



Brixham Town Council

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Town Clerk: Mrs Tracy Hallett

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Report Type	Public	Meeting	Evaluation Committee
Contact Officer	Tracy Hallett	Job Title	Town Clerk
Report Title	Apprenticeship Schemes		

Purpose of Report

On 25th February, the Evaluation Committee consider the Kickstart Apprenticeship Scheme and agreed that the Clerk should carry out further research for the Government Apprenticeship Scheme.

Overview

Apprentices are aged 16 or over and combine working with studying to gain skills and knowledge in a specific job.

Apprentices can be new or current employees and must be paid at least the minimum wage.

Apprentices must work with experienced staff, learn job-specific skills and get time off for training or study during their working week (at least 20% of their normal working week).

Schemes can last anytime from one year to five years depending on the level the apprentice is studying.

Benefits to Employers

Hiring an apprentice can be a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce.

Training can be adapted according to the needs of the Council.

Funding

The Council employs less than 50 employees and therefore the government will pay 100% of the apprenticeship training costs up to the funding band maximum for apprentices aged:

- 16 to 18
- 19 to 24 with an education, health and care plan provided by their local authority or has been in the care of their local authority

Employers will also received £3,000 for new employees of any age who start their apprenticeship between 1st April 2021 and 30th September 2021. Employers can also receive an additional payment of £1,000 if the apprentice starts the apprenticeship aged:

- 16 to 18
- 19 to 24 with an education, health and care plan provided by their local authority or has been in the care of their local authority

Apprentice Salary

The Town Council will be responsible for paying for their normal working hours and any training they do as part of the scheme.

The Town Council must pay at least the National Minimum Wage depending on their age and the year of apprenticeship training they're in.

The rates from April 2020 are:

Apprentice	Under 19	19 – 20	21 - 24	25 and over
In 1 st year	£4.15	£4.15	£4.15	£4.15
Have completed 1 st year	£4.15	£6.45	£8.20	£8.72

Based on a 37 hour week, this would equate to £8,061.56 salary in the first year for a 19-24 year old and £12,409.80 in years two plus. This is not the cost of employment to the Town Council, which will be more.

Choosing the right role and apprentice

There are many factors the Town Council should consider.

- What role will they play at the Town Council
- Job description
- Apprenticeship Training / Programme of development
- Staff management

There are possibly three opportunities:

- Facilities Manager
Apprentice category: Construction
- Town Lengthsman
Apprentice category: Construction
- Administration
Apprentice category: Business and Administration

However:

- The Town Lengthsman have only been in post since September and it is considered that they should be given an opportunity to complete 12 months prior to employing an apprentice. In addition, it should be noted that many tasks require two persons, particularly when working with equipment and the Council's vehicle is only for two persons.
- The Administration team have predominately worked from home for the past 12 months and it is considered that they should be given an opportunity to settle into their return to the office environment

Advantages and Disadvantages

Advantages

Provide an opportunity for someone to learn a new skill and develop their skills and experiences to support their prospects of attaining a job at the end of the course.

Disadvantages

Staff time to ensure that the apprentice has sufficient support and training in order to complete their training.

Recommendation

It is considered that the most appropriate position would be with the Facilities Manager. However, it is considered that there are factors that needs to be considered and implement prior to the Council making a final decision. le job description, salary (based on adopted 2021/22 budget), full consultation with the Facilities Manager who would be directly responsible for their training.

It is believed that a small Task and Finish Group should be set up to work with the Town Clerk and the Facilities Manager to mitigate all factors to ensure that a fully informed decision can be made at a later meeting.

Information in this report has been taken from the following websites:

<https://www.apprenticeships.gov.uk/employers/>

<https://www.gov.uk/topic/further-education-skills/apprenticeships>