case."

It was proposed by Councillor John Ferrett and seconded by Councillor Leo Madden

that the Drug and Alcohol Testing Policy at Appendix 1 of the report should be referred for further consideration to be brought back to a Special meeting of the Employment Committee.

On being put to the vote this was CARRIED.

The Leader of the Council as Chair of the Employment Committee asked that the Special Meeting be arranged for the morning of Tuesday 17 October at a time to be arranged.

As it was not time critical, it was agreed that no approach would be made to any testing companies until after the Special meeting.

**RESOLVED that the Drug and Alcohol Testing Policy at Appendix 1 of the report should be referred for further consideration to be brought back to a Special meeting of Employment Committee.**

**21. Disability Confident Scheme (AI 9)**

(TAKE IN REPORT)

Jon Woods, UNISON, gave a deputation on this item saying that UNISON does not oppose accreditation to the scheme, but just wished to highlight that his view was that current policy and practice in PCC is not consistent with accreditation under the scheme. He said he wanted this to be fully embraced and not to be a "tick-box" exercise.

Jon Bell introduced the report explaining that its purpose was to advise the Committee about the Disability Confident standard, and seek members' approval to request accreditation under the scheme.

He drew Members' attention to Appendix 1 of the report that showed a sample list of local organisations in the region who have committed to the Disability Confident standard.

During discussion

- Members were generally supportive of the aims outlined in the report except that they asked that the last sentence of the third bullet point in 3.2.1 of the report should be removed.
- Members paid tribute to the Equalities Officer, Gina Perryman, for all her work in promoting the equalities agenda and improving disability awareness.

**RESOLVED that Members agreed**

**(1) To seek immediate accreditation to be a Disability Confident *Committed* Employer as described in the sections below (subject to the deletion of the last sentence of the third bullet point in 3.2.1)**

**(2) That upon completing the required self-assessment, to seek accreditation to be a Disability Confident Employer within the next 12 months**

**Gender Pay Gap reporting (AI 10)**

(TAKE IN REPORT)

Jon Bell introduced the report which presented the outcomes of the Gender Pay Gap 2017, ensuring the Council can fulfil its statutory obligations in respect of the Gender Pay Gap Information Regulations. The report also included a recommended action plan to build on the council's inclusive working practices, to continue to reduce the gap. Mr Bell advised that the situation at the Council was better than in many other organisations, but still exists. The workforce at the Council is predominantly female.

In response to a query about why the gender pay gap exists, possible reasons put forward included

- More females have childcare responsibilities so tend to take time out of employment and often return to work on a part-time basis. Part-time work that fits in with child care responsibilities is often lower paid.
- The careers of females taking time out to look after children often suffer a set-back.
- An additional reason could be that this is historical

- A contrary view was that this was a massive over simplification of what is actually happening.
- Looking at PCC as a whole, more females were in lower graded jobs than males. In organisations where this is the case, government have decided that more should be done to address the underlying issues..

Members asked whether it would be possible in future to include statistics on flexible working - perhaps as part of the action plan.

Members asked that the annual report on the Gender Pay Gap mentioned in Appendix 1 should be brought to Employment Committee and this was agreed.

**RESOLVED that the Employment Committee**

- (1) Noted the key findings of the Gender Pay Gap Report 2017 (see section 5).**
- (2) Agreed the action plan as set out in Appendix 1 of the Gender Pay Gap report**
- (3) Receive an annual update**

The meeting concluded at 2.00 pm.

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Councillor Donna Jones  
Chair

## **EMPLOYMENT COMMITTEE**

MINUTES OF THE MEETING of the Employment Committee held on Tuesday, 17 October 2017 at 9.30 am at the The Executive Meeting Room - Third Floor, The Guildhall

### **Present**

Councillor Donna Jones (in the chair)  
Councillor Luke Stubbs (Vice-Chair)  
Councillor John Ferrett  
Councillor Darren Sanders  
Councillor Gerald Vernon-Jackson CBE  
Councillor Simon Boshier (deputising for Councillor Fleming)

### **Officers**

David Williams, Chief Executive  
Michael Lawther, Deputy Chief Executive  
Jon Bell, Director of HR and Performance  
Mike Sellers, Port Director

#### **23. Apologies for Absence (AI 1)**

Councillor Simon Boshier deputised for Councillor James Fleming.

#### **24. Declarations of Members' Interests (AI 2)**

There were no declarations of members' interests.

#### **25. Substance Misuse - Drug and Alcohol Testing Policy - Port (AI 3)**

(TAKE IN REPORT)

The Chair of the Committee, Councillor Donna Jones, welcomed everyone to the meeting. She explained that this item was deferred from the last meeting of Employment Committee to allow for comments made by union representatives and members of the Committee to be considered with a view to making some amendments to the Policy prior to its implementation at the Port.

Jon Bell was invited to introduce the report which he then did advising that Appendix 2 set out Trade Union feedback received after 12 September 2017 Employment Committee meeting and which gave details of changes that have been made in response and also where no changes have been made. The Chair then invited Richard White, UNITE, to make his deputation which he then did.

Mr White said that the policy was not ideal from the Unions point of view and mentioned the following matters

- Random testing - he was not aware of any issues concerning substance misuse at the Port. He said it was possible that this was a hidden problem, but that he did not think the introduction of random

testing was warranted. Unlike Southampton, where many agency staff are employed, the employees at Portsmouth are long-standing employees.

- If random testing is introduced, it should be percentage based and not a specific number. Otherwise at certain times of the day the percentage of those tested would be higher than at other times of the day which he said was unfair.
- The policy as currently written, could be manipulated to target individuals and that could lead to allegations that certain employees were being "picked on"
- For "with cause" testing, he suggested that to avoid victimisation claims, the person's name should not be disclosed until after the decision on whether or not to test has been taken.
- That the policy should include wording to make it clear that if a with cause test can't be undertaken because immediate and urgent medical treatment is required, the test may take place at a later date so that medical treatment is not withheld.
- That wording should be clarified around voluntary disclosure.

The Chair of the Committee, Councillor Donna Jones, thanked Mr White for his deputation saying he had raised some good points. She then invited Mike Sellers, Port Director to expand on the Policy.

Mr Sellers referred to paragraph 5 of the report that summarised Trade union consultation and feedback including a meeting that had taken place on 3 October after the last Employment Committee meeting on 12 September. He said that it had been a useful meeting and that progress had been made. He summarised the changes that had been agreed and those that had not. Mr Sellers said he had concerns about setting the percentage at 10% as if there was a high level of positive results, it may be prudent to increase the percentage of those tested. The Chair suggested that the policy could be reviewed in 12 months and that if the perception was that more flexibility in the percentage was needed sooner, then a report could be brought to this Committee earlier.

During discussion, the following points were raised

- It was confirmed that the words "in consultation with the unions" would be added to recommendation 2 (c)
- A meeting could be convened before the one year period if there were any issues that needed to be dealt with before then.
- A 30 day amnesty would be given to any existing employees who may have pre-existing dependency issues. Concern was expressed about how new employees who had substance dependency issues could be dealt with as they would not include that information on their CVs.

- One Member proposed that random testing should be removed from the policy but there was no support for that from other Committee Members.
- Mike Sellers said that a communication including the new Drug and Alcohol Testing Policy would be arranged for all staff at the Port and that it would be made clear that the reason for the policy was to improve and maintain the safety of the Port and in the interests of introducing best practice. All designated persons will be given training and port union representatives will be invited to attend.

The Chair thanked everyone for their contributions and suggestions at this meeting and summarised those that had been agreed as being

- The review of the policy would be "in consultation with the unions"
- A percentage of the workforce should be selected for testing rather than a specific number of people
- A "with cause" test would be discussed and agreed with a second designated person but the individual's name would not be disclosed until after the initial decision to test or not had been made.
- Wording would be included to clarify the situation where a "with cause" test cannot be undertaken because immediate and urgent medical treatment is required.
- Wording would be included to clarify voluntary disclosure concerns.

It was agreed that the precise wording to give effect to the above changes would be delegated to the Chair of the Committee and the Port Director. These would be added to the record as part of the formal minutes for the meeting.

#### **RESOLVED that Members**

- 1. Noted the clarification provided on points raised at the Employment Committee of 12 September 2017.**
- 2. Agreed recommendations a. and b. presented at the Employment Committee of 12 September 2017, these being;**
  - a. Introduce drug and alcohol testing for all roles at the Port with both "random" and "with cause" testing.**
  - b. Adopt the Substance Misuse - Drug and Alcohol Testing Policy with the proposed changes, in order to implement the testing process fairly and consistently, in accordance with the Authority's approach to substance misuse (Appendix 1).**
  - c. Delegate authority to the Director responsible for HR and the Port Director, to review the Substance Misuse - Drug and Alcohol Testing Policy in consultation with the unions after an initial 1 year period and thereafter in line with all policy reviews.**

- d. **Delegate authority to the Chair and the Port Director to decide formal wording for the other amendments agreed as set out in general terms above, to be included in the formal minutes.\***

\* wording agreed by the Chair and Port Director as referred to in 2d. above

(i) Under section 5.3, amend paragraph 2 to read "Four random visits will be made each year and 10% of the workforce in the Port will be selected for testing on each occasion."

(ii) Under section 5.4, amend paragraph 2 to read "Any issue that could lead to with cause testing being implemented will be brought to the attention of the Health and Safety delegate(s) of the Port without revealing the individual's name. The Health and Safety delegate(s) of the Port is responsible for deciding whether or not to implement a with cause test and the identity of the individual will remain anonymous to the delegate until after the initial decision to test or not has been made."

**AND**

Add paragraph 4 to read "If a with cause test can't be undertaken because immediate and urgent medical treatment is required, the test may take place at a later date agreed by management and taking into account medical advice."

(iii) Amend 7.6 to read "Where a voluntary disclosure has been made, no action will be taken for any related past behaviour where investigation or disciplinary action is not already underway at the time of the voluntary disclosure. However, any breach of the policy following the voluntary disclosure may lead to action under the Formal Action policy. Any attempts to make a voluntary disclosure of a dependency problem after being selected for random testing or with cause testing in anticipation of a positive result, will not be accepted by the City Council."

The meeting concluded at 10.00 am.

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Councillor Donna Jones  
Chair



# Agenda Item 4

<b>Title of meeting:</b>	Employment Committee
<b>Date of meeting:</b>	27 <sup>th</sup> February 2018
<b>Subject:</b>	Apprenticeship Levy update
<b>Report by:</b>	Jon Bell - Director of HR, Legal & Performance
<b>Wards affected:</b>	N/A
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## 1. Purpose of report

To update members on the progress made with regards to apprenticeships in the city council since the introduction of the apprenticeship levy in April 2017.

## 2. Recommendations

Members are **recommended** to:

- (i) Note the following progress made in relation to; the apprenticeship levy, the procurement of approved training providers, the recruitment of apprentices and the public sector target applied to PCC.

## 3. Background

- 3.1 The apprenticeship levy was introduced in April 2017 requiring all employers with a pay bill of more than £3 million to pay into the levy at a rate of 0.5%. These employers are able to access their levy funds through a digital account (DAS) to pay for approved apprenticeship qualifications and end point assessments for apprentices within their organisation. The apprenticeships report presented to the employment committee on 29<sup>th</sup> November 2016 contained further detail on the levy, how it works and the implications for the city council.
- 3.2 The Government's response to the consultation for the proposed Public Sector apprenticeship targets was published in January 2017. The target of 2.3% of was applied to the City Council's headcount on 31<sup>st</sup> March 2017 resulting in an apprenticeships target of 146. This target will be revised according to the council's headcount as of 31<sup>st</sup> March 2018.
- 3.3 The following sections of this report detail the activity related to the introduction of the apprenticeship levy and relates to the plan that was submitted and agreed by the Employment Committee in February 2017.

## 4. Communications and engagement

- 4.1 In order to raise awareness of the levy and the opportunities it presents for workforce development throughout the council a series of 'communication bursts' have been delivered. The first was sent to Directors and senior managers in December 2016 with others following over the next three months. To support the communications further, a series of briefings during 'Apprenticeships Week' (6<sup>th</sup> - 8<sup>th</sup> March 2017) took place in order to provide face to face information sharing and an opportunity for managers and their staff to ask questions. A 'frequently asked question' bank has been and placed on the Intranet and is updated as new queries arise. Most recently an e-mail to all 'third tier' managers was sent detailing the launch of apprenticeships in Leadership and Management (levels 3, 5 and 6) and Project Management level 4.
- 4.2 HR Business Partners have been supporting Directors and their senior management teams to identify areas of workforce development that could be funded through the apprenticeship levy. This information has been collated to identify common areas of interest across the council. Key themes coming from this work include, but are not limited to, leadership and management programmes (levels 3, 5 & 6, including project management level 4), finance and public sector commissioning.
- 4.3 A statement about the apprenticeship levy has been added to the PDR template to ensure personal development through this route is considered alongside any other development methods. A directory of apprenticeship opportunities has been produced (Appendix 1) to support managers in identifying suitable development routes for their staff. This is available through the PCC Intranet and has been sent to Directors and third tier managers. It is updated as and when apprenticeship providers on our DPS advise us of the new standards they are approved to deliver.
- 4.4 A temporary apprenticeship coordinator post has been recruited by Children's Services and Education to work with the apprenticeship team, PCC Schools and Academies to ensure there is a full understanding of the new system and how to access it. The post has been extremely successful in increasing the number of apprentices in PCC maintained Schools and in 2018 will be offering through 'traded services', an ongoing support for local Academies. Negotiations have recently been finalised for a traded service with Southampton City Council to support their maintained schools using the successful model that has been applied in Portsmouth. The traded services will offset the costs of this post.

## **5. Recruitment**

- 5.1 As agreed at the Employment Committee of 29<sup>th</sup> November 2016, a hold on apprenticeship starts took place from February 2017 enabling those recruited in the period between February and March to commence their apprenticeship under the new system and have their programme and end point assessment funded through the levy. This approach ensured these starts were counted towards the council's apprenticeships target.

- 5.2 The requirement for all vacant posts at pay band 5 and under to be considered for an apprenticeship as agreed at the Employment Committee of 15<sup>th</sup> December 2015 remains in place. Recruitment officers have been working with recruiting managers to identify opportunities for apprenticeships at higher pay bands e.g. where a career pathway may be applicable.
- 5.3 It is hoped the number of existing employees 'converting' to an apprenticeship will increase as we move forward which will support career development within the council. A clear process is in place to manage demand and expectations of staff ensuring that Directors and their senior management teams are able to manage requests to ensure there is a clear business case and that operational needs can be met.
- 5.4 We have developed career pathways enabling apprentices to work their way through a number of apprenticeship levels in order to obtain a professional qualification at either degree or masters level. This model enables the council to recruit at a lower level and develop the apprentice to the level required for the post. We have successfully recruited to our first 'career pathways' with two apprentices working towards the Chartered Surveying Degree Level 6 and 3 apprentices working towards their level 7 in Accountancy. There is 1 apprentice working towards the Legal Executive Level 6 and we are currently in recruitment for 2 more posts in the Surveyor career pathway. We are now procuring for an Architectural Assistant at Level 6 and Architect at Level 7 and a Senior Management (MBA) at Level 7.
- 5.5 The Apprenticeship Levy Officer for Schools started in post in May 2017. At this time there were 12 out of 34 PCC schools engaged in apprenticeships with a total of 22 apprentices in post (all pre-levy) and 4 Academy schools engaged out of 28 with a total of 7 apprentices again all pre-levy. The current picture for PCC schools is 10 out of 29 schools engaged in apprenticeships with 22 apprentices recruited post-levy and 8 still in post that were recruited pre-levy. There are 10 new apprenticeship posts currently in recruitment for PCC Schools which, when recruited, will bring the total to 40. There are 14 out of 34 Academy schools engaged in apprenticeships in the city with a total of 30 apprentices in post. These apprentices do not count towards the city council's apprenticeships target and are not funded through its levy account.
- 5.6 A traded service model has been established in order to further support Academy schools in the city with apprenticeships.
- 5.7 The tables in Appendix 4 show the numbers of apprentices in PCC according to vocational area, level and Directorate. There are currently 89 apprentices in post with 69 of those being recruited since the levy was introduced. When added to the 22 apprentices recruited post levy this gives a total of 91 against the government target allocated to us of 146. When adding in the pre-levy apprentices the total number of apprentices in PCC and our Local Authority Maintained schools is 119.

5.8 There are a number of apprenticeships either in recruitment or agreed with Directorates as follows:

- 1 x Level 3 Infrastructure Technician - Port
- 2 x Level 6 & 7 Architecture - Property & Housing (October start)
- 2 x Level 6 Chartered Surveyor - Property & Housing (October start)
- 3 x Level 3 Surveying Technician - Property & Housing (September start)
- 1 x Level 5 Care Leadership & Management
- 2 x Level 2 Adult Care Worker
- 2 x Level 3 Business Admin - HR, Legal & Performance & Adult Social Care
- 3 x Level 4 Project Management - Various Directorates

The apprenticeships officer is currently inviting applications for the following programmes some of which we expect to delivered as cohorts.

- Cohort of Level 3 Team Leading commencing April 2018
- Cohort of Level 5 Departmental & Operational Manager commencing April 2018
- Level 6 Chartered Management Commencing May 2018
- Level 7 MBA Strategic Leadership Commencing October 2018

5.9 Both the PCC and Schools Apprenticeships officers are involved in the support and management of the Apprenticeships Ambassadors network which aims to raise the profile of apprenticeships across the city. Two apprenticeship ambassadors employed by PCC, recently participated in a Q&A session at the recent Shaping Portsmouth conference in the Guildhall. The apprenticeship officers and our apprentices will be further involved in the activities planned by Shaping Portsmouth during apprenticeships week in March 2018.

## 6. Procurement and training providers

6.1 A 'Dynamic Purchasing System' (DPS) for apprenticeships has been put in place to ensure compliance with the Public Contracts Regulations 2015. PCC was ahead of our neighbouring local authorities and local NHS trusts in setting up the DPS and the work to put this in place ensured we were in a position to engage with approved training providers from the commencement of the levy. To date we have 56 approved training providers on our DPS offering a range of apprenticeships (Appendix 1). Solent NHS Trust and Portsmouth Hospitals Trust are using the PCC DPS to commission training providers for their own staff. PCC features as a case study of good practice by the Local Government Association in its guidance for local authorities in relation to the apprenticeship levy (Appendix 2, Page 10). It is worth noting that our neighbouring local authorities are seeking guidance from us about our procurement which is due to the early preparatory work around the DPS and the dedicated apprenticeship roles in place prior to the introduction of the levy.

6.2 Our in-house training provider 'The Community Learning Service' is delivering apprenticeship programmes in Business Administration at levels 2, 3 and 4, and Customer Service at levels 2 and 3. The levy rules allow for the appointment of

an in-house training provider without the need to use the DPS. The Learning Place is registered as an approved apprenticeships training provider with the government and are now registered to deliver apprenticeships to external organisations.

- 6.3 We have procured 12 providers to deliver the apprenticeships in the next phase of upskilling existing staff. The vocational areas are; Team leading at level 3, Departmental /Operational Management level 5, Chartered Management at level 6 and Project management at level 4. We invited applications from Directorates for these programmes in December and expect levels 3 and 5 in leadership and management to be the topics most needed. We will work to create cohorts to ensure the demand is appropriately managed.

## **7. Future development**

- 7.1 The apprenticeship levy is likely to encourage the development of a range of new apprenticeships including degree apprenticeships. Apprenticeship Trailblazers as they are known are employer led and require the development of standards which must be approved by the Institute for Apprenticeships and any regulatory body. We are currently aware of Trailblazers for Social Work, Teacher Training, Occupational Therapists, Teaching Assistants and Schools Business Support, all of which will be of interest to PCC once they are in place. It is likely we will identify roles within the council for which there are no apprenticeship standards available and joining a trailblazer with other employers will be one way for the council to increase the breadth of its apprenticeships offer in the future.
- 7.2 Apprenticeships are delivered as either a 'Framework' or 'Standard' with the former being phased out as part of the levy implementation. In the future this will raise the costs of apprenticeships and therefore increase the spend against our levy allocation.
- 7.3 The apprenticeships officer is working closely with the University of Portsmouth and sits on their apprenticeship advisory group which is looking at developing the University's apprenticeships offer for the future.
- 7.4 Portsmouth City Council is part of the Dorset & Solent Apprenticeship Ambassador Network (AAN). Employers are chosen to join AAN because they demonstrate a high commitment to apprenticeships in their own workforce, they have a high profile in their sector or geographical area and they represent a diverse range of employment sectors. Our Portsmouth Ambassadors are part of a wider network called The Young Apprenticeship Ambassador Network (YAAN), which includes past and current apprentices from the local region.

## **8. Legal implications**

8.1 PCC must comply with the Public Contracts Regulations 2015 when commissioning training providers to deliver Apprenticeship qualifications. The work Officers have undertaken with regards to the DPS ensures PCC's compliance in this area.

## 9. Equality impact assessment

9.1 A preliminary Equalities Impact assessment (EIA) has been completed (Appendix 3) and identified a full EIA is not required as the actions in this report do not have a potential negative impact on any of the protected characteristics as described in the Equality Act 2010.

## 10. Finance comments

10.1 The city council began paying into the apprenticeships levy in April 2017 with the first funds being available in its digital account at the end of May 2017. The table below shows the amount of levy that is available to PCC which includes the additional 10% top up applied by the Government.

Month	Levy Amount	Spent
May 2017	£56,187.33	N/A
June 2017	£54,484.51	£607.42
July 2017	£55,195.14	£1238.39
August 2017	£54,086.49	£2013.32
September 2017	£53,478.39	£2002.14
October 2017	£52,992.18	£4775.91
November 2017	£52,689.14	£11,752.62
December 2017	£53,171.15	£14,630.48
January 2018	£53,216.22	£11988.95
<b>Total:</b>	<b>£485,500.55</b>	<b>£49,009.23</b>

10.2 Work to increase spend against the levy is ongoing with information events being held recently for apprenticeships in leadership and management. The amount paid into the digital account each month is available to PCC for 24 months thus enabling time to recruit apprentices against the balance of the account.

10.3 From April 2018 levy paying employers will be able to transfer up to 10% of their levy to any employers that employ apprentices. The guidance and rules for this have yet to be issued and decisions as to whether or not the council wishes to make use of this provision will need to be taken at a future meeting of the council's Employment Committee.

.....  
Signed by:

**Appendices:**

- Appendix 1 - PCC Apprenticeships Directory
- Appendix 2 - LGA Apprenticeships Case Study
- Appendix 3 - Preliminary Equalities Impact Assessment - Apprenticeship Levy
- Appendix 4 - Apprenticeship Numbers by Directorate, level and vocational area

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Shaping the Future of Portsmouth	Strategy Unit
Business Growth & Skills Plan	Strategy Unit
Apprenticeship Strategy	Strategy Unit
Apprenticeship Employment Committee Report 15 <sup>th</sup> December 2015, 29 <sup>th</sup> November 2016, 28 <sup>th</sup> February 2017 & 28 <sup>th</sup> November 2017	Employment Committee
Apprenticeship Funding Rules and Guidance May 2017 to March 2018	Skills Funding Agency
Apprenticeship Targets for Public sector Bodies - Government Consultation Response	Department for Education

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:

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Portsmouth  
CITY COUNCIL

# Apprenticeship Training Directory 2017: BUSINESS

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# Introduction

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Portsmouth City Council is committed to supporting and developing apprenticeships. Apprenticeships provide an opportunity to develop our workforce and provide employment and training opportunities for people in the wider community.

This Apprentice Training Directory captures an overview of the apprenticeship programmes currently available for existing staff. Apprenticeships can range from entry level to Degree and Masters qualifications, which allows staff achieve professional programmes supporting their personal development.

All members of staff are eligible to undertake an apprenticeship through the apprenticeship levy regardless of age or position. The programme chosen must be relevant to the role the employee is currently in to allow them to draw on their own experiences through work to meet the criteria of the programme. The employee must gain substantive new skills by taking part in an apprenticeship programme.

Each standard takes a minimum of 12 months to complete, has an 'end point assessment' and requires the employee to spend 20% of their work time in "off the job" activities. The 20% could be job shadowing, college/university attendance, portfolio building, project work, mentoring & coaching etc.

If you are interested in taking part in an apprenticeship please look through the points below:

- Use your PDR and/or supervision to discuss your learning & development needs
- If you identify a learning need that would require you to complete an apprenticeship programme (e.g. diploma, degree or similar) discuss this with your supervisor/ line manager
- To undertake an apprenticeship programme, you will need to be working in a role where you are able to meet the criteria for completing the standard.
- You do not have to give up your current role or take a reduction in salary by taking part in an apprenticeship

For frequently asked questions and details on other types of apprenticeships that are available, please visit our Intranet page for further details.

If you need any further information or if there is an apprenticeship programme you are interested in which is not listed please contact the Apprenticeship team on 023 9268 8236 or email [apprenticeships@portsmouthcc.gov.uk](mailto:apprenticeships@portsmouthcc.gov.uk)

## AAT - Assistant Accountant

# S

**Level: 3 (equivalent to A levels at grades A-E)**

Typical Length: 18 months

Training Provider: Highbury College

Current Funding Band: Up to £9,000 per apprentice

Entry Requirements: Candidates will usually have 5 GCSEs at grade A\* to C (or equivalent) - including English and Maths.

### What Apprentices Will Learn

- Accountancy principles - including ethical standards, integrity, professional reputation and transparency
- Business awareness - including adding value, business strategy and customer and supplier needs
- Using accountancy tools and data - including analysing financial data and using payroll, purchasing and sales systems
- Financial accounting and reporting - including accounts preparation, double-entry bookkeeping, taxation and final accounts and reports
- Management accounting - including income and expenditure and planning and control
- Communications - including interpersonal, written and verbal skills for internal and external customers

### Qualifications

- Achieve level 2 English and maths (equivalent to GCSEs at grades A\* to C) if applicable
- AAT Advanced Diploma in Accounting

### Documents links

- [Standard](#)
- [Assessment Plan](#)

## AAT - Professional Accounting/Tax Technician

# S

**Level: 4 (equivalent to certificate of higher education)**

Typical Length: 18 months

Training Provider: Highbury College

Current Funding Band: Up to £9,000 per apprentice

Entry Requirements: Candidates will usually have 5 GCSEs at grade A\* to C (or equivalent) - including English and Maths. Relevant experience or completion of the Level 3 programme

### What Apprentices Will Learn

- Professional finance principles and standards - including ethical principles of competence, confidentiality, due care, integrity, and objectivity
- Business awareness - including understanding customer and supplier needs to create, validate and report financial information
- Using and evaluating accounting and tax, internal control and IT systems and processes
- Planning and prioritisation - including working to tight and changing deadlines and time and resource management
- Communications and collaboration - including written and verbal communications, internal and external networking and team building
- Specialist tax or accounting skills

### Qualifications

- Achieve level 2 English and maths (equivalent to GCSEs at grades A\* to C) if applicable
- Professional Diploma in Accounting Level 4

### Documents links

- [Standard](#)
- [Assessment Plan](#)

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## Business and Administration

# S

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 18 months

PCC In House Training Provider: Community Learning Service

Current Funding Band: Up to £5,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

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### What Apprentices Will Learn

- Be able to use a range of IT software and programmes
- Produce a range of business documents which are professional and fit for purpose
- Be able to evaluate and analyse and demonstrate decision making techniques
- Understand the importance of interpersonal skills and how to communicate effectively
- The importance of quality and maintaining the standard required
- Planning and organisational skills - including time management and working as part of a team
- Project Management - including meeting deadlines and managing a budget and resources

### Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Level 3 Diploma in Business Administration
- Achieve level 2 English and maths (equivalent to GCSEs at grades A\* to C) if applicable

### Documents

- [Standard](#)
- [Assessment Plan](#)

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## **Business and Professional Administration**

# **F**

**Level: 4 (equivalent to certificate of higher education)**

Typical Length: 24 months

PCC In House Training Provider: Community Learning Service

Current Funding Band: Up to £4,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### **Suitable Roles for Apprentices**

- Administration Team Leader
- Business Development executive
- Office Manager
- Personal Assistant

The training provider can advise you about the kinds of skills apprentices will learn.

### **Qualifications**

Apprentices will achieve a practical and theory-based qualification:

- Level 4 NVQ Diploma in Business Administration
- Level 4 Diploma in Business Administration

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# Chartered Surveying

# S

**Level: 6 (equivalent to bachelor's degree)**

Typical Length: 60 months

Training Provider: University of Portsmouth

Current Funding Band: Up to £27,000 per apprentice

Entry Requirements: Candidates will usually have one of the following:

- Maths & English GCSE at grade C or above (or equivalent)
- at least 3 A levels at grade C or above (or equivalent)
- Relevant experience in this field.

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## What Apprentices Will Learn

- Law relating to the acquisition or disposal of property
- Methods and techniques for providing information, data and advice to clients
- Accounting procedures and methods for obtaining and managing finance
- Health and safety
- Sustainability
- Construction technology
- Managing client relationships
- Other skills related to 2 of the following specialisms: applied valuation and appraisal, building pathology, property and planning law, procurement and contracts, costing and cost planning of construction works

## Qualifications

Apprentices will achieve a degree in Chartered Surveying.

## Professional Registration

Successful apprentices will become chartered members of the Royal Institution of Chartered Surveyors (RICS).

## Documents

- [Standard](#)
- [Assessment Plan](#)



## Customer Service Practitioner

# S

**Level: 2 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 months

PCC In House Training Provider: Community Learning Service

Current Funding Band: Up to £4,000 per apprentice\*

Entry Requirements: Set by employer

### What Apprentices Will Learn

- Customer service principles and practices - including customer experience and feedback, internal and external customers, needs and priorities, targets and goals and right first time
- Business principles and practices - including brand promise, core values, complaints process, internal policies and legislation and regulatory requirements
- Customer service skills - including building rapport and trust, conflict management and influencing and reinforcement techniques
- Communications - including interpersonal, tone of voice and verbal and non-verbal communications
- Presentation - including dressing appropriately and using positive and confident language
- Using customer service tools and resources - including those used to meet customer needs and measure, monitor and evaluate customer service levels

### Qualifications

None specified. Before taking their end-point assessment apprentices must:

- Achieve level 1 English and maths (equivalent to GCSEs at grades D to G)
- Take the test for level 2 English and maths (equivalent to GCSEs at grades A\* to C)

### Documents

- [Standard](#)
- [Assessment Plan](#)

## Customer Service

F

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 12 months      PCC In House Training Provider: Community Learning Service

Current Funding Band: Up to £2,000 per apprentice

### Suitable Roles for Apprentices

- Customer Service Trainee / Assistant / Representative / Agent
- Customer Relationship Manager/ Customer Service Co-ordinator / Customer Service Team Leader

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- BTEC Diploma in Customer Service
- Diploma in Customer Service
- Diploma in Customer Services

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

### Professional Registration

None specified.

# Deliver IT, Software, Web and Telecoms Professionals

# F

**Level: 2 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 months

Training Provider: PETA

Current Funding Band: Up to £4,000 per apprentice

## Suitable Roles for Apprentices

- Field Operations Line installer and repairer
- Helpdesk Professional
- Support Technician
- Website Administrator

## Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification depending on the job role:

- Diploma in ICT Professional Competence
- Diploma in ICT Professional Competence (PROCOM)
- Diploma in ICT Systems and Principles for Practitioners
- Diploma In IT Skills for Communications Specialists
- Diploma in Professional Competence for IT and Telecoms Professionals
- Diploma in Professional Competence for IT and Telecoms Professionals (PROCOM)

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- Award for Digital Home Technology Integrators
- Award in ICT Systems and Principals
- Award in ICT Systems and Principles
- Award in ICT Systems and Principles for Apprentices
- Award in ICT Systems and Principles for IT professionals (PROCOM - Technical)
- Award in ICT Systems and Principles for Practitioners
- Certificate for Home Technology Integrators
- Certificate in ICT Systems and Principles
- Certificate in ICT Systems and Principles for Bowman Operator Apprentices
- Certificate in ICT Systems and Principles for Practitioners
- Certificate in ICT Systems Support
- Certificate in IT
- Certificate In IT Skills for Employment
- Certificate in Open Systems IT Management
- Diploma in ICT Systems and Principles for IT Professionals
- Diploma in ICT Systems Support
- Diploma in IT
- Extended Certificate in IT

# Deliver IT, Software, Web and Telecoms Professionals L3 Apprenticeships

# F

Level: 3 (equivalent to GCSEs at grades A\* to C)

Typical Length: 18 months

Training Provider: PETA

Current Funding Band: Up to £9,000 per apprentice

## Suitable Roles for Apprentices

- Software/Web Developer
- Desktop Support Engineer
- Network Planner
- Database Administrator
- Network Engineer

## Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Diploma in ICT Professional Competence
- Diploma in Professional Competence for IT and Telecoms Professionals

Apprentices will also achieve a theory-based (or 'knowledge') qualification dependent on role and optional units chosen:

- Diploma in ICT Systems and Principles
- Certificate in ICT Systems and Principles
- Certificate in ICT Systems and Principles for Advanced Bowman Apprentices
- Subsidiary Diploma in IT
- BTEC National Diploma in IT
- BTEC Extended Diploma in IT
- BTEC Level 3 Extended Diploma in ICT Systems and Principles
- Diploma in ICT Systems Support
- OCR Level 3 Cambridge Technical Certificate in IT
- OCR Level 3 Cambridge Technical Introductory Diploma in IT
- OCR Level 3 Cambridge Technical Subsidiary Diploma in IT
- OCR Level 3 Cambridge Technical Diploma in IT
- OCR Level 3 Cambridge Technical Extended Diploma in IT
- Level 3 Award in ICT systems and principals for Professionals
- Level 3 Extended Diploma in IT
- Level 3 Diploma in Open Systems Computing

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## IT Application Specialist

# F

**Level: 3 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 months

Training Provider: PETA

Current Funding Band: Up to £4,000 per apprentice

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### Suitable Roles for Apprentices

- IT Application helpdesk support
- IT Application Officer
- IT Supervisor
- Website manager

### Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Diploma for IT Users (ITQ)
- Diploma in ICT Open Systems and Enterprise (ITQ)
- Diploma in IT User Skills
- Diploma in IT User Skills (ITQ)

### **Professional registration**

None specified.

## Facilities

F

**Level: 2 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 months

Training Provider: TBC

Current Funding Band: Up to £1,500 per apprentice

### Suitable roles for Apprentices

- Facilities Services Operative

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical (or 'competence') qualification:

- Certificate in Facilities Services
- Certificate in Facilities Services Practice
- Certificate in Property, Caretaking and Facilities Services

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- BTEC Certificate in Facilities Services Principles
- Certificate in Facilities Services Principles

Our chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

### Professional Registration

None specified.

## Facilities

F

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 12 months

Training Provider: TBC

Current Funding Band: Up to £2,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### Suitable Roles for Apprentices

- Facilities Services Team Leader
- Trainee / Assistant Facilities Manager

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical (or 'competence') qualification:

- Certificate in Facilities Management Practice

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- BTEC Certificate in Facilities Management
- Certificate in Facilities Management
- Certificate in Principles of Facilities Management

Our chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

### Professional Registration

None specified.

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## Adult Care Worker

**Level: 2 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 - 18 months

Training Provider: To Be Confirmed

Current Funding Band: Up to £3,000 per apprentice

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### Suitable Roles for Apprentices

- Care Assistant or Worker
- Home Care Support Worker
- Key Workers in Day Services
- Key Workers in Domiciliary Services
- Key Workers in Residential Settings
- Mental Health Outreach Worker
- Mental Health Support Worker
- Night Care Assistant
- Personal Assistant
- Re-enablement Worker
- Relief Team Worker
- Substance Misuse Worker
- Support Worker - Supported Living

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical (or 'competence') qualification:

- Award in Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings
- Diploma in Health and Social Care (Adults) for England

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- Certificate in Preparing to Work in Adult Social Care

Our chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.



## Lead Adult Care Worker

# S

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 12 months

Training Provider: To Be Confirmed

Current Funding Band: Up to £3,000 per apprentice

### Suitable Roles for Apprentices

- Care Officer
- Care Supervisor
- Community Development Worker
- Community Outreach Worker
- Community Support Worker
- Family Support Workers
- Outreach Development Worker
- Personal Assistant
- Relief Team Leader
- Senior Care Worker OR Supervising Care Worker
- Senior Support Worker
- Social Services Officer
- Social Work Assistant

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical (or 'competence') qualification:

- Award in Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings
- Diploma in Health & Social Care (Adults) for England

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- Certificate in Preparing to Work in Adult Social Care

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Diploma in Health and Social Care (Adults) for England

Our chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

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## Care Leadership and Management

F

**Level: 5 (Higher Level Professional)**

Typical Length: 12-18 months

Training Provider: Lifetime Training

Current Funding Band: Up to £2,000 per apprentice

### **Suitable Roles for Apprentices**

This is a level 5 Higher Apprenticeship framework for those working as Adults' Residential Managers, Adults' Managers and Adults' Advanced Practitioners in Adult Social Care or as a Manager of Specialist Adult Social Care Services or Business Development Manager in Adult Social Care only.

### **Qualifications**

Apprentices will achieve a practical (or 'competence') qualification:

- Award in Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings
- Diploma in Health & Social Care (Adults) for England

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- Certificate in Preparing to Work in Adult Social Care

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Diploma in Health and Social Care (Adults) for England

Our chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

# Housing

# S

**Level: 2 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 months

Training Provider: Sparsholt College/DA Training

Current Funding Band: Up to £3,000 per apprentice

Entry Requirements: None specified

## What Apprentices Will Learn

- Legislation and regulation in the property management sector
- The organisation's business plan, policies, organisation values and range of services it offers
- Customer service, including how to respond to vulnerable customers
- Quality standards
- Administrative skills
- Collecting and sharing information
- Decision -making and time management skills
- Using IT equipment and software

## Qualifications

Before taking their end-point assessment, apprentices must:

- Level 2 Certificate in Housing Practice
- Achieve level 1 English and maths (equivalent to GCSEs at grades D to G)
- Take the test for level 2 English and maths (equivalent to GCSEs at grades A\* to C)

## Professional Registration

At the end of the apprenticeship, apprentices will be able to join the:

- Chartered Institute of Housing (CIH) at member level

## Document links

- [Standard](#)
- [Assessment Plan](#)

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# Housing

# S

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 18 months

Training Provider: Sparsholt College/DA Training

Current Funding Band: Up to £9,000 per apprentice

## What Apprentices Will Learn

- Legislation and regulation in the property management sector
- Principles, policies and values of the organisation they work for
- How to resolve defects, common problems, health and safety issues and repairs
- Customer service
- Housing services, including allocations, lettings, tenancy sustainment, and financial and social inclusion
- Responding to the needs of vulnerable customers
- Influencing and negotiating skills
- Decision-making skills

## Qualifications

- Level 3 Certificate in Housing Practice

Before taking their end-point assessment, apprentices must achieve level 2 English and maths (equivalent to GCSEs at grades A\* to C). If these have not already been achieved and evidenced.

## Professional Registration

Successful apprentices will be able to join the:

- Chartered Institute of Housing (CIH) at associate level

## Document links

- [Standard](#)
- [Assessment Plan](#)

# Housing

S

**Level: 4 (equivalent to certificate of higher education)**

Typical Length: 18 months

Training Provider: Sparsholt College

Current Funding Band: Up to £9,000 per apprentice

## What Apprentices Will Learn

- Legislation and regulation in the property management sector
- Business planning, financial and risk management, organisational performance management systems
- Customer relationships and stakeholder management
- Providing advice on housing services such as repair and maintenance
- Financial management
- People management
- Decision-making and prioritising
- Using IT equipment and software

## Qualifications

- Level 4 Certificate in Housing Practice

## Professional Registration

Successful apprentices will be able to join the:

- Chartered Institute of Housing (CIH) at associate level

## Document links

- [Standard](#)
- [Assessment Plan](#)

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## Leadership and Management: Team Leader/Supervisor

# S

**Level:** 3 (equivalent to A levels at grades A to E)

Typical Length: 24 months

Training Provider: HTP Apprenticeship College

Current Funding Band: Up to £5,000 per apprentice

Entry Requirements: Candidates will usually have 5 GCSEs at grade C (or above) or relevant work experience.

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### What Apprentices Will Learn

- Team management principles - including team dynamics, motivation and managing resources and workloads
- Leadership techniques - including coaching, decision making, role modelling and managing change
- Performance management - including absence management, conducting appraisals, setting goals and objectives
- Relationship management - including negotiation and networking skills and customer and stakeholder management
- Communications - including active listening, chairing meetings, presentation and digital, verbal and written communication skills
- Human resources (HR) and legal requirements - including equality, diversity and inclusion
- Operational and project management - including planning and prioritisation, collecting, analysing and using data and risk management
- Financial management - including controlling budgets, delivering value for money and governance and compliance

### Qualifications

- Achieve level 3 Diploma in Management
- Achieve level 2 English and maths (equivalent to GCSEs at grades A\* to C) if applicable
- Achieve level 2 ICT (if desired)

### Document links

- [Standard](#)
- [Assessment Plan](#)

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# Leadership and Management: Operational/Departmental Manager

# S

**Level: 5 (equivalent to foundation degree)**

Typical Length: 30 months

Training Provider: HTP Apprenticeship College

Current Funding Band: Up to £9,000 per apprentice

Entry Requirements: Candidates will usually have 5 GCSEs at grade C (or above) or relevant work experience.

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## What Apprentices Will Learn

- Operational management principles - including operational planning, contingency planning and continuous improvement
- Business management principles - including business development, business finance, sales and marketing
- Project management - including business change, prioritisation techniques and time, resource and risk management
- Performance management - including achieving targets, delivering objectives and setting KPIs
- Leadership and management techniques - including coaching and mentoring, delegation, decision making, recruitment and problem solving
- Relationship management - including negotiation and networking skills and partner, stakeholder and supplier management
- Communications - including active listening, interpersonal skills, report writing and digital, verbal, non-verbal and written communication skills

## Qualifications

None specified. Before taking their end-point assessment apprentices must:

- Achieve level 5 Diploma in Management
- Achieve level 2 English and maths (equivalent to GCSEs at grades A\* to C) if applicable
- Achieve level 2 ICT (if desired)

## Document links

- [Standard](#)
- [Assessment Plan](#)

# Leadership & Management and Chartered Manager Degree

# S

Level: 6 (equivalent to Bachelor's Degree)

Typical Length: 48 months

Training Provider: Southampton Solent University

Current Funding Band: Up to £27,000 per apprentice

## What Apprentices Will Learn

- Operational strategy
- Project management
- Business finance
- Sales and marketing
- Digital business and new technologies
- Leading and developing people
- Developing collaborative relationships

## Qualifications

- Achieve BA honors in Business Management
- Achieve CMI level 5 Diploma

## Professional Registration

Chartered membership of the Chartered Management Institute (CMI).

## Document links

- [Standard](#)
- [Assessment Plan](#)



# Surveying Technician

# S

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 24 months

Training Provider: Chichester College

Current Funding Band: Up to £9,000 per apprentice

## What Apprentices Will Learn

- The English legal system, law of contract and law of tort
- Key mathematical principles in data collection
- Economics
- Health and safety
- Sustainability
- Construction technology
- Other skills relating to 2 of the following specialisms: valuation and appraisal, building pathology, property and planning law, procurement and contracts, costing and cost planning of construction works

## Qualifications

- Achieve a Level 3 Diploma in Surveying.

## Professional Registration

Successful apprentices will be able to apply to become associate members of the Royal Institution of Chartered Surveyors (RICS).

## Documents

- [Standard](#)
- [Assessment Plan](#)

## Town Planning

# F

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 18 months

Training Provider: Chichester College

Current Funding Band: Up to £9,000 per apprentice

### Suitable Roles for Apprentices

- Town Planning Technical Support Officer

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical (or 'competence') qualification:

- NVQ Diploma in Town Planning Technical Support

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- BTEC Diploma in Town Planning Technical Support

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

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## Associate Project Manager

**Level: 4 (equivalent to certificate of higher education)**

Typical Length: 24 months

Training Provider: Chichester College

Current Funding Band: Up to £9,000 per apprentice

### Suitable Roles for Apprentices

- Project Manager
- Project Co-ordinator / Executive / Support Officer

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

- APM Project Management Qualification (PMQ)
- L4 Diploma in Project Management (equivalent to 120 credits)

### Professional Registration

Upon commencement apprentices may become student members of the Association for Project Management (APM) as the first step of professional membership. Apprentices will be eligible for progression to associate membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development

### Documents Link

- [Standard](#)
- [Assessment Plan](#)

## HR Consultant/Partner

# S

**Level: 5 (equivalent to Foundation degree level)**

Typical Length: 24-36 months

Training Provider: Highbury College

Current Funding Band: Up to £9,000 per apprentice

### What Apprentices Will Learn

- HR technical expertise
- Business Understanding
- HR Function
- MI and Technology

### Qualifications

CIPD Intermediate Diploma in HR Management

### Professional Registration

Successful completion of this standard enables the apprentice to apply to become an Associate Member of the Chartered Institute of Personnel and Development. Chartered membership can be achieved through further qualifications or experience based assessment

### Documents Link

- [Standard](#)
- [Assessment Plan](#)

## HR Support

# S

**Level: 3 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 18-24 months

Training Provider: Highbury College

Current Funding Band: Up to £5,000 per apprentice

### What Apprentices Will Learn

- Business Understanding
- HR Legislation and Policy
- HR Function
- HR Systems and Processes

### Qualifications

CIPD Foundation Certificate in HR Practice

### Professional Registration

Successful completion of this standard will enable the individual to apply for Associate Membership (Assoc CIPD) of the Chartered Institute of Personnel and Development (CIPD), the professional body for the HR sector

### Documents Link

- [Standard](#)
- [Assessment Plan](#)

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## Chartered Legal Executive

# S

**Level: 6 (equivalent to degree level)**

Typical Length: 5 years

Training Provider: CILEx Law School

Current Funding Band: Up to £12,000 per apprentice

Entry Requirements: It is recommended that students have a minimum of four GCSEs at grades C or above (including English Language or Literature) or equivalent qualifications.

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### What Apprentices Will Learn

Provide legal services to internal and external clients. Typical activities that will be carried out are:

- Taking client instructions
- Managing the inception, progression and completion of client matters
- Communication (written and oral) with internal and external clients
- Reviewing documents
- Drafting and producing legal documents
- Conducting and applying legal research
- Handling confidential and sensitive information
- Managing and applying financial information
- Negotiating on behalf of clients and representing clients in informal and formal proceedings
- Making decisions in legal matters based on legal principles or the rule of law and within all legal and regulatory requirements

### Qualifications

Current Chartered Institute of Legal Executives (CILEx) qualifications which need to be achieved (holders of qualifications, such as a law degree, may be eligible for exemptions):

- CILEx Level 3 Professional Diploma in Law and Practice
- CILEx Level 6 Professional Higher Diploma in Law and Practice

### Professional Registration

This apprenticeship can link to the Paralegal standard and the Solicitor standard. Apprentices who have passed the 'paralegal' CILEx Level 3 Advanced Apprenticeship in Legal Services and the CILEx Level 4 Higher Apprenticeship in Legal Services are eligible for exemption from part of the current Chartered Legal Executive qualifications.

Apprentices will be registered members of CILEx for the duration of their Apprenticeship. There are different membership grades at different points of the route to becoming a Chartered Legal Executive. CILEx members are regulated by ILEX Professional Standards (IPS) and apprentices must demonstrate that they meet the regulatory requirements necessary to become a CILEx member.

### Documents Link

- [Standard](#)
- [Assessment Plan](#)



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# Apprenticeship levy

Guide to procuring training  
providers



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# Introduction

The purpose of this guide is to fill a gap left in the Government's guidance on the Apprenticeship Levy and the associated public sector apprenticeship target.

That gap concerns the way in which apprenticeship training providers (and assessment service providers) should be procured in order to secure value for money and meet councils' legal obligations under the Public Contracts Regulations 2015 (PCR 2015).

First, the guide outlines the key elements of the Apprenticeship Levy and public sector target. Next, it explains the procurement rules and the options that councils have within those rules when seeking to contract training providers. Finally, the guide considers the various procurement strategies that are being implemented – often through collaboration among public sector bodies and the choices available to councils.

## **Note**

This is a general guide only. Councils, as always, must take their own legal advice before embarking on any course of action.

# Background

There is wide agreement of the need to increase the number of good quality apprenticeships across the economy including in the public sector.

Among other things, a more skilled workforce is seen as key to improving productivity while developing 'home-grown talent' will be crucial in the context of Brexit

The Government's approach to this in England comprises an Apprenticeship Levy, combined with an apprenticeship target for public bodies including councils.

The Apprenticeship Levy came into effect on 6 April 2017. All employers, including councils and maintained schools,<sup>1</sup> with a pay bill exceeding £3 million each year must pay the Levy. The Levy is charged at 0.5 per cent of the annual pay bill minus an annual allowance of £15,000.

In parallel, regulations<sup>2</sup> under the Enterprise Act 2016 have set public bodies with more than 250 employees in England a target to which they must have regard. Bodies in that category, including councils and maintained schools, must deliver apprenticeship starts equivalent to 2.3 per cent of their headcount. This percentage is an average to be calculated over the years 2017-18 to 2020-21.

Levy-paying employers must set up an account on the Digital Apprenticeship Service and use it to manage their apprenticeship training programmes including:

- receiving funds to be spent on apprentices
- managing apprentices
- paying training providers.

Employers pay the Levy monthly via PAYE. The funds in the account are topped up by Government (a 10 per cent top-up each month). The funds must be spent within 24 months of entering the account or the unused funds (including 10 per cent top up) will expire.

The funds cannot be used for any other associated costs (eg programme management or apprentices' wages). The apprentices must be working at least 50 per cent of the time in England.

The money can only be used to pay for apprenticeship training up to a funding band maximum for that apprenticeship ('funding cap') and for end-point assessment services.

1 See LGA guidance on how the Levy applies to maintained schools  
[www.local.gov.uk/apprenticeship-levy-and-maintained-schools](http://www.local.gov.uk/apprenticeship-levy-and-maintained-schools)

2 Public Sector Apprenticeship Targets Regulations 2017 (SI 2017/513)  
[www.legislation.gov.uk/uksi/2017/513/pdfs/ukxi\\_20170513\\_en.pdf](http://www.legislation.gov.uk/uksi/2017/513/pdfs/ukxi_20170513_en.pdf)

At present, there are two types of apprenticeship training that can be purchased:

- **Frameworks**

Frameworks define requirements for apprenticeship programmes. They cover multiple occupations. The frameworks provide for mandatory qualifications and continuous assessment of apprentices.

- **Standards**

Frameworks are being replaced by new single-occupation standards developed by 'trail-blazing' employer groups. End-point assessment replaces mandatory qualifications and continuous assessment. Some new standards are already approved for delivery while others are in development.

To be eligible for contracts, training providers must be on the Education and Skills Funding Agency's Register of Apprenticeship Training Providers (RoATP)<sup>3</sup> and in the case of standards, end-point assessment can only be undertaken by an assessment organisation on the corresponding register.<sup>4</sup>

This registration requirement applies equally to any sub-contractors providing apprenticeship training services. Organisations included on the registers have undergone due diligence checks. The Agency periodically reopens the registers to enable new market entrants to apply.

The Government guidance is that public bodies wishing to appoint a training provider must follow the PCR 2015.<sup>5</sup> By the same logic the PCR 2015 will, in principle, apply to the selection of assessment service providers. Those regulations are examined in the next section.

The guidance further states that the employer and training provider must agree a total price for each apprenticeship which includes the cost of both training and assessment. In the standards case, this includes the cost of end-point assessment which the employer has negotiated with the apprentice assessment organisation.<sup>6</sup> The main provider pays the assessment organisation on the employer's behalf. Nevertheless, end-point assessment must remain independent of the training provider.<sup>7</sup> There must be a written agreement between the employer and the main provider including agreement on the use of sub-contractors (if any). The guidance sets out provisions to be included in the agreement.

Main providers must take their own advice on whether the Public Contracts Regulations 2015 apply to the appointment of sub-contractors.<sup>8</sup> In other words, the providers may themselves be public bodies subject to the procurement regulations.

The Education and Skills Funding Agency pays the main provider directly and the payments are reflected in the Levy-paying employer's digital account. The provider is paid 80 per cent of the agreed price up to the maximum value of the funding band in equal monthly instalments. The balance is paid when all the agreed learning and development has been undertaken including all mandatory elements of a framework or the end-point assessment in the case of a standard.

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3 Providers that do not intend to deliver more than £100,000 worth of training a year as a sub-contractor are not required to register.

4 Register of Apprentice Assessment Organisations (RoAAO). Note that employers can choose to provide 'off the job' training themselves ('employer-providers') and in such cases there is a special route to apply for inclusion on the RoATP.

5 This is clear in the online guidance [www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work](http://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work) but less apparent in the published written guidance (ESFA (2017) Apprenticeship funding rules and guidance for employers, May 2017 to March 2018, Version 2).

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6 Assessment costs include any external quality assurance of the assessment process.

7 'Integrated standards' are an exception.

8 ESFA (2017) Apprenticeship funding and performance-management rules for providers, May 2017 to March 2018, Version 3, see P.124.

# Procurement rules

As mentioned above, the Government guidance on the Apprenticeship Levy makes reference to the PCR 2015. Those regulations govern procurement by all public bodies including councils and maintained schools. The regulations include rules derived from EU public procurement directives and additional rules for certain public bodies in England which arose following a review by Lord Young. The Lord Young reforms (Part 4 of the PCR 2015) include rules which apply to lower value procurements (ie in the case of local authorities, those above £25,000 but below the higher threshold for the application of the EU rules).

The PCR 2015 introduced significant changes to the UK's public procurement regime. This included abolition of the old division between 'Part A services' (to which the rules applied in full) and 'Part B services' (subject to minimal requirements).

Training services were generally considered to come within Part B under the old regime. Among other things, this meant that there was no obligation to advertise contracts Europe-wide in the Official Journal of the European Union 'OJEU'<sup>9</sup> although this could be done on a voluntary basis.

The PCR 2015 takes a different approach. Contracts for most services must now be awarded by following the full rules. But there is a separate Light Touch Regime (LTR) for services listed in Schedule 3 to the Regulations. These are referred to as 'Social and other specific services' which is rather misleading as Schedule 3 in fact lists a wide range of services including 'Education and training services'.

<sup>9</sup> In practice, this is now an online database: Tender Electronic Daily (TED)

A more detailed breakdown of services included under that heading can be found in the Common Procurement Vocabulary (CPV).<sup>10</sup> 'Education and training services' is CPV 80000000.<sup>11</sup>

The LTR, by definition, is light on the procurement process to be followed. However, compared with the old Part B regime there is a crucial difference: contracts for Schedule 3 services, including training services, must be advertised EU-wide in OJEU.

The rules to be followed are set out in regulations 74-76 of the PCR 2015 and Government guidance on the LTR can be found in the Crown Commercial Service's Guidance on the New Light Touch Regime for Health, Social, Education and Certain Other Service Contracts (October 2016).<sup>12</sup>

The first thing to note is that the LTR only applies to procurements with an aggregate value of €750,000 or more (currently £589,146 net of VAT)<sup>13</sup>.

<sup>10</sup> <https://simap.ted.europa.eu/cpv>

<sup>11</sup> Relevant CPV codes must be included in the OJEU notice. Note that other services may be included alongside education and training services (e.g. recruitment of apprentices, administrative services, assessment services) and additional CPV relating to those activities will also need to be referenced.

<sup>12</sup> [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/560272/Guidance\\_on\\_Light\\_Touch\\_Regime\\_-\\_Oct\\_16.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/560272/Guidance_on_Light_Touch_Regime_-_Oct_16.pdf)

<sup>13</sup> [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484497/PPN\\_1815\\_New\\_Thresholds\\_2016.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484497/PPN_1815_New_Thresholds_2016.pdf)

Note that new thresholds will be announced in January 2018.

The Government guidance explains that LTR procurements with a lower value than that are unlikely to be of certain cross-border interest (ie of interest to providers in other EU countries) and consequently do not generally require any particular form of advertising for EU purposes. Note, however, that the UK's own rules governed by Lord Young reforms, do require the contracts to be advertised on Contracts Finder.<sup>14</sup>

The normal rules for estimating contract values apply to LTR procurements (regulation 6). For example, if a requirement is divided into separate 'lots' the total value of all the lots must be taken into account. Similarly, in the case of a framework agreement or a dynamic purchasing system (see below) the relevant figure is the total value of all the contracts envisaged for the term of the agreement or system.

If the estimated value of the training services is above the £589,146 threshold, the main obligation is to publish a notice in OJEU. This must be done electronically and using the EU's standard forms. A contract award notice must also be published at the end of the process.

In the LTR there are actually two options for the initial 'call for competition': a contract notice or continuously published prior information notice (PIN). This is explained in the Crown Commercial Service guidance. Otherwise the council is largely free to design the procurement procedure for training/assessment services. Time limits for steps in the procedure (eg submitting bids) must, of course, be reasonable and proportionate.

LTR procurements are free from the welter of legal requirements that normally apply. Nonetheless, councils can choose to model the procurement process for training services on the standard procedures and techniques with or without variations to them.

That could include a procedure which is the same as, or similar to – for example, the standard single-stage open procedure or a two-stage restricted procedure or competitive procedure with negotiation<sup>15</sup>. It could include using a technique like a framework agreement or a dynamic purchasing system (below) with the added bonus of being able to make adjustments to the normal way those techniques are used.

Note that there are some limits on the adjustments that can be made. For example, the general principles of equal treatment, non-discrimination, transparency and proportionality must be observed (regulation 18) and the procedure should not be designed with the intention of removing it from the scope of the regulations or artificially narrowing competition.

If a highly modified version of a framework agreement or dynamic purchasing system is used, it is particularly important (in the interests of transparency) to explain in the notice/procurement documents how it will work – and perhaps to call it something different – to avoid giving bidders a 'legitimate expectation' that the standard version is being used.

One advantage of the LTR route is that it allows a simplified application process by way of a selection questionnaire, which reduces the burden on both providers and employers.

In the PCR 2015, regulation 33 describes the rules on framework agreements (including multi-provider frameworks) and regulation 34 covers 'dynamic purchasing systems' (DPS). These are the standard versions and as noted above they can be adjusted (within limits) for LTR procurements including training/assessment services procurements.

<sup>14</sup> [www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder)  
See Crown Commercial Service guidance:  
[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/524351/Guidance\\_on\\_transparency\\_requirements\\_for\\_Contracts\\_Finder.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/524351/Guidance_on_transparency_requirements_for_Contracts_Finder.pdf)  
Maintained schools are exempt.

<sup>15</sup> The PCR 2015 introduced changes to the standard procedures too. See Crown Commercial Service guidance [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/560264/Guidance\\_on\\_Changes\\_to\\_Procedures\\_-\\_Oct\\_16.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/560264/Guidance_on_Changes_to_Procedures_-_Oct_16.pdf)



Requirements governing use of the standard techniques are fairly complex but there is helpful Crown Commercial Service guidance on both<sup>16</sup>. The LGA has also published guidance on using a DPS.<sup>17</sup>

A framework agreement has a fixed term which cannot normally be longer than 4 years. Contracts can be awarded directly to providers on the framework or via a further competition among the framework providers ('mini-competition'). Additional providers cannot be admitted to the framework during its term. The only way to 'refresh' a framework to include new providers (when the standard rules are being followed) is to award a series of framework agreements of short duration – sometimes referred to as 'reopening' the framework.

There is no mandatory time limit on the duration ('period of validity') of a DPS. Subject to certain transparency obligations, the council chooses an appropriate duration. New providers can be admitted to the DPS at any time making it open to new market entrants. A DPS must be a fully electronic system and that includes all communication with the providers.

Under the PCR 2015, framework agreements can be structured into lots and a DPS can be divided into categories. In the context of training services the lots/categories could relate, for example, to separate occupations, technical education routes and/or geographical areas of delivery. When a specific contract is to be let, the invitation to tender can be limited to providers appointed to the relevant lot/category.

While individual councils can and do decide to set up their own framework agreements and dynamic purchasing systems, these techniques are often used for collaborative procurement by groups of councils acting together (in regions and sub-regions) and by professional buying organisations in the local government sector (local government PBOs include NEPO/NEPRO, YPO, ESPO and CBC<sup>18</sup>) and nationally (Crown Commercial Service).<sup>19</sup>

In this way, the procurement process includes diligent checks by procurement professionals on behalf of a group of councils – a 'central purchasing body'. That body takes responsibility for the continuing administration of the framework, including support to 'call off' the letting of individual contracts (which can include 'mini-competitions').<sup>20</sup>

16 [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/560268/Guidance\\_on\\_Frameworks\\_-\\_Oct\\_16.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/560268/Guidance_on_Frameworks_-_Oct_16.pdf) (frameworks)

and [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/560265/Guidance\\_on\\_Dynamic\\_Purchasing\\_System\\_-\\_Oct\\_16.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/560265/Guidance_on_Dynamic_Purchasing_System_-_Oct_16.pdf) (dynamic purchasing systems)

17 A Guide to Dynamic Purchasing Systems within the Public Sector (LGA, May 2017) [www.local.gov.uk/sites/default/files/documents/4%2030%20DPS%20Guidance\\_04\\_Web.pdf](http://www.local.gov.uk/sites/default/files/documents/4%2030%20DPS%20Guidance_04_Web.pdf)

18 NEPO – [www.nepo.org/](http://www.nepo.org/)  
NEPRO – <http://nepro.org.uk/>  
YPO – [www.ypo.co.uk/](http://www.ypo.co.uk/)  
ESPO – [www.espo.org/Home](http://www.espo.org/Home)  
CBC – [www3.hants.gov.uk/cbc](http://www3.hants.gov.uk/cbc)

19 [www.gov.uk/government/organisations/crown-commercial-service](http://www.gov.uk/government/organisations/crown-commercial-service)

20 The cost of this activity may be recovered from the providers. The Crown Commercial Service, for example, charges suppliers a small commission based on the value of sales via its framework agreements.

# Procurement strategy

To summarise, councils have been advised that providers for apprenticeship training services must be appointed under the PCR 2015.

The Light Touch Regime enables councils or groups of councils to design an appropriate procurement process – which can (include using framework agreements or dynamic purchasing systems in their standard form or in a modified form - provided that they are transparent about the process and treat providers equally etc.

A number of larger councils were quick to launch procurements for apprenticeship training providers (including replacement of their existing arrangements) and there are some important early examples of collaborative procurements.

Collaborative procurement has proved its worth in many other categories of local government spending and it is advocated in the LGA's National Procurement Strategy for Local Government. It is an efficient way of managing procurement and a route to achieving savings and other value for money improvements including social value.

Portsmouth and Nottingham councils illustrate how some larger councils have played a leadership role opening their arrangements to other public bodies in the region and beyond.

## Portsmouth

Portsmouth City Council began its procurement of a dynamic purchasing system with an OJEU notice in February 2017. It was expressly described as a Light Touch Regime procurement. Providers began to be accepted onto the system in March. The system was set up for an initial three year term and rolling thereafter. A simplified application process was developed aimed at reducing the administrative burden on both sides.

The DPS is intended to serve the City Council's needs for apprenticeship training provision but is also open to members of the Portsmouth Regional Procurement Partnership (including NHS bodies, a university and other councils)

An access agreement must be signed before the contract documents and provider list are shared.

Bid prices were capped at the funding band maximum and providers absorbed the cost of end-point assessment (in the case of standards).

The Portsmouth DPS currently includes some 54 providers. It was not divided into lots but providers were invited to identify which frameworks and standards they could deliver. Mini-competitions have tended to focus on those frameworks or standards where there is a clearly established need. A number of contracts have now been awarded via mini-competitions and active consideration is being given to whether the requirements of more than one employer can be grouped in future competitions. This may

be particularly advantageous where there are small cohorts for high value apprenticeships. Commercial procurement and supply (Level 4) is likely to be the first joint competition.

## Nottingham

Following extensive stakeholder engagement, in July 2017 Nottingham City Council used an OJEU notice to announce the establishment of a list of accredited providers to be known as the Directory of Approved Apprenticeship Training Providers.

The Directory will operate initially for two years from October 2017 with an option to extend for a further two years. It will be used by Nottingham City Council and will be available for use by other public bodies in England, free of charge. Accredited providers can be selected either directly or via quick quote (mini-competition) and the City Council has produced a standard contract for use by employers and providers.

To be accepted on the list providers must enter into a number of commitments in relation to performance standards, equality and diversity, social value and other matters. It is intended that registered users will be able to access the Directory via a web portal. There is a service to support employers using the arrangement. To ensure quality training provision is on offer only training providers with an Ofsted Grade 2 are eligible for the Directory and they will have to report quarterly performance to employers and to the City Council.

Councils from the D2N2 LEP area and further afield have expressed interest in using the Directory.

The alternative options of continuing with the City Council's existing provider framework or replacing it with another framework agreement were rejected as being too inflexible in view of the rapidly changing provider landscape.

The option of using a standard DPS was also rejected as such systems must be kept open to new applications at all times. That ran counter to the City Council's objective of keeping bidder and council resourcing costs low.

Combined authorities and LEPs have a focus on employment and skills issues and those forums naturally present an opportunity to develop joint approaches to apprenticeship training including collaborative procurement of providers.

A conurbation-wide procurement strategy is currently being implemented in Greater Manchester. This initiative, which is still in progress, is outlined below.

## Greater Manchester

Greater Manchester Combined Authority (GMCA) agreed its procurement strategy for public sector apprenticeships in February 2017.

Following wide stakeholder engagement, including a bidders' day held in May, a procurement for a dynamic purchasing system was launched in October 2017. This was managed through the Association of Greater Manchester Authorities (AGMA) Procurement Hub hosted by Trafford Council. The intention is to have the DPS in place from January 2018.

The project involves a large number of organisations including 13 councils, 9 CCGs, 13 NHS trusts, Transport for GM, GM Fire and Rescue Service and GM Police.

The DPS will be valid for two years initially but with the option to extend twice for one year. The DPS is divided into lots (categories) based on the 15 routes featured in the Government's reforms to the technical education system.

A distinguishing feature is that the GM approach to social value will be integral to the system being included in the award criteria for individual contracts (call offs).

Other parts of the public sector have been putting collaborative arrangements in place. The London Procurement Partnership below describes one approach being taken in the health sector.

## London Procurement Partnership

The London Procurement Partnership (LPP) is a 'central purchasing body', hosted by Guy's and St Thomas' NHS Foundation Trust, which works on behalf of its members (chiefly NHS Trusts and Clinical Commissioning Groups in London). There are several NHS organisations of this kind located in different parts of the country.

LPP is one of the first public sector collaborative procurement organisations to have implemented a shared solution for apprenticeship training provision under the new arrangements.

Following an OJEU notice in February 2017, LPP set up a dynamic purchasing system valid for 5 years which started in April 2017. While the DPS was established primarily with Health needs in mind, it is in fact open for use by all public bodies (as defined in the notice) which includes local authorities. Users must sign a customer access agreement.

The DPS is divided into categories of apprenticeships and regions. Some of the apprenticeship categories are specific to Health while others are more generic. Providers have indicated which they wish to be considered for.

Public bodies can choose for themselves how to approach providers on the system. LPP makes templates available to help users draw up their own specifications and develop award criteria more fully for their own contracts.

Central government (Crown Commercial Service) has implemented a procurement strategy comprising a managed learning service and a framework agreement covering apprenticeships in a number of areas common across the public sector.

## Crown Commercial Service

In June 2017 the Crown Commercial Service (CCS), in collaboration with Civil Service Learning (CSL), launched a procurement (described in the notice as an LTR procurement) for an Apprenticeship Training and Related Services framework agreement which went live in September 2017.

This framework is designed to meet both civil service and wider public sector needs including certain NHS and local government requirements.

In the first instance the framework will last for one year but there is an option to extend it for up to two additional periods of 12 months.

The agreement comprises 12 lots. Most of the lots are further divided into sub-lots, one for Civil Service Learning (on behalf of central government) and one for all contracting authorities.

The lots relate to 'common apprenticeship areas' across the public sector including leadership and management, project and programme management, business administration, finance and tax, human resources, digital, commercial, property, customer services, operational delivery etc. The framework builds in end point assessment and has been 'future proofed' to allow the inclusion of new apprenticeship standards as they are developed.

Between one and five providers have been appointed to each sub-lot (16 providers in all). Individual call-off contracts can be awarded directly to framework providers or via further competitions.

The apprenticeship framework agreement forms part of a broader CCS procurement strategy which also includes the Managed Learning Service. This is intended to cover central government requirements outside the civil service core curriculum and also to provide a flexible service to the wider public sector.

This is a single supplier framework under which a 'prime contractor' has been appointed to work in partnership with employers and provide access to appropriate learning and development services and solutions. Employers can choose the full end-to-end managed service or individual services.

construction and engineering, health and social care, legal, finance and accounting, sales, marketing and procurement, transport and logistics.

Framework providers deliver the services directly or via a network of specialist providers.

Employers can call-off services directly from a provider on the framework or carry out a further competition among the providers. Template documents and guidance are available from ESPO. ESPO is continuing to engage with the sector to establish whether other solutions are required.

Local government professional buying organisations also have solutions available which can be used for apprenticeship training provision and they are scoping requirements for additional solutions. ESPO's managed training service is outlined below.

## Eastern Shires Purchasing Organisation

As Eastern Shires Purchasing Organisation (ESPO) Managed Training Service framework agreement neared expiry, extensive consultation was undertaken with stakeholders. Apprenticeship training provision in the context of the Levy was highlighted as an important need.

Re-procurement commenced in May and the new agreement went live in September 2017. It runs for two years with an option to extend for a further two years.

There are four main providers on the framework. Each will work with an employer to develop and deliver a fully managed apprenticeship programme compliant with EFSA requirements.

The areas in which apprenticeship training is available include but are not limited to business and administration, catering and hospitality, childcare and education,







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please contact us on 020 7664 3000.  
We consider requests on an individual basis.



# Equality Impact Assessment

Preliminary assessment form v5 / 2013

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Directorate:**

Director of HR, legal and performance

**Function e.g. HR,  
IS, carers:**

HR

**Title of policy, service, function, project or strategy (new or old) :**

Apprenticeship Levy Project Plan

**Type of policy, service, function, project or strategy:**

- Existing
- New / proposed
- Changed

**Q1 - What is the aim of your policy, service, function, project or strategy?**

The apprenticeship levy is being introduced in April 2017 and will require all employers with a pay bill of more than £3 million to pay into the levy at a rate of 0.5%. PCC's Apprenticeship Levy Project Plan sets out our response for using our apprenticeship levy allocation. Essentially the project aims to:

- Consider apprenticeships for all vacant posts at pay band 5
- Convert existing employees to an apprenticeship where a clear opportunity to develop skills has been identified

**Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?**

Apprenticeships are at the centre of the Government's drive to give people of all ages the skills that employers need to grow and compete. It aims to make apprenticeships as accessible as possible to all people from all backgrounds. Apprenticeships are real jobs with training (Equality Analysis: Apprenticeship funding policy from May 2017 - Department for Education publication)

The Department for Education has undertaken an Equality Analysis on the Apprenticeship Levy policy and it has not identified any negative impacts on the groups with protected characteristics.

The reforms aim to support social justice and opportunities for people to undertake quality apprenticeships by providing extra funding support for younger learners, those with learning difficulties and disabilities, care leavers, apprentices from the most disadvantaged areas and those undertaking frameworks in science and engineering subjects.

**Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?**

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

**Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?**

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transgender	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sexual orientation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Religion or belief	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pregnancy or maternity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other excluded groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?**

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transgender	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sexual orientation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?**

yes     No

**Q7 - How have you come to this decision?**

The Department of Education have undertaken an Equality Analysis on the funding policy and PCC is subject to the policy. No adverse impacts have been identified on groups with protected characteristics. The aim of the policy is to encourage employers to offer real jobs and qualifications particularly to groups that have been disadvantaged.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help  
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

**Q8 - Who was involved in the EIA?**

Jon Bell  
Roland Bryant

**This EIA has been approved by:**

**Contact number:**

**Date:**

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: [equalities@portsmouthcc.gov.uk](mailto:equalities@portsmouthcc.gov.uk)

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### Apprenticeship Numbers by Directorate, level and vocational area

The number of PCC apprentices (excluding schools) currently on a programme that commenced before the levy was introduced is 20. These vocational areas are being delivered using apprenticeship frameworks.

Level	Apprenticeship	Number of apprentices
Level 2	Business Admin	3
	Health & Social Care	4
Level 3	Town & County Planning	1
	Procurement	2
	Business Admin	2
	Customer Service	2
	Building Services Engineering for Technicians	1
	Health & Social Care	3
Level 4	Business Admin	2

Number of apprentices per Directorate

Directorate	Number of apprentices
Adult Social Care	16
Children's Services & Education	2
Children's Social Care	4
Community & Communication	11
City Development & Culture	2
Finance & IS	16
Property & Housing	18
HR, Legal & Performance	3
Integrated Commissioning	2
Port	1
Public Health	6
Regeneration	6
Solent LEP	2
<b>Total:</b>	<b>89</b>

The number of PCC apprentices (excluding schools) currently on programmes that have been recruited since the levy was introduced is 69. These programmes are being delivered through either an apprenticeship framework or standard.

<b>Level</b>	<b>Apprenticeship</b>	<b>Number of apprentices</b>
Level 2	Business Admin	12
	Customer Service	1
	Adult Care Worker	5
	Housing	1
	IT Application	3
	Facilities	2
Level 3	Business Admin	20
	Customer Service	2
	Assistant Accountant	2
	Maintenance & Operations Engineering Technician	1
	Housing	6
Level 4	Business Admin	2
	Professional Accounting Technician	2
Level 5	Care Leadership & Management	4
Level 6	Chartered Surveying	2
	Chartered Legal Executive	1
Level 7	Professional Accountancy	3





<b>Decision maker:</b>	Employment Committee
<b>Subject:</b>	Pay Policy Statement
<b>Date of decision:</b>	27 <sup>th</sup> February 2018
<b>Report by:</b>	Jon Bell - Director of HR, Legal and Performance
<b>Wards affected:</b>	n/a
<b>Key decision (over £250k):</b>	n/a
<b>Full Council Decision:</b>	Yes

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## 1. Purpose of report

The Council is required by section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement.

The Local Government Transparency Code 2014 further clarifies and describes the information and data local authorities are required to publish to increase democratic accountability.

A Pay Policy Statement must articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff, Chief Officers and its lowest paid employees.

A Pay Policy Statement must be prepared for each financial year, approved by Full Council no later than 31<sup>st</sup> March of each financial year and published on the council's website. Following the presentation of the Pay Policy Statement in March 2016, the Employment Committee requested that, in order to increase transparency and public accountability, a draft Pay Policy Statement be presented at an earlier stage of the financial year forecasting the pay policy for that year. This is now the final Pay Policy Statement for publication.

## 2. Recommendations

2.1 That the Employment Committee agrees the draft Pay Policy Statement attached as Appendix 1 to go forward for approval by the Full Council by 31 March 2018.

## 3. Background

3.1 Increased transparency about how taxpayers' money is used, including the pay and reward of public sector staff is now a legislative requirement under section 38(1) of the Localism Act 2011. The Department for Communities and Local Government published a revised Local Government Transparency Code on 3<sup>rd</sup> October 2014. The code enshrines the principles of transparency and asks relevant authorities to follow these three principles when publishing the data they hold. These are as follows:

- Responding to public demand
- Releasing data in open format available for re-use; and
- Releasing data in a timely way

This includes data on senior salaries and how they relate to the rest of the workforce (pay multiple).

- 3.2 The Council must have regard to the Secretary of State's guidance "Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act". It is now essential that an authority's approach to pay, as set out in a Pay Policy Statement, is accessible for citizens and enables taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make the best use of public funds.

Approved statements must be published on the authority's website and in any other manner that the authority thinks appropriate, as soon as reasonably practical after they have been approved by Full Council.

- 3.3 The Act also requires that authorities include in their pay policy statement, their approach to the publication of and access to information relating to the remuneration of chief officers. Remuneration includes salary, expenses, bonuses, performance related pay as well as severance payments.

- 3.4 The definition of a chief officer as set out in the Act is not limited to Heads of Paid Service or statutory chief officers. It also includes those who report directly to them.

- 3.5 The Portsmouth Pay Policy statement is attached as **Appendix 1**.

- 3.6 Whilst the Pay Policy Statement relates to the year 2017/18, Members' attention is drawn to the changing shape of the council and the environment in which it operates, and the impact this may have in future on its pay structure. In particular:

- The need for officers to operate across organisational boundaries, e.g. with the health sector and other local authorities
- The increased commercialisation of the council and the need to recruit and retain suitably skilled staff (who may expect alternative reward packages)
- The council's role as accountable body for commercial or quasi-commercial bodies
- The increased specialisation of skills in some employment markets, driving pay inflation that the council's pay structure is not well suited to meet

Members approval will be sought for any significant changes to the Council's pay structure resulting from these, or other factors.

#### **4. Conclusions**

The Council is required by the Localism Act 2011, section 38(1) to publish a Pay Policy Statement on a yearly basis which is approved by Full Council.

#### **5. Equality Impact Assessment (EIA)**

An equality impact assessment is not required as the recommendation doesn't have a negative impact on any of the protected characteristics as described in the Equality Act 2010.

#### **6. Legal Comments**

- 6.1 The Director of HR, Legal and Performance is satisfied the Pay Policy Statement at Appendix 1 meets the legislative requirements under Section 38 Pay Accountability, of the Localism Act 2011 and is in line with the Local Government Transparency Code 2014.
- 6.2 The Council is required to prepare a Pay Policy Statement for the financial year 2017/18 and each subsequent year, which sets out the policies, remuneration and other benefits of its chief officers and lowest paid employees and the relationship between its chief officers and every other officer.
- 6.3 The Pay Policy Statement must be approved by Full Council before 31<sup>st</sup> March 2018 and can only be amended thereafter by resolution to Full Council.

**7. Finance Comments**

There are no financial implications arising from the recommendations contained within this report.

.....  
Signed by: Jon Bell - Director of HR, Legal & Performance

19<sup>th</sup> February 2018

**Appendices: Pay Policy Statement 2017/18**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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## **PAY POLICY STATEMENT FOR THE FINANCIAL YEAR 2017/18**

### **INTRODUCTION**

This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 (the Act), and is compliant with the Local Government Transparency Code 2014.

The pay policy statement will be reviewed on an annual basis, and a new version of the policy will be approved before the start of each subsequent financial year, which will need to be complied with during that year.

### **SECTION 1: REMUNERATION OF STATUTORY AND NON-STATUTORY CHIEF OFFICERS, DEPUTY CHIEF OFFICERS, AND MONITORING OFFICER**

#### **1.1 REMUNERATION COVERED IN THIS SECTION OF THE POLICY**

This section covers the Council's policies in relation to the remuneration of its senior employees, including:

- Its Chief Executive (who is its Head of Paid Service);
- Its Deputy Chief Executive (and Monitoring Officer);
- The Directors, who report to and are directly accountable to the Chief Executive or Deputy Chief Executive. These Directors fulfil the roles of statutory Chief Officers, Section 151 Officer, and non-statutory Chief Officers;
- The Port Director;
- The managers who report to and are directly accountable to the Port Director.

#### **1.2 OVERALL POLICY ON REMUNERATION FOR SENIOR ROLES**

The Council's remuneration policy complies with all equal pay, discrimination and other relevant legislation.

The Council's Job Evaluation Support Scheme (JESS) is used when setting pay levels for all posts within the Council. This system is a factor-based analytical job evaluation scheme designed to measure the relative responsibilities of all jobs fairly and accurately.

#### **1.3 THE REMUNERATION OFFERED TO SENIOR EMPLOYEES**

At Chief Executive, Deputy Chief Executive and Director level (and for the Port Director and his direct reports), the Council offers only an annual salary, access to the Local Government Pension Scheme, and the payment of a small number of allowances, details of which are set out below. No other cash benefits or benefits in kind are offered. The Council does not offer performance related payments or bonuses to its senior employees.

All are employed on PAYE taxation arrangements. However in exceptional circumstances e.g. interim appointments, an alternative form of engagement/employment may if appropriate be used.

### **Annual salaries**

Annual salary levels for senior employees are set in accordance with the overall principles set out in section 1.3, above. At Chief Executive and Director level, they consist of a grade range which is determined locally by the Council. This grade range consists of a number of incremental salary points, through which employees may progress until the top of the grade is reached.

The current pay ranges are:

Chief Executive	£137,413 to £151,878
Deputy Chief Executive	£103,017 to £111,629
Port Manager	£103,017 to £111,629
Director (upper band)	£103,017 to £111,629
Director (mid band)	£88,300 to £97,598
Director (lower band)	£75,686 to £83,654
Senior Managers	£68,787 to £75,521

The Council has entered into shared working arrangements with Gosport Borough and Isle of Wight Councils to share senior management and their related statutory functions. All Councils have retained their clear identities as individual councils under this arrangement. Gosport Borough and Isle of Wight Council pay a contribution under this arrangement to Portsmouth City Council. Additional payments are made to these Chief Officers for carrying out the statutory functions under this shared working arrangement. These payments are separate to the level of pay received for performing their duties within Portsmouth City Council - see Section 4 - Honoraria payments.

### **Remuneration of senior employees on recruitment**

The Council's policy is that any newly appointed senior employee will commence employment at the lowest pay point in the pay range for their job, other than in circumstances where it is necessary to pay at a higher point within the range in order to match the salary of their previous post with another organisation. Any decision to appoint a senior employee on a higher pay point within the relevant pay range would be made by the Members Appointment Committee.

### **Pay progression**

Pay progression is by annual increment, payable from 1<sup>st</sup> April. Pay progression is based on the period of time the employee has served in that grade.

There is no scope for accelerated progression beyond one increment per annum, or for progression beyond the top of the grade's pay range.

### **Pay awards**

The salaries of Directors will be increased in line with any pay increase agreed nationally in line with the Joint National Councils (JNCs) for Chief Executives and Chief Officers. Senior Managers pay will be increased with any pay increase agreed nationally in line with the National Joint Council (NJC).

### **Bonuses**

The Council does not pay bonuses to any of its employees.

### **Other Allowances and Payments**

Other payments and allowances that the Chief Officers may be eligible for are detailed in Section 4 – **POLICIES COMMON TO ALL EMPLOYEES**. This includes Market Supplements, Local Government Pension Scheme (LGPS), Payments on Termination of Employment, Allowances.

### **Election fees**

Returning Officer fees will be paid where there is a statutory entitlement available. This is usually available for General and European Elections, but not local elections. Where a Director acts as the Deputy Returning Officer the appropriate fee at that time is paid.

## **SECTION 2: REMUNERATION OF LOWEST PAID EMPLOYEES**

### **2.1 DEFINITION OF LOWEST PAID EMPLOYEES**

The definition of the “lowest-paid employees” adopted by the Council for the purposes of this statement is as follows:

The lowest paid employees within the Council are those employees who are paid on the minimum salary point of the Council’s substantive pay structure, i.e. spinal column point 1, within Band 1 of its salary scales.

However, with effect from 1<sup>st</sup> November 2014, the Employment Committee made the commitment to Portsmouth City Council Employees (subject to agreement by governing bodies of schools) to pay the Portsmouth City Council Living Wage rate as a supplement to base pay. Therefore, all employees\* from SCP1 to SCP4 will receive a minimum hourly rate of £7.85 per hour.

The current annual full-time equivalent value of this pay level, based on a 37-hour standard working week at £7.85 per hour, for the financial year 2017/18 is £15,144.

(\*This excludes Apprentices and temporary staff employed via Portsmouth City Council's temporary staff agency).

## **SECTION 3: PAY RELATIONSHIPS**

Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, the Council is expected to publish its “pay multiple”, i.e. the ratio between the highest paid salary and the median salary of the whole of the local authority’s workforce. This multiple, for the financial year ending 01 April 2017 is 6.5 with a median salary of £23,398.

(The median salary figure is the salary value at which 50% of the salaries which apply to the whole of the local authority’s workforce are below that value and 50% are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the median salary is that which applies to its lowest paid employees, as defined in section 2 of this pay policy statement.)

The Council considers that the current pay multiple, as identified above, represents an appropriate, fair and equitable internal pay relationship between the highest salary and the pay levels which apply to the rest of the workforce. It will therefore seek to ensure that, as far as possible, the multiple remains at its current level.

The Council also considers that the relationship between the base salaries of its highest and lowest paid employees, which is currently a ratio of 10.1, represents an appropriate, fair and equitable internal pay relationship.

## **SECTION 4: POLICIES COMMON TO ALL EMPLOYEES**

The following elements of remuneration are determined by corporate policies or arrangements which apply to all permanent employees of the Council (including its Chief Executive, Deputy Chief Executive, Directors and the lowest paid employees as defined above), regardless of their pay level, status or grading within the Council:

### **Market Supplements**

A Market Supplement payment may be made if there is a clear business need, supported by effective market data, where a post is difficult to recruit to or to retain key members of staff, in addition to the normal reward package.

The supplement payment will be made in strict accordance with the Recruitment and Retention Policy and will be reviewed biennially. The full Recruitment and Retention Policy will be provided on request.

#### **Payments on Termination of Employment**

Other than payments made under the LGPS, the Council's payments to any employee whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This policy (Early Termination of Employment Payments) has been published in accordance with the requirements of Regulation 7 of these regulations and is available on request.

#### **Reimbursement of removal/relocation costs on appointment**

The Council's relocation scheme is to enable financial assistance (within pre-defined limits) to be given to any employee who is required to relocate to the Portsmouth area to take up an appointment in a post deemed 'hard to fill' by the appropriate Director. Full details of the policy can be provided on request.

#### **Honoraria**

The Council pays honoraria to any employee only in accordance with its corporate scheme for such payments. This scheme provides that honoraria payments may be made to any employee who undertakes exceptional additional duties unrelated to those of a higher post, for example a special project. Such payments must be approved by the Director for HR where payments will exceed £1,000 per annum.

#### **Acting-up/additional responsibility payments**

Where employees are required to "act-up" into a higher-graded post and take on additional responsibilities beyond those of their substantive post, for a temporary/time-limited period (which must exceed 4 weeks), they may receive an additional payment in accordance with the terms of the Council's policy. The payment will be based on the percentage of the higher duties and responsibilities undertaken and on the salary that would apply were the employee promoted to the higher post. (i.e. the lowest spinal column point of the higher grade).

#### **Standby and call out allowances**

Any employee who is required to undertake standby and call-out duties will be paid at the appropriate rate and in accordance with the policy. A full copy of the policy can be provided on request.

#### **Mileage rates**

The Council compensates employees who are authorised to use their own car, motorcycle or bicycle on Council business, in accordance with the mileage rates set out by HMRC.

#### **Subsistence allowance**

The Council reimburses expenditure on meals and accommodation and any other expenses necessarily incurred by employees who have to be away from home on Council business on the basis of actual expenditure incurred. These allowance rates are set out by HMRC.

#### **Child care (salary sacrifice scheme)**

Childcare is available to all employees via the HMRC-approved salary sacrifice scheme. There is no direct subsidy towards childcare costs by the Council.

## **SECTION 5: DECISION MAKING ON PAY**

The provisions of this pay policy statement will apply to any determination made by the Council in the relevant financial year in relation to the remuneration, or other terms and conditions, of a Chief Officer of the Authority and of its lowest paid employees, as defined in



this statement, The Council will ensure that the provisions of this pay policy statement are properly applied and fully complied with in making any such determination.

Any proposal to offer a new chief officer appointment on terms and conditions which include a total remuneration package of £100,000 or more, which would routinely be payable to the appointee and any benefits in kind to which the officer would be entitled as a result of their employment (but excluding employer's pension contributions), will be referred to the Full Council for approval before any such offer is made to a particular candidate.

Additionally, any severance payments over £100,000 are referred to Full Council for approval.

## **SECTION 6: AMENDMENTS TO THIS PAY POLICY STATEMENT**

This pay policy statement is a prediction for the financial year 2017/18.

The Council may agree any amendments to this pay policy statement after it has been approved, but only by a resolution of the full Council.

The finalised Pay Policy Statement will be agreed by the Council in March 2018 for the financial year 2017/18.

## **SECTION 7: PUBLICATION OF AND ACCESS TO INFORMATION**

The Council will publish this pay policy statement on its website as soon as is reasonably practicable after it has been approved by the Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will also be similarly published.

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<b>Title of meeting:</b>	Employment Committee
<b>Date of meeting:</b>	27 February 2018
<b>Subject:</b>	Sickness Absence - Quarterly Report
<b>Report by:</b>	Jon Bell - Director of HR, Legal and Performance
<b>Wards affected:</b>	N/A
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## 1. Purpose of report

The purpose of this report is to update Employment Committee about levels of sickness absence across the council and actions being taken to manage absence.

## 2. Recommendations

Members are recommended to:

- **Continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism.**

## 3. Background

- 3.1 In the period since the last update in September 2017 the level of sickness absence has decreased from 8.69 to 8.59 average days per person per year. This is against the corporate target of an average 7 days per person per year.
- 3.2 Analysis of data indicates that since the last report long term absence has remained at 4.90 average days per person per year. Short term absence has decreased from 2.46 to 2.44 average days per person per year over the same period.
- 3.3 Absence levels by directorates for the period from 01 February 2017 to 31 January 2018 are attached in Appendix 1.
- 3.4 Of the 12 directorates, five (excluding schools) are over the corporate target of an average 7 days per person per year. There are three directorates that are over an average 10 days per person per year.
- 3.5 The main reasons for absence have remained the same, with musculoskeletal, anxiety/stress/psychological and colds/flu/viruses accounting for 53.80% of absences in the last 12 months.
- 3.6 In the last report members were informed that levels of sickness absence in Adult Services had decreased from 15.21 to 13.82 average days per person per year. This

downward trend has continued and the current level of sickness absence is 12.47 average days per person per year, the lowest in Adult Services since March 2016.

- 3.7 Since the last report the Regeneration directorate has been created out of the Transport, Environment and Business Support directorate, plus City Development and Property, Investment and Development services. This new directorate has a headcount of 370 and a current sickness absence level of 8.69 average days per person per year. Although not a direct comparison, the old Transport, Environment and Business Support directorate reported 9.65 average days per person per year in the September 2017.
- 3.8 Public Health's headcount has reduced from 66 to 42 over the last 12 months. The absence related to leavers will remain in the directorates sickness figures for 12 months after the individual has left. The combination of the above has contributed towards the 12.60 average days per person per year in this directorate.

#### **4. Flu vaccinations**

The Public Health service started the flu vaccination programme for 2017/18 in October.

For staff not eligible to receive a vaccination from their GP, the council have offered staff the option to have a free flu vaccination from a pre-bookable clinic at the Central Library, drop in flu clinics at QA Hospital and local participating pharmacies or supermarkets, via a voucher scheme.

In addition, the NHS offer free flu vaccinations to frontline social care staff working in residential care, a nursing home, as a registered domiciliary care provider and for those directly involved in the care of vulnerable people, and staff within Children's Social Care and Adult Social Care have made aware of this. Staff have been able to claim their free jab through participating pharmacies or by booking an appointment at their GP surgery.

#### **5. Workplace Wellbeing Co-ordinator**

A Workplace Wellbeing Co-ordinator, located in Human Resources, has been appointed following a successful bid to the Public Health Transformation Fund.

The post aims to improve employees general wellbeing, increase attendance levels and enable earlier interventions to prevent ill health and reduce costs for the council. This post is funded for two years and will work across the council and health and social care partners to support the Health and Care Portsmouth Blueprint.

#### **6. Reasons for recommendations**

The continued monitoring of sickness absence and the identification of good management practices is an important part of maximising attendance, which will in turn increase productivity, improve engagement and build resilience.

**7. Equality impact assessment (EIA)**

A preliminary Equality Impact Assessment has been completed.

**8. Legal implications**

There are no immediate legal implications arising from this report.

**9. Finance comments**

There is no significant cashable saving resulting from the reduction in sickness absence. However there will be an improvement in productivity in terms of total days worked.

.....  
Signed by:

**Appendices:**

Appendix 1: Sickness Absence by Directorate 31 January 2018

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:

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Appendix 1: Sickness Absence by Directorate 27 February 2018

Sickness Absence by Directorates - 01 February 2017 to 31 January 2018

Directorate	Sickness - Working Days Lost														Total Average Per Person Per Year (Previously Reported)
	HeadCount			Total				Long Term		Medium Term		Short Term			
	Head Count at End of January 2018	Head Count at End of January 2017	Average HeadCount	Working Days Lost To Sickness	% Working Time Lost	Average Per Person Per Year	Trend	Working Days Lost To Sickness	Average Per Person Per Year	Working Days Lost To Sickness	Average Per Person Per Year	Working Days Lost To Sickness	Average Per Person Per Year		
Agency Workers	145	108	126.5	0		0.00	↔	0	0.00	0	0.00	0	0.00	0.00	
Adult Services	646	661	653.5	8149	6.22%	12.47	↓	5104	7.81	1098	1.68	1946	2.98	13.82	
Children's Services and Education	190	263	226.5	1509	4.19%	6.66	↑	751	3.31	271	1.20	487	2.15	6.49	
Children's Social Care	446	339	392.5	4175	4.19%	10.64	↑	2654	6.76	455	1.16	1065	2.71	7.26	
Community and Communication	204	204	204	1359	2.85%	6.66	↓	557	2.73	277	1.36	525	2.58	7.22	
Culture and City Development	333	358	345.5	1723	2.64%	4.99	↑	802	2.32	266	0.77	655	1.90	4.54	
Executive (Inc Legal)	44	17	30.5	166	1.48%	5.44	↓	89	2.92	32	1.05	45	1.47	11.99	
Finance and Information Services	285	310	297.5	1739	2.57%	5.85	↓	648	2.18	349	1.17	742	2.49	7.37	
Human Resources, Legal and Performance	87	120	103.5	371	1.87%	3.58	↑	132	1.28	73	0.70	166	1.61	3.50	
PCC Schools	2481	2536	2508.5	18279	4.24%	7.29	↑	8794	3.51	2644	1.05	6841	2.73	6.79	
Portsmouth International Port	77	81	79	541	2.73%	6.85	↑	219	2.77	128	1.62	194	2.45	5.47	
Property and Housing	850	832	841	8366	4.27%	9.95	↑	4762	5.66	1206	1.43	2398	2.85	9.94	
Public Health	42	66	54	680	6.81%	12.60	↑	469	8.69	93	1.73	117	2.17	10.87	
Regeneration	370	309	339.5	2952	4.39%	8.69	↑	1898	5.59	387	1.14	666	1.96	0.00	
<b>Total (Including PCC Schools)</b>	6055	6096	6075.5	50009		8.23	↑	26879	4.42	7280	1.20	15849	2.61	8.10	
<b>Total (Excluding PCC Schools)</b>	3574	3560	3567	31730		8.90	↓	18086	5.07	4636	1.30	9008	2.53	9.03	
<b>Total (Excluding PCC Schools but including Agency Workers)</b>	3719	3668	3693.5	31730		8.59	↓	18086	4.90	4636	1.26	9008	2.44	8.69	

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# Equality Impact Assessment

Preliminary assessment form v5 / 2013

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Directorate:**

Director of HR, legal and performance

**Function e.g. HR,  
IS, carers:**

Human Resources

**Title of policy, service, function, project or strategy (new or old) :**

Sickness Absence

**Type of policy, service, function, project or strategy:**

- Existing
- New / proposed
- Changed

**Q1 - What is the aim of your policy, service, function, project or strategy?**

To update members on the current levels of sickness absence across the council and the actions being taken to manage absence.

**Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?**

All employees

**Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?**

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

**Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?**

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?**

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pregnancy and maternity

Other excluded groups

If the answer is "no" or "unclear" consider doing a full EIA

**Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?**

yes

No

**Q7 - How have you come to this decision?**

There are no changes to the current absence management policy and therefore no detrimental affect on any groups.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help  
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

**Q8 - Who was involved in the EIA?**

Human Resources

**This EIA has been approved by:** Jon Bell

**Contact number:**

023 9268 8782

**Date:**

19/02/18

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk