

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 15 APRIL 09

REPORT BY HEAD OF PEOPLE AND ORGANISATIONAL SERVICES

8. CORPORATE TRAINING PLAN 2009-11

“D” RECOMMENDATION - to approve the Corporate Training Plan 2009-2011

1.0 Purpose/Summary of Report

1.1 This report identifies the learning and development priorities for the Council 2009-11.

2.0 Contribution to the Council’s Corporate Objectives

2.1 Fit for purpose, services fit for you.

3.0 Background

3.1 Corporate Training Plan 2008/09 will be delivered within budget and has offered a selection of training focusing on management development, policy briefings, information workshops and mandatory/legal requirements. Full analysis on training and development 2008/09 will be detailed in the end of year report.

In 2008/09 the first cohort of Excellence through Management Development programmes for middle managers commenced. Currently 12 officers are engaged on the programme which is being supported by the Heads of Service and CMT.

Limited HR resources reduced the number of diverse programmes that could be delivered. However 243 delegates attended training and briefings delivered from the corporate training programme.

All programmes attended were well received and all feedback collated will be considered when booking further events.

3.2 The Corporate Training Plan 09-11 builds upon the corporate

training plan 08/09 as the needs identified in 08/09 continue to be a priority in 09/10 and 10/11; to support the delivery of the corporate priorities, C3W Programme and service plans.

- 3.3 The new performance development review process was launched in November 2008. 80% of staff had a PDR completed in Dec/Jan review period and 74.5% have new objectives and a learning and development plan completed. The Corporate Training Plan 0910 reflects any corporate training needs identified in learning and development plans or any training requests received from the Heads of Service. The Plan covers a range of skills from customer service, project management, management competencies, Microsoft Office and change management.
- 3.3 It is important to note that the Corporate Training Plan is based on the learning and development plans received to date. It is proposed that the plan is reviewed annually following the PDR process to ensure the training identified meets the corporate need, is relevant and value for money.

4.0 Report

- 4.1 East Herts has gone through and continues to go through a period of significant change, both in terms of business operations but also in its requirements and expectations of its employees.

The Medium Term Financial Plan for 2009/10 to 2012/13 identifies the significant challenge faced by the council over the four year period if it is to deliver its priorities with affordable increases in Council tax. It is important that the Corporate Training Plan supports the Council to face those challenges by developing employee's skills and knowledge to create a flexible workforce.

To aid the Council in reaching its goals and delivering its priorities there is a need to develop and refresh the skills that our employees require. The Corporate Training Plan will aim to support the C3W Programme and give staff the skills, knowledge and confidence to embrace new ways of working.

To ensure that East Herts provides appropriate and relevant skills development at all levels within the Council, the proposed Corporate Training Plan attached at Appendix A (pages 8.5 – 8.8) offers core, legislative and development learning interventions, which will provide knowledge and learning critical to personal and the Council's success.

4.2 Cost

The Corporate budget for 2009/10 is £62,700 (This includes £2,500 for H & S Training). The Corporate Training Plan has been designed to be delivered within budget. Any additional learning and development programmes or priorities identified throughout the business year would require a review of priorities or additional funds resourced.

The Council's total budget on learning and development 09/10 is £165,330. The Council's total learning and development budget is broken down into £62,700 Corporate Training; £59,620 Professional Training and £43,010 Service Training and Development. Both the Professional Training and Service Training and Development budgets are controlled by Heads of Service.

The Corporate Training budget is 37.9% of the total budget of £165,330 for learning and development 09/10.

The Council's total budget 0809 on learning and development was £165,800, broken down into £59,750 Corporate Training; £63,900 Professional Training and £42,500 Service Training and Development, plus £36,000 OD Development. The total projected spend 2008/09 is £204,900.

4.3 Benefits

By adopting the Corporate Training Plan 09-11, we will continue to ensure that;

- Critical mandatory and legislative requirements are met and recorded.
- We deliver learning which is relevant to both the Council priorities and personal development
- The Council offers equal access to learning and development opportunities to all employees and will monitor the effectiveness of this commitment through evaluation.
- We support staff and management development to bring about the change and improvement needed to make the Council an excellent Council.
- We provide a flexible and adaptable plan which can be tailored to individual development and change to meet the needs of the Council.

- Work with partners to achieve value for money in the delivery of programmes.

5.0 Consultation

5.1 Learning and Development needs identified through PDR's and consultation with management. Consultation carried out with HOS and Unison.

6.0 Legal Implications

6.1 Corporate Training Plan meets our mandatory and legal training requirements.

7.0 Financial Implications

7.1 As detailed in the report

8.0 Human Resource Implications

8.1 As detailed in the report

9.0 Risk Management Implications

9.1 If mandatory and legal training is not provided, East Herts Council would be at risk.

Background Papers

None

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