

OFFICIAL

Information from Rushcliffe Borough Council

30 July 2024

Please find the responses in the table below

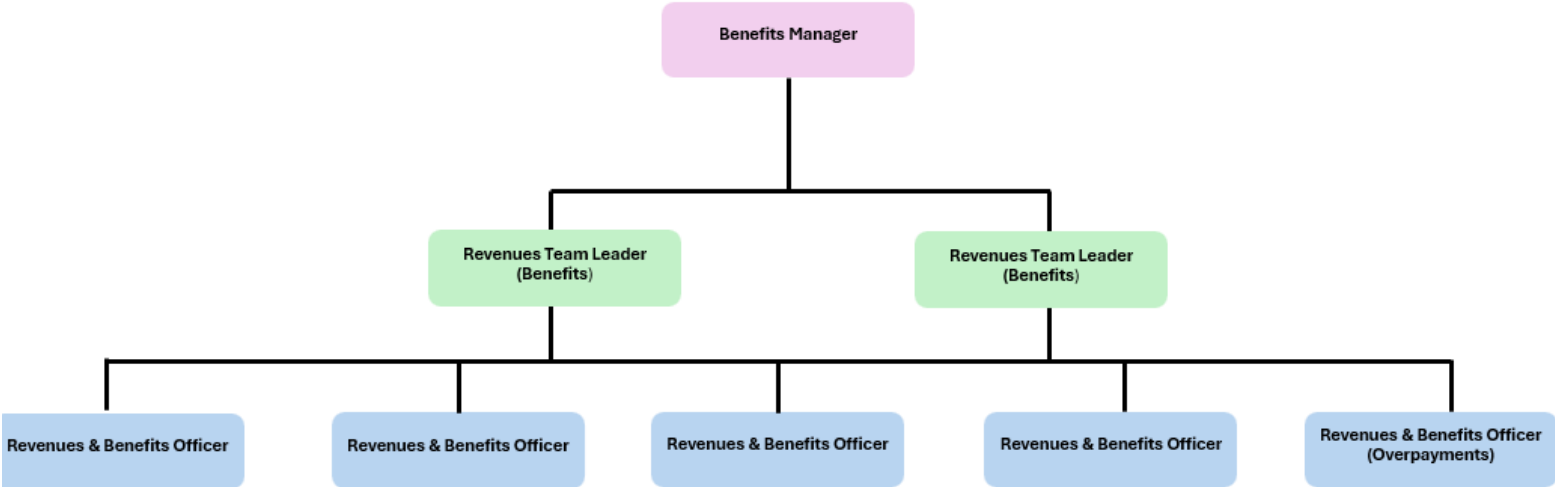
1. How often do these teams carry out training within their departments to ensure they are up-to-date with their areas (legislative, procedural and soft skills)?
2. Does the training take place in-house or is this delivered by external companies?
3. Is there a system in place where they can access up-to-date information/documents?
4. How much is spent annually on training and any system to store policies/documents for these departments?

Questions			1.	2.	3.	4.
Team	Contact Main telephone number – 0115 981 9911	Structure chart	Frequency of training	Delivery style of training	System to keep UpToDate on docs/info	Budget for training and systems
Revenues	Rob Cottee rcottee@rushcliffe.gov.uk	Attached	Ad hoc	Varies – can be external, local government, webinars and in person IRRV – access to an e-learning training suite	IRRV knowledge resource	No set budget for storing policies. Training would fall under part of whole department training budget
Benefits	Paul Mason pmason@rushcliffe.gov.uk	Attached	Ad hoc	Varies – can be external, local government, webinars and in person	Subscribe to HB info	No set budget for storing policies. Would be part of whole department training budget All kept on HB info
Homelessness	Guy Witton gwitton@rushcliffe.gov.uk	Attached - part of Strategic Housing	Every 2 years have a 2 day update, and then ad hoc	External- usually Shelter provide the training	Updates through DLUHC	Documents saved on Microsoft team Would be part of whole department training budget

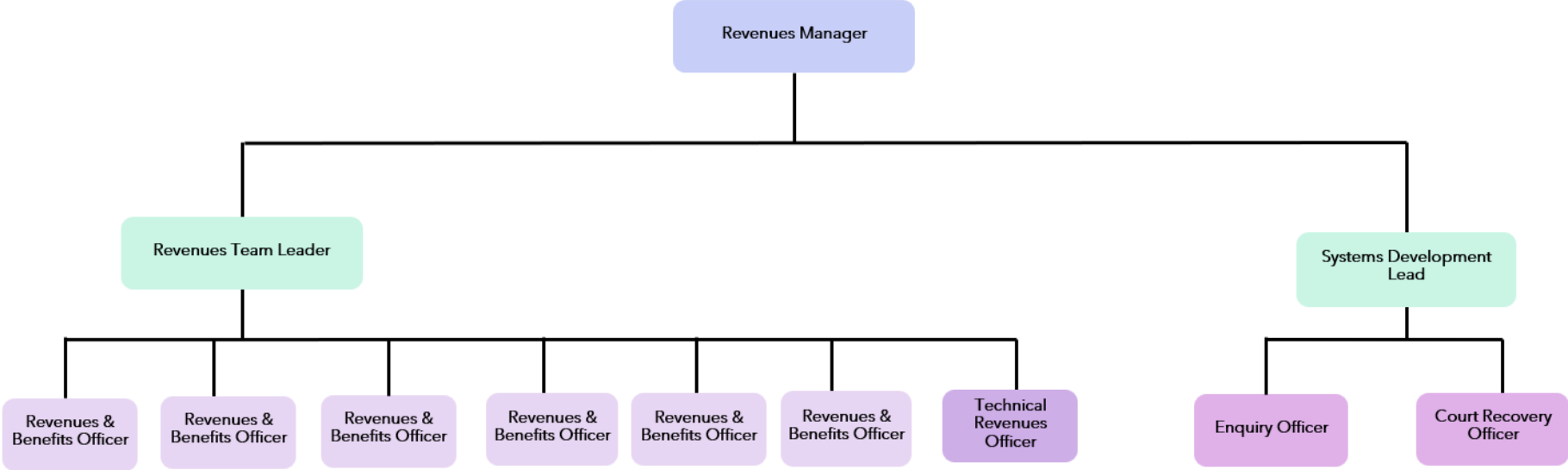
OFFICIAL

Adult Social Services	We are a borough council, and this is provided by Notts County
Mental Health and Wellbeing	We are a borough council, and this is provided by Notts County
Commission Teams	We are a borough council, and this is provided by Notts County
Financial assessments	Not part of Borough duties
Income maximisation	Not part of Borough duties

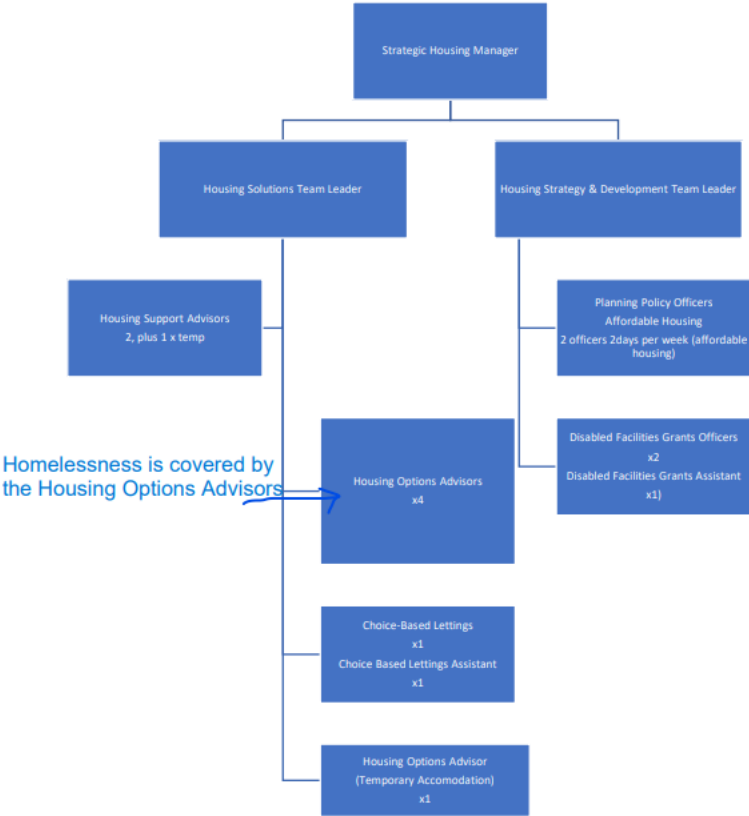
**RBC Benefits Team Structure**



### RBC Revenues Team Structure



### Strategic Housing Structure Chart February 2022



Completed by  
Jo Brown  
HR Business Partner