



Subject:	Rolling Apprenticeship Programme Update
Date:	19 September 2025
Reporting Officer:	Christine Sheridan, Director of Human Resources
Contact Officer:	Catherine Christy, Corporate HR Manager, Development

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.	
Insert number <input type="text"/>	
<ol style="list-style-type: none">1. Information relating to any individual2. Information likely to reveal the identity of an individual3. Information relating to the financial or business affairs of any particular person (including the council holding that information)4. Information in connection with any labour relations matter5. Information in relation to which a claim to legal professional privilege could be maintained6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction7. Information on any action in relation to the prevention, investigation or prosecution of crime	
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in
Is the decision eligible for Call-in?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report/Summary of Main Issues
1.1	The purpose of this report is to update the Committee on the Council's rolling apprenticeship programme.

2.0	Recommendation
2.1	The Committee is asked to note the contents of this report.
3.0	Main Report
3.1	The Committee is aware that funding for an annual apprenticeship programme was secured via the annual estimating process and ratified at the March 2025 meeting of the Council. A recurring budget of £256,000 per annum was approved. This includes the 3 existing apprentices in Resources and Fleet and Digital Services.
3.2	<p>CHR have committed to deliver a rolling apprenticeship programme from 2025/26 onwards. For new apprenticeships in the rolling programme, it has been confirmed that the majority of training costs at level 2, 3 and 5 can be funded via the Labour Market Partnership funding, allowing the majority of the full recurring budget to be used for apprentice salaries. In addition, Place and Economy's contractual arrangements can provide appropriate training providers without the need for additional procurement.</p> <p>2025/2026 apprenticeship programme</p>
3.3	<p>At its meeting of 9 April 2025, CMT agreed that for 2025/26, given the tight timelines to recruit apprentices within the current financial year, that 5 Business Administration Level 3 apprentices would be recruited for year one of the rolling apprenticeship programme. Accordingly, Departments were asked to submit applications for a Business Administration apprentice from the corporate apprenticeship fund by 30 April 2025. In May 2025, CMT approved the employment of 5 Business Administration Apprentices in the following departments.</p> <ul style="list-style-type: none"> ➤ Health & Safety Unit ➤ Communications, Marketing & External Affairs Department ➤ CNS (2) ➤ COS <p>Employability outreach and recruitment</p>
3.4	The apprenticeship opportunities were promoted through Facebook and LinkedIn in June 2025 and publicised on the council's job page. To encourage interest in these opportunities a social media campaign was undertaken to promote a bespoke information session, held on 25 June 2025.

3.5	The session provided an opportunity for participants to learn about the benefits of working for the Council and to understand the recruitment process which included guidance on completing an application form. Departmental representatives attended to provide an overview of the apprentice role within their respective department. People 1 st the training provider also attended to provide in depth information on the NVQ qualification, what to expect and the assessment methods used to pass modules.
3.6	Attendees had an opportunity to speak with any speaker during and after the formal presentation. Forty-eight people attended the information session.
3.7	In total 124 applications were received and following virtual and in person skills testing, 58 people were invited to interview. Forty-nine people were interviewed, and 5 people have now been appointed to start their apprenticeship on 1 October 2025.
3.8	A full induction plan and programme of support is being developed to ensure that the new apprentices are properly inducted into their new roles. It is anticipated that by providing the necessary information at the outset, combined with ongoing peer support, that it will make the most of their apprenticeship experience with the Council. Apprentices will be supported to attain accredited qualifications as well as developing their skills and experience to prepare for their future careers and furthermore, have the potential to make the transition to full employment within the council should appropriate opportunities become available.
3.9	<p>2026/27 apprenticeship programme</p> <p>Departments will be asked to submit their bids for the 2026/27 apprenticeship programme in Quarter 3. Departments must ensure that a relevant course is identified, and a commitment from line managers to provide the extra supervision and support required to make the apprenticeship a success. Directors, or their nominees will be required to engage with CHR, Development Team to identify suitable courses before a bid can be submitted.</p>
3.10	One of the criteria that will be used to assess bids from departments will be posts that have been identified as hard to fill from the previous year's recruitment data and where possible these roles will be approved for an apprenticeship where the business need is clearly demonstrated.
3.11	Areas of the business already supported through the programme are unlikely to succeed in future bids whilst the current apprenticeship is ongoing. CMT will be required to make the final decision on which apprenticeship bids are successful for 2026/27.

3.12	Financial and Resource Implications Funding of £256,000 has been agreed for this programme in the 2025/26 rate setting process.
3.13	Equality or Good Relations Implications/Rural Needs Assessment Recruitment for apprenticeship programmes is carried out in accordance with the Local Government Staff Commission's Code of Procedures on Recruitment and Selection.
4.0	Appendices – Documents Attached
	Appendix 1 - Candidate Briefing Pack Appendix 2 - Agenda for 25 June information session