

INFRASTRUCTURE MANAGEMENT
INFRASTRUCTURE MANAGEMENT TRAINING PLAN 2008 – Infrastructure Management (General)

| Business Link | Training/ Development Required | No. requiring training | Priority | Method of Training (as defined in Appraisal Handbook) | Cost | Provisional Training Dates | Training Provider | Measure of Success |
|---------------------------------------|--|--|------------|---|-------|----------------------------|---|---|
| Management | Keep up to date with Highways Maintenance Procedures, Code of Practice, Materials specification and Asset Management | 3 | 1 | W B A J C D | £1000 | TBA | TBA - Most of learning will be without cost | Management of the best possible polices and procedures for the Birmingham network |
| Management Development | Management Development Programme Supervisory Development Programme | 3 + New supervisors | 3 1 | W | £2000 | TBA | Internal or WMLGA | To manage people and tasks successfully. To understand roles and responsibilities as a manager. |
| Health & Safety Management | Health and safety training for H&S reps and managers to a nationally agreed standard | Health & Safety Reps and managers across Network Management up to 15 staff | 1 | W | | TBA | Safety Services | Comply with statutory requirements. Be able to incorporate H&S in all aspects of Network management work both inside and outside of the office environment |

INFRASTRUCTURE MANAGEMENT
INFRASTRUCTURE TRAINING PLAN 2008 – Emergency Planning

| Business Link | Training/ Development Required | No. requiring training | Priority | Method of Training (as defined in Appraisal Handbook) | Cost | Provisional Training Dates | Training Provider | Measure of Success |
|-------------------------|--|------------------------|----------|---|------|----------------------------|--|---|
| Service Delivery | Keep up to date with changes in legislation by attending workshops, seminars, exercises and workshops. Develop & implement policy and procedural change. | 2 | 1 | W B A V | £300 | As notified | BCCUtilities Emergency Services Emergency Planning Society | Effectively manage emergency planning responses for the department. Implement changes to established procedures. |
| Service Delivery | Emergency Planning Competency Training | 2 | 1 | W | Nil | TBA | BCC Emergency Planning | Support officers undertaking emergency planning |

INFRASTRUCTURE MANAGEMENT
INFRASTRUCTURE MANAGEMENT TRAINING PLAN 2008 – Bridges & Structures

| Business Link | Training/ Development Required | No. requiring training | Priority | Method of Training (as defined in Appraisal Handbook) | Cost | Provisional Training Dates | Training Provider | Measure of Success |
|-------------------------|---|-------------------------------|-----------------|--|-------------|-----------------------------------|---------------------------------------|---|
| Service delivery | Bridges and Structures Practice and development | 7 | 1 | W V B | £1400 | TBA | TBA | Keep up to date with current practices by attending workshops and seminars. Evaluate new practice proposals and develop /contribute to appropriate Network procedure |
| Man dev | Budgetary control and Local Government finance | 1 | 2 | W B | £200 | TBA | Management Centre at Aston University | Develop an understanding of local government finance. Be able to identify budget sources. Be able to undertake budget control and review. |
| Service delivery | Manage Bridges and Structure contracts under the different forms of contract & procurement. | 3 | 1 | W B V | £600 | TBA | TBA | Develop an understanding of all forms of contract that may be used for bridges and structures Works Expand skills and confidence to manage contracts. |
| Service delivery | Asset Management | 1 | 1 | B | £500 | TBA | TBA Possible Aston University | To use skills learnt to successfully manage asset on the highway network |
| Service delivery | New Euro Codes for bridges & structures | 3 | 1/2 | Course | £1000 | TBA | TBA Identified approved organisation | Comply with legislation and use new euro codes for bridges & structures |
| Service delivery | New CDM regulations at Planning Coordinator level | 2 + | 1 | W | £2500 | TBA | H&S | Competent to act as a planning coordinator |

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| Service delivery | ICE Conditions of Contract 7 th Edition. To understand the changes from 5 th to 7 th ICE Conditions of Contract and incorporate into Bridges and Structures. Contracts | 9 | 1 | | £1000 | TBA | Investigate a tailored course for a number of Network Management staff | Understand the changes made to the ICE Conditions of Contract. Incorporate the changes into the Bridges & Structures Contracts. Supervise works in accordance with the 7th edition. |
| Service delivery | BMX Training Bridge Management | All Bridges & Structures staff | 1 | Coaching | Nil | TBA | Research Engineer | To be able to use bridge management system when software has been developed |
| Service delivery | Highway Authority Role | 3 | 1 | W | £900 | TBA | TBA | To understand the role of the highway authority. Understand obligations under the Highways Act 1980 |
| Service delivery | Code of practice for bridges & Highway Structures | 3 | 1 | W | £700 | TBA | TBA | To support asset management and implement code of practice for highway bridges & structures |
| Service delivery | General tunnel management & refurbishment. Attendance at industry update sessions | 2 | 1 | B | £500 | TBA | TBA | To use skills learnt to successfully manage highway structural network |

INFRASTRUCTURE MANAGEMENT
INFRASTRUCTURE MANAGEMENT TRAINING PLAN 2008 – Drainage Services

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| Service provision | Reservoir Supervision | 1 | 1 | W | £300 | TBA | Wti | To be able to undertake reservoir supervision function |
| Service provision | MapInfo Introduction and Intermediate | 4 | 1 | W | £300 | TBA | Dotted Eyes | To be able to use preferred map based system |
| Service delivery | CDM Planning Coordinator | 3 | 1 | W | £200 | TBA | TBA | To act as a planning coordinator |
| | Awareness plus | 1 | 1 | W | £200 | | | More indepth knowledge of CDM |
| Service delivery | Flood Risk Assessments | 3 | 1 | W | £100 | TBA | TBA | Ability to carry out flood risk assessments |
| Develop | Report Writing | 1 | 1 | W | £100 | TBA | DMS | Ability to write clear & concise reports |
| Service delivery | Urban Hydrology | 1 | 1 | W | £300 | TBA | TBA (JBA Consulting) | To be able to design and study the effects of urban drainage systems |
| Health & Safety | General Health & Safety Awareness course for staff | 9 | 1 | W | Nil | TBA | TBA | Administer works in a safe & proper manner |
| Service and Health & Safety | Chapter 8 Refresher and incorporation of updates | 2 | 1 1 | W | £100 | TBA | Trainer to be identified | Refresh and develop health and safety responsibilities whilst supervising work on the highway. |

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| Service delivery | Attendance at annual Local Government Association and DEFRA conferences relating to drainage and flooding | 5 | 1 | W | £400 | | LGA DEFRA | Improve response to flooding. Evaluate new techniques associated with flooding and drainage. Incorporate and implement into best practise. |
| Service delivery | Identify suitable training on the Practical Design of Sustainable Drainage | 2 | 1 | W | £600 | TBA | Investigate WTI | Skills and ability to implement practical design |
| Develop | Considerate Contactor Scheme (A presentation of what it is) | 6 | 1/2 | | Nil | TBA | C&PS | Understand the Considerate Contractors Scheme. Implement any identified actions into service delivery |
| Service delivery | River and flood modelling | 3 | 1 | W | £300 | TBA | WTI | Review and update modelling theory. Update skills on HECRAS package. |
| Service delivery | Drainage Services Practice and Development | 3 | 1 | W | £800 total | TBA | TBA | Keep up to date with current practices and changes in legislation by attending seminars and workshops. Develop and implement policy and procedural change. |
| Health & safety | Health and Safety Management "Risk Assessment Workshop" | 6 | 1 | W | Nil | TBA | Health and Safety Services | Create a healthier and safer work environment. Become a Competent officer and carry out risk assessment. |

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| Service delivery | Code of Practice for Maintenance Management (Run as in house seminar J.Horton & EF to present) | 7 | 1 | Up date course/ seminar | £1000 Nil if in house | TBA | Investigate Aggregate Industries or ROSPA | Develop and implement revised systems of work. Keep up to date and evaluate new practices and products for highway maintenance |
| Service delivery | Materials Specification Update (See cold recycling mats) | 6 | 1 | Course/ Seminar, Workshops, Trials, Industry visit. | £600 | TBA | As appropriate to specification changes | Evaluate new systems of work and materials. Prepare evaluation reports with a view to revising established custom and practice. |
| Service delivery | ICE Conditions of Contract 7 th Edition. To understand the changes from 5 th to 7 th ICE Conditions of Contract and incorporate into highway maint. Contracts | Area Eng.(V) Works Eng(V) 8 | 1/2 | WB | £1000 | TBA | Investigate a tailored course for a number of Network Management staff | Understand the changes made to the ICE Conditions of Contract. Incorporate the changes into the Highway Maintenance Contracts. Supervise works in accordance with the 7th edition. |
| Man Dev Service | Basic Letter Writing | 5 | 1 | W | £300 | TBA | DMS | To be able to write letter using plain English. |
| ICT | Microsoft Project Basic | 2 | 1 | W | £150 | TBA | New Horizons | To be able to use MS Project to successfully manage highway maintenance works. |
| Service delivery | Road Marking Specification & Signs (Continuous development) Annual Update | Works Supervisors | 1 | B W | In House | | Alan Ross competency training | Incorporate changes to legislation in departmental white lining, road markings and signs |
| Service provision | Dealing with Telephone Aggression | All Highway Maintenance staff | 1/2 | W | £1000 | TBA | Andy McCormack training | To be able to deal with telephone aggression |

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| Health & safety | Health and Safety Legislation Completion of ISOH course will be arranged through H&S Committee for appropriate staff | 2 | 1 | W | £300 | TBA | B. Morgan to identify suitable course and training provider | Refresh and update on basic health and safety legislation that impact on Network Management. Encompass and implement new H&S legislation into working practices for network Management |
| Service delivery | Recycled Materials and Sustainability in highway maintenance | 5 | 1 | W V B | £600 | TBA | Suitable course to be identified. Make use of Contactors & other LA's. | Research and trial greater use of recycled materials. Specify where possible recycled materials and promote sustainability in highway maintenance. |
| ICT | Microsoft Excel Basic | 1 | 1 | W | £300 | TBA | New Horizons | To be able to use excel spread sheet to produce highway maintenance programme. |
| Service Man Dev | Corporate Risk Management | Area Engs And Other key Staff | 2 | W | Nil if In House | TBA | TBA | Understand risk management contribute to the corporate risk management strategy. Cascade corporate risk responsibilities to all levels. |
| Man Dev | Personnel Policies | 5 | 1 | W | Nil | TBA | DMS | To be able to resolve personnel based problems |
| Man Dev | Team Leaders Award | 2 | 1 | W | Nil | Oct 2008 June 2008 | DMS | First line supervisory skills. |
| Man Dev | Grievance and Disciplinary | 5 | 1 | W | Nil | TBA | DMS | To be able to carry out disciplinaries and deal with grievances |

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| Man Dev | Managing attendance | 5 | 1 | W | Nil | TBA | DMS | To be able to manage attendance and improve departmental statistics |
| Man Dev | Shadowing a Highway Inspector | 1 | 1 | B | Ni | TBA | In House | Learn to use handheld data capture. Build on skills to be come a highways inspector |
| Man Dev | Make opportunities available for staff who have undertaken team leaders award to use skills | 3 | | | Nil | TBA | | |
| Man Dev | Getting to Grips with Finance | 2 | 2 | W | £250 | TBA | Aston University | Appreciate Local Govt Finance. Understanding funding & grant and budget management |
| Service delivery | Chapter 8 refresher training and incorporating new regulations | All Highway Maintenance staff | 1 | W | Nil if in house or £1000 | TBA | Investigate suitable trainer | To be able to implement safe lighting, guarding & signing on the highway. Confidence & ability to challenge other organisations working on the highway |
| Service delivery | Refresher Training on materials specification& euro standards for asphalt | Works Supervisor Design Eng Works Engs Mgrs. Possibly Highways Inspectors | 1 | W | Nil | TBA | Tarmac | Up to date information on the use of SMA materials |
| Service delivery | IMTAC refresher programme and new module development | All Highways inspectors, new starters | 1 | W | Nil | TBA | TBA | Inspections, repairs and safety requirements conform to statutory requirements |

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| Service delivery | Recycled materials | Works Supervisor Design Engineers Works Engineers Managers Possibly Highways Inspectors | 1 | W | Nil | TBA | Tarmac | Up to date information on the use of recycled materials |
| Service delivery | Chapter 8 Signing lighting and guarding | 2 | 1 | W | £250 | TBA | TMS | Ensure safe working to accepted standards on streetworks |
| | Intro/basic course | 1 | 1 | W | | | | |
| Develop | Court Appearance | 10 | 1 | W | £1000 | TBA | Bond Solon | Confidence and to experience cross examination in a court room environment. |
| Develop | Court Appearance refresher | All Highways Inspectors & works technicians previously trained | 1 | W | £1000 | TBA | As above and to form part of the same package | To successfully represent BCC in court |

INFRASTRUCTURE MANAGEMENT TRAINING PLAN 2008 – Utility & Highway Support

| Business Link | Training/ Development Required | No. requiring training | Priority | Method of Training (as defined in Appraisal Handbook) | Cost | Provisional Training Dates | Training Provider | Measure of Success |
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| Health & safety | Health & Safety | CSCS Training - Evaluate skills of new staff in relation to CSCS and identify standard of card required | TBA | | Possible NVQ | | | |
| Management Development | Recruitment and Selection | 1 | 1 | W | £250 | TBA | DMS | To be able to chair a recruitment panel in line with corporate policy on recruitment & selection. |
| Service | Keep up to date with changes in legislation and codes of practice that affect Streetworks or claims management | 2 | 1 | W B | £1000 | TBA | TBA | Develop and implement revised systems of work |
| Service delivery | New working regulations for footway crossings resulting from Pitt report into flooding | 1 + | 1 | | £500 | TBA | TBA | Administer any new regulation in relation to footway crossings |
| | Retirement Course | 1 | 1 | W | Nil | TBA Early 2009 | DMS | |