

TO: EMPLOYMENT COMMITTEE – 21ST SEPTEMBER 2004

SUBJECT: CORPORATE TRAINING AND PEOPLE SKILLS SCOREBOARD MONITORING

FROM: CORPORATE PERSONNEL SERVICES

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 four-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 2003 - 31st March 2004. Only training activities that were of half a day duration or longer have been analysed.
- 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 four 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 four year comparison in WDC's investment in training as a percentage of payroll costs, the average number of training days per Council employee and the percentage of WDC staff receiving appraisals. Appendix I gives a four 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.

3. **MAIN POINTS FROM THE DATA**

- 3.1 During the year 2003/2004, 45 corporate training sessions were run (17 different courses). Courses varied in duration between a half day for induction-linked seminars and eight days for the Five Steps to Management Programme. Overall, 496 delegates attended. This represented 581 training days in total, an average of 1.03 training days per employee based on the average number of staff in post during the year (564.5). This is an increase of 43% over the previous year.
- 3.2 Males attended 275 training days (47.3% of total) and females 306 (52.7% of total). This compares with a total workforce breakdown of 45.2% male and 54.8% female. The total number of training days attended by men increased by 87.7% over the previous year while the total number of training days attended by women increased by 8.7%.
- 3.3 5.2% of training days were attended by employees from ethnic minority groups whereas 6.7% of the current workforce are ethnic minorities.
- 3.4 Employees with disabilities attended 2.7% of training days. 2.6% of all current employees have declared that they have a disability.
- 3.5 42.8% of training days were attended by employees from grade bands I – F, 29.4% by employee from grade bands E1-D, and 27.8% by employees from grade bands C and above. Attendance by all three grade bands has increased over the previous year with the biggest increase being by employees from E1-D (128% increase). The grade band split of the current workforce is: I -F 67.3%; E1 - D 21%; C -A and above 11.8%.
- 3.6 Part time or job share workers attended 9.3% of training days. The percentage of all employees currently working part time or job share is 28.5%.
- 3.7 There are 18 Service Areas or Directorates (for the purposes of this report Housing Services and Housing Strategy are combined). In the case of seven of these the number of training days attended was proportionately larger than the size of the unit and seven were responsible for a proportionately smaller number of training days based on their size. In the case of the other four Service Areas/Directorates the percentage of training days attended was within 1% of the size of the unit.
- 3.8 Altogether £31,557 was spent directly on the provision of corporate training courses using external trainers with a further £3,799 spent on catering, equipment, printing and other training related expenses. No cost is shown against those courses which were presented by an in-house trainer.
- 3.9 The investment in training as a percentage of payroll costs was 1.53% in 2002/03. This was an increase of nearly 7% over the previous year and was higher by 35.4% than the average performance of our family group (1.13%).
- 3.10 When external and in-house training is considered together, the average number of training days attended per employee was 3.3. This was down by nearly 3% on the previous year but up by 42.8% on the average performance of our family group (2.31 days).

- 3.11 The percentage of staff receiving appraisals during the year 2002/2003 went down by 7.7% over the previous year to 86.04%
- 3.12 Over 45% of the total training expenditure in 2002/2003 was on Information Communication Technology. The average expenditure of the family group on ICT training was 8.09% of total expenditure.

4. **ACTION**

- 4.1 Corporate Management Team have recommended that an analysis of the whole training budget for the Council is undertaken. When complete this will be part of the Workforce Development Plan that the Council will need to produce by March 2005.

5. **RECOMMENDATIONS**

- 5.1 Members' are asked to note the contents of this report.

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BACKGROUND PAPERS: Nil
Areas in District Affected: None

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