

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: WEDNESDAY, 18 MARCH 2015
 title: ANNUAL TRAINING REPORT
 submitted by: JANE PEARSON – DIRECTOR OF RESOURCES
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1 PURPOSE

To update Members on annual training activity for the year 1 April 2014 to 31 March 2015.

1.2 Relevance to the Council's ambitions and priorities

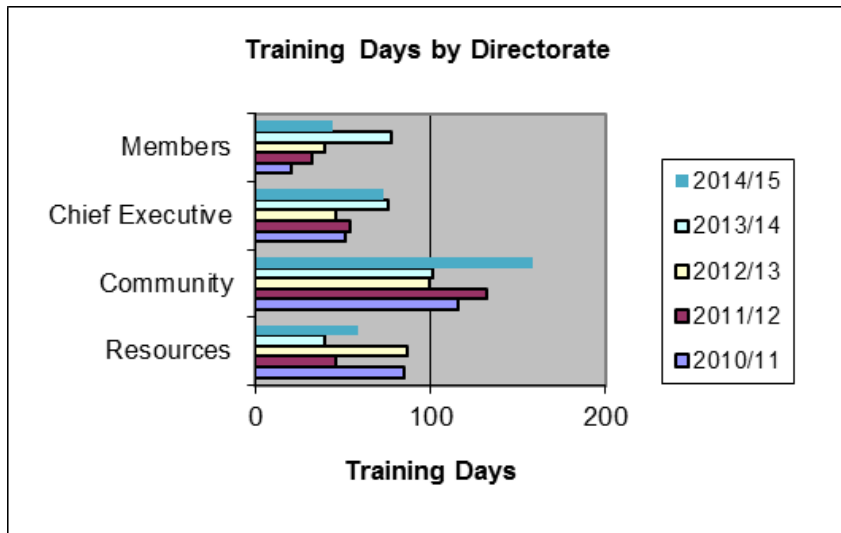
- Council Ambitions – approval of courses for staff will improve knowledge and skills which in turn will improve the quality of service delivery across the organisation. Improved quality of service will make peoples lives safer and healthier lives, will protect and enhance the existing environmental 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	48	73.5	1.53
Resources	66	59	0.89
Community	123	158.5	1.29
TOTAL	237	291	1.22

	Total Members	Total Training Days	Average Training Days per Member
Members	40	44.5	1.11

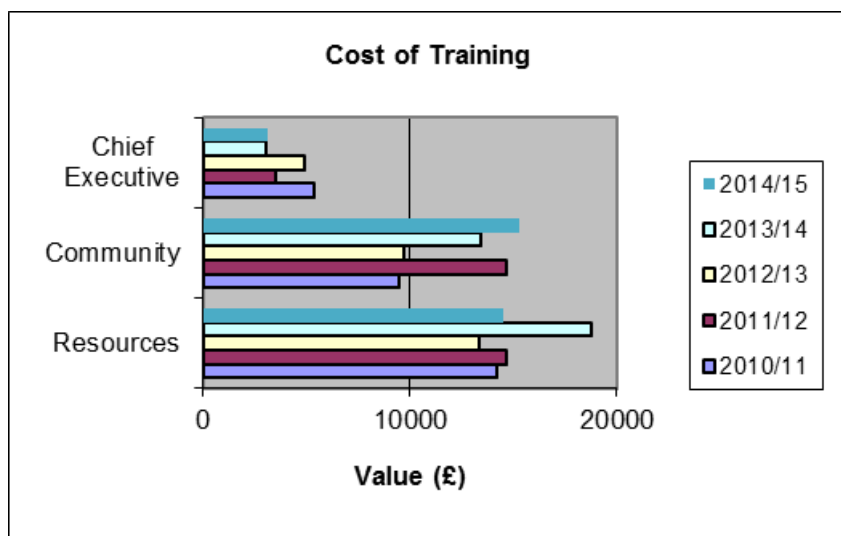


2.2 The chart above shows a reduction in Member training days from 78 days in 2013/2014 to 44.5 days in 2014/2015. Improved monitoring measures were put in place to ensure more accurate reporting and this has helped to capture a larger proportion of Member training. In addition, there has been an increase in the number of Member briefing sessions that have taken place.

2.3 Overall, the average number of staff training days per person has increased from last year (1.22 days in 2014/2015, 0.88 days in 2013/2014) although the national average has reduced to 4 days (6.7 days in 2013/2014).

2.4 Analysis of the cost of training shows an increase in cost for the Community Services directorate, with driver CPC training being a large proportion.

2.5 In comparison to national figures, our average spend of £139 per employee remains lower than the national average of £286 per employee (down from £303 in 2013/2014) but does reflect an increase from our £118 per employee in 2013/2014.



2.6 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.