

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: WEDNESDAY, 17 MARCH 2010  
 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 2009 to 31 March 2010.

### 1.2 Relevance to the Council's ambitions and priorities

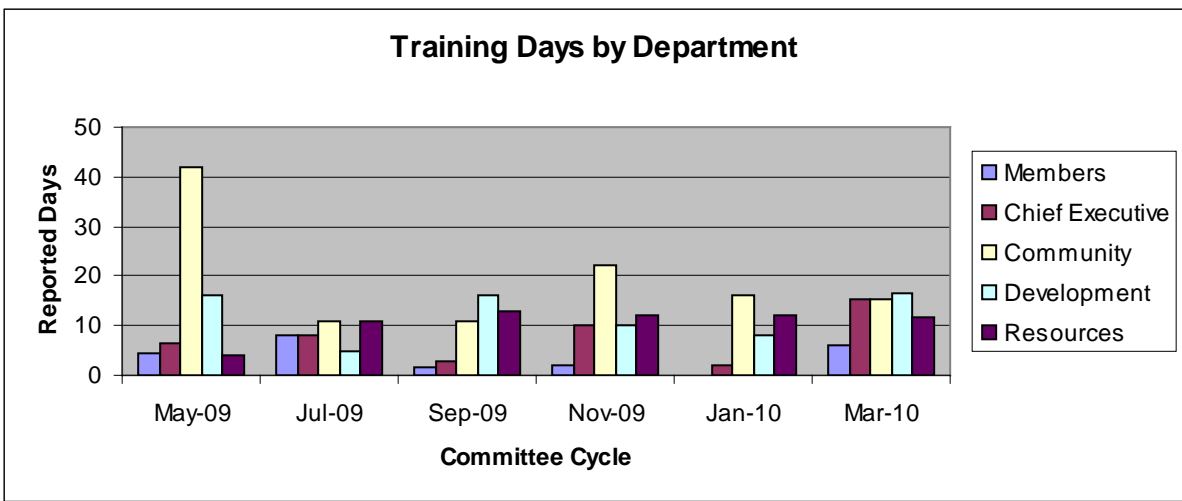
- Council Ambitions – approval of courses for staff will improve knowledge and skills which in turn will improve the quality of service delivery across the organisation. Improved quality of service will make peoples lives safer and healthier lives, will protect and enhance the existing environmental 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 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	37	45	1.21
Resources	55	63.5	1.15
Development	47	71.5	1.52
Community	127	117.5	0.92
<b>TOTAL</b>	<b>266</b>	<b>297.5</b>	<b>1.12</b>

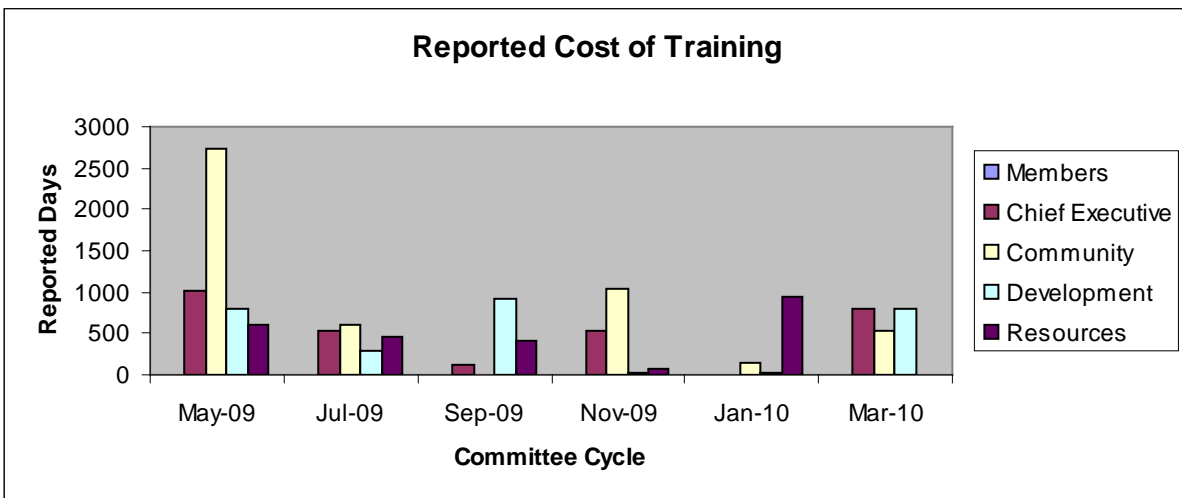
	Total Members	Total Training Days	Average Training Days per Member
Members	40	22	0.55



2.2 The figures show variances in the Chief Executive and Resources Departments which are attributable to movement of staff between the two areas. Overall the average number of days has increased slightly from 1.02 to 1.12 days.

2.3 Included in the above table is a breakdown of member training and shows the average training days per member as 0.55 days. This represents a decrease from last year's average of 1.24 days per member.

2.4 Following some amendments to our data capture systems we have been able to split reported training costs by Department.



2.5 Further analysis of this information shows an average amount of £50.43 per employee. Whilst much of our training is provided free of charge our average remains well below the media training spend of £220 per employee reported by the CIPD.

2.6 Qualification training is not included in these figures as this is reported separately upon commencement of each academic year.

### 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 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

#### 4 **RECOMMENDED THAT COMMITTEE**

4.1 Receive the report.

#### PERSONNEL OFFICER

For further information please ask for Julie Smith 4409.

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