

Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: Apprentice Pay Rates
Department: Strategy & Resources
Service Area: HR & Transformation
Author (assigned to Covalent): Josie Guynan

Name of Author: Josie Guynan
Director: Richard Henderson
Strategic Budget EIA Y/N (please underline)

Brief description of proposal / policy / service being assessed:

From April 2017 the Government introduced an apprenticeship levy for employers to fund apprenticeship training. All employers with a pay bill in excess of £3 million are required to pay the levy which can only be drawn down and spent on apprenticeship training and assessment with an approved Skills Funding Agency (SFA) provider. Currently all entry level apprentices are paid National Minimum Wage for their age. Reducing apprenticeship salary expenditure will enable Nottingham City Council to employ more apprentices, to help maximise our apprenticeship levy spend and achieve the public bodies target for apprentices set at 2.3% of the overall workforce headcount longer term. Employing more apprentices supports the Council's key objective of 'Guarantee a job, training place or further education plan for every 18-24 year old' and 'Protect from cuts 100 apprentices'.

It is proposed to pay all new starter apprentices the National Apprenticeship Wage for the first three months of their contract and then automatically uplift them to National Minimum Wage for their age from month 4 of their apprenticeship (not performance dependent).

Information used to analyse the effects on equality:

Click once and type. Note any relevant consultation and who took part; refer to or hyperlink to document(s) if needed.

	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>	<p>This policy change could benefit younger Nottingham City residents as there is the potential to offer more apprenticeship opportunities.</p> <p>The policy assumes younger apprentices, including school leavers are likely to live at home. It is recognised an independent person, not living at home, may not be able to apply for one of our opportunities.</p>	<p>The lower rate of £3.50 will be paid for 3 months only and an Additional Support Fund of £5k will be established to assist apprentices that may experience financial difficulty. Cases will be assessed on an individual basis.</p> <p>This policy will be reviewed after 1 year to ensure that there is access to both schemes across all strands.</p>
Men	<input type="checkbox"/>	<input type="checkbox"/>		
Women	<input type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>		
Older	<input type="checkbox"/>	<input type="checkbox"/>		
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Please underline the group(s) /issue more adversely affected or which benefits.				

Outcome(s) of equality impact assessment:

- No major change needed ☐
- Adjust the policy/proposal ☐
- Adverse impact but continue ☐
- Stop and remove the policy/proposal ☐

Arrangements for future monitoring of equality impact of this proposal / policy / service:

Note when assessment will be reviewed (e.g. Review assessment in 6 months or annual review); Note any equality monitoring indicators to be used; consider existing monitoring/reporting that equalities information could form part of.

Approved by (manager signature):

The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.

Date sent to equality team for publishing:

Send document or link to:
equalityanddiversityteam@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.