

South Lakeland District Council
Delegated Executive Decisions

Thursday 21 October 2021

**Use of Apprenticeship Levy for Apprenticeship
Training with Chartered Institute of Housing**

Portfolio: Cllr Dixon Customer and Commercial Services
Decision Maker: Director of Strategy, Innovation and Resources
Report Author: Dawn Bradley – Organisational Development Specialist
Wards: All Wards
Forward Plan: Not applicable

Links to Council Plan Priorities:

Working across boundaries – N/A
Delivering a balanced community – N/A
A fairer South Lakeland – N/A
Addressing the climate emergency – N/A

1.0 Expected Outcome

1.1 To agree use of the Apprenticeship Levy to fund apprenticeship training for one existing employee. Training is a Level 3 Housing Apprenticeship Standard via the Chartered Institute of Housing.

2.0 Proposed Decision

2.1 It is recommended that the Director of Strategy, Innovation and Resources:-
(1) Approves the use of the Apprenticeship Levy funding for one Level 3 Housing Apprenticeship Standard training with the Chartered Institute of Housing

3.0 Background and Proposals

3.1 This report requests that the Apprenticeship Levy is used to fund Apprenticeship Standard training (Level 3 Housing) for one employee; the supplier will be delivering a fixed apprenticeship standard for a fixed price with the Chartered Institute of Housing.

3.2 Apprenticeship Levy funding can only be used for Apprenticeship Standard training. Apprenticeship Standards have fixed content and a fixed price.

3.3 Spend of the Apprenticeship Levy has been included on the Procurement Schedule, approved on 20 October 2021.

- 3.4 Part of the spend of the Apprenticeship Levy is this particular training with the Chartered Institute of Housing. Contract value is £7,000.
- 3.5 The contract for training services with the Chartered Institute of Housing needs to be signed by close of business on 21 October 2021 or the training will need to be postponed.
- 3.6 Call in will be waived for this item.

4.0 Consultation

- 4.1 CMT and Portfolio Holder.

5.0 Alternative Options

- 5.1 Use of an alternative training provider could be considered, although there are only specific providers who can provide apprenticeship training due to apprenticeship levy funding rules. An alternative training provider could be sourced outwith of the

6.0 Implications

Financial, Resources and Procurement

- 6.1 The apprenticeship training requested is £7,000. The Apprenticeship Levy funding available is £80,000 and unspent funds expire after 24 months.

Human Resources

- 6.2 No staffing implications, the employee undertaking the training is an existing member of staff.

Legal

- 6.3 None. Contract for training services will be signed if approval is granted. An exemption from call in has been agreed by the Vice Chairman of the Council.

Health, Social, Economic and Environmental

- 6.4 Have you completed a Health, Social, Economic and Environmental Impact Assessment? No
- 6.5 If you have not completed an Impact Assessment, please explain your reasons: it is not considered applicable.

Equality and Diversity

- 6.6 Have you completed an Equality Impact Analysis? No
- 6.7 If you have not completed an Impact Assessment, please explain your reasons: it is not considered applicable.

Risk

Risk	Consequence	Controls required
Apprenticeship will not commence and they will lose the opportunity to develop skills that will enhance the service offered by the council.	Apprenticeship will not commence and apprenticeship levy funding will expire.	The DED and the appropriate waivers for urgency are in place.

Contact Officers

Dawn Bradley, Organisational Development Specialist: 01539 793174
dawn.bradley@southlakeland.gov.uk

Tracking Information

Signed off by	Date sent	Date Signed off
Legal Services	20/10/2021	20/10/2021
Section 151 Officer	20/10/2021	20/10/2021
Monitoring Officer	20/10/2021	20/10/2021
Circulated to	Date sent	
Lead Specialist	20/10/2021	
Human Resources Lead Specialist	20/10/2021	
Communications Team	N/A	
Leader	N/A	
Committee Chairman	N/A	
Portfolio Holder	N/A	
Ward Councillor(s)	N/A	
Committee	N/A	
Executive (Cabinet)	N/A	
Council	N/A	

Signed by:-	Title:-