

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: 17 MARCH 2010  
title: TRAINING REPORT  
submitted by: PERSONNEL OFFICER  
principal author: JULIE SMITH

## 1 PURPOSE

To report details of the following courses approved in conjunction with the Chairman and/or Vice Chairman of Committee since the last meeting.

### 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 action point 2.4 of the Corporate Plan, approval of requests detailed in this report will encourage our staff to meet their full potential.
- Other Considerations – None.

## 2 TRAINING COURSES

2.1 The attached table provides details of training course attended by Members and Officers since the last meeting.

2.2 A brief analysis of the training shows 29 courses have been attended, totalling 65 days.

## 3 EXAMINATION SUCCESSES

3.1 Valerie Taylor in the Audit Section had passed 3 examinations towards completion of her AAT Technician level qualification.

## 4 RISK ASSESSMENT

5.1 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 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 – N/A
- Reputation – N/A

5 RECOMMENDED THAT COMMITTEE

5.1 Receive the report.

PERSONNEL OFFICER

For further information please ask for Julie Smith, extension 4409.