

 Employment Committee – September 27th 2011		Agenda Item No. 6
Title	Corporate Training Summary 2010 - 2011	
For further information about this report please contact	Karen Warren – HR Manager	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	Yes/No	
Date and meeting when issue was last considered and relevant minute number	None	
Background Papers	None	

Contrary to the policy framework:	Yes/No
Contrary to the budgetary framework:	Yes/No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	Yes/No
Equality & Sustainability Impact Assessment Undertaken	Yes/No (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	17/8/11	CMT
Head of Service	17/8/11	Susie Drummond
CMT	17/8/11	As above
Section 151 Officer	17/8/11	Mike Snow
Monitoring Officer	17/8/11	Andy Jones
Finance	17/8/11	Mike Snow
Portfolio Holder(s)		Cllr Grainger
Consultation & Community Engagement		
Opinions gathered from SMT		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 This report summarises the key findings from an analysis of corporate training activity - internal and external during the year 1st April 2010 to 31st March 2011.

2. **RECOMMENDATION**

- 2.1 That the Committee note the report.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 It is part of the annual workforce data that was provided in the main at the last committee meeting.

4. **POLICY FRAMEWORK**

- 4.1 **Policy Framework** – the report does not bring forward changes to the policies listed below:

- Development Plan Documents
- Fit for the Future – see below
- Food Law Enforcement Service Plan
- The plan and strategy which comprise the Housing Investment Programme

- 4.2 **Fit for the Future** – the corporate training and service training budgets deliver the on going training and development that supports the Council's FFF programme.

5. **BUDGETARY FRAMEWORK**

- 5.1 There is not an impact on the Budgetary Framework, including the process set out in the Budget and Policy Framework Procedure Rules within the Constitution.

6. **ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 The alternative is not to report but Members would not be able to see how training has developed over the last year therefore, other alternatives were not considered.

7. **BACKGROUND**

- 7.1 Appendix A shows a summary of the in-house (allocated from the central corporate training budget) and external training (allocated from Service budget) days during the year from each Service Area. Appendix B shows a five year comparison of the average number of in-house training days attended per employee.

- 7.2 This data does not include ICT training which is administered and monitored by ICT Services and included below.

- 7.3 68 in-house corporate training sessions were delivered with courses duration varied between a half day and nine days. Overall, 755 delegates attended. This represented 578 training days in total, an average of **1.02** training days per

employee. This is an increase of **12.08%** over the previous year and is the highest it has been over the five years shown.

- 7.4 117 external sessions were attended by 216 delegates; this represented 374 training days in total.
- 7.5 The combined internal/external training days attended was 952 which represents an overall average of **1.69** training days per employee, an increase of **6.96%** on the previous year.
- 7.6 None of the above figures include internal ICT training which is organised and recorded by ICT Services. ICT have provided the following statistics:

1. Course type	There were 35 types of courses run
2. Courses run	198
3. Course attendees	591
4. Average attendees per course	4
5. Councillor training	N/A
6. ECDL exam	119
7. ECDL timed test	119
8. ECDL passes	15 (7 tests per person for full ECDL)
9. Online IT Induction	94
10. On Line logins	902

7.7 Areas to highlight:

Programmes In conjunction with West Midlands Councils...

- *The Coaching Pool* – based on an average of 4 coaching sessions (informal and formal) being completed by our 6 qualified and 3 part qualified coaches (ILM Level 7) and each session on average (based on market rates) costing £350 per session – the Coaching Pool has allowed us access to £12,600 worth of free coaching.
- *Catalyst Middle Mgmt Programme and Steps to Leadership First/Potential Manager Programme* – based on 31 delegates attending these programmes in 2010/11 and comparing to comparable programmes within the market there is a concession of £9,300 overall by linking with WM Councils.
- *Institute of Leadership & Management Level 5* (a partnership programme as part of the local District Consortium)
- *360 Feedback evaluation* – This tool is being utilised as part of identifying development needs for individuals (this is presently being evaluated before further roll-out)

7.8. ACTIONS 2010/2011

Actions	Progress to date	Linked to 'topic' of People Strategy
Warwick District Council will continue to work in partnership with the Warwickshire and Coventry Learning and Development Consortium, the Learning Academy and any other networks sharing good practice/ learning and development/ opportunities for	Ongoing	Learning & Development

procurement savings		
The Council will continue with the commitment to the Regional Coaching Pool and West Midlands Councils Programmes on an ongoing basis	Ongoing. We presently have 6 qualified coaches at ILM Level 7 within WDC and 3 part qualified	Learning & Development
A rolling twelve-month Corporate Training Programme will be developed (linked to Appraisal PDP's) to meet learning and development needs for all Council employees. This will be more specific where training opportunities are required as part of redeployment	Ongoing	Workforce Planning and Performance
Bespoke training will be provided where relevant audits or project outcomes within Service Areas have been identified	Ongoing	Learning & Development
Review the Competency framework to align with the Systems Thinking initiative	Achieved as part of the Competency Review Jan 2011 for roll out for this year's appraisals	Learning & Development
Co-ordinate a skills audit as part of the Workforce Plan	This has linked to FFF and the HR Toolkit	Leadership & Organisational Development
To co-ordinate achievement of IIP within 2011	Date to be confirmed this year	Communications & Involvement
To consider options of learning to Support FFF plans	Evaluating the FISH! Philosophy and Myers-Briggs psychometric tools	Communications & Involvement