

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: WEDNESDAY, 22 MARCH 2017
 title: ANNUAL TRAINING REPORT
 submitted by: JANE PEARSON – DIRECTOR OF RESOURCES
 principal author: JULIE SMITH – PERSONNEL OFFICER

1 PURPOSE

1.1 To update Members on annual training activity for the year 1 April 2016 to 31 March 2016.

1.2 Relevance to the Council's ambitions and priorities:

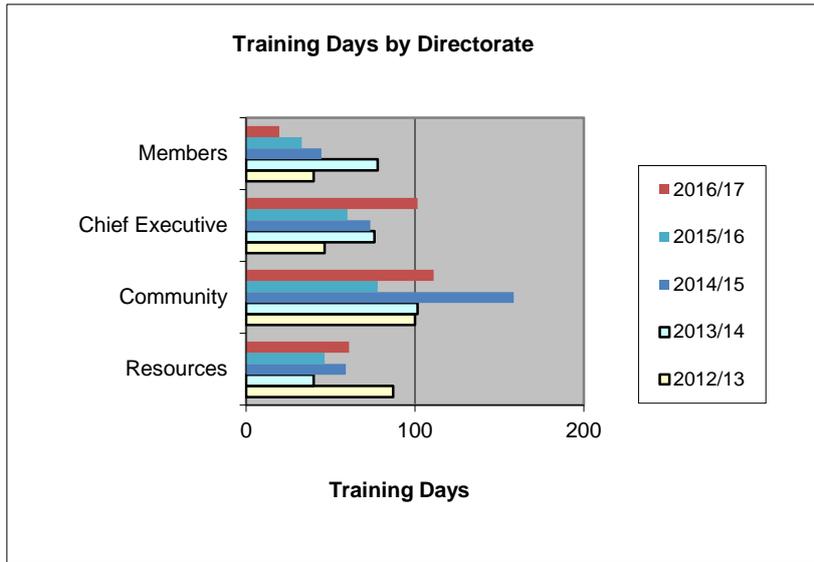
- Community Objectives – Approval of courses for staff will convey a positive message to staff that there are training opportunities for all employees within the organisation and therefore support our commitment to providing equality of opportunity. As one of the main employers in the area, the training 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

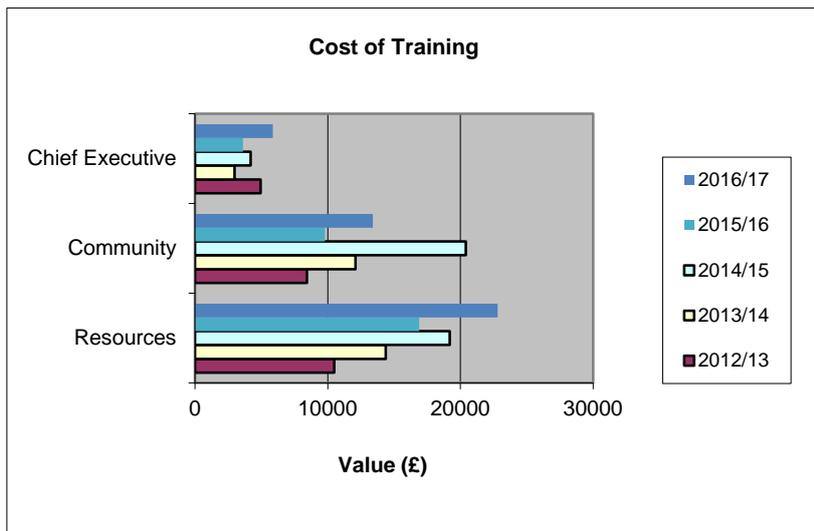
2.1 The table below shows the breakdown of training days by Directorate, together with the Council's average number of training days per employee.

Directorate	Average Staff in Department	Total Training Days	Average Training Days per Employee
Chief Executive	52	101.5	1.95
Resources	68	61	0.90
Community	130	111	0.85
TOTAL	250	293	1.17

	Total Members	Total Training Days	Average Training Days per Member
Members	40	19.5	0.49



2.2 The chart above shows a reduction in Member training days from 33 days in 2015/2016 to 19.5 days in 2016/2017. However, overall the average number of staff training days per person has increased from last year (0.79 days in 2015/16 and 1.17 days in 2016/17).



2.3 Analysis of the cost of training shows an increase in expenditure for all three directorates compared to last year.

2.4 In comparison to national figures, our average spend of £168 per employee remains lower than the national median average of £201 - £250 per employee although our average spend per employee has increased from £129 last year.

2.5 A number of corporate training initiatives, delivered in-house, have enabled wider participation in training without incurring significantly higher costs.

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 training is financed from existing departmental or central corporate training 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 both our reputation as a good employer and the professionalism of officers 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.