

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.


Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Director¹	Director of City Development (Martin Farrington)	
Contact person:	Martyn Long, Head of Projects and Programmes Employment and Skills service	Telephone number: 07712 214341
Subject²:	Apprenticeship Provider Contracts 2020-25	
Decision details:	What decision has been taken? ³	
	The Chief Officer Employment and Skills agreed to award a 5 year £0 value contracts to the providers listed in confidential appendix 1, commencing on 1 st August 2020 and running through to 31 st July 2025.	
	<p>A brief statement of the reasons for the decision⁴</p> <p>The Apprenticeships Levy amount of 0.5% of the Council's pay bill equates to c£2.6m per year. This is taken at source by HMRC and returned with an additional 10% top-up into a digital account which can only be used to pay for approved apprenticeship training and assessment. The national programme is managed by the Education and Skills Funding Agency (ESFA).</p> <p>In addition to the Levy, the government introduced legislation that states that all public sector organisations will be required to ensure that 2.3% of their workforce are apprentices at any one time. For the Council this target equates to around 330 new apprenticeships per year, plus another 150-200 for maintained schools and can be applied both to new joiners and to upskill existing staff where there is a demonstrable business need. Levy funds can be used on apprenticeship training and end-point assessment for up to 2 years after they are initially raised.</p> <p>In June 2020, a third opening mini-competition (DN477396) was published to all apprenticeships training providers registered on the Employment and Skills Dynamic Purchasing System (DPS) Category 10 Apprenticeships Training Providers to contract additional apprenticeship training providers that had recently joined the DPS in the past year or had not bid in previous openings.</p> <p>The third annual opening attracted successful bids from 11 new providers offering apprenticeship standards in different sectors and levels to provide additional opportunities to council staff.</p>	
Brief details of any alternative options considered and rejected by the officer at the time of making the decision		
N/A		

¹ With delegated authority set out in Constitution

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

Affected wards:	N/A		
Details of consultation undertaken⁵:	Executive Member for Learning, Skills and Employment		
	Ward Councillors none		
	Others: Leeds City Council Apprenticeships Board		
	HR Workforce Development Team Central Procurement Officer Service Finance Officer		
Implementation	Officer accountable, and proposed timescales for implementation Head of Projects and Programmes, Employment and Skills Service. Five year £0 value contracts will commence on August 1 st 2020 and run for five years until July 31 st 2025.		
List of Forthcoming Key Decisions⁶	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s)		
	Signature	Date	
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ⁸ Sue Wynne Chief Officer Employment and Skills		
	Signature 	Date 07.07.20	

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁶ Complete this section for key decisions only

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.