

		Employment Committee 16 th September 2008	Agenda Item No.
Title	Corporate Training Monitoring		
For further information about this report please contact	Karen Warren, Acting HR Manager		
Service Area	Organisational Dev. & Performance Imp.		
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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No		
Date and meeting when issue was last considered and relevant minute number	Updated information presented in September each year		
Background Papers	None		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director		
Chief Executive	20 th August 08	Chris Elliott
CMT	20 th August 08	Chris Elliott, Mary Hawkins, Bill Hunt
Section 151 Officer	20 th August 08	Mary Hawkins
Legal	27 th August 08	Simon Best
Finance	27 th August 08	Gary Walker
Portfolio Holder(s)	15 th August 08	Dave Shilton, Les Caborn
Consultation Undertaken		
Please insert details of any consultation undertaken with regard to this report.		
None		
Final Decision?	Yes	
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 during the year 1st April 2007 to 31st March 2008.

2. RECOMMENDATIONS

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

3. BACKGROUND

- 3.1 Appendix A 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.

4. MAIN POINTS FROM THE DATA

- 4.1 During the year 2007/2008, 43 corporate training sessions were run (13 different courses). Courses varied in duration between a half day and four days. Overall, 368 delegates attended. This represented 346.5 training days in total, an average of 0.62 training days per employee based on the average number of staff in post during the year (556.5). This is an increase of 129.6% over the previous year. This increase is due to the fact that the Learning and Development Officer role, which had been vacant for some time, was filled in June 2007.
- 4.2 The number of training days attended by both males and females increased from last year with males attending 143 training days (41.3% of total) and females 203.5 training days (58.7% of total). This compares with a total workforce breakdown of 46.4% male and 53.6% female.
- 4.3 9.2% of training days were attended by employees from ethnic minority groups (7.7% of the current workforce are ethnic minorities).
- 4.4 Employees with disabilities attended 3.9% of training days. 2.8% of all current employees have declared that they have a disability.
- 4.5 67.2% of training days were attended by employees from grade bands J – F, 19% by employee from grade bands E1-D, and 13.7% by employees from grade bands C and above. The grade band split of the current workforce is: J -F 66%; E1 - D 23.8%; C -A and above 10.2%.
- 4.6 Nearly 30% of the current workforce are part-time or job share but only 16.7% of training days were attended by part-time staff.
- 4.7 Altogether £18,625 was spent directly on the provision of corporate training courses using external trainers with a further £1,365 spent on first aid renewal training and preparing for retirement courses, both of which are external courses funded from the corporate training budget. In addition, £9,200 was spent on other training related expenses such as equipment, materials, catering and printing.
- 4.8 The following is a summary of the courses run:

Title of course	Number of sessions held	Number of training days per course	Total number of staff attending	Total number of training days attended
Corporate Induction	9	1	97	97
A Manager's Guide to Managing Stress	8	1	66	66
Wellbeing Workshop	9	0.5	59	29.5
Breathing & Relaxation	2	0.5	8	4
Personal Effectiveness	2	0.5	12	6
Assertiveness	2	0.5	9	4.5
Rational Thinking	3	0.5	20	10
Employee Support Officer Training	1	2.5	9	22.5
Recruitment & Selection Refresher	1	1	8	8
Managing Conflict & Aggression	1	1	27	27
Employee Development Programme	1	4	13	52
Employee Development Follow Up	1	0.5	10	5
Performance Appraisal Refresher	3	0.5	30	15
TOTALS	43	36.5	368	346.5

4.9 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 are 68 types of courses run at WDC
2. Courses run	173 (excluding external days figures – 5)
3. Course attendees	650 (excludes external days figures – 5)
4. Average attendees per course	4
5. Councillor training	48 sessions arranged
6. ECDL exam	52
7. ECDL timed test	56
8. ECDL passes	8 (7 tests per person for full ECDL)
9. Online IT Induction	40
10. External training provided to North Warwickshire Council	8

4.10 As part of the Corporate Training Programme 2007/2008, external programmes have also provided a key part of development for all sectors of the Council and strengthened our role in partnership working. These include:

- Strategic Leadership Programme (in conjunction with Stratford DC and the Learning & Development Consortium) – 3 Heads of Service successfully completed the programme
- Middle Management Programme (in conjunction with Stratford DC and the learning & Development Consortium) – 2 middle managers completed the programme
- Steps to Leadership for new or emerging managers (in conjunction with the WMLGA and councils across the region) – 2 new managers attended this programme
- Coaching – (in conjunction with the WMLGA and councils across the region) ILM Level 7 Executive Coaching - 5 WDC managers completed this programme as part of a 144 pool of coaches across the region
- Coaching Skill Gyms – 10 managers completed this course

We will continue to provide this support in to 2008/9

5. ACTIONS 2007/08

	Actions identified from 2007 monitoring	Progress to date
5.1	The part-time post of Learning and Development Officer was successfully recruited to in May 2007. Priorities for the incumbent have been agreed and there will be a significant increase in Learning & Development activity across Warwick District Council as a direct result.	Action completed
5.2	Warwick District Council will continue to work in partnership with the Warwickshire and Coventry Learning and Development Consortium, sharing good practice and learning and development opportunities.	Ongoing
5.3	The Council will continue with the commitment to the Regional Coaching Pool until March 2009, whereby a team of coaches from across thirteen Local Authorities within the West Midlands Region will be qualified to provide management and employee coaching in the area as part of Capacity Building.	Ongoing. Four officers have successfully completed the programme to date.
5.4	A Training Needs Analysis will be undertaken to identify priority areas for learning and development activity.	The Learning Skills Council has offered to carry out a skills audit on our behalf. This is likely to take place in Autumn 2008.
5.5	A rolling twelve-month Corporate Training Programme will be developed to meet learning and development needs for all Council employees.	Action completed.
5.6	Following the centralisation of the HR function, there is a recognition that Line Managers require updated knowledge and skills of HR disciplines. This will be incorporated as a modular programme on a rolling basis within the 2008 Corporate Training Programme.	Action completed.
5.7	Bespoke training will be provided where relevant audits or project outcomes within Service Areas have been identified (e.g. Stress Audit).	Ongoing.

6. ACTION 2008/09

- 6.1 This will form part of the Workforce Plan to ensure staff are equipped with relevant skills and knowledge to deliver the needs of the Council.