

**TO: EMPLOYMENT COMMITTEE – 19TH SEPTEMBER 2006**

**SUBJECT: CORPORATE TRAINING AND PEOPLE SKILLS SCOREBOARD  
MONITORING**

**FROM: CORPORATE PERSONNEL SERVICES**

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**1. PURPOSE OF THE REPORT**

1.1 To present to Members the findings of an annual monitoring of the Council's corporate training activities. Also, to show a five-year comparison of key WDC results in the People Skills Scoreboard, which is an annual survey of all training issues carried out by the West Midlands Local Government Association.

**2. BACKGROUND**

2.1 This report summarises the key findings from an analysis of corporate training during the year 1st April 2005 - 31st March 2006.

2.2 Appendix A shows the corporate training courses run during the year and the number of employees from each Service Area/Directorate attending each course. Appendix B shows the number attending each course broken down by gender, ethnic group, disability, grade band and work pattern and Appendix C shows a breakdown of delegates from each Service Area/Directorate by the same criteria.

2.3 Appendix D provides a visual summary of the total attendance at all corporate training courses during the year and Appendix E shows the size of each Service Area/Directorate as a percentage of the whole of WDC compared with the percentage of the total training days attended.

2.4 Appendix F shows a five year comparison of the average number of in-house training days attended per employee and the number of in-house training days attended by grade band and gender.

2.5 Appendix G gives a breakdown of the spending on corporate training courses showing the cost per Service Area/Directorate based on attendance. It also shows other training related spending broken down proportionally based on the average number of staff in each area during the period.

2.6 Appendices H and I refer to key findings from the People Skills Scoreboard. This survey includes both in-house and external training. Appendix H shows a five year comparison in WDC's investment in training as a percentage of payroll costs and the average number of training days per Council employee. Appendix I gives a five year comparison in the expenditure on training by category. Both Appendix H and I show the average result of our Family Group. The information

shown in this section is published one year in arrears so refers to 2004/05.

### 3. **MAIN POINTS FROM THE DATA**

- 3.1 During the year 2005/2006, 27 corporate training sessions were run (12 different courses). Courses varied in duration between a half day for induction-linked seminars and five days for the Management Development Programme. Overall, 247 delegates attended. This represented 321 training days in total, an average of 0.58 training days per employee based on the average number of staff in post during the year (552.5). This is an increase of 11.5% over the previous year.
- 3.2 The number of training days attended by both males and females increased from last year with males attending 139.5 training days (43.5% of total) and females 181.5 (56.5% of total). This compares with a total workforce breakdown of 47.2% male and 52.8% female.
- 3.3 8.1% of training days were attended by employees from ethnic minority groups (6.2% of the current workforce are ethnic minorities).
- 3.4 Employees with disabilities attended 2.5% of training days. 2.9% of all current employees have declared that they have a disability.
- 3.5 63.2% of training days were attended by employees from grade bands J – F, 22.6% by employee from grade bands E1-D, and 14.2% by employees from grade bands C and above. Attendance by delegates from grade bands J-F and E1 – D have increased over the previous year while attendance by grade band C and above has decreased by 32.59%. The grade band split of the current workforce is: J -F 65.3%; E1 - D 22%; C -A and above 12.6%.
- 3.6 Part time or job share workers attended 10.1% of training days. The percentage of all employees currently working part time or job share is 28.8%.
- 3.7 Altogether £21,195 was spent directly on the provision of corporate training courses using external trainers with a further £15,256 spent on catering, equipment, furniture, printing and other training related expenses. No cost is shown against those courses which were presented by an in-house trainer.
- 3.8 None of the above figures include internal ICT training which is organised and recorded by ICT Services. During 2005/06 150 ICT courses took place attracting a total of 491 delegates. This includes: 136 people attended training for the new Task financial system, 43 attended ICT induction courses, 40 attended Web Content training and 72 people took the European Computer Driving Licence (ECDL) exams.
- 3.9 The investment in training as a percentage of payroll costs was 1.3% in 2004/05. This was very slightly lower than the previous year but was 7.4% higher than the average performance of our family group (1.21%).
- 3.10 When external and in-house training is considered together, the average number

of training days attended per employee was 2.6. This was down by 33.3% on the previous year but slightly higher than the average performance of our family group (2.49 days).

- 3.11 26.4% of the total training expenditure in 2004/2005 was on Information Communication Technology. The average expenditure of the family group on ICT training was 9% of total expenditure.

#### 4. **ACTION**

- 4.1 The Council was successful in retaining the Investors in People (IIP) award in November 2005. The IIP standards have recently been revised and the Council will next be reviewed against the new criteria in 2008. The data from this report will assist in preparations for this review.
- 4.2 The Employment Committee have already approved the appointment of a permanent part time Training and Development Officer to replace the temporary post which has been vacant since May. It is intended to make this appointment before the end of the year and this will enable the increased emphasis on training and development to be maintained.

#### 5. **RECOMMENDATIONS**

- 5.1 Members are asked to note the contents of this report and approve the proposed actions.

**Karen Pearce**  
**Assistant Chief Executive (Personnel)**  
**July 2006**

**BACKGROUND PAPERS:** Nil

**Areas in District Affected:** None

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