

## GROWTH REQUEST FORM (2014)

<b>Growth Block (delete as appropriate)</b>			<b>Unavoidable Recurring</b>	
<b>Brief Description</b>	<p><b>PR Team – Training Budget</b>  Increase in baseline budget to enable staff to receive training. The existing budget was established many years ago when there were two FTE posts. It was not increased (for non-pay costs) when the team expanded to four following a restructure in January 2012. With the expected appointment of a digital content editor five people will be operating from a budget intended for two. As a consequence there is currently a £100 training budget for the entire team, daily costs (eg expenses, petty cash) are severely restricted and additional budget support has to be sought when required to purchase equipment required for health and safety purposes eg chairs, IT equipment.</p>			
<b>Mandatory / discretionary</b>	Discretionary			
<b>Links to the Council's Corporate Plan Priorities</b>	As a support service the team's work contributes to the delivery of all corporate plan priorities and plays an important role in the delivery of the key corporate projects.			
<b>Consultation undertaken to support the request</b>	Chief executive			
<b>Equalities outcomes</b>	Enabling equal access to training opportunities			
<b>Impact on performance targets/indicators</b>	Will enable the service to keep up-to-date with industry developments, which will assist with team and service plan delivery of corporate plan targets			
<b>Budget Implications:</b>	<b>2015/16 £</b>	<b>2016/17 £</b>	<b>2017/18 £</b>	<b>Future years (£)</b>
<b>Growth request amount</b>	£2,000 (into baseline for future years)	£2,000	£2000	£2000
<b>Revenue savings (invest to save bids only)</b>	N/A			
<b>Risk management considerations if approved</b>	Will need to ensure that training is helping deliver team and service plan targets.			
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<p><b>if <u>not</u> approved</b></p>	<p>particular year and the team gets no industry specific training to pick up the latest techniques and developments in the communications and marketing sector. Will need to continue existing policy of alerting finance team when unplanned costs occur due to the risk of that creating an overspend position (eg buying equipment for health and safety reasons)</p>
<p><b>Other Comments</b></p>	<p>Due to the size of the team there is no opportunity of a virement of funds from another budget head.</p>