

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment & Appeals Committee

**DATE:** 23<sup>rd</sup> January 2019

**CONTACT OFFICER:** Surjit Nagra, Service Lead, People

**AUTHORS:** Edwin Fernandes Slough Academy Manager  
Sarah Trahearn Slough Academy Project Manager

**WARD(S):** All

### **PART 1** **FOR COMMENT AND CONSIDERATION**

#### **THE SLOUGH ACADEMY - UPDATE**

**1 Purpose of Report**

To provide the half yearly update on the project and progress made since the last report in June 2019.

**2 Recommendation(s)/Proposed Action**

The Committee is requested to note and provide any comments on the information outlined in this report.

**3 Project Update**

**3.1 Apprenticeship Update Summary**

We are pleased to report that since June we have doubled the number of Apprentices in flight to 24, undertaking 12 different programmes, spanning 5 directorates. In addition we have a further 19 Apprenticeships pending start dates. These cover a further 14 programmes. Table below shows further details on levels and numbers in each programme.

Our first Apprenticeship completions will be in Adult Social Care – 4 Lead Adult Care Workers, due in March 2020.

<b>In Flight</b>	<b>Apprenticeship Programme</b>	<b>Apprenticeship Level</b>	<b>No. Of Apprentices</b>
	Lead Adult Care Worker	3	4
	Leader in Care	5	2
	Commercial Procurement & Supply	4	4
	Operations Departmental Manager (ASC)	5	1
	Leadership & Management	5	1
	Children & Young People's / Early Years Educator	2 & 3	5
	HR Services Support Officer	3 & 5	1
	Civil Engineering Technician	3	1
	Surveying Technician	3	1
	Building Control	6	1
	Adult Care/Lead Adult Care Worker	2 & 3	2
	Adult Care	2	1
<b>Total</b>			<b>24</b>

<b>Pending</b>	<b>Apprenticeship Programme</b>	<b>Apprenticeship Level</b>	<b>No. Of Apprentices</b>
	Social Work	6	3
	Early Years Educator	3	1
	Team Leader/Supervisor	3	1
	Operations Manager	5	1
	Town Planning Technical Support	3	1
	Chartered Town Planner	7	1
	Customer Service Practitioner	2	1
	Associate Project Manager	4	2
	Lead Adult Care Worker / Lead Practitioner	3	1
	Civil Engineering Technician	3	2
	Commercial Procurement & Supply	4	1
	Occupational Therapy	6	1
	Accounting	2	2
	Housing/Property Management	3	1
<b>Total</b>			<b>19</b>

### **Programme Activities**

Schools & Nurseries – we now have an Apprenticeship guide and information on the schools hub. This was launched in the autumn to schools and promoted by Johnny Kyriacou via targeted email to all schools.

Slough Academy Champions – we have continued to run workshops for our champions, providing them with the skills and information to promote Apprenticeships across their directorates and service areas.

Articles on Insite – we have posted a number of articles promoting Apprenticeships, not only from the point of view of attracting Apprentices, but also highlighting the great opportunities to our management community. The latter being interviews from both Surjit Nagra and Colin Moone.

### **Systems Update**

Onefile – we have gone live with Onefile, loading our first apprenticeship programme and we will be now be tracking Apprentices progress.

Cornerstone – we successfully launched the first phase of Cornerstone (which replaced our Learning Management System called Learning Pool) in October. The system carried our mandatory training modules only and was trialled very successfully with the Arvato TUPE staff coming back into SBC.

We have since launched this to the wider SBC workforce.

We will be adding Classroom training to the new system shortly and are currently reviewing e-learning catalogues to purchase which will further support the professional development of all our staff. This will ensure our staff have access to more effective, targeted, and more user friendly learning solutions to develop their skills and capabilities.

### 3.2 **Phase 2 – Continuous Professional Development**

We have undertaken the SBC specification of our performance management requirements in Cornerstone and aligned our appraisal documentation and process with the system. Next steps will be testing the system before roll out in February.

The system will provide the Council with the ability to develop a new approach to Continuous Professional Development which will build on the foundations established through the Apprenticeship roll out. It will provide clearly defined career pathways for all our professions with established organisational support through the integration of Appraisals and Personal Development Plans (PDPs).

### 3.3 **Phase 3 – Succession Planning**

The implementation of Succession Planning will ensure the Council has a pipeline of talent in place to fill the next generation of roles required to support the delivery of our future Service Plans.

Cornerstone's Performance Management module will help Managers and Leaders in the Council to proactively identify potential emerging talent based on formal performance criteria and map this to key roles within the organisation.

This will ensure staff are continually encouraged to develop and progress their careers within the Council and contribute to retention levels by ensuring our workforce is motivated to support our Service delivery plans.

## 4. **Appendices**

**Appendix A:** Apprenticeship Roll out Plan

**Appendix B:** Apprenticeship Statistics

**Appendix C:** Apprenticeship Projected ROI based on business case submission