

Departmental Learning and Development Evaluation Report 2010-2011 (LD1)

Introduction

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

It is important that learning and development is monitored and evaluated to ensure it improves services and the knowledge and competence of individual employees. This Departmental Evaluation Report is to highlight key learning and development activities that have made a significant contribution to service delivery/Corporate Aims. The report should also highlight any learning and development events that were not effective so the information can be shared and any necessary changes made. The report is to be prepared by the Head of Service and returned to the Organisational Development Officer (Human Resources) by mid-January each year. The Organisational Development Officer will collate the reports from across the Council and present these, along with a corporate report, to Elected Members, Senior Management Team, Heads of Services and Trade Unions.

The Human Resources Team will provide the Head of Service with a list of all learning and development undertaken by their department in the previous financial year.



STRATEGIC ORGANISATIONAL
DEVELOPMENT



COMMUNITY
SAFETY



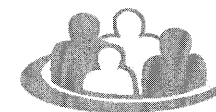
CUSTOMER
FOCUSED SERVICES



REGENERATION



ENVIRONMENT



SOCIAL INCLUSION

Report completed by: **(enter name)**
Service/Department: **(enter name)**
Date: **(enter date)**

Departmental Learning and Development Evaluation Report 2010-2011 (LD1)

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BOLSOVER DISTRICT COUNCIL

CORPORATE LEARNING and DEVELOPMENT

EVALUATION REPORT

2009-2010

19

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 and Development Resources/Performance

Internal Resources

The Council provides a wide range of learning and development events which are delivered by employees based within Human Resources and ICT. Other learning and development events are delivered by employees with a specialist knowledge in areas such as the following:

- Risk Management
- Freedom of Information (including Data Protection and Environmental issues)
- Community Safety
- Equalities and Diversity Awareness
- Manual Handling
- Various topics for Revenues employees
- Project Management
- Introduction to Customer Services
- COSHH
- Health and Safety Induction

External Resources

Other learning and development events are delivered internally by external providers with specialist knowledge in areas such as the following:

- Basic Child Protection and Vulnerable Adult Awareness Training
- Hazards of Working on Highways
- Stress Management Training
- Information on HAVS and Noise Awareness
- Working Safely With Hazardous Substances
- Working at Heights

Total Training Budget Spend 2009/10

	2009/10 (£)
Qualification Training (Continuation)	3595
Central Training Budget (Priority 1 training)	91333
Leadership Development	17500
Total	112428

Local Government Workforce Survey 2009-2010¹

	National	Bolsover
Gross Training Expenditure (GTE) per employee	£185	£183
Number of off-the-job training days per employee	1.5 days	2.6 days

¹ Produced by Local Government Association Analysis and Research (England 2010)

The following sections of this report link 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 £14.52 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
Asbestos – Duty to Manage	8	650	839	Working more safely with health and safety awareness. Made department safer.
Asbestos Task Training	63	0	6623	Will allow us to carry out un-licensed asbestos removal.
Basic Child Protection Awareness	14	0	406	No post evaluation required. 98% satisfaction rate. In the working environment have a duty of care to ensure awareness of the risks and pitfalls that may be confronted with. Provides knowledge of for staff to be able to report any incidents.
Community Safety	50	0	1452	No post evaluation required. 82% satisfaction rate.
Defibrillation User Re-qualification Course	4	0	261	Helps develop healthy and sustainable communities.
Fire Warden Training	9	0	414	Essential to be aware of fire and safety requirements for employees / members / visitors.
Justice Seen, Justice Done	3	0	315	Gives the Rangers a better understanding of the processes happening outside of the council. It also provides them knowledge of the repercussion of people drinking in excess and a better insight in to the laws regarding the taking of controlled drugs.
Keeping up with Health and Safety	1	110	105	
Kill-germ Workshop	1	0	105	
Legionella Awareness	26	0	1321	Essential aspect of health and safety.
Level 2 Trainer Training (Bin Lift Training)	4	390	232	
Lone Worker Training	21	4165	2049	Training has met the need required with the risk assessment. Ensures employee safety and to avoid incidents which could lead to injury/absence form work.
LPG Briefing by HSE	1	0	105	Achieved service objective and understanding of action required at BDC. Contributes to high risk health and safety inspections.

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Multi-Agency Public Protection Awareness	1	0	105	Awareness that there is an agency in place to deal with people on release from prison in to the wider community.
Non-target Species	2	0	210	Ensured compliance with legislation relating to non-target species.
Public Inquiries	9	0	653	Useful update – this knowledge needs regular updating as rules change fairly frequently.
Radon Briefing/Awareness	9	0	457	Essential to have awareness of health impacts of radon and appropriate control measures during visits to businesses. Ensures public health is maintained and employers are protected against harmful effects. Links to corporate aim and local indicator on high risk health and safety inspections EH2/19.
Raising the Standard Conference	1	180	105	
Recognising and Alerting Others to Violence	1	0	105	
Ripa Training	15	0	1525	Now able to provide advice to Officers in relation to RIPA application. Has improved knowledge. Important to ensure it is carried out correctly given the regular internal inspection.
Safe Use of Air Weapons	1	0	87	
Safe Use of Pesticides	1	0	105	Keeping up-to-date with legislative requirements and applying best practice.
Introduction to Safeguarding Children and Young People	12	0	610	In the working environment have a duty of care to ensure awareness of the risks may be confronted with.
Self-defence	1	0	105	
The Prevent Agenda – What it Means to You!	28	0	2943	Awareness course run by Police and cascaded through LA's. Gave a very thorough awareness of the Prevent Agenda, its various components and particularly how aware everyone needs to be and what a difference it can make. Raises awareness of potential terrorism in the District with front line officers. Recognition of partner agency roles and assisting with crime prevention.
Worcester Boiler Training	14	0	1472	Working more safely.

Customer Focused Services

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Introduction to Customer Services	34	0	1202	Post evaluation not required. 94% satisfaction rate
Annual Tens Software Conference 2010	1	0	109	Keeps up-to-date on software. Supports management performance framework.
Assertiveness at Work	1	245	105	
Customer Excellence Workshop	22	0	1757	Post evaluation not required. 94% satisfaction rate. Corporate plan target for achieving customer excellence for authority and CSPD service plan target. Prepares staff for new corporate standard.
Customer Insight Event	1	0	105	Given a greater understanding of customer insight. Objective within appraisal and within customer service and access strategy.
Debt Recovery in the County Court	1	0	105	
Exempt Accommodation Rules	1	0	105	Improved knowledge within the section of this particularly complex area for benefit regulations.
FJF Best Bid Briefing	1	0	58	Essential knowledge for the apprentice project which is partly FJF funded.
Foundation Course in Electoral Administration	1	0	105	Vital for up-to-date knowledge of elections framework.
Liaison Officer Seminar	1	0	105	Complaints resolved within timescales, greater customer satisfaction with complaints procedure.
N114: Capturing and Examining Data to Inform and Improve Service	1	401	105	Successful delivery of first year of N114 avoidable contact reporting.
NVQ2 Level 2 in Customer Service	1	0	508	Contributes towards customer focussed services and providing excellent customer services.
One Place Launch (CAA)	1	0	29	LAA targets are part of CAA process. Important we prepare and respond to CAA reports. Workshop initial to new inspection and reporting regime. Will help answer queries from the media in a timely and accurate manner.
Parliamentary General Election Postal Vote Opening	3	0	315	Training essential to conduct tasks according to legislation.
Payment Profile Workshop	2	400	210	
Places of Worship: Sharing Space	1	0	105	
So You Think You're a Good Communicator?	2	0	210	Will encourage increased engagement.

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Staffing Arrangements: The Count – Post Count Procedures	1	0	87	Essential for all DSOS and was identified in the IIP matrix.
Understanding Customer Service	59	0	1285	Post evaluation not required. 94% satisfaction rate
Youth Taskforce Roadshow	1	0	105	Enabled development of Youth Council: (a) assessing of submitting funding applications (b) consultation about issues which will affect them (c) citizenship

Environment

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
5 Pack + 1 Emergency Planning	3	0	963	Useful updates and benefits to Bolsover District Council in EH19 high risk health and safety inspections.
5 Pack + 1 Public Health Programme	3	0	963	As above.
67/2 Priority Planning Training	2	0	210	Ensures Officers are applying guidance and risk rating requirements when understanding statutory duties. Contributes to local indicator on high risk health and safety inspections.
Advanced Pest Control Workshop – Bedbugs	2	0	210	Keeping up-to-date with legislative requirements and applying best practice. Also of benefit to Officers in team dealing with public health cases.
Air Weapons	1	0	116	Ensures compliance with legislation and ensures good practice.
Alcohol Enforcement Skills (Legislation, Tools and Powers)	1	0	103	An understanding of best practice and partnership opportunities. Have already adopted some in Bolsover e.g. Action Plan for Commercial Premises and licensing amendments.
Bioavailability Of Contaminated Land Training	1	0	105	Ensures Officer is aware of technical aspects when dealing with contaminated land.
CIEH/SCLC Annual Plenary Conference	1	0	105	Competent to undertake strategy duties in respect of dealing with contaminated land.
City and Guilds 6176 Energy Awareness	1	0	105	Cascaded relevant information via team meetings and updated colleagues on range of assistance which can now be provided to vulnerable households. Have developed presentation from this for customer facing staff within Bolsover and within other organisations e.g. NHS Health Trainers etc. Could not be more relevant to the post and has therefore been a real advantage to the quality of service.
CLEA V104 Hands-on Training Event	1	0	105	No evaluation available, Officer on maternity leave.
Contaminated Land Determinations	1	0	105	Awareness of technical aspects when dealing with contaminated land work.

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Delivering Excellence in Conservation (Annual School)	1	161	155	
Derby's Food Liaison Group Training Day	6	0	631	Service plan target EH04. Useful for networking with Trading Standards Colleagues and raising awareness of their areas of work and business contacts.
Effective Evaluation of Food Safety Management System	2	0	210	An understanding of the statutory requirements placed on Section and support needed by businesses and Officers. Contributes to local indicator EH2/02 – high risk food safety interventions.
Enforcement Forum – Trevor Robert's Association	1	0	105	Knowledge of new case law and examples of best practice brought back and implemented in the workplace.
Enforcement of Planning Decisions Conference 2010	1	0	107	
Environment Damage Regulations 2009 – Regional Training Event	2	0	210	Competent to undertake statutory duties in respect of dealing with contaminated land.
Environmental Enforcement and Quality of Life	3	0	315	Ensures effective approach to environmental problems and the cleaner, greener agenda.
Environmental Impact Assessment Evaluation/Lawfulness	2	0	102	
Essentials of PPC-Industrial Process Emissions and Controls	2	0	210	Ensures Officers are competent in dealing with such matters. Enables statutory duties to be undertaken / work load sharing.
Facing Energy Crunch: Energy Efficiency for Historic Build	1	90	105	
Flycapture Enforcement Stage 1B - Part 1and2	1	0	420	Implementation of best practice and a strategic approach supports the Council's cleaner greener priorities and delivers service improvements.
Flycapture Enforcement Stage 2 – Strategy and Procedure	3	0	631	Contributes to corporate target – protect, enhance and improve the natural and built environment in a sustainable way. Increase standard of street cleanliness (litter and detritus) to 95% by March 2011.
Food and Health Eating (5 + 1 Pack Training)	3	0	315	Raise awareness of potential contributions to wider public health issues and best practice.
Food and Water Sampling Training (RC10MIRD)	4	0	58	Ensures Officers are applying correct techniques when sampling and are competent.
Food Standards Agency HACCP Course	2	210	610	No evaluation available – Officer left Council.

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
FSA Imported Food Intermediate Course	1	0	105	An understanding of sampling requirements placed on Section. Contributes to local indicator EH2/02 – high risk safety interventions.
HACCP for Enforcement Officers	1	0	336	An understanding of statutory requirements placed on Section and support needed by businesses and customers. Contributes to local indicator EH2/02 – high risk food safety interventions.
HPA East Midlands Environmental Health Symposium	5	175	526	Ensures Officers are competent to undertake satisfactory duties during investigation of infectious diseases – contributes to improving the health of the district.
HSE/LA Priority Planning	5	0	73	Statutory requirement and guidance required for our dealings with businesses. Provided an understanding of the statutory duty of the Commercial section and the relevant approach with interventions.
Introduction to Environmental Permitting	2	0	210	Ensures service cover during staff absences and delivery of statutory duties.
Investigation Skills Workshop	2	0	210	Competent to undertake statutory duties and carry out effective investigations. Contributes to the local indicators on high risk food and health and safety inspections.
Local Authority Summit - Community Energy and Heating	1	0	105	Important to investigate possibilities towards achieving climate change targets for the authority.
Private Water Supplies – Regional Training and Works	2	0	210	An understanding of statutory changes and support needed by householders on private water supplies.
Reach Registration Evaluation/Authorisation and Restriction of Chemicals	1	0	105	An understanding of the statutory requirements placed on section and support needed by businesses. Work contributes to local indicator – high risk health and safety interventions.
Recycling and Waste Management Exhibition	1	0	105	
S18 Consistency	1	0	105	Aware of changes in legislation when carrying out their duties.
Site Management Planning Regulations 2008	2	0	203	An understanding of statutory changes and requirements.
Tackling Climate Change – Open Day	1	35	105	Climate change targets in both Corporate Plan and LAA.
The Pennington Inquiry Seminar	5	0	526	An understanding of the statutory requirements placed on Section and support needed by businesses and Officers. Contributes to local indicator EH2/02- high risk food safety interventions.

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
The Use of Bioavailability Estimates in Human Health	1	0	105	Ensures Officer is aware of technical aspects when dealing with contaminated land work.
Towards Zero Waste Places	1	0	105	
What is an Action Plan – Module 4	2	0	210	

Regeneration

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Annual Planning Seminar 2010	2	0	210	
Autocad 2D Level 2	1	0	105	
Autocad Update Training V 2010	3	0	315	
Basic Survey Methods	2	0	212	This training links to data quality objectives and to the need to produce a sound evidence base for core strategy.
CIVICA Seminar	2	0	210	
CLG/GO/PINS Regional Event	2	0	210	
Code for Sustainable Homes Seminar	5	0	73	
Compulsory Purchase Procedures	15	0	544	Has raised awareness of CPO as a pro-active tool for enforcement which is particularly relevant as we move towards development management.
Conservation – A Key to Sustainable Design (Annual School)	3	390	315	
Conservation Areas – Appraisal and Management	2	0	210	
East Midlands CPD Conference Leicester 2010	1	0	105	Competent to undertake statutory duties during disease investigation – contributes to improving health of district.
Management Development (RTPI Conference)	2	0	210	
National Energy Action Awareness	1	0	43	Contributes towards corporate target – work towards sustainable service delivery to reduce our impact on climate change.
Page Hill Refurbishment Housing Event	1	0	105	
Planning and The Professional (RTPI Conference)	1	81	105	Enables the better understanding of the promotion of best practice and professionalism in planning; and to appreciate the expectation of modern day planners tasked with the responsibility of delivering contemporary solutions in an increasingly challenging and dynamic environment.
Planning and Environmental Health	2	0	210	
Planning and World Heritage	1	0	105	
Planning Law Update (RTPI Conference)	3	0	314	Enables the better understanding of best practice in planning.

Planning Portal Workshop	1	0	105	
Renewable Energy – The Planning System and Meeting Targets	2	0	210	
S106 Agreements of the Town and County Planning Act 1990	1	200	87	
Section 106 Agreements – Time to Review	1	0	29	
Section 106 Agreements – Planning Obligations	1	80	105	
Spatial Planning Course	1	480	215	Although this event recapped recent changes, it was not as productive as hoped. This appears to be due to the fact that the planning system is facing rapid change, this has created considerable uncertainty and as yet there is no clear path as yet to the best way forward.
Technical Sales	2	0	116	
Technical Guidance 2009	1	0	105	Ensures Officers are competent to undertake statutory duties in respect of air quality work and statutory reports to DEFRA – contributes to improving the health of the district.
The Current Property Issues	1	0	105	
The Draft Planning Policy Statement	1	0	105	
The Planning Convention 2009	3	807	610	
Traditional Domestic Buildings and Energy Efficiency	1	0	105	
UK Climate Projections	1	0	105	Climate change targets in both LAA and Corporate Plan.
Urban Design Conference – Designing Eco-Neighbourhoods	1	153	105	
Valuation for Capital Accounting	1	0	105	
VAT – Partial Exemption	1	45	105	
VBS Stakeholder Information Roadshow	1	0	49	
Welfare to Work Conference	1	0	105	

Social Inclusion

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Equalities and Diversity Awareness	17	0	741	Post evaluation not required. 92% satisfaction rate
Equalities, Diversity and Cultural Awareness	3	0	283	
Equality Bill Consultation	1	0	105	
Data Protection/FOI (Workforce)	16	0	697	Post Evaluation not required. 93% satisfaction rate
Mountain Bike Trail Leader Award	3	0	1045	This has enhanced the quality of products and quality to the general public.
Special Schools PE and Sports Conference 2009	1	0	14	
Nordic Walk Training	1	0	105	This has enhanced the quality of products and quantity to the general public.
Caving	1	0	105	As above.
Teaching Aquatics ASA Level 1	2	0	1261	Increase in swimming teaching capacity.

Strategic Organisational Development

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Appraisal Briefing	22	0	639	Post evaluation not required. 83% satisfaction rate
A Critical Friend for Critical Times	1	356	203	
Access Essentials	4	0	102	PC not set-up properly so unable to follow session.
ACS Certification Scheme (Module CPA 1)	7	580	406	
Advance Report Writer	1	0	105	Essential training that will enable a more efficient running of the payroll process.
AEA Annual Conference 2010	1	0	406	This course was essential for all DSO's and was identified on the IIP matrix.
Agents – Postal Voting: Polling Stations	2	0	210	
Analysing and Reporting	1	325	105	Greater understanding of analysis and how to build into reports. Follow on learning development to advance current processes. Will be used within next six months to improve corporate customer satisfaction.
Annual Ten Software Conference	1	0	105	
Apprenticeships Driving up Business	1	0	102	Splinter Steering Group now looking at complementing the programme to get to hard to reach groups.
ASB Development Day	2	0	116	
Basic Scaffold Awareness	11	0	1156	Safer working practices as able to see potential hazards.
Benefit Instruction	8	0	116	
Bowling Green Information Day	40	0	420	
Bre-Insite Exhibition and Conference 2009	1	0	105	
British Cycling BMX Racing Instructor Award	1	0	203	
Business Transformation and ICT Showcase	1	0	105	
CAF Full-Day Training	1	0	105	Ensures that correct procedures and good practice is followed.
Case Law and Legislative Update	2	0	116	
Cash Flow Tool Kit	2	390	210	
CDRP Conference	1	0	203	Important to keep abreast of changes in legislation and thinking and showcase what we are doing here at Bolsover.
Chartered Institute of Housing Conference 2009	2	1360	610	

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Check Point Security Administrator for R70 (CCSA)	1	0	118	Training in Checkpoint Administration will allow application of new skills to the Checkpoint Firewall to ensure perimeter security to the Bolsover network is maintained to a high standard.
Cytech Technical 2/NVQ Level 2/ DT Swiss Wheels Building	1	0	752	This has enhanced the E/W project by offering more and better quality products top the community.
Cytech Technical 3/NVQ Level 3	1	0	1074	This has enhanced the quality of products and quantity to the general public.
Dance Tutor Training	1	160	105	
Disclosure and Costs in Criminal Proceedings	3	0	87	Used in court cases which Legal carries out regularly.
East Midlands Enforcement Forum	2	0	203	Knowledge of new case law and examples of best practice have brought and implemented in the workplace.
East Midlands Regional/FSA/LACORS Update	2	0	29	An understanding of the statutory requirements placed on Section and support needed by businesses and customers. Contributes to local indicator EH2/02 – high risk food safety interventions.
Effective Audit Committee	1	0	105	Important to ensure organisation has an effective audit committee for good governance.
Electoral Registration Officer – The Registration Process	2	2580	210	
Embedding Risk Management	46	0	2004	Knowledge will allow to produce Business Risk Assessments to include on Master Risk Register (corporate requirement). Important for effective and efficient organisation and use of resource assessment as a result.
Equal Pay Law and Practice	2	0	232	Update regularly required in view of the number of current equal pay claims, what is learnt is fed in directly to dealing with these and keeping SMT informed. It ahs enabled the processing the EP claims to be done effectively and efficiently.
Equal Pay Update	1	99	105	Essential for the protection and benefit of the authority
ESRI (UK) Developer Hub Conference	1	0	105	
Excel Essentials	4	0	123	Now able to use excel without direct supervision.
F.A. Level 2 Coaching Course	1	302	105	
Fire Warden Training	17	2065	740	Essential to carry out the duties of Fire Warden.
First Aid at Work 1-day Course	14	0	1382	Improved provision for safety of employees and customers.
First Aid at Work 2-day Course	18	0	3281	Improved provision for safety of employees and customers.

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
First Aid at Work 3-day Course	18	0	5507	Improved provision for safety of employees and customers.
First Aid Conference	1	65	105	
First Aid at Work Trauma Care Course	1	0	210	
First Aid in the Working Environment	3	0	315	
First Steps to Funding and Applying for Large Grants	1	0	75	
FJF National Learning Event	1	0	105	Has enhanced the ability to resolve project delivery issues in relation to apprenticeships.
Gazetteer Best Practice	1	0	105	
Good Procurement in Practice	13	0	1363	Reinforced rules for procurement especially for different stages for tendering.
Guidance to LAS (67/2)	1	0	105	Ensures Officers are applying guidance and risk rating requirements when understanding statutory duties. Contributes to local indicator on high risk health and safety inspections.
Handling Difficult Situations	1	0	14	Very beneficial for Officer's own health and safety as Officer investigates service requests in isolated parts of the District.
Health and Safety Basic Training	81	0	8233	Post evaluation not required. 93% satisfaction rate
Health and Safety Enforcement (5 Pack + 1)	3	66	315	Essential knowledge of legislation when carrying out surveillance for statutory enforcement to avoid legal challenges.
Health and Safety Induction	55	0	1597	Post evaluation not required. 93% satisfaction rate
Housing Law – The Legal Update	2	598	210	Updated on legislative changes and how to legally process cases through court and understand how updated housing law affects current and future tenancies.
ICT Security	12	0	348	Contributes to an improved understanding of corporate protocols and impacts SOD corporate aim.
ICT Security Awareness	187	0	2715	As above
ICT Security Briefing	52	0	338	As above
Implementing the EU Enforcement Officer	2	0	116	Important to keep abreast to protect the authority.
Improvement and Efficiency in the Public Sector	1	350	105	Important target for the authority.
Inmotion 2009	1	100	105	
IOSH Update	1	0	58	Essential CPD for role of Health & Safety Officer.

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Hockey Coaching Assistant Award Level 1	3	420	915	
LGA Annual Conference and Exhibition 2009	2	1038	610	
Local Government and Emergency Services Conference	1	150	207	
Local Land Charges Annual Conference	1	0	210	
LTAS Tutor/TA Seminar	1	60	105	
Manual Handling	9	0	261	Understanding of safe manual handling techniques for use in the workplace.
Manual Handling in the Waste Industry	26	465	2729	
Media Friendly Training	3	0	131	
MS Word Essentials	17	0	494	Now able to use Word without direct supervision.
National Mills Conference	1	120	105	
NDIP Leadership Development Programme	1	0	105	Important to develop leadership skills of the organisation.
Nifty-Lift Training	13	624	1416	
OCR Level 2 NVQ in Team Leading	1	0	508	
OCR Level 3 NVQ in Team Leading/Management	5	0	2541	Improving management competencies and leadership is crucial for the council.
Pace/Interview Skills	2	0	102	Statutory requirements and guidance required for our dealings with businesses to avoid legal challenges. Ensures effective management of enforcement situations is in place for our statutory duties.
Perform and Data Quality Briefing	1	0	29	
Performance Management Briefing	2	0	58	
PI Protocol Briefing	51	0	1110	Provided knowledge of procedures and best practice.
Postal Vote Opening	2	350	210	Training was essential to conduct tasks according to legislation
PPS12 – Have the Changes Worked? (RTPI Conference)	1	1225	105	
Presiding Officer and Poll Clerk Training	45	0	1307	Essential for a successful election.

Learning and Development	No	Cost £	Officer Time £	Contribution to Corporate/Service Objective
Project Management	9	0	523	Essential to achieve targets and objectives when delivering projects. Able to achieve targets and objectives when delivering projects.
Promoting Physical Activity Toolkit Training	1	0	58	
Recruitment and Selection	10	0	232	Post evaluation not required. 100% satisfaction rate
Regional CLLR Development Charter Assessors Training	2	250	210	
Risk Management (H&S Awareness and Corporate Manslaughter)	51	0	2221	Essential to be aware of duties under corporate manslaughter and provides better awareness of responsibilities as a manager. Fundamental to business of authority.
Scaffold Inspection Course	12	0	1220	
Security Awareness	3	0	43	
SORP/BVACOP Update	2	820	210	
Spinning Instructor	2	408	406	
Sports Coach Multi-Skills Course	1	0	43	
Sports Coach UK	1	0	43	
St Johns Ambulance Activity First Aid	1	0	215	
The Employment Law Conference	1	0	105	Essential to keep up-to-date on legislation demonstrated through current review on agency workers.
Treasurers Investment Forum	1	0	105	Importance raised through Icelandic Banks collapse.
Teen Talk Programme	1	0	105	
Youth Work Training	1	0	58	