

Causeway Coast & Glens

Borough Council

To: Corporate Policy & Resources Committee

Date: 21st April 2015

For Decision

The establishment of Causeway Coast and Glens Borough Council as an Approved Training Centre to deliver a range of essential training across the Council.

| Linkage to Corporate Plan | |
|-----------------------------|---|
| Strategic Priority | Transition and Transformation |
| Objective | Successful delivery of Organisational Development and Human Resources Services across the Causeway Coast and Glens Borough Council |
| Lead Officer | Sandra Kelly |
| Cost (if applicable) | Following initial set up costs of £4,825 the approved training centre will generate ongoing savings in the delivery of Learning and Development across the Council. |

1. Context and Background

Across the four legacy councils there were varied approaches to the delivery of learning and development within the organisations. Each Council had identified training budgets and co-ordinated the delivery of a range of mandatory and essential learning and development.

As part of the transition arrangements for the establishment of the Causeway Coast and Glens Borough Council it was recognised that the use of external training providers can be expensive and we wanted to identify a way to ensure a co-ordinated and consistent approach to learning and development. To address these aims a Training group was established made up of staff from across the cluster councils. The findings and recommendations of this group are contained within the attached report. See Appendix 1.

2. Review and Proposed Way Forward

Following a review of the delivery of training within the cluster councils the working group concluded that the establishment of Council as an Approved Training Centre and the in-house delivery of accredited training makes best use of available resources and provides the opportunity to utilise and develop skills which currently exist within Council. In house trainers will be able to deliver professional, cost effective and bespoke training tailored to the particular needs of employees within the Causeway Coast and Glens Borough Council.

The in-house training programme will compliment any external training as part of Council commitment to learning and development of our people. The training will provide employees with the necessary competency to carry out their tasks.

The Training Group has established a vision, scope, purpose and aims for in-house training which reflect the Council's Interim Corporate Plan. They have identified 6 accredited training courses that are priority areas for Council at the moment, and can be delivered with minimal expenditure, as required.

Designated training courses and awarding body are:

| Training Course Title | Awarding Body |
|--|---------------|
| 1. IOSH Managing Safely | IOSH |
| 2. First Aid | EMAS |
| 3. Health & Safety in the Workplace, Level 2 | HABC or CIEH |
| 4. National Pool Lifeguard Qualification | RLSS |
| 5. Children Protection | NSPCC |
| 6. Lone Working | City & Guilds |

The initial set up costs to deliver this training on behalf of these awarding boding are:

| Causeway Coast & Glens Council Training Group | | |
|---|---|------|
| SET-UP COSTS | | |
| | Training Course | Cost |
| 1 | IOSH Managing Safely (LASAN Licence for Council) | 0 |
| 2 | First aid (consumable available via leisure centres) | 0 |
| 3 | Health & safety in the workplace subject registration fee | 230 |
| | Health & safety in the workplace trainer registration fee | 80 |
| 4 | Lone Working Maybo Saferwork Conflict Management Train the Trainer (City & Guilds). To train 4 members of staff at £792 | 3165 |

| | | |
|---------------------|------------------|-------------|
| 5 | Child protection | 1350 |
| 6 | Lifeguard | 0 |
| TOTAL COSTS: | | 4825 |

The Training Group has identified the operational costs to deliver the training in house, this includes the actual cost of trainer, mileage allowance, course fee and other expenses (these figures are detailed on table 2, page 8 of the report) and are summarised below. They are very favourable when compared to the external training providers. After initial start-up cost of £4,825.00, required to deliver the six training courses, the centre will be sustainable, **cost neutral**, and have the potential to generate an income.

| Causeway Coast & Glens Council Training Group Comparison Training Costs External v In-house | | | | | | | |
|--|-------------------------------------|----------------------|-------|-----------------------|--------|-------|-------------------|
| | | St John Ambulance | Quell | Training Solutions | BEMAC | NSPCC | In-house CCGTG |
| 1 | IOSH Managing Safely | | | 275.00 | 236.66 | | 92.42 |
| 2 | First aid | 140.00 | | | | | 47.20 |
| 3 | Health & safety in the workplace | | | | 69.16 | | 28.51 |
| 4 | Lone Working | | 58.53 | | 33.33 | | 8.09 |
| 5 | Child protection* | | | | | | 8.89 |
| 6 | Lifeguard* | | | | | | 17.26 |

*It is current practice to deliver this training in-house

All trainers must meet the minimum requirements of the Awarding Body such as Teacher / Training Qualification, the minimum requirement is a 'Train the Trainer' qualification and the trainer must have subject knowledge and experience (1-2 years). Trainers will be responsible for planning and preparation of their training course and for their continual professional development as a trainer within their subject matter.

The Organisational Development Team will be responsible for the administration of the approved training centre, including the functions of the centre, promotion and development, and leading and co-ordinating the Causeway Coast & Glens Council Training Group.

There are definite strengths and weaknesses for Council to undertake in-house training (see page 10). Overall the strengths outweigh the weaknesses and the business case makes good sense for Causeway Coast & Glens Borough Council to deliver accredited training to improve work performance through learning.

The Organisational Development Team will review the training centre after 12 months to measure success against the aims and evaluate its continued viability.

Recommendation

That Council adopt this report in full and provide permission to proceed with the set-up Causeway Coast & Glens as an approved training centre with the designated awarding bodies identified.