

**REPORT FOR: EMPLOYEES  
CONSULTATIVE FORUM**

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<b>Date of Meeting:</b>	18 April 2012
<b>Subject:</b>	Public Realm Services IPADs and Training
<b>Key Decision:</b>	No
<b>Responsible Officer:</b>	John Edwards Divisional Director Environmental Services
<b>Exempt:</b>	No
<b>Decision subject to Call-in:</b>	Yes
<b>Enclosures:</b>	Appendix 1- Training for Employees of Public Realm Services

**Section 1 – Summary and Recommendations**

This report sets out information requested by the Employees Consultative Forum.

**Recommendations:**

The Employees Consultative Forum is requested to note the information provided.

**Reason:**

The information was requested at a previous meeting of the Employees Consultative Forum.

## **Section 2 – Report**

1. This report provides information on the Individual Performance Appraisal and Development (IPAD) interviews and training taking place in Public Realm Services.
2. At the meeting on 24 January 2012, an item was discussed related to a grievance concerning Driver Team Leaders in the Public Realm Services part of Community and Environment. Points were made about training and IPAD interview completion and ECF decided, it would be helpful if a report was presented to the Forum at its next meeting relating to training (including on the job training) provided within Waste Services. It was expected that training opportunities would be addressed at the IPAD process.
3. The item at the 24 January meeting referred to the major transformation project that had been implemented in this services area. This had included significant restructuring and the implementation placed a number of employees in new roles. This had impacted on the IPAD scheme because of the induction to new roles and the need to place people in posts before completing the IPAD's. The IPAD process is now in full flow and at 9 March 2012 there was completion of 172 IPAD interviews (61%) with the remainder scheduled over the next month.
4. The training that has taken place and is planned in the near future in Public Realm Services is attached as appendix 1.

### **Financial Implications**

There are no financial implications from the report.

### **Risk Management Implications**

There are no risk management implications from the report.

### **Equalities implications**

There are no direct equality implications from the report.

### **Corporate Priorities**

The transformation project supports the corporate of Keeping neighbourhoods clean, green and safe.

## Section 4 - Contact Details and Background Papers

**Contact:** John Edwards Divisional Director for Environment

Name: Kanta Hirani



on behalf of the  
Chief Financial Officer

Date: 3<sup>rd</sup> April 2012

## Appendix 1

### Training for Employees of Public Realm Services

DATE	TRAINING	NUMBER OF ATTENDEES
March 2012	Amazone Profihopper Familiarisation	35
March 2012	Holland T5060 Tractor Installation /Familiarisation Training	5
August 2011 (ongoing)	Diploma in Workbased Horticulture	8
Jan 2011	Fine Turf Equipment Familiarisation Training	35
August 2011	C.A.T.S (Cable scanning training)	2
2011 / 2012	Johnson Mechanical Sweeper	6
2011	Full First Aid Training	2
19 <sup>th</sup> March 2012	Full First Aid Training	2
Jan 2011	Lone Working	12
Jan 2011	IOSH Roadside Working	20
Feb 2011	Team Briefing Skills	4
Feb 2011	IPAD Skills	14
Feb 2011	Manual Handling Traca Refresher (Pristine)	14
Feb 2011	Assertiveness Skills	1
27 <sup>th</sup> March 2012	Data Security Awareness	22
w.c 19 <sup>th</sup> March	Capability Process	19
March 2012	Outlook 2010 Training	5
March 2012	Emergency Planning	7
Nov 2011	'WAMITAB' Waste management qualification	2
Dec 11	Tuborg Lift Operation (refuse carts)	5
July – Aug 2011	Transformation Project – Operations Managers Skills Workshop	4
July – Aug 2011	Transformation Project – Team Leader Supervisory Skills	19
July – Aug 2011	Transformation Project – Team Leader IT Familiarisation	17
July – Aug 2011	Transformation Project – System Back Office training	29
July – Aug 2011	Transformation Project – PDA	69
Oct 2011	Fire Awareness	2

Nov 2011	Excel Intermediate	2
Nov 2011	Excel Advanced	2
Jan, Feb March 2012	ADDT Safe London Driving (TFL)	100
Jan, Feb, March 2012	CPC 'Customer Service and Corporate Image'	135
Sep, Oct, Nov 2011	CPC 'Health Road and Environment Safety	143
Oct, Nov 2011	Vehicle Familiarisation(Smart)	12
2012 – To be arranged April onwards	Customer Care	Waste Department Driver Team Leaders ( 41 staff)
2012 - To be arranged April onwards	Pristine Manual Handling Training	All Operational Staff (approx 300 )
2012 -To be arranged April onwards	Emergency First Aid Training	Operational Staff – as required
2012 - To be arranged April onwards	Health and Safety Refresher	Operational Staff – as required