

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: WEDNESDAY, 20 MARCH 2013
 title: ANNUAL TRAINING REPORT
 submitted by: PERSONNEL OFFICER
 principal author: JULIE SMITH

1 PURPOSE

To update Members on annual training activity for the year 1 April 2012 to 31 March 2013.

1.2 Relevance to the Council's ambitions and priorities

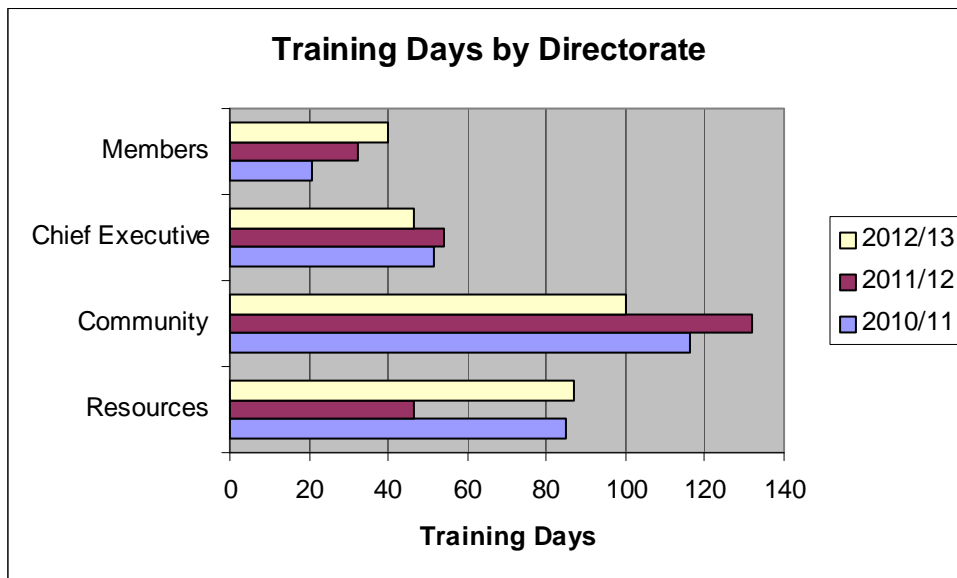
- Council Ambitions – approval of courses for staff will improve knowledge and skills which in turn will improve the quality of service delivery across the organisation. Improved quality of service will make peoples lives safer and healthier lives, will protect and enhance the existing environmental quality of our area and ensure that our services are accessible to all.
- Community Objectives – Approval of courses for staff will convey a positive message to staff that there are training opportunities for all employees within the organisation and therefore support the principle of access for all. As one of the main employers in the area, the training of staff who work and live in the district reinforces the commitment to education and lifelong learning.
- Corporate Priorities - In accordance with the Corporate Plan, training and development of staff will encourage them to meet their full potential and enable provision of efficient services and drive towards being a 'well managed Council'.
- Other Considerations – None.

2 TRAINING COURSES

2.1 The table below shows the breakdown of training days by Directorate, together with the Council's average number of training days per employee.

Directorate	Average Staff in Department	Total Training Days	Average Training Days per Employee
Chief Executive	47	87	1.85
Resources	65	46.5	0.72
Community	112	100	0.89
TOTAL	224	233.5	1.04

	Total Members	Total Training Days	Average Training Days per Member
Members	40	70½	1.76



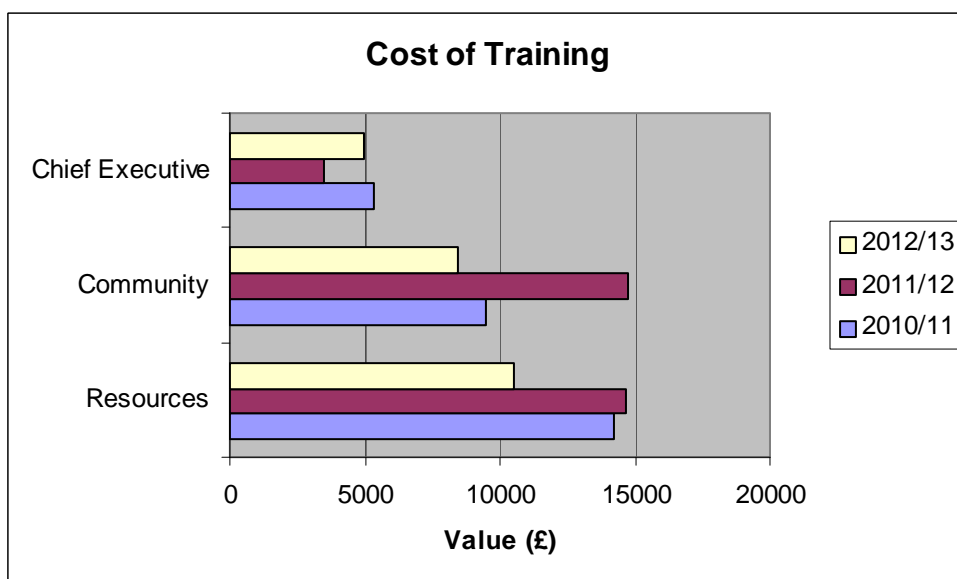
2.2 The above table shows a comparison against the past two years.

2.3 The figures show a slight decrease in training days in Chief Executive's and Community Services. There is a slight increase in Resources which reflects continuing qualification training in this area. The Members' increase is a reflection of improved reporting procedures.

2.4 Our average the number of training days per employee shows a slight increase from 2011/12, however, at 1.04 days this remains below the national average of 5 days per employee (CIPD).

2.5 Analysis of training costs by Directorate shows a significant reduction in spend within Community Services, this results from both a reduction in headcount and an increase in in-house delivery of a considerable proportion of training. The reduction of costs in Resources is attributable to the completion of qualification training.

2.6 In comparison to national figures, our total spend is low at an average of £106 per employee (nationally £350 per employee) although the national figure is a budget figure rather than actual spend and may not reflect the true picture.



2.7 The Council continues to take advantage of free training offered by neighbouring authorities and promotes in-house training and knowledge sharing which helps improve workforce skills at minimal cost.

3 RISK ASSESSMENT

3.1 The approval of this report may have the following implications

- Resources - As all courses are financed from existing departmental budgets, approval of courses does not have any additional financial implications.
- Technical, Environmental and Legal - Training of staff will ensure that knowledge within each area of the authority is up to date and relevant. It will ensure that staff become aware of any arising technical, environmental and legal issues which may impact on service delivery.
- Political – No implications identified.
- Reputation – The provision of training improves our reputation as a good employer and the professionalism of our employees and Members when dealing with the public and third party organisations.
- Equality & Diversity - Availability of training to all Members and staff will ensure fairness and equality, enabling all personnel to achieve their maximum capability.

4 CONCLUSION

4.1 The authority continues to invest in the training and development of Members and staff with sustained focus on organisation, individual and legal requirements.

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DIRECTOR OF RESOURCES

For further information please ask for Julie Smith 4409.