

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment & Appeals Committee  
**DATE:** 2<sup>nd</sup> July 2020  
**CONTACT OFFICER:** Surjit Nagra, Service Lead, People  
**AUTHORS:** Edwin Fernandes Slough Academy Manager  
**WARD(S):** All

### **PART I** **FOR COMMENT & 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 January 2020.

##### **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 despite the Covid-19 pandemic the Slough Academy has had its first three Apprentices achieve their Adult Social Care Level 3 qualification with a Merit.

The remaining Apprentice on the programme has had completion delayed due to Covid-19. A 'virtual meeting' between the Training Provider and the Apprentice for final assessment is being rescheduled.

We now have 25 Apprentices in flight, an increase of one undertaking 12 different programmes, spanning five directorates. There are a further 16 Apprenticeships pending start dates, undertaking a further 11 different programmes.

We have lost a few pending Apprenticeships, as some Training Providers affected by Covid-19 have withdrawn the programmes previously offered, for commercial reasons. Covid-19 quite naturally has also meant that business and staff focus has not included Apprenticeships as a priority. The team have also been heavily deployed in supporting the Cornerstone project over the last two months, in addition to their roles, reducing development resource and time.

<b>In Flight</b>	<b>Apprenticeship Programme</b>	<b>Apprenticeship Level</b>	<b>No. Of Apprentices</b>
	Lead Adult Care Worker	3	1
	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
	Social Work Degree	6	3
	Early Years Educator	3	1
<b>Total</b>			<b>25</b>
<b>Pending</b>	<b>Apprenticeship Programme</b>	<b>Apprenticeship Level</b>	<b>No. Of Apprentices</b>
	Team Leader/Supervisor	3	1
	Operations Manager	5	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
	Housing/Property Management Assistant	2	1
	Customer Service Specialist	3	1
<b>Total</b>			<b>16</b>

### **Programme Activities**

Schools & Nurseries – we continue to update information on the schools hub, to encourage them to take on Apprentices and use their Levy Funding.

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. We are now looking to develop their capability further, developing Apprenticeship leads for us to convert.

Articles on Insite – we continue to post updates and articles on the intranet to promote and publicise Apprenticeship opportunities at Slough Borough Council.

## **Systems Update - Cornerstone**

The Cornerstone Talent Management System has been used to support our COVID response by delivering the following Learning & Development products:–

- Skills Audit (identifying best fit for redeployment)
- Risk Assessment training
- Covid-19 – A Return To The Workplace (preparing staff returning to SBC sites)
- Covid-related Resilience Team Risk Assessment

In addition we are recording virtual classroom to support our new modernised, more effective systems training approach.

The next step will be to add classroom training and select the best fit e-learning catalogues which will further support the professional development of employees. This will ensure 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. We will also be recording our Performance Reviews and 1:1s in Cornerstone to ensure these can be corporately managed and reviewed.

Cornerstone 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 Performance Reviews 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 critical roles 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 Attached**

**Appendix A:** Apprenticeship Roll out Plan

**Appendix B:** Apprenticeship Statistics

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