

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: 1 SEPTEMBER 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 40 courses have been attended, totalling 70 days.

2.3 Included in the above figures is a major initiative to update the skills and knowledge of our five marshals to ensure safe practices are adopted in the event of any emergency. The training sessions were delivered by our Health and Safety Officer and attended by 20 members of staff from various locations.

2.4 4 members of staff have received training in handling difficult situations which will assist them in minimising personal safety while undertaking customer facing duties and raise awareness of potential conflict situations.

3 EXAMINATION/QUALIFICATION SUCCESSES

3.1 Lucy Fox, Modern Apprentice (Chief Executives) has passed two technical certificates as part of her NVQ Level 2 in Business Administration.

3.2 Joshua Filbin, Modern Apprentice (Development Services) has passed two technical certificates as part of his NVQ Level 2 in Business Administration.

- 3.3 Dominic King, Modern Apprentice (Development Services) has passed two technical certificates as part of his NVQ Level 2 in Business Administration.
- 3.4 Nadika Snowden, Modern Apprentice (Resources) has passed two technical certificates as part of her NVQ Level 2 in Business Administration.
- 3.5 Valerie Taylor, Audit Technician, has successfully completed her AAT Technician qualification.
- 3.6 Amy Gaskell, Senior Auditor, has successfully completed her 2nd year of her CIPFA studies at Diploma level. She will commence her final year in September 2010.
- 3.7 Alan Coar, Surveying Assistant, has successfully completed the first year of his HNC in construction and will commence his second and final year in September 2010. There are no first year examinations for this course.
- 3.8 Louise Ashcroft, Procurement Assistant, has successfully completed her Chartered Institute of Procurement and Supply (CIPS) qualification.
- 3.9 David Laskey, Trainee Building Surveyor, has successfully completed the first year of a BSc in Building Surveying. He will commence his second year studies in September 2010.
- 3.10 Melissa Watts has successfully completed her BA (Hons) in Business Studies.
- 3.11 Rachel Horton has successfully completed the examinations for her MA in Town and Regional Planning/Local and Regional Regeneration. She is currently preparing her dissertation for submission in Summer 2011.
- 3.12 Julie Smith has successfully completed her Chartered Institute of Personnel and Development (DIPD) qualification.

4 RISK ASSESSMENT

4.1 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.