

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

9 January 2013

LEARNING AND DEVELOPMENT POLICY AND PROCEDURE

Purpose of Report

1. This report presents a learning and development policy and procedure, which draws together information which already exists on HR direct into a framework document for ease of use for managers and employees
2. The policy and procedure reflects the current position in relation to learning and development. It is, however, recognised that the document may need to be updated after April 2013 to reflect any changes introduced as part of the current learning and development review.

Background

3. Currently information on learning and development is held on HR direct but appears in a number of different documents and sections.
4. This policy brings all this information into one framework document for managers and employees and provides a single place to access information on learning and development including provision, entitlement to allowances and roles and responsibilities.

Main Considerations for the Council

5. The scope of the learning and development review is currently under discussion but the aim of the review is to better understand the council's skill requirements for effective service delivery going forward, prioritise learning and development activity and investment, establish trends across services, and bring-together approaches to learning and development in order to maximise the provision going forward. It has been agreed through CLT in July 2012 that training budgets should be centralised with effect from April 2013.
6. The review will have an impact on how learning and development is organised and these changes will need to be reflected in the content of this policy and procedure. These changes to the policy will be consulted on.
7. The section on time off and allowances in the policy links to other policies covering travel and subsistence. However the policy also has a specific allowance for residential courses where travel can be claimed for one journey

home once per month during a course and there is also a books and equipment allowance for courses which lead to a nationally recognised qualification which has not been reviewed for a number of years. It is proposed that these allowances are reviewed in April to link with implementation of changes arising from the learning and development review.

8. Through the consultation process with key stakeholders we have become aware that separate arrangements exist within Leisure, relating to the time off and allowances claimed for training related to continuing professional development and maintenance of their qualifications. This includes groups such as life guards, coaches and swimming instructors who are required to attend regular updates. It is proposed that further work is undertaken to review these arrangements alongside the learning and development review work.
9. The frequently asked question section will be updated to include questions and answers relating to the learning and development review as more information becomes known.
10. In developing the policy and procedure key stakeholders were consulted including. An Equality Impact Assessment (EIA) has also taken place.
11. The policy was approved by JCC on 20 December 2012 following consultation with the learning and development team, operational human resources teams, the stakeholder panel, union representatives and other key stakeholders.

Environmental Impact of the Proposal

12. None.

Equalities Impact of the Proposal

13. An Equalities Impact Assessment was undertaken on 13 November 2012 and amendments have been made to the policy to reflect the outcomes of this particularly in relation to providing further information on reasonable adjustments.
14. It was recognised that further work needs to be undertaken on monitoring learning and development and this will be picked up as part of our ongoing equalities and diversity review.

Risk Assessment

15. None

Options Considered

16. None.

Recommendation

17. That Staffing Policy Committee approve publication of the policy as presented, and note that it will be updated in April 2013 to incorporate any changes implemented as part of the learning and development review.

**Barry Pirie
Service Director
HR & OD**

Report Author: Catherine Coombs, Human Resources Policy & Reward team

The following unpublished documents have been relied on in the preparation of this Report: None