

UNION/EMPLOYEE CONSULTATION COMMITTEE

FRIDAY
5TH FEBRUARY 2010
AT 1100 HOURS

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Date: 22nd January 2010

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Union/Employee Consultation Committee of the Bolsover District Council to be held in Committee Room One, Sherwood Lodge, Bolsover, on Friday 5th February 2010 at 1100 hours.

For the convenience of both sides rooms are available for a pre-meeting prior to the Union/Employee Consultation Committee.

Council Side - Executive Meeting Room – 1000 hours
Unions - Union Room

Members are reminded that under Section 51 of the Local Government Act 2000 the Bolsover Code of Conduct was adopted by the Council on 16th May 2007. It is a Councillor's duty to familiarise him or herself with the rules of personal conduct by which Councillors must conduct themselves in public life. In addition, Members should review their personal circumstances on a regular basis with these rules in mind and bearing in mind the matters listed on the Agenda for discussion at this meeting.

Copies of the Bolsover Code of Conduct for Members will be available for inspection by any Member at the meeting.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their interests under paragraph 14 or 15 of the Code of Conduct provide written notification to the Authority's Monitoring Officer.

Members are reminded of the provisions of Section 106 of the Local Government Finance Act 1992 and the responsibility of Members to make a declaration at this meeting if affected by the Section and not to vote on any matter before this meeting which would have an affect on the Council's budget. You will find the contents of the agenda itemised on pages 57 and 58.

Yours faithfully,



Chief Executive Officer

DECLARATION OF INTERESTS

COMMITTEE: UNION EMPLOYEE CONSULTATION COMMITTEE

DATE: 5TH FEBRUARY 2010

NAME OF MEMBER- _____

Levels of Interest 1. Personal
 2. Personal and prejudicial

Nature of Interest _____

AGENDA ITEM	SUBJECT	LEVEL OF INTEREST
Signed		
Dated		

Note

Completion of this form is to aid the accurate recording of your interest in the minutes only. This form, duly signed, should be provided to the Clerk at the conclusion of the meeting.

Good practice to give nature of interest – without declaring any confidentiality.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting, and before the relevant item on the agenda is discussed.

A nil return is not required.

UNION/EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union/Employee Consultation Committee of Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Friday, 6th November 2009 at 1100 hours.

PRESENT:-

C. Hirst (Chair – Unison)

Council Representatives:-

Councillors P.M. Bowmer, J.A. Clifton, H. Gilmour, D. McGregor, B.R. Murray-Carr, A.F. Tomlinson, K.F. Walker, A. Waring and E. Watts.

Unison Representatives:-

R. Frisby and J. Hendy.

Unite Representatives:-

S. Sambrook.

Officers:-

W. Lumley (Chief Executive Officer), L. Keeling (Head of Human Resources and Payroll) and R. Leadbeater (Democratic Services Officer).

455. APOLOGIES

Apologies for absence were received from Councillor J.E. Bennett, P. Burrows (Unison) and C. Dodsworth (Unite).

456. URGENT ITEMS

There were no urgent items of business to consider.

UNION/EMPLOYEE CONSULTATION COMMITTEE

457. DECLARATIONS OF INTEREST

Minute No.	Councillor	Level of Interest
465	A.F. Tomlinson	Personal and Prejudicial
465	A. Waring	Personal and Prejudicial

458. MINUTES – 29TH JULY 2009

Moved by Councillor B.R. Murray-Carr, seconded by Councillor J.A. Clifton
RESOLVED that the minutes of a meeting of the Union/Employee Consultation Committee held on 29th July 2009 be approved as a true record.

459. ORDER OF BUSINESS

The Chair consented to a change in the order of business due to Councillors' declarations of interest. The final two items would be taken in reverse order to that stated on the agenda.

Moved by Councillor A.F. Tomlinson, seconded by Councillor A. Waring
RESOLVED that the Order of Business be changed.

460. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS – APRIL TO JUNE 2009

The Head of Human Resources and Payroll presented the report to advise Members of the sickness absence/occupational health statistics for April to June 2009 with comparable prior year figures. The outturn for April to June 2009 was 2.14 days per full time equivalent which was significantly higher than the same period last year at 1.81 days but almost within the target of 2.13 days.

A significant increase in long term sickness absence was reported with three more cases in 2009 than in 2008. All of the cases referred to Occupational Health had now been resolved, however a further 18 long term sickness absence cases had arisen between July and September. Short term absence had reduced for this period which would be reported to the next meeting. A full breakdown of long and short term absence by department was provided for Members' information.

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Members raised questions with regard to hand/arm vibration testing. The Head of Human Resources and Payroll advised that employees affected were very few and were affected at a low level. The tests were implemented to help identify measures to be put in place to ensure the condition was not worsened. In response to further questioning, the Head of Human Resources and Payroll advised that the Authority could legally refuse employment to an applicant under Health and Safety law, who had been diagnosed above a certain level of hand arm vibration if this affected their ability to do the job, or could potentially worsen their condition.

The Health and Safety Officer would be requested to provide further details of the acceptable levels to Councillor D. McGregor.

Moved by Councillor E. Watts, seconded by Councillor J. A. Clifton
RESOLVED that the report be received.

461. PUBLIC SECTOR APPRENTICESHIP PROGRAMME UPDATE – JULY TO SEPTEMBER 2009

The Head of Human Resources and Payroll presented the report to advise Members on the current status of the Apprenticeship Programme. It had been agreed by Council on 12th August to create 75 apprenticeships across the public sector within the Authority's boundaries. These would last for 18 months and provide apprentices with the opportunity to gain an NVQ 2 qualification in their chosen area.

A total of 15 unemployed 16 to 18 year olds would be placed within the Council in three phases in January and September 2010 and January 2011. Public sector partner organisations would recruit two intakes of 18 to 24 year olds totalling 40 apprenticeships and a further 20 in the 25 plus age group would be employed from designated unemployment hotspots in April and October 2010.

Mike Gibson had commenced as the Apprenticeship Co-ordinator on 15th October 2009 and Andrea McNeill had been appointed as Apprenticeship Officer on 5th November.

Regular updates would be provided to the Committee on the progress of the programme.

Moved by Councillor E. Watts, seconded by Councillor B.R. Murray-Carr
RESOLVED that the report be received.

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462. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor E. Watts, seconded by Councillor J.A. Clifton.

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

463. EXIT INTERVIEWS – JULY TO SEPTEMBER 2009 EXEMPT – PARAGRAPH 2

The Head of Human Resources and Payroll presented the report to provide a summary of employees leaving the Authority for Members' information.

A total of 14 employees had left the Authority from April to September 2009, 5 of whom had returned a completed exit questionnaire.

Members raised questions with regard to monitoring of employee responses. The Head of Human Resources and Payroll responded that this was carried out by Human Resources and any detrimental comments were followed up with the department.

Moved by Councillor J.A. Clifton, seconded by Councillor E. Watts

RESOLVED that the report be received.

464. DRAFT PAY AGREEMENT FOR JNC CRAFT WORKERS EXEMPT – PARAGRAPH 4

The Head of Human Resources and Payroll presented the draft pay agreement for JNC craft workers. Craft workers' posts had not been considered through the initial job evaluation process alongside green book employees and this had left the Authority vulnerable to equal pay claims. It was proposed to introduce the new pay agreement for JNC craft workers to address disparities between the two and bring both into line with 1984 Equal Pay for Work of Equal Value Regulations.

UNION/EMPLOYEE CONSULTATION COMMITTEE

Consultations had been carried out with UNITE representatives who had met with affected employees and had agreed to proceed with implementation of the draft pay agreement.

Members were advised that during initial discussions, Unison representatives had indicated that they did not have any members affected by the craft workers' agreement. The Head of Human Resources and Payroll had since been advised that 1 Unison Member was in fact covered by the current JNC pay and conditions.

The Chair asked whether a deferment of the item was possible. The Head of Human Resources and Payroll advised that employees affected by the draft agreement would require 90 days notice of the change. Should the draft pay agreement be deferred to the February meeting, the agreement could not be implemented from 1st April 2010.

Following discussions, Unison representatives requested a short adjournment to discuss the implications.

Moved by Councillor E. Watts, seconded by Councillor B.R. Murray-Carr
RESOLVED that the meeting be adjourned.

464. DRAFT PAY AGREEMENT FOR JNC CRAFT WORKERS CONT'D EXEMPT – PARAGRAPH 4

After the meeting reconvened, Members were advised by the Head of Human Resources and Payroll that Unison were satisfied that sufficient consultation had been carried out to enable them to proceed with ratification of the agreement. The initial consultation exercise carried out between the unions and the Authority had included all union and non union members and had given all affected employees the opportunity to respond.

Unite confirmed that they had been advised by their area representatives to proceed with the agreement. A total of 56 Unite members had been consulted with 43 responding, 33 yes and 10 no.

Further to questions, Unison representatives confirmed that they would sign the draft pay agreement after it had been considered by their regional representative for equal pay issues.

Moved by Councillor E. Watts, seconded by Councillor B. R. Murray-Carr
RECOMMENDED that (1) the report be received;

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(2) Council approve the Draft Pay Agreement for JNC Craft Workers.

(3) Council agree the implementation date for the Pay Agreement for JNC Craft Workers to be 1st April 2010.

(Head of Human Resources and Payroll)

Councillors A.F. Tomlinson and A. Waring left the meeting after having declared a personal and prejudicial interest.

465. PAY AND GRADING IMPLEMENTATION PLAN UPDATE – JULY TO SEPTEMBER 2009 EXEMPT – PARAGRAPH 4

The Head of Human Resources and Payroll presented the report to update Members on the Pay and Grading Implementation Plan, including completion of certain milestones since the report was submitted.

Members were advised of an amendment to the implementation plan in respect of the resolution of valid equal pay claims. This having been amended from June 2010 to June 2011 due to the extent of work involved.

It was confirmed that outstanding appeals would be concluded by next week with a meeting taking place on 13th November to carry out the remaining consistency checks.

A Member raised questions with regard to monitoring of flexible working. The Head of Human Resources and Payroll advised that this was monitored by Managers whose role it was to ensure that any flexible working was agreed in accordance with the needs of the service.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor E. Watts.
RECOMMENDED that (1) the report be received;

(2) Council approve the revised Pay and Grading Implementation Plan.

(Head of Human Resources and Payroll)

The meeting concluded at 1135 hours.

Committee:	Union Employee Consultation Committee	Agenda Item No.:	5.
Date:	5 th February 2010	Category	
Subject:	Sickness Absence/Occupational Health Statistics July-September 2009	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:	Human Resources Assistant		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by providing monitoring information which can be used to shape future policy decisions

TARGETS

The subject matter of this report does not contribute to any specific targets in the Corporate Plan.

VALUE FOR MONEY

As this report relates to retrospective monitoring data value for money criteria is not applicable

THE REPORT

1. Sickness Absence/Occupational Health Referral Statistics July to September 2009 and 2008.
 - 1.1 The sickness absence outturn for the second quarter of 2009 (July to September) is shown below, with comparisons for the same period during 2008:

July to September 2009	July to September 2008
2.65 days per FTE	2.13 days per FTE

The target for July to September 2009 was 2.13 days per FTE.

The target for 2009/10 is 8.5 days, with the outturn for the six month period to the end of September being 4.79 days.

A breakdown of these figures by Department and Long Term/Short Term Sickness Absence is provided at page 13 for information.

The overall sickness figure is below target, due to a significant increase in long term sickness in this quarter when compared to the same quarter last year, but a reduction in short term absence.

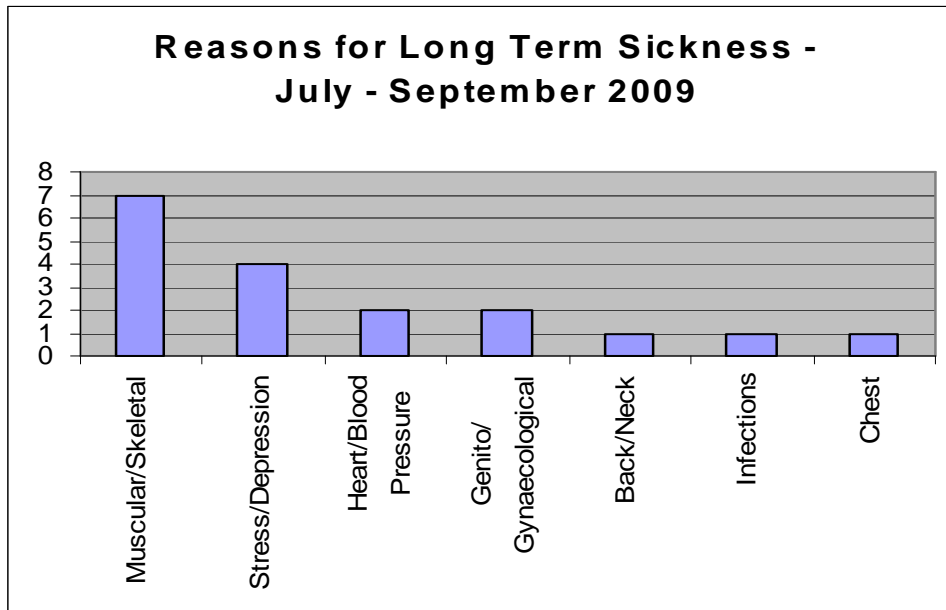
	Long Term	Short Term
July to September 2009	1.83 days per FTE	0.82 days per FTE
July to September 2008	1.27 days per FTE	0.86 days per FTE

The increase in long term sickness absence is due to an increase of 4 more cases of long term sickness than in 2008, but almost double the standard number of cases dealt with in a quarter. However, a report on the October to December period will be circulated at the meeting and this should be more favourable due to a significant decrease in long term sickness cases during the quarter, i.e. only 5 cases of long term sickness.

- 1.2 The outcome of occupational health referrals for the second quarter of 2009, with comparisons for the same period during 2008 are shown below:

	July-Sept 2009	July-Sept 2008
Rehabilitation	17	12
Resigned	0	1
Dismissal	1	0
Ill Health Retirement	0	1
Outstanding	0	0
TOTAL	18	14

- 1.3 As requested a breakdown of the reasons for absence is given below:



- 1.4 Details of health surveillance events, held during the period July-September 2009, are given below:

Two health surveillance clinics were held during this period covering hepatitis B and blood tests, audiometry reviews and hand arm vibration assessments for 20 employees.

There have been 8 employees undergoing counselling during this period.

ISSUES FOR CONSIDERATION

Members of the Committee are asked to note the statistical information provided and action taken to address any adverse trends.

IMPLICATIONS

Financial : None
Legal : None
Human Resources: Compliance with employment legislation relating to managing sickness absence

RECOMMENDATION

That the report be received.

ATTACHMENT: Y (1)
FILE REFERENCE: N/A
SOURCE DOCUMENT: N/A

LPI12 - JULY TO SEPTEMBER 2009/10 LONG TERM SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 6 MONTHS	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
CHIEF EXECS DIRECTORATE							
CHIEF EXECUTIVES OFFICE	4.00	0	0.00	0	0.00	0.00	0.00
COMMUNITY SERVICES	16.75	62	3.70	38	24.00	2.27	1.43
CONTACT CENTRES	22.99	41.5	1.81	17.5	24.00	0.76	1.04
CUSTOMER SERVICE/PERFORMANCE	12.10	50.5	4.17	43	7.50	3.55	0.62
ENVIRONMENTAL HEALTH	27.76	21.5	0.77	0	21.50	0.00	0.77
HOUSING (INC REPAIRS AND WARDEN SERVICE)	115.36	283	2.45	212	71.00	1.84	0.62
HUMAN RESOURCES AND PAYROLL	9.82	5	0.51	0	5.00	0.00	0.51
STREET SERVICES	99.90	589	5.90	452.5	136.50	4.53	1.37
LEGAL/DEMOCRATIC DIRECTORATE							
DEMOCRATIC	11.10	18	1.62	0	18.00	0.00	1.62
LEGAL SERVICES INCLUDING LAND CHARGES	12.10	1	0.08	0	1.00	0.00	0.08
RESOURCES DIRECTORATE							
FINANCIAL SERVICES	11.32	58	5.12	45	13.00	3.98	1.15
PROCUREMENT	4.00	0	0.00	0	0.00	0.00	0.00
ICT SERVICES	10.00	7	0.70	0	7.00	0.00	0.70
REVENUE SERVICES	37.57	19.5	0.52	0	19.50	0.00	0.52
STRATEGY DIRECTORATE							
LEISURE SERVICES	36.02	105	2.92	92	13.00	2.55	0.36
PLANNING SERVICES	20.80	8	0.38	0	8.00	0.00	0.38
REGENERATION INCLUDING SECURITY AND MARKETS	41.31	39	0.94	0	39.00	0.00	0.94
GRAND TOTAL	492.90	1308.00	2.65	900	408.00	1.83	0.82

Street Services include Depot Resources, GM and Cleansing and Waste Services
 RESTRUCTURE CHANGES FROM AUGUST NOT ACTIONED FOR THIS QUARTER

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	6.
Date:	5th February 2010	Category	
Subject:	Sickness Absence/Occupational Health Statistics October – December 2009	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:	Human Resources Assistant		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by providing monitoring information which can be used to shape future policy decisions

TARGETS

The subject matter of this report does not contribute to any specific targets in the Corporate Plan.

VALUE FOR MONEY

As this report relates to retrospective monitoring data value for money criteria is not applicable

THE REPORT

1. Sickness Absence/Occupational Health Referral Statistics October to December 2009 and 2008.
 - 1.1 The sickness absence outturn for the third quarter of 2009 (October to December) is shown below, with comparisons for the same period during 2008:

October to December 2009	October to December 2008
1.76 days per FTE	2.46 days per FTE

The target for October to December 2009 was 2.13 days per FTE.

The target for 2009/10 is 8.5 days, with the outturn for the nine month period to the end of December being 6.56 days.

A breakdown of these figures by Department and Long Term/Short Term Sickness Absence is provided at page 17 for information.

The overall sickness figure is now back on track to outturn on target as this quarter has seen a significant reduction in long term absence as well as a reduction in short term absence.

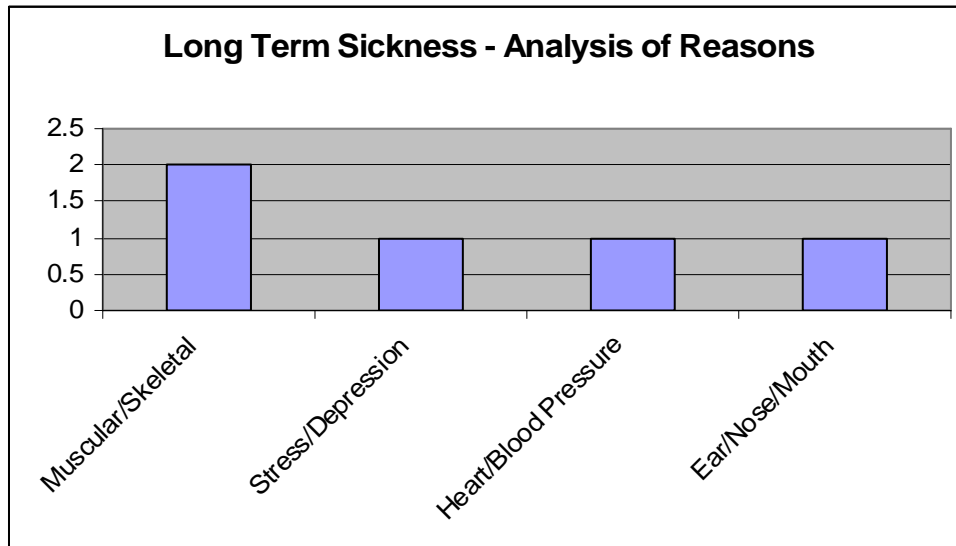
	Long Term	Short Term
October to December 2009	0.65 days per FTE	1.12 days per FTE
October to December 2008	1.19 days per FTE	1.27 days per FTE

If this trend can be maintained during the final quarter of the year the outturn figure will be met.

- 1.2 The outcome of occupational health referrals for the third quarter of 2009, with comparisons for the same period during 2008 are shown below:

	Oct-Dec 2009	Oct-Dec 2008
Rehabilitation	3	9
Resigned	0	0
Dismissal	0	2
Ill Health Retirement	0	0
Outstanding	2	0
TOTAL	5	11

1.3 As requested a breakdown of the reasons for absence is given below:



1.4 Details of health surveillance events, held during the period October - December 2009, are given below:

Three health surveillance clinics were held during this period covering hepatitis B and blood tests, audiometry reviews and hand arm vibration assessments for 23 employees.

There have been 5 employees undergoing counselling during this period.

ISSUES FOR CONSIDERATION

Members of the Committee are asked to note the statistical information provided and action taken to address any adverse trends.

IMPLICATIONS

Financial : None
Legal : None
Human Resources: Compliance with employment legislation relating to managing sickness absence

RECOMMENDATION

That the report be received.

ATTACHMENT: Y (1)
FILE REFERENCE: N/A
SOURCE DOCUMENT: N/A

HR12 - OCTOBER TO DECEMBER 2009/10 LONG TERM SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 9 MONTHS	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
CHIEF EXECS DIRECTORATE							
CHIEF EXECUTIVES AND PARTNERSHIP	5.00	0	0.00	0	0	0.00	0.00
CONTACT CENTRES	23.15	80.5	3.48	28	52.5	1.21	2.27
CUSTOMER SERVICE/PERFORMANCE	12.10	16.5	1.36	0	16.5	0.00	1.36
HUMAN RESOURCES AND PAYROLL	10.63	14	1.32	0	14	0.00	1.32
LEGAL/DEMOCRATIC DIRECTORATE							
DEMOCRATIC	11.10	7	0.63	0	7	0.00	0.63
LEGAL AND LICENSING	12.10	14	1.16	0	14	0.00	1.16
RESOURCES DIRECTORATE							
FINANCE	11.82	5	0.42	0	5	0.00	0.42
PROCUREMENT	4.00	2	0.50	0	2	0.00	0.50
ICT	10.00	10	1.00	0	10	0.00	1.00
REVENUES	37.57	117	3.11	31.5	85.5	0.84	2.28
NEIGHBOURHOODS							
LEISURE	35.41	44	1.24	23	21	0.65	0.59
COMMUNITY	15.88	0	0.00	0	0	0.00	0.00
STREET SERVICES	101.58	203	2.00	80	123	0.79	1.21
HOUSING	115.98	243.5	2.10	114	129.5	0.98	1.12
DEVELOPMENT							
PLANNING	21.30	20	0.94	12	8	0.56	0.38
ENVIRONMENTAL HEALTH	20.63	19.5	0.95	0	19.5	0.00	0.95
REGENERATION	42.55	41.5	0.98	0	41.5	0.00	0.98
DEVELOPMENT ADMIN	3.26	34.5	10.58	31.5	3	19.33	1.84
GRAND TOTAL	494.06	872.00	1.76	320	552	0.65	1.12

Legal includes Land Charges and
Licencing

Street Services include Depot Resources, GM and Cleansing and Waste Services

Housing includes Repairs and Maintenance and Warden Service

Regeneration includes Security, Markets, Env Health Residential

Committee:	Union Employee Consultation Committee	Agenda Item No.:	7.
Date:	5 th February 2010	Category	
Subject:	Public Sector Apprenticeship Programme Update – October to December 2009	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	Apprenticeship Co-ordinator		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

SOCIAL INCLUSION – promoting the development of skills and learning within communities by creating 75 apprenticeships

TARGETS

The subject matter does not contribute directly to a target in the Corporate Plan – but will impact on NI152 and NI153 – which measure the number of working age people claiming out of work benefits.

VALUE FOR MONEY

The proposals deliver value for money for the Council and its residents, by providing 75 apprenticeship places across the public sector, which will provide both work experience and training to NVQ Level 2, and should lead to a reduction in worklessness across the District.

THE REPORT

Following my report to Union Employee Consultation Committee in November 2009, the following milestones have been achieved during October to December 2009, for the January starts:-

Apprenticeship Co-ordinator commenced employment on 15th October 2009

Apprenticeship Officer commenced employment on 12th November 2009

Pre-Apprenticeship programme delivered for the 16-18 year olds

Two Jobs Fairs held for 18-24 year olds

Recruitment of 7 x 16-18 year olds (4 x Leisure, 3 across finance and administration roles) to be directly employed within the Council from January 2010

Recruitment of 13 x 18-24 year olds to be employed by the Council but placed with partners as follows:

Derbyshire PCT
Gardener x1
Admin x 4

Chesterfield Royal Hospital
Health and Social Care x2
Admin x 5

SNaP
Admin x 1

Contracts/Partnership Agreements developed
Evaluation brief developed

Unfilled January vacancies with partners are:

Chesterfield Royal Hospital
Catering x 1
Health and Social Care x 1
Admin x 2

Derbyshire PCT
Admin x3

Work is now underway to develop an induction process for this first group of apprentices, and lessons are being learnt in terms of the project and adjustments will be made in respect of recruiting the 10 x April starts.

ISSUES FOR CONSIDERATION

Members of the Committee are asked to note progress being made on the Public Sector Apprenticeship Programme. A further update will be provided to the next meeting.

IMPLICATIONS

Financial : None – this project is externally funded by Future Jobs
Fund and Working Neighbourhoods Fund
Legal : None
Human Resources : As outlined in the report

RECOMMENDATION

That the report be received.

ATTACHMENT: **N**
FILE REFERENCE: **N/A**
SOURCE DOCUMENT: **N/A**

Committee:	Union Employee Consultation Committee	Agenda Item No.:	8.
Date:	5 th February 2010	Category	
Subject:	Corporate Learning & Development Evaluation Report 2008/9	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	Senior Learning & Development Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation, by evaluating the benefits received from Learning & Development events

TARGETS

The subject matter contributes directly to the achievement/retention of the Investors in People Standard (IiP)

VALUE FOR MONEY

The proposals deliver value for money for the Council and its customers, by ensuring the Council is clear what benefits have been achieved from learning & development events

THE REPORT

The attached report has been compiled using post learning and development evaluation forms which are completed at appraisal and appraisal review with input from both the Appraiser and the Employee who attended the event.

The average hourly rate of pay was provided by Finance and is £14.01. This was used to calculate the cost of officer time and was rounded up or down accordingly. One days training was classed as 7 hours, therefore 7 x 14.01 = £103.25 (shown as £103).

The total spend on learning & development is shown on page 3 of the report which shows that whilst Bolsover is spending less than the national average, it is delivering almost twice the number of days per employee on learning & development events.

ISSUES FOR CONSIDERATION

Leadership Development

Two significant spends during the year were:

Event	Cost	Officer time
ILM Level 7 for 1 Director	£2,000	£723
NVQ Level 4 for 1 Manager plus NVQ Level 3 in Leadership/Management Development for 12 Junior Managers	£17,500	£5,463

The Council has been investing heavily in leadership skills over the last four years and is now embarking on Team Leader development, as well as completion of the Junior Managers programme.

The current position is as follows:-

Level of Management	No. of Managers Achieved the Qualification	No. of Managers Working Towards a Qualification	No of Managers to commence a qualification during 2009/10
Directors/Heads of Service	13	1	2
Middle Managers	16	1	2
Junior Managers	12	13	2
Team Leader	0	11	7

In terms of the impact on employee perception of their managers this programme appears to be having an impact, as the following extract from the employee survey shows:

Question 8: My Line Manger or Supervisor....

	2004	2005	2006	2007	2009
Is approachable	81%	82%	89%	92%	89%
Understands my job	61%	75%	81%	87%	85%
Is open and honest	67%	70%	82%	86%	82%
Treats me fairly	-	78%	83%	86%	86%

2009 Figures are provisional, i.e. subject to ratification by the external company producing the final report.

Q9 Respondents were asked overall how well they feel that they are being managed.

A large proportion of respondents (**80%**) said that they are managed 'Well' ('Very well' and 'Fairly well.'). This is a one percentage point increase from 2006 (**79%**).

Positively, this figure has improved year on year from 2004 (**54%**), 2005 (**68%**) and 2006 (**79%**) to **84%** in 2007, but has then shown a 4% decrease in 2009.

The action plan associated with the employee survey responses has not yet been discussed with Senior Management Team, but will be communicated to all employees once this has been agreed.

Organisational Development Events

These events are not service specific but are necessary in terms of organisational development.

The following show some good examples of how the events have contributed to the benefit of the individual and to team and corporate aims:

Event	Numbers attending	Evaluation Comments
Fire Warden Training	30	Contributes to health & safety of individuals being able to effectively carry out the duties of a Fire Warden
Asbestos Awareness	67	Contributes to health and safety, recognition of asbestos and how it should be handled
Lone Worker (Personal Safety)	27	Requirement of health and safety risk assessments and raises individuals awareness of personal safety – Contributes to Corporate Aim on Community Safety
Basic Food Hygiene Certificate	29	To ensure that trained individuals are aware of the best practice and regulations surrounding food preparation in a public setting

Event	Numbers attending	Evaluation Comments
Disciplinary Investigations	18	Added to skills base and increased number of officers who can undertake investigations

The following internal events do not require full post learning evaluation, however, the evaluation done immediately after the event shows good satisfaction with these internally delivered briefings:

Event	Numbers attending	Satisfaction rating
Equalities and Diversity Awareness	31	94%
Appraisals	51	89%
Basic Child Protection awareness	20	99%
Community Safety Training	23	86%
Data Protection/FOI (Workforce)	19	97%
Introduction to customer service	20	97%
Legionella Awareness	17	95%
Data Protection Briefing	64	90%
Health & Safety Induction	36	92%
Manual Handling	9	100%
Absence Management	10	100%
Recruitment/Selection Training	11	100%

Internal trainers have been made aware of the satisfaction ratings and asked to consider any areas for improvement.

The following external events were identified as not being of benefit, not adding to existing knowledge and would not be attended in the future:

Customer Care – Bespoke Course for Professionals
 Surveying for NI195
 IOSH Branch Meeting

IMPLICATIONS

Financial : The total spend on employee learning & development during 2008/9 was £93,854.
Legal : None beyond delivery of training to ensure statutory compliance
Human Resources: Identification of benefits of learning & development events and it's contribution towards achievement/maintenance of the liP Standard

RECOMMENDATION

That the report be received.

ATTACHMENT: **Y (1)**
FILE REFERENCE: **N/A**
SOURCE DOCUMENT: **N/A**

BOLSOVER DISTRICT COUNCIL

CORPORATE LEARNING & DEVELOPMENT EVALUATION

REPORT

2008/9

This document addresses the following Corporate Aims



STRATEGIC ORGANISATIONAL
DEVELOPMENT



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



ENVIRONMENT



REGENERATION



SOCIAL INCLUSION



Introduction

The Council fully accepts its responsibility to make resources available to provide learning and development opportunities for employees. The enterprise initiative and creativity of employees are crucial to the future development and success of the Council's services.

It is important that all learning and development is monitored and evaluated to ensure it improves services and the knowledge and competence of individual employees. This Evaluation Report is to be prepared by Human Resources on an Annual Basis and presented to Elected Members, Senior Management Team, Heads of Service and Trade Unions.

Information on corporate learning and development delivery, resources, funding and performance standards are shown on Page 3.

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Corporate Learning & Development Resources/Performance

Internal Resources

The Council provides a wide range of learning and development events which are delivered by the following two employees based within Human Resources and ICT:

Senior Learning and Development Officer
IT Training and Support Officer

Other learning and development events are delivered by employees with a specialist knowledge in certain areas as follows:

Director of Strategy	Risk Management
	Project Management
Head of CSPD	Freedom of Information (including Data Protection and Environmental issues)
	Compliments Comments and Complaints
Head of Community Services	Community Safety
Customer Service and Access Officer	Compliments Comments and Complaints
Equalities Improvement Officer	Equalities and Diversity Awareness
Health and Safety Officer	Health and Safety Induction
	Manual Handling
	COSHH
Benefits Supervising Officer and Billing/Recovery Supervising Officer	Various topics for Revenues employees

Total Training Budget Spend 2008/9

Qualification Training (Continuation)	£6940
Central Training Budget (Priority 1 training)	£69414
Leadership Development	£17500
Total	£93854

National Pay and Workforce Strategy Performance Standards 2008

Performance Standard	National	Bolsover
Annual Gross Training Expenditure Per Employee	£250	£167
Number of Training Days Delivered Per Employee	1.6 days	2.22 days

The following sections of this report links each learning and development event to the relevant Corporate Aim and identifies the achievements delivered by this training.
 Amounts for Officer Time have been calculated using the average hourly rate £14.01 provided by finance and rounded up/down to the nearest Pound.

Community Safety

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Advocacy and Tribunal Procedure for current times	1	250	103	
Behaviour led seminar	1	0	103	
CCTV Deployment	2	0	103	Ensures effective enforcement action is taken when investigating and carrying out surveillance.
Community Safety Training	23	0	644	No post evaluation required. 86% satisfaction rate.
Basic Child Protection and Vulnerable Adults Awareness	20	0	841	No post evaluation required. 97% satisfaction rate.
17 th Edition – 3 Day	3	1107	294	Essential Legislative Training required to carry out electrical installations and repairs
17 th Edition – BS 7671	2	715	196	As above
City and Guilds 17 th Edition	2	738	490	As above
City & Guilds PAT Testing	2	676	103	As above
ACD System management	1	275	103	As above
ACS Certification Scheme (6 elements)	1	1120	490	As above
ACS Certification Scheme (3 elements)	2	1168	490	As above
ACS Gas Certification	2	1038	490	As above
Corgi Gas competency course	2	124	103	Ensures officers are aware of gas safety requirements when undertaking statutory inspections of mobile catering units
Covert CCTV Familiarisation	2	0	103	Ensures that CCTV equipment is correctly deployed and set up on site and that effective enforcement action is taken when investigating and carrying out surveillance
Fire Warden Training	30	855	1261	To able to carry out the duties of a Fire Warden.
Asbestos Awareness	67	2000	3292	Contributes towards H&S, recognition of asbestos and how it should be handled.
Early Intervention for Families at Risk	2	0	196	

Learning and Development	No	Cost£	Officer Time £	Contribution to Corporate/Service Objective
Lone Worker (Personal Safety)		2380	2788	Raised awareness of improving personal safety on attending call outs. Improved personal security and satisfied H&S risk assessment controls. Requirement of Health and Safety Risk Assessments and raises the officer's awareness of personal safety – contributes to Corporate Aim on Community Safety.
Armed Robbery Response Training	12	1500	1177	Although the evaluation of the event was said to be relevant and useful, in post evaluation some employees raised the fact that they were disappointed that the scenarios were acted out by CAN Rangers rather than 'Actors'.
Bespoke flycapture enforcement stage 2A	2	0	196	Maintains competency and effectiveness of enforcement work
Flycapture (Part 1B) Enforcement	1	0	494	Maintains competency and effectiveness of enforcement work
Flycapture Intro to waste crime & Fly tipping policy	2	0	196	Maintains competency and effectiveness of enforcement work
Misconduct Seminar	1	215	103	
RIPA/PACE Act Training	1	50	103	Maintains competency and effectiveness of enforcement work.
Parental Mental Health & Safeguarding Children	1	0	103	
Parenting Programmes for preventing & Tackling ASB	1	382	103	
RIPA/PACE Act Training	2	100	103	The post holder is required to be fully up to date with this as it is used weekly.
Regulation & Enforcement RIPA/PACE	1	200	103	Ensures effective enforcement action is taken when investigating and carrying out surveillance.
Regulation of Investigatory Powers Act 2000	2	0	103	Maintains competency and effectiveness of enforcement work
Legionella Awareness	17	900	821	No Post Evaluation required. 95% Satisfaction rate.
Regulatory enforcement for LA Officers	7	665	103	Maintains competency and effectiveness of enforcement work
Safeguarding Children Serious Case Review Analysis	2	0	28	
Safeguarding young people sexual/harmful behaviour	1	0	103	
Safeguarding working with parents/carers/danger/conflict	1	0	103	

Learning and Development	No	Cost£	Officer Time £	Contribution to Corporate/Service Objective
Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Statutory dispute resolution	1	80	103	Good sharing of experiences/changes useful for continuous improvement
Stop and Search vehicle course	2	250	103	Will enable effective exercises to be planned when dealing with waste control initiatives.
Witness protection training	1	0	103	Ensues officers are competent to undertake statutory duties in respect of their enforcement work.

Customer Focused Services

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Introduction to Customer Services	20	0	547	Post evaluation not required. 99% satisfaction rate
Adobe CS4 Design Premium	1	0	35	Useful to see what the differences between CS3 and CS4 were to see if it was worth purchasing the new version.
Adobe Illustrator CS3	1	250	103	No training was given when the software was first purchased, so this was a good course that taught the essentials of the software
On Tgt; Comm Power & the feeling of influence	1	150	103	
Benefit take up campaigns	2	0	103	
Best practice stakeholder consultation & comm engagement	1	195	103	
Choice based lettings (CBL) Seminar	2	504	103	
Managing the Election Process	1	395	103	
Managing the spaces in-between Annual School	1	360	103	
NEA East Midlands Fuel Poverty forum	2	0	42	
Spotlight on fuel poverty	1	0	103	
Supporting delivery of local ambitions	2	0	103	
Telecom training advanced	1	0	103	Now equipped to manage employee performance.
Written Communication Skills	1	55	103	
Working with Debt Training	6	390	103	
Valuation Tribunals Training Day (Council Tax)	1	50	103	
Debt Counselling and Dealing with Debt	1	0	103	
European Election Training (Inc combined rolls)	1	0	103	
Family Mediation Training	8	0	672	
Postal Vote Opening	2	175	103	Essential to carry out allocated duties on elections in accordance with legislation.
The Verification and Count	3	0	103	Important part of ensuring efficient elections. Essential to comply with the new performance standards for Returning Officers.
Quest Internal Assessor Course	1	250	196	To enable the recipient to undertake internal assessments of service delivery against a national benchmarked standard within the leisure industry.

Customer Focused Services

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Customer Care – Bespoke Training for Planning Professionals	20	1800	1961	Training was designed specifically for Planners with input from some Planning managers. A small number did not appreciate the training and thought it too basic.

Environment

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Vacuum Packing – Food Safety Enforcement	1	115	103	Useful but could have covered general vacuum packing issues. - contributes to local indicator on high risk food inspections
Air Weapons	1	135	103	Now trained and empowered to use air guns and rifles.
Auditing food safety activities and processes	2	110	196	Ensures officers are competent in auditing techniques during statutory food inspections – contributes to local indicator on high risk food inspections.
Basic Food Hygiene Certificate	29	440	1219	To ensure that the recipient is aware of the best practice principles and regulations surrounding food preparation in a public setting.
CIEH Executive Briefings	2	150	103	Very useful update on new issues which affect service planning
CIEH Standing conference on land contamination	1	0	103	Ensures officers are competent to undertake statutory duties in respect of contaminated land – Contributes to improving the health of the district (Regeneration)
Controlled Waters Risk Assessment	1	62	103	Maintains awareness of such issues when undertaking statutory duties
Derbyshire Food Liaison Group Food Safety Risk	2	0	70	Ensures officers are competent and are consistently applying the risk rating criteria following food inspections – contributes to local indicator on high risk food inspections.
East Midlands Public Health Conference 2008	4	0	103	Ensures the Department is working within local initiatives and priorities. Maintains EH competency in enforcement of statutory duties
Environmental Noise Monitoring	1	0	103	Maintains EH competency in enforcement of statutory duties
Environmental permitting Regs 2008	2	0	103	Maintains EH competency in enforcement of statutory duties
Food Hygiene Level2	7	255	103	To ensure that the recipient is aware of the best practice principles and regulations surrounding food preparation in a public setting.
Food Identification Revision Course	1	95	103	Fulfils the needs of the curriculum for the Student EHO for food premises inspection

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Guide to tackling nuisance odour/minimising compost odour	3	0	103	Ensures officers are competent to undertake statutory duties in respect of odour complaints – contributes to improving the health of the district (regeneration)
Health Protection Agency EHO Students Training Day	1	0	103	Fulfils the needs of the curriculum for the Student EHO for food premises inspection
Horse Riding Establishment Training	1	0	103	Very beneficial. Will improve confidence and assist in undertaking statutory duties and enforce best practice standards.
Housing Law – Legal Update 2008	2	598	103	
Management of Outbreaks of Food borne Illness	7	245	103	Ensures statutory duties in respect of infection control
Microchip Implant Training	1	160	103	Enables better service cover of this function as 2 Officers now trained in this technique.
National Dog Warden AGM 2008	1	165	196	Ensures statutory duties in respect of infection control
Open Meeting of Environmental Protection UK	1	20	103	Ensures statutory duties in respect of infection control
Pestech 2008	2	0	56	New ideas on charging policies which we have raised recently.
Resources for the Future in Environmental Health	1	30	103	Very useful update on new issues which affect service planning
RSPH Level 2 Certificate in Pest Control	1	0	103	
The Role of Pest Control – Environmental Health	2	110	103	Improved knowledge of bedbugs and equipment maintenance, increased awareness of new practices and technique.
HSE Regulators Development Needs Analysis Briefing	2	0	103	Has provided an assessment tool to check that officers are competent to undertake H&S Enforcement – contributes to the local indicator on high risk health and safety inspections and statutory duties of the authority.
Joint Training Day for Environmental Health and Trading Standards	7	70	103	Useful update and awareness of roles of other agencies. Very important to be aware of partners roles and how they interact with each other. Contributes to improving the health of the district (regeneration). Useful for working with partners and delivering joint up services.
Killgerm Workshop	1	20	103	
Low Carbon Buildings Programme Seminar	1	0	103	

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
RTPI Seminar on Renewable Energy Technologies	2	150	103	Ensures that the service is efficient and effective and that staff are valued and supported in developing and maintaining their skills.
HPA Stakeholder day on food poisoning	4	0	103	Help to improve service delivery during investigations. Very useful contribution in maintaining officer competency.
HPA – The Annual Big Picture Event 2008	1	40	103	Ensures that admin staff are aware of the importance of their role in infectious disease investigation
Risk Communication	1	0	103	Ensures officers are competent to undertake statutory duties in respect of contaminated land – contributes to improving the health of the district (regeneration)
Training on the LA Enforcement Monitoring System	2	0	103	Ensures that data quality requirements are met in respect of our statutory returns.
Low Carbon Energy Workshop	1	0	103	A summary of the main points on national planning policy relating to climate change and low carbon energy with a particular focus on the potential for combined heat and power systems.
NI195 Planning an Effective Local Environmental Management System	3	598	103	

Regeneration

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
RTPI Conference Promoting Sustainable Transport	1		103	
RTPI Conference Planning and Economic Development	1	Total	103	
RTPI Conference Planning Law Update	2	Cost	206	Ensures the service is efficient and effective and staff are valued and supported in developing and maintaining their skills
RPTI Conference Rural Planning Update	1	for	103	Helps develop techniques and processes for the Councils 27 Conservation areas.
RPTI Conference Street Planning and Design	2	RTPI	206	Assists in delivering better quality development and better sense of place.
RTPI Conference The Historic Environment	3	1255	309	A good grounding in the wider significance of heritage work. Helps to deliver the THI and HES, both corporate targets
Architecture 2009/10 seminar (autocad seminar)	2	0	56	
Autocad 2009 Workshop Seminar	2	0	103	
Building in Context	1	0	103	
Buildings at risk	2	180	103	Updated on National Best Practice relating to buildings at Risk which is a significant and growing element in our HES
Compulsory Purchase Orders	2	0	103	
Conservation Areas; Appraisals and Management	2	0	103	Best Practices identified and shared with colleagues.
Establishing a Robust Energy Base for Planning Policy	1	198	103	
Historic Environment Summit for Derbyshire	2	0	103	Helps develop techniques and processes for the appraisal and management of the 27 Council conservation areas.
Infrastructure Planning & Delivery	2	0	103	An introduction to the requirements of Infrastructure Planning. This will link to new guidance being issued on how this issue should be addressed in LDFs
Infrastructure Planning in Practice	1	65	98	
Leicester Development Control Conference	2	180	103	

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
National Mills Regeneration Conference	1	140	103	
New challenges in Urban Design	1	90	103	Assists in delivering better quality development and better sense of place
Open Space Strategies Seminar	1	0	103	Strengthens knowledge base and aids service deliverability
Planning Portal Workshop	2	0	103	Maintains currency in administrative and development matters to assist in minimising errors in the delivery of the service
Monitoring the Regional Plan	2	0	103	
Prospects for Local Economic Development	1	0	103	
Regeneration and Renewal Conference 2008	1	610	103	
Retail Assessment	1	120	103	
Retail & Regeneration Development 2008	1	325	103	
Spatial Strategic Planning	1	0	103	Key challenges to strategic spatial planning. The move from RSSs to single integrated strategies
The Planning Convention 2008	2	700	294	
The Property Conference	1	114	103	
Private Water Supply New Regulation Seminar	2	50	56	Ensures Officers are competent to undertake statutory duties in respect of private water supplies – contributes to improving the health of the district (regeneration)
S106 Obligations and Viability	1	0	28	It has enabled the service to keep up to date with an area of law that is changing fundamentally at the moment
S106 Agreements/Planning Obligations	1	80	103	Keeps up to date with an area of law that is changing fundamentally at the moment
Surveying for NI195	3	390	103	Disappointing as no real relevance to GIS. No benefit.
Understanding Facilities Management (Foundation) Course	1	1180	294	Gave an excellent understanding of Facilities Management which was extremely useful in the move to and the subsequent organisation of the New Depot
Extending Asset Management	2	0	103	Improved knowledge base, in order to deliver a professional informed service to the authority
Planning Space for Play	1	0	70	To ensure the recipient is up to date with the latest advice and guidance on the topic.
Taylor's Bell Foundry Trip	1	0	103	Provided knowledge of traditional craft skill and understanding on how a small heritage business runs.

Social Inclusion

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Equalities and Diversity Awareness	31	0	848	Post evaluation not required. 94% satisfaction rate
Data Protection/FOI (Workforce)	19	0	657	Post Evaluation not required. 97% satisfaction rate
Data Protection Briefing	64	0	1793	Post Evaluation not required 90% satisfaction rate
Working Effectively with Diverse Communities	2	40	103	Will ensure services are provided in a fair and equitable manner.
Working with Debt Training	6	390	103	
Welfare to Work 2008	1	249	103	
Building for life Accredited Assessor Training	3	0	103	
Chartered Institute of Housing Annual Conference 2008	1	610	204	
Child Cyclist Instructor	3	0	42	The recipient can use this information to broaden the portfolio of activities offered through our service
Client Centred Loans/Alternative Sources of Funding	2	0	103	
Contrived tenancies	1	150	103	Added confidence and improved decision making in this area
Dance Consultation Day	1	10	103	
Delivering Quality Places	2	0	103	Assists in delivering better quality development and a better sense of place.
Derbyshire Local Resilience Forum	4	0	70	
Introduction to Family Intervention on Tenancy	1	0	35	
Fitness Industry Association Adopt A School Workshop	2	60	103	Awareness training for a national scheme which will allow our authority to contribute
GP Exercise Referral	1	489	686	Qualification to deliver Exercise referral programmes
Housing Subsidy and other HRA issues	1	292	103	
The Working Neighbourhood Fund – A Learning Day	1	0	103	
Strategic Housing Land Availability Assessment Workshop	1	30	103	
Embracing Diversity in Repairs and Maintenance Service	1	150	103	
HB/CTB for the Self Employed. Students and People Abroad	3	285	103	More confident and able to respond to enquiries more quickly. More confident in calculating these benefits.

Strategic Organisational Development

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Absence Management	10	0	410	Post Evaluation not Required 100% satisfaction rate
Appraisal Briefing	51	0	1047	Post evaluation not required. 89% satisfaction rate
Recruitment and Selection	11	0	451	Post evaluation not required 100% satisfaction rate
1 st Aid at Work 1 day (Emergency 1 st Aid)	18	945	2052	18 Emergency First Aiders
1 st Aid at Work 2 day (Refresher Training)	10	390	2285	10 Qualified First Aiders Improved provision for safety of employees and customers.
H&S for Senior Executives	11	0	1108	Essential in role of HR&P. Awareness important for all Senior Managers
Health and Safety Induction	36	0	985	Post evaluation not required. 92 % satisfaction rate
AEA Conference 2009	1	610	392	There have been a lot of changes to the way elections are carried out. The knowledge has been shared with a lot of people and directly applied in the Jun 2009 elections. Essential for knowledge base.
Basic and Advanced Report Writer Training	3	850	103	Very powerful useful tool, needs to be used with caution.
ASA/UKCC Level 1 Teaching Aquatics	2	400	490	Qualification to enable the delivery of swimming lessons
ASA/UKCC Level 2 for Teaching Aquatics Units 1-6	2	860	981	Qualification to enable the delivery of swimming lessons
Automated External Defibrillator Instructor Course	1	169	103	Qualification which allows the recipient to teach others the techniques required to operate a defibrillator
B&E Towing Course	2	1200	294	Gives the recipient the necessary skills that are required to tow a trailer
Cash flow Toolkit Training	2	195	103	
Centennial Sam Suite (Discovery and Licence Manager)	4	0	151	
CITREX Pres. Server 4.5 XENAPP 5.0 Windows 2003: Admin	1	1040	490	Acquired skills has reinforced and expanded the departments existing skill set in Citrix.
CITREX Pres. Server 4.5 & XENAPP 5.0 for Windows	1	1040	490	
Dance Consultation Day	1	10	103	
Defibrillator Training	5	0	67	Qualification which allows the recipient to use techniques required to operate a defibrillator
Manual Handling	9	0	315	Post Evaluation not required 100% satisfaction rate

Strategic Organisational Development

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Delivering Sustainable LDFs	1	399	103	
Effective Talent Management	1	349	103	
EM Lawshare No 26 Commercial – update of Procurement Law	1	80	103	
Emergency First Aid	1	0	56	
Employment Law Update	1	50	103	Key changes came into being in 2009 and this has helped prepare legal services and HR for the changes
Employment Seminar	1	0	103	
Energy Performance Certificate Assessor	2	3000	294	
Enforcement Management Model	4	0	103	
Equal Pay Workshop	1	50	103	Important for assessment of authority's equal pay requirements
ESA Seminar	2	0	103	
Festival of First Aid	1	75	103	Course enables recipient to keep up to date with current 1 st aid practices and equipment – this is aimed at 1 st aid instructors
First Aid Conference	1	65	103	Course enables recipient to keep up to date with current 1 st aid practices and equipment – this is aimed at 1 st aid instructors
Frontier P11D Training	1	295	103	
FSA Local Authority Enforcement Monitoring System	2	0	?	
Fundamentals and Multi Skills	1	25	42	Course enables the recipient to teach the fundamentals in movement, balance and co-ordination to very young children
Geography – Improving Performance of Gov	1	0	103	
GP Exercise Referral	1	489	686	Qualification to deliver Exercise referral programmes
GTR Spreadsheet Training	4	800	103	No benefit to HR Team but has identified process efficiency gains in the Payroll Team.
Housing Annual Conference	1			Important to know new developments to ensure the authority delivers improvements on a continuing basis.
HACCP Assessment Course for Enforcement Officers	1	120	294	Ensures Officers are competent to undertake statutory duties during inspection of high risk premises.

Strategic Organisational Development

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
HHSRS (V2) Practitioners Course	2	590	103	
HIA Annual Conference	1	0	196	
How to build up website take-up best practice/networking	1	145	103	
IT Showcase – Green it	1	0	56	
Design Quality Seminar	1	0	28	
Development Control Conference	2	0	103	
Development Management	1	0	103	Assists in the management of the change process
Development Management – about delivery	1	0	103	
Driver CPC	2	0	103	
INMOTION 2008	1	80	103	
Interview Skills Training	4	0	103	Ensures Officers familiar and effective in court proceedings.
Investigation Skills	1	0	103	Ensures officers are aware of effective investigation techniques when dealing with legal breaches and accident notifications
IOSH Branch Meeting	1	0	42	No benefit to Department
IOSH Branch Seminar	1	0	103	Improved understanding of the need to integrate the HR role and the H&S role in relation to Occupational Health Management
ISRM East Midland Service	1	0	103	
ISRM Pool and Plant Revalidation	2	200	103	Revalidation of the qualification is necessary to be able to operate pool plant equipment
KWIK Cricket Course	5	50	42	Enables the recipient to teach kwik cricket
LGA Annual Conference	1	519	294	
Local Land Charges Annual Conference & Exhibition 2009	1	620	196	Vital to keep up to date with latest developments. This was demonstrated by the notes produced from the event.
Local Search Summit	1	0	103	
MSc (Urban and Regional Planning)	1	1260	2685	
NVQ Level 2 in Waste Management Operations	5	0	2102	
NVQ Level 3 in Housing and Council Tax Benefits	1	750	420	
NVQ Level 3 in Customer Service	3	2850	1261	

Strategic Organisational Development

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
NVQ Level 3 in Management	12	15000	5632	Ability to better manage a team who deliver a front line service. Provide Leadership and guidance for my Team. Gained new skills and improved existing ones.
NVQ Level 4 in Management	1	1250	420	
NVQ Level 2 IT Users	1	0	620	Outstanding Training that refreshed forgotten/seldom used skills.
NVQ Level 2 Plumbing	1	560	2550	Able to carry out more varied tasks at work.
Misconduct Seminar	1	215	103	Important for ethical framework purposes and as a consequence use of resource assessment.
National Certificate for Personal Licence	1	128	103	
OHSAS 18001 Internal Auditor	1	485	196	
Paragon Product Training	1	0	103	
Practical applications of Medical Geology	1	50	103	
Practical Aspects of Monitoring	2	0	103	
Public Sector Travel – The Journey ahead for Business Travel	1	195	103	
Regional FSA/LACORS Update	2	0	103	
Siemens IP Training	1	275	103	
SORP & BVACOP 2008 Update	2	780	103	Now able to meet statutory obligations having attended training.
Sprayer Training – PA1 & PAG	12	1818	103	
Targeted Falls Prevention Training Day	2	0	103	
TEN Annual Conference	1	0	103	Useful to keep up to date with PERFORM
Microsoft 2.0 Programming Language	1	1476	392	.
Time Management 1	1	45	103	
Understanding the Employer Role (LGPS)	2	340	103	Essential for policy development – continually improving the organisation
Update on Code of Conduct	2	0	103	Keeps us up to date with best practice and changes to the ethical framework.

Strategic Organisational Development

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Use of numerical Methods	1	0	103	
VMWARE	1	2010	588	
Training Course Good Procurement in Practice	1	0	103	Reinforced rules on procurement.
Disciplinary Investigations	18	1365	1513	Skills to assist others in conducting investigations as and when required. Reinforced understanding of how to conduct investigations correctly which has helped performance. Useful in expanding skills in relation to Disciplinary Investigations. Added to skills base and increased number of officers who can undertake investigations. Essential for my Role. Important from employment perspective that this training is undertaken.
Access Reporting	1	0	28	
Access Essentials	8	0	224	Better understanding which will be used during JE.
Access Queries	4	0	112	Improved understanding of how to produce reports in Access.
Excel and Word for Customer Advisors	5	0	210	
Excel Essentials	6	0	168	
Excel Intermediate	4	0	112	Able to undertake role more effectively and efficiently in relation to work produced using excel.
Excel Advanced	4	0	112	
Excel Bespoke	1	0	28	Used in the production of corporate reports.
Immediacy CMS	1	0	28	
IT Essentials (Refuse Operatives)	8	0	224	
MS Project Essentials	1	0	28	
MS Word Mail Merge	2	0	56	
Outlook Intermediate	1	0	28	
PowerPoint Essentials	3	0	84	
Benefit Verification and Queries	7	0	294	

UNION/EMPLOYEE CONSULTATION COMMITTEE

AGENDA

5th February 2010 at 1100 hours

Item No.		Page No.(s)
PART 1 – OPEN ITEMS		
1.	To receive apologies for absence, if any.	
2.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	Members should declare the existence and nature of any personal or prejudicial interests in respect of:- a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	3
4.	To approve the Minutes of a meeting held on 6 th November 2009.	4 to 9
5.	Sickness Absence/Occupational Health Statistics July-September 2009	10 to 13
6.	Sickness Absence/Occupational Health Statistics October - December 2009	14 to 17
7.	Public Sector Apprenticeship Programme Update – October – December 2009	18 to 20
8.	Corporate Learning and Development Evaluation Report 2008/09	21 to 44
PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>		
<u>Paragraph 2</u>		
9.	Exit Interviews 1 st October to 31 st December 2009	45 to 48

Paragraph 4

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| 10. | Mobile Wardens Standby Allowances Pensionable Pay Status | 49 to 52 |
| 11. | Pay and Grading Implementation Plan Update – October – December 2009 | 53 to 56 |