

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: WEDNESDAY, 19 MARCH 2014
 title: ANNUAL TRAINING REPORT
 submitted by: PERSONNEL OFFICER
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1 PURPOSE

To update Members on annual training activity for the year 1 April 2013 to 31 March 2014.

1.2 Relevance to the Council's ambitions and priorities

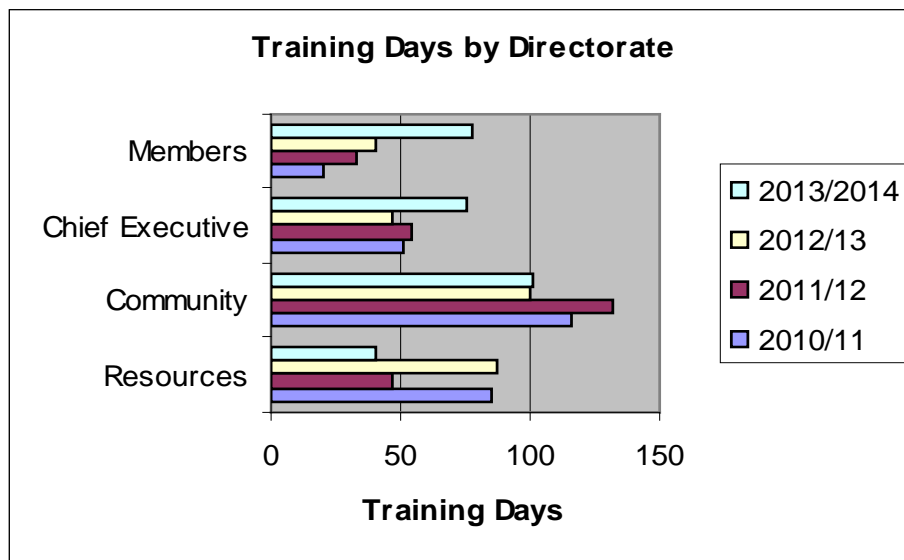
- Council Ambitions – approval of courses for staff will improve knowledge and skills which in turn will improve the quality of service delivery across the organisation. Improved quality of service will make peoples lives safer and healthier lives, will protect and enhance the existing environmental 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	76	1.62
Resources	67	40	0.60
Community	134	101.5	0.76
TOTAL	248	217.50	0.88

	Total Members	Total Training Days	Average Training Days per Member
Members	40	78	1.95



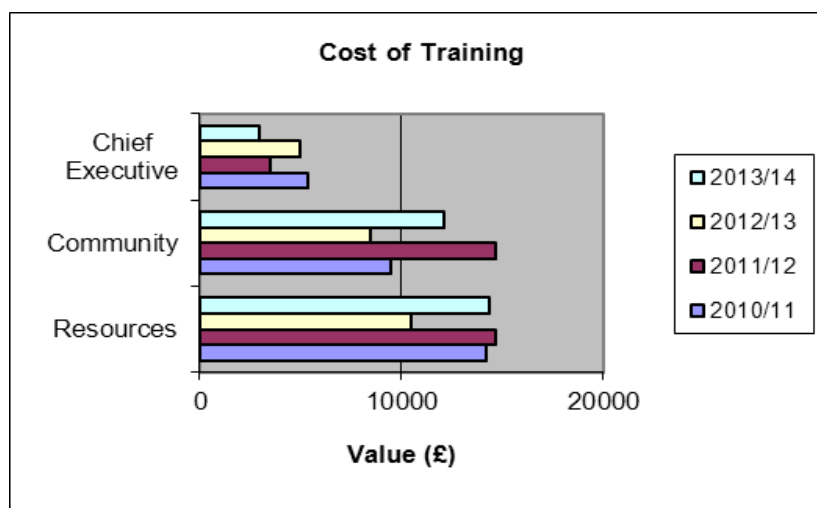
2.2 The chart above shows a large increase in Member training days from 40 days in 2012/2013 to 78 days in 2013/2014. Improved monitoring measures were put in place to ensure more accurate reporting and this has helped to capture a larger proportion of Member training. In addition, there has been an increase in the number of Member briefing sessions that have taken place.

2.3 Overall, the average number of staff training days per person has reduced slightly from last year (0.88 days in 2013/2014, 1.04 days in 2012/2013) which may be indicative of the current economic climate. This is still low in comparison to the national average of 6.7 days.

2.4 Analysis of the cost of training shows increases in cost for the Community and Resources directorates, while the number of training days for those areas has shown little variation. This could indicate an increase in the cost of training available or perhaps training has been undertaken at a higher level.

2.5 In comparison to national figures, our total spend is low at an average of £118 per employee (nationally £303 per employee) but does reflect an increase from £106 per employee in 2012/2013.

2.6 A significant amount of corporate training has taken place this year including safeguarding which was rolled out to departments throughout the authority.



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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For further information please ask for Julie Smith 4409.