

**Committee: Cabinet**

**Date of meeting: 16 March 2023**

**Title of Report: Extension of the Apprenticeship Framework**

**Report by: Jo Atkinson Assistant Director Strategic Commissioning**

**Cabinet Member: Cllr David Southward, Cabinet Member for Economy and Cllr Peter Thornton, Cabinet Member for Finance**

### **What is the Report About? (Executive Summary)**

1. This paper seeks permission to extend the Apprenticeships Framework ("The Framework") for a period of one year until 31 March 2024. In compliance with the Direction issued under section 24 of the Local Government and Public Involvement in Health Act 2007, consent was obtained from Cumberland Shadow Authority's Executive on 16 February 2023 Minute No 85- Section 24 Extension to Apprenticeship Framework and Westmorland and Furness Shadow Authority's Cabinet on 24 February 2023 Minute No 94- Section 24 Extension to Apprenticeship Framework.

### **Recommendation of the Executive Director**

2. It is recommended that Cabinet authorises the extension to the Apprenticeship Framework for a period of one year from 01 April 2023 until 31 March 2024, with an indicative annual value of £4m.

### **Background to the Proposals**

3. All large employers with an annual pay bill of over £3 million are required by the Government to pay an 'apprenticeship levy' of 0.5% of their total annual pay bill. The Apprenticeships Framework enables the Council to spend this levy on apprenticeships and training and keeps these funds in Cumbria and to invest in its workforce and supports the wider aims of the Council Plan.
4. The Apprenticeship Framework commenced on 01 April 2018 for 4 years until 31 March 2022. There are 2 optional 12-month extensions available, one of which has already been utilised, to 31<sup>st</sup> March 2023. The last end date using both extensions is 31 March 2024.
5. The Apprenticeship Framework is an 'open' Framework meaning that new providers can join during the term of the Framework. There are currently 61 Providers on the Framework (Appendix 1). Each identified apprenticeship training requirement is commissioned via a mini competition and has a Call Off Agreement in place. The mini competitions enable the Council to secure quality training provision.

6. Permission is now sought via this ODR to use the **final one-year extension**, extending current arrangements to 31 March 2024. A contract modification form has been completed for each contract and duly authorised and is included at Appendix 2.
7. The total contract value for the full 6-year term (if both optional 12-month extensions are utilised) is £20m. The actual, plus committed spend to date is currently circa £8.3m
8. This extension of the Framework is being sought to ensure that there are arrangements in place for both new unitary authorities and Cumbria Fire & Rescue from 01 April 2023. Extension would allow the operational teams sufficient time to 'settle' into new organisations and for decisions to be taken around the strategic approach around these services. The contract states that the Council must give providers 3 months' notice of contract extension, a notice of intention to extend has been sent to all Framework Providers.
9. Following a meeting with SROs it was proposed that Westmorland & Furness Council will host the contractual arrangements. Sign off this approach is expected in the coming weeks. This will help to ensure that the Framework and service delivery remains workable until such a time that the services are reviewed.
10. District Councils currently spot purchase Apprenticeship Training via several contracts. These arrangements are not part of the proposal's details in this paper. Both New unitary authorities will need to review the Framework as soon as possible and consider their future apprenticeship training needs as this is the last extension that can be applied to this Framework.

## Funding

11. The Apprenticeships Framework is funded by the Apprenticeship Levy with the total framework value, including any extension options, as described in the contracts OJEU notice 2017, is £20 million. The spend levels (both confirmed and indicative) are detailed in the table below. For the extension period the use of the Framework is expected to increase as it will include the levy value for the 6 district councils as well as Cumbria County Council (including Voluntary Controlled and Community Schools and Cumbria Fire and Rescue). The projected value by 31/03/23 is Cumbria County Council expected to be £8.3m, leaving £11.7m of the original published contract value of £20m. This equates to £5.2m contract spend to date (since commencement) and £3.1m commitments.
12. Current levy amounts for the district councils are shown below, these are being used as a benchmark to understand the potential spend via the Framework post LGR, the inclusion of these amounts is within the remaining contract values noted above:

	Allerdale	Barrow	Carlisle	Copeland	Eden	South Lakeland
<b>2022/23 Estimated Apprenticeship Levy (Including 10% top up)</b>	£22,000	£19,512	£50,647	£29,691	£10,111	£47,000
<b>TOTAL</b>	£178,961					

13. As the arrangements are fully funded by the Apprenticeship Levy, there are no financial consequences for the Council or new organisations connected to the use of the Framework, other than what has already been committed. There is no requirement to use the Framework if it is extended. If the new organisations do not commission apprenticeship training by the Framework (or any other mechanism) there is a risk that the apprenticeship levy amount (0.5% of their total annual pay bill) will not be spent and this funding may expire e.g. returned to central government.
14. Officers are currently working with the Department of Education to establish the way in which digital accounts will be administrated moving forward.

### Performance

15. The Framework is fit for purpose and will be suitable to meet the short-term needs of the two new local authorities and Cumbria Fire and Rescue Service. It recognised that it would be beneficial for the new local authorities to review the Framework as soon as possible and consider their future apprenticeship training needs, as there is some scope for improvement including update to ensure alignment with latest guidance.
16. There are currently circa 391 apprentices accessing training via the Framework.
17. The continued operation of the Framework provides a mechanism for the new local authorities to continue to maximise the apprenticeship levy so that no funds expire or require pay back to central government.
18. The Framework currently performs well supporting the Councils' workforce planning:
  - A progression rate into employment post apprenticeship of 92%
  - Enables the Council to foster a "grow your own" approach e.g., Solicitors, Civil Engineers, Social Workers, Project Managers (particularly beneficial in hard to fill roles).
  - The provision of work-based learning for leadership and management up to Senior Leaders
19. Additionally, the Framework has supported Cumbria County Council to be nationally recognised around its work with Apprentices including:
  - National Apprenticeship Service Awards 2019 (NW Regional) - Winner Macro Employer and Recruitment Excellence
  - Chartered Institute of Public Relations North-West Pride Awards 2019 – Winner Gold Integrated Campaign
  - Lancashire and South Cumbria Health & Care Partnership – 2022 Apprenticeship Awards – Finalist Employer of the Year

20. The Framework also contributes to wider Council priorities via the delivery of apprenticeship training to young people around:
- Corporate Parent
  - Special Educational Needs and Disabilities/Inclusion
  - Numbers of Young People Not in Education, Employment or Training (NEET)

### **Options Considered and Risks Identified**

#### **Option (a) (Recommended) – extension of the Apprenticeship Framework for a period of one year from 01 April 2023 until 31 March 2024, with an indicative annual value of £4m**

21. The detail on this option is outlined in paragraphs 3 to 20 above.
22. Risk 1: A number of Providers do not accept the extension of current arrangements:
- If Providers do not agree to the extension, then they are, in effect, removed from the Framework. The Framework continues with those providers who wish to remain.
  - As the Framework is open, providers can re-join as well as new providers joining.
  - This risk is unlikely at this stage as there is no obligation for providers to bid on mini competitions, so it is expected that most providers will re-join so that they can as a minimum view the future opportunities.
23. Risk 2: The new Authorities do not wish to continue with the Framework from 01 April 2023 after extensions have been undertaken
- There is no requirement for the Framework to be used (other than already commenced training for existing apprentices).
  - Consent to extend the Framework has been sought from the new Authorities.

#### **Option (b) - Do not extend the Apprenticeship Framework**

24. This option is not recommended as it means that it is likely that the new local authorities will not have arrangements in place to commission new apprenticeship training – though the call off arrangements in place would remain active.
25. Delivery of such services would not be possible via an “in house” approach at this stage as the Council and the new authorities do not have the resource and expertise to deliver the broad training that is required.
26. Risk 3: There are no arrangements in place to support the new local authorities to deliver new Apprenticeship training.

- If there are no arrangements in place, each new organisation will need to commission apprenticeship training packages individually, meaning increased time and resource from a staffing perspective. Individual commissioning of training also brings the risk of breaking procurement law should the aggregated amounts exceed the Public Contract Regulations 2015 thresholds.

27. Risk 4: Increased amounts of Levy Funding being paid back to Central Government

- There are no identified financial benefits of not extending the Framework. Without arrangements in place there is an increased risk of the new local authorities not being able to commission apprenticeship training and therefore not able to spend its Levy, subsequently this will need to be paid back to central government.
- The return of Levy funding means that money that could have been spent in Cumbria is lost which also brings political and media interest and would likely bring the two new local authorities into disrepute. This risk could be mitigated by clear proposal around alternative service provision, though at this stage in the LGR process this level of detail is not available.

### **Reasons for the recommendation/Key benefits**

28. The recommended approach (option a) ensures that:

- There are known services in place from vesting day which have been commissioned in a legally compliant manner.
- The new authorities have sufficient time and resource to plan and execute the delivery of apprenticeship training. For each new organisation to achieve their new strategic goals it is highly likely that activity may need to include regulated procurement exercises and internal governance processes which are subjected to set timescales, the extension gives the time to achieve this.
- The new authorities can continue to maximise the apprenticeship levy so that no funds expire or require pay back to central government
- Additionally, the setup of the Framework means that new providers can join so that any additional training needs which may arise (as a result of the inclusion of district councils) can be commissioned following established processes.

### **Financial – What Resources will be needed and how will it be Funded?**

29. The terms of the contract allows the agreement to be extended for two 12 month periods, this ODR recommends the second extension for the period 1st April 2023 to 31st March 2024. The estimated value of the contract will be fully funded by the Apprenticeship Levy, so there will be no financial consequences for the Council or new Unitary Authorities.

### **Legal Aspects – What needs to be considered?**

30. As noted above in compliance with the Direction issued under section 24 of the Local Government and Public Involvement in Health Act 2007, consent to extend the Apprenticeships Framework has been obtained from both Cumberland Shadow Authority's Executive and Westmorland and Furness Shadow Authority's Cabinet.
31. It is proper decision for Cabinet to authorise the extension of the Framework.
32. The request to modify the Framework was approved by the Senior Manager – Corporate and Contract Management on 18 January 2023 which is attached as Appendix 2 to this report.
33. As a hosting arrangement has been agreed between the new councils the transfer of the Framework will occur automatically by operation of law on 01 April 2023 using the provisions in section 16 of the Local Government and Public Involvement in Health Act 2007. The new councils will enter into section 16 agreements which set out the contracts (including framework agreements) that are being transferred to each new council from the sovereign council.
34. The specific arrangements for hosting the Framework will be detailed in an agreement between the two new councils.
35. Whilst the new councils can both use the Framework, they are under no obligation to do so.

### **LGR Implications**

36. Consent has been obtained from both the Shadow Authorities to extend the Apprenticeships Framework. The proposed hosting arrangement will ensure that the Framework spend is appropriately managed, so as to not go over advertised contract value (with regard to the Contract Procurement Regulations 2015) and run efficiently. Hosting for the agreed period will also support the management of the market and ensure that there is no competition between new Authorities to secure Apprenticeship training. As the Framework will be in its last year of operation, if extended, both new Authorities will need to consider their strategic approach to apprentices and their options to around re-commissioning.

### **Health and Safety Aspects – What needs to be considered?**

37. The County Council has a responsibility under the Health & Safety at Work Act 1974 and associated Management of Health & Safety at Work Regulations to ensure as far as is reasonably practicable that there are arrangements in place to ensure a healthy and safe working environment in everything it does.
38. In the context of the recommendation to extend the Apprenticeships Framework for a period of one year until 31 March 2024, this places a joint responsibility on Cumbria County Council (until 31 March 2023) and then Westmorland & Furness Council and Cumberland Council (from 1 April 2023) as well as all apprenticeship providers on the framework to continue to ensure delivery of the apprenticeship programme to the highest possible health, safety and wellbeing

standards and in line with the commitments agreed in the Annual Health, Safety and Wellbeing Policy Statements in place for each organisation.

39. Given the nature of the apprenticeship programme and new or different working environments, health safety and wellbeing risks must be fully assessed with appropriate controls implemented. This will for example include providing workers with additional information, instruction, training, supervision and protective equipment as required.

**Council Plan Priority – How do the Proposals Contribute to the Delivery of the Council’s Stated Outcomes? (Outcomes - People in Cumbria are Healthy and Safe, Places in Cumbria are well connected and thriving, the Economy in Cumbria is growing and benefits everyone)**

40. The extension of the Apprenticeship Framework contributes to all three Council Plan Priority Outcomes:

- People in Cumbria are healthy and safe – those undertaking apprenticeships feel valued and are achieving contributing to their health and wellbeing. Apprentices are training to fill roles that support people in Cumbria
- Places in Cumbria are well connected and thriving – Highways apprenticeship contribute to maintaining and improving road and infrastructure to enable people to access work, learning and business
- The economy in Cumbria is growing and benefits everyone – Apprenticeships deliver a workforce with the specific skills required and gives existing employees opportunities to develop.

**What is the Impact of the Decision on Health Inequalities and Equality and Diversity Issues?**

41. A screening Equality Impact Assessment has been completed to assess the potential risks to people who share a protected characteristic if the recommendation were not to be agreed. This has been included at Appendix 3

**Appendices**

- Appendix 1 – List of current Framework Providers  
 Appendix 2 – Completed Contract Modification Form  
 Appendix 3 - Equality Impact Assessment – Screening

**Key Facts**

**Electoral Division(s):** All

Executive Decision	Key Decision Included in Forward Plan	Exempt from call-in	Exemption agreed by scrutiny chair	Considered by scrutiny, if so detail below	Environmental or sustainability assessment undertaken?	Equality impact assessment undertaken?
Y	Y	N				Y

**Approved by the relevant Cabinet Member/s on 2 March 2023**

**Previous relevant Council or Executive decisions**

None

**Consideration by Overview & Scrutiny**

None

**Background Papers**

N/A

**Report Author**

Lisa Studholme, Commissioning Manager, [lisa.studholme@cumbria.gov.uk](mailto:lisa.studholme@cumbria.gov.uk)  
**07966111890**



## Appendix 1 – List of current Apprenticeship Framework Providers

1	ACACIA TRAINING LIMITED	32	TRAIN 2 TRAIN LIMITED
2	ACTIV FIRST LIMITED	33	UNIVERSITY OF CENTRAL LANCASHIRE
3	BALTIC TRAINING SERVICES LIMITED	34	UNIVERSITY OF CUMBRIA
4	BAUER RADIO LIMITED	35	BUSY BEES HOLDINGS LIMITED
5	B-SKILL LIMITED	36	DERWENTSIDE COLLEGE - BUSINESS DEVELOPMENT
6	BLACKPOOL AND THE FYLDE COLLEGE	37	INTEC BUSINESS COLLEGES LIMITED
7	BURNLEY COLLEGE	38	LEARNING AND DEVELOPMENT BUREAU LTD
8	CILEX LAW SCHOOL	39	MIDDLESEX UNIVERSITY HIGHER EDUCATION CORPORATION
9	C.M.S. VOCATIONAL TRAINING LIMITED	40	NORTHUMBRIA UNIVERSITY
10	KENDAL COLLEGE	41	SYSTEM PEOPLE LIMITED
11	EXPANSE GROUP LTD	42	UNIVERSITY COLLEGE OF ESTATE MANAGEMENT
12	GATESHEAD COLLEGE	43	UNIVERSITY CENTRE QUAYSIDE LIMITED
13	GENII ENGINEERING & TECHNOLOGY TRAINING LIMITED	44	OPTIMUM SKILLS LIMITED
14	GP STRATEGIES TRAINING LIMITED	45	SERCO LIMITED
15	REALISE LEARNING AND EMPLOYMENT LIMITED PREVIOUSLY INTERSERVE LEARNING & EMPLOYMENT (SERVICES) LIMITED	46	CONSTRUCTION AND PLANT ASSESSMENTS LTD
16	LANCASTER UNIVERSITY	47	ELIESHA TRAINING LIMITED
17	LEARNING CURVE GROUP LIMITED	48	ESTIO TRAINING LIMITED
18	LIFETIME TRAINING GROUP LIMITED	49	JTL
19	NACRO	50	THE IT SKILLS MANAGEMENT COMPANY LIMITED
20	NORTH LANCS. TRAINING GROUP LIMITED(THE)	51	BABINGTON BUSINESS COLLEGE LIMITED
21	PARAGON EDUCATION & SKILLS LIMITED	52	CSM CONSULTING LIMITED
22	PREMIER PEOPLE SOLUTIONS LIMITED	53	RUNSHAW COLLEGE
23	PROFOUND SERVICES LIMITED	54	THE EDUCATION AND SKILLS PARTNERSHIP LTD
24	QA LIMITED	55	THE SKILLS NETWORK LIMITED
25	REMIT GROUP LIMITED	56	CIPS CORPORATE SERVICES LIMITED
26	SHEFFIELD HALLAM UNIVERSITY	57	IODA LIMITED
27	SKILLS TRAINING UK LIMITED	58	CIPFA BUSINESS LIMITED
28	THE CARE LEARNING CENTRE (ISLE OF WIGHT) LIMITED	59	CREDIT SERVICES ASSOCIATION
29	THE SKILLS CO	60	IMPACT FUTURES TRAINING LIMITED
30	THE OPEN UNIVERSITY	61	RAISE THE BAR LTD
31	TRN (TRAIN) LTD		

## Appendix 2: Authorised Contract Modification Form

### REQUEST TO MODIFY A CONTRACT DURING ITS TERM

#### CUMBRIA COUNTY COUNCIL CONTRACT PROCEDURE RULES

Use this form from 15 January 2020 to seek approval to modify a contract during its term.

Modification is the term used in the Public Contracts Regulations 2015 and the CPRs for variations and extensions to contracts.

Please note that a contract that has terminated cannot be extended.

The Executive Director – Corporate, Customer and Community Services is responsible for approving requests to modify contracts following consultation with the Chief Legal Officer.

The Executive Director – Corporate, Customer and Community Services is not authorised to approve requests for modifications which would cause the Council to breach the Public Contracts Regulations 2015.

#### SUMMARY

<b>MODIFICATION PROVIDED FOR IN CONTRACT</b>	Yes
<b>VALUE</b>	There is no guaranteed spend on the Framework. £4,000,000 (indicative)
<b>DATE DECISION REQUIRED</b>	December 2022

#### DIRECTORATE INFORMATION

<b>DIRECTORATE</b>	People Directorate, Strategic Commissioning, (Children & Young People)
<b>NAME OF OFFICER REQUESTING MODIFICATION</b>	Lisa Studholme
<b>POST TITLE</b>	Commissioning Manager

#### CONTRACT DETAILS

<b>PARTIES</b>	62 framework providers (list attached at appendix A) and Cumbria County Council
<b>DATE OF CONTRACT</b>	All 62 framework contracts are dated 08 June 2018

<b>TERM</b>	Initial term: 1 April 2018 to 31st March 2022 (initial 4-year framework with up to two further options to extend the Term by up to two further periods of 12 months)
<b>TOTAL CONTRACT VALUE (including value of any options to extend the contract)</b>	£20,000,000 (value includes both optional extensions)  Spend to date: £5,200,000
<b>SUBJECT MATTER</b>	Extension of Apprenticeships Framework contract for a period of 12 months to 31 <sup>st</sup> March 2024.

### **CLAUSE IN CONTRACT PERMITTING MODIFICATION**

<b>Insert details of the clause in the contract (if any) which permits modification</b>
<p>Clause 2.2 – The Council may extend this agreement beyond the Initial Term by up to two further periods of up to 12 months (Extension Period). If the Council wishes to extend this Agreement, it shall give the Provider at least 3 months written notice of such intention before the expiry of the Initial Term or Extension Period.</p> <p>The first extension for a period of 12 months to 31<sup>st</sup> March 2023 has been utilised.</p>

### **IMPACT OF MODIFICATION**

<p><b>Use this section to explain the impact of the modification, including:</b></p> <p><b>The monetary value of the modification and its impact on the contract; and</b></p> <p><b>The effect on the scope of the contract (<i>include precise information on the effect of the modification on the existing specification, contract terms and subject matter of the contract</i>).</b></p>
<p>The modification allows for the continued provision of the framework for a further period of up to 12 months.</p> <p>The Apprenticeships Framework is funded by the Apprenticeship Levy with the total framework value, including any extension options, as described in the contracts OJEU notice 2017, is £20 million. The spend levels (both confirmed and indicative) are detailed in the table below. For the extension period the use of the Framework is expected to increase as it will include the levy value for the 6 district councils as well as Cumbria County Council (including Voluntary Controlled and Community Schools and Cumbria Fire and Rescue). The projected value by</p>

31/03/23 is expected to be £8.3m, leaving £11.7m of the original published contract value of £20m. This equates to £5.2m contract spend to date (since commencement) and £3.1m commitments.

Levy amounts for both the district councils are shown below, these are being used as a benchmark to understand the potential spend via the Framework post LGR:

	Allerdale	Barrow	Carlisle	Copeland	Eden	South Lakeland
<b>2022/23 Estimated Apprenticeship Levy (Including 10% top up)</b>	<b>£22,000</b>	<b>£19,512</b>	<b>£50,647</b>	<b>£29,691</b>	<b>£10,111</b>	<b>£47,000</b>

This contract is a framework arrangement with no committed spend, meaning the new LAs can choose whether they utilise this Framework for the delivery of apprenticeship training.

The requirements of the existing terms and conditions and specification included in the framework shall remain the same.

It is expected that the County Council will enter into the extensions and on Vesting Day the contracts will transfer automatically by an operation of law to the new Councils. As this is a countywide service there is no clear way for this to be automatically novated to only one authority as it sits across both. Therefore, it is also expected that one of the new authorities will "host" the Framework to ensure that it is appropriately managed e.g. avoiding both new LAs going out for the same type of training and in effect being in competition for the same provider/services. This hosting has not yet been confirmed/decided.

## **BACKGROUND AND REASONS FOR REQUESTING A MODIFICATION**

### **Explain the reasons why the modification is sought**

All large employers with an annual pay bill of over £3 million is required by the Government to pay an 'apprenticeship levy' of 0.5% of their total annual pay bill. Whilst the Apprenticeships Framework does not support statutory service delivery in enables the Council to spend this levy on apprenticeships and training and keeps these funds in Cumbria and to invest in its workforce and supports the wider aims of the Council Plan.

The wide variety of roles and specialisms undertaken by all Local Authorities are complex and changeable, therefore a Framework Approach supports Local Authorities to deliver training for a variety of apprenticeships from a range of providers.

The contract extension from 1<sup>st</sup> April 2023 to 31st March 2024 is being sought for the following reasons:

- To ensure that there are arrangements in place for both new Council's to be able to access funding for apprenticeships training from day 1.
- There is currently not sufficient clarity to set out about what Workforce and

Organisation should look like from 1st April 2023. The extension of this contract gives extra time for these to be worked up and finalised so that both new Councils can fully consider the options available to them around Apprenticeships and ensure that these fit into their strategic direction and be able to be put through their new decision-making processes.

- There are a number of options around the delivery of Apprenticeship services, by extending the current Framework Arrangements the new Councils will be able to consider these options
- The current arrangements are working well, with Cumbria County Council being recognised nationally for its full use of the apprenticeship levy.

### **VIEWS OF THE ASSISTANT DIRECTOR (& CABINET MEMBER)**

**Use this section to provide confirmation that the Assistant Director supports the request and any other comments from the Assistant Director. Where the value of the contract exceeds the Key Decision threshold, confirmation should be provided that the Cabinet Member supports the proposal.**

Supported by AD

### **LEGAL IMPLICATIONS**

#### **Comments from Legal Services**

Due to the value, the framework agreement is regulated by the Public Contract Regulations 2015 (PCRs).

The decision to extend the framework agreement by a further period of up to 12 months is a lawful decision and is the final available extension permitted, as clause 2.2 of the agreement provides for this, provided at least 3 months written notice of the Council's intention is given to the Providers prior to the framework expiry.

The Assistant Director – Strategic Commissioning may approve the requested modification under paragraph 11.3(b) Part 3A of the Constitution in accordance with rules 7.11 and 7.12 of the Contract Procedure Rules at Part 5H of the Constitution.

The requesting officer will need to seek further authority to implement the proposed extension to extend the framework agreements and instruct legal accordingly.

**Solicitor:** S Barnes

**Date:** 22 December 2022

<b>Likelihood of claim against Council being successful</b>	<b>Impact of claim against Council being successful</b>	<b>Risk Score</b>
<b>1</b>	<b>2</b>	<b>2</b>

## FINANCE IMPLICATIONS

<b>Comments from Finance</b>		
<p>The terms of the contract allow the agreement to be extended for two 12 month periods, this modification is in relation to the second extension for the period 1st April 2023 to 31st March 2024. The estimated value of the contract will be fully funded by the Apprenticeship Levy, so there will be no financial consequences for the Council or new Unitary Authorities.</p>		
<b>Finance Officer:</b> Jamie Wright <b>Date:</b> 20/12/22		
<b>Likelihood</b>	<b>Likelihood</b>	<b>Likelihood</b>
<b>1</b>	<b>5</b>	<b>5</b>

## REQUESTING OFFICER SIGNATURE AND DATE OF REQUEST

<b>SIGNED</b>	<b>DATE</b>
Lisa Studholme	04/01/2023

## COMMENTS OF THE SENIOR MANAGER – COMMISSIONING, PROCUREMENT AND CONTRACT MANAGEMENT

<b>As per the T&amp;C's clause for the second years extension, I'd agree with this request at this stage.</b>		
<b>OVERALL RISK ASSESSMENT</b>		
<b>Likelihood</b>	<b>Impact</b>	<b>Risk Score</b>
<b>1</b>	<b>2</b>	<b>2</b>
<b>Name date Bev Kent 18/1/23</b>		

## DECISION OF THE EXECUTIVE DIRECTOR - CORPORATE, CUSTOMER AND COMMUNITY SERVICES

<b>MODIFICATION APPROVED</b>	Conway Stewart
<b>MODIFICATION NOT APPROVED</b>	

<b>COMMENT</b>	As per legal and Proc comments above.
<b>DATE OF DECISION</b>	18/1/23

**PROCEDURE**

The Executive Director – Corporate, Customer and Community Services will only consider requests for modification of contracts made on the Request for Exemption form.

Corporate Procurement and Contract Management can provide assistance in completing the form and this is advised to ensure that sufficient relevant information is included in the request.

The manager requesting the modification must:

1. complete all sections of the form;
2. circulate the form for comment to Legal Services and Finance;
3. e-mail the completed form to the Executive Director – Corporate, Customer and Community Services.

The Executive Director – Corporate, Customer and Community Services will log the request and consult with the Senior Manager – Commissioning, Procurement and Contract Management and the Chief Legal Officer (Monitoring Officer) before determining the request.

The Executive Director – Corporate, Customer and Community Services will return the signed decision to the requesting officer.

The Executive Director – Corporate, Customer and Community Services will retain a record of the request and the decision.

		<b>Impact</b>					
<b>Likelihood</b>	<b>V Likely</b>	5	5	10	15	20	25
	<b>Likely</b>	4	4	8	12	16	20
	<b>Possible</b>	3	3	6	9	12	15
	<b>Unlikely</b>	2	2	4	6	8	10
	<b>V Unlikely</b>	1	1	2	3	4	5
			1	2	3	4	5
		<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Most severe</b>	

## Appendix 3 - Equality Impact Assessment – Screening

### Decision

*Extensions of apprenticeships framework*

### Background and summary of Equality Advice

The decision is to extend the current Apprenticeship Framework for 12 months from 1 April 2023.

A screening Equality Impact Assessment has been completed to assess the potential risks to people who share a protected characteristic if the recommendation were not to be agreed.

In the event of the recommendation not being agreed a full Equality Impact Assessment would be required as there would be significant risk in paying due regard to the Public Sector Equality Duty.

### Proposals to change the decision/policy/service/function

State proposed change: to extend the current arrangements for another year.

### Consultation

List consultation and consultees (completed and pending): not required for the screening EIA of this decision but would be required for a Full Equality Impact Assessment.

### Equality screening

Equality characteristic	Impact Y/N	Describe Impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
General	Y	If the contracts were not extended there would be a disproportionate impact on all protected characteristics	To agree the recommendation in the Cabinet Report	N
Age	Y	The majority of people affected by the decision are aged 16-25		
Disability	Y	An increasing number of apprentices have a disability, including a number who are neurodiverse.		
Gender reassignment	Y	A number of transgender apprenticeships have been supported successfully through the current framework		
Marriage or civil partnership	N			
Pregnancy or maternity	Y	Any change in provider or lack of provision would impact specifically on any apprentice who is		



<b>Equality characteristic</b>	<b>Impact Y/N</b>	<b>Describe Impact (if Yes)</b>	<b>Measures to address impact (if Yes)</b>	<b>Full EqIA needed Y/N</b>
		pregnancy/ or has recently given birth		
Race	Y	An increasing number of apprenticeships from people from ethnic minority groups have been supported successfully through the current framework		
Religion or belief	N	None known to the service		
Sex	Y	The apprenticeships have given males and females opportunities to work in areas where there is traditionally gender segregation and is helping longer term to create a more equal workforce.		
Sexual orientation	Y	A number of LGB people have been supported successfully through the programme.		
Rurality	Y	Removing the programme would limit access to Local Authority work for people in rural areas.		
Socio-economic status	Y	Apprenticeships is one of the strongest ways of helping young people in poverty to progress into skilled employment, especially where someone has not been through a traditional academic route.		
Armed-forces personnel/veterans	Y	Apprenticeships offers an opportunity to enter local authority employment for veterans.		
Children with Care Experience	Y	Apprenticeships is one of the strongest ways of helping young people to progress into skilled employment, especially where someone has not had a consistently stable support system in place.		