

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 17 SEPTEMBER 2008

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

6 (A) CORPORATE TRAINING PLAN 2008/09

RECOMMENDATION – (A) that the Corporate Training Plan 2008/09 be noted;

(B) the Training and Development Policy be approved and adopted; and

(C) the Professional, Career and Vocational Study Policy be approved and adopted.

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1.0 Purpose/Summary of Report

1.1 This report identifies the learning and development priorities for the Council 2008/09.

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 2007/08 was delivered within budget and offered a selection of training focusing on management competencies, policy briefing workshops and mandatory/legal requirements.

3.2 2007/08 was the launch of two cohorts of Excellence through Leadership Development programme. 19 Officers completed the training including 5 rising stars. Full evaluation of the programme is to be completed on 10 September 2008 and will contribute to the design of the management development programme 2008/09.

3.3 Restraints due to HR resource limited the number of diverse programmes that could be delivered. However 248 delegates attended a corporate training programme and this achievement

should be noted.

- 3.4 All programmes attended were well received and all feedback collated will be considered when booking further events, no negative feedback was received for any of the programmes delivered.
- 3.5 Having completed research through a series of 1:1 meetings and a review of the performance reviews 2007/08 and learning and development plans 2008/09, the Corporate Training Plan builds upon the development needs identified in 07/08. Programmes cover a range of skills from customer service, project management, management competencies and change management.
- 3.6 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 following the PDR process in Dec/Jan 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.
- 4.2 To aid the Council in realising its goals and delivering its priorities there is a need to review the skills that our employees require, the behaviours our leaders/managers need and the approach we take to ensuring that we provide these skills and behaviours.
- 4.3 To ensure that East Herts provides appropriate and relevant skills development at all levels within the Council, the proposed Corporate Training Plan (Appendix A pages 6.5 – 6.7) offers core, legislative and development learning interventions, which will provide knowledge and learning critical to personal and the Council's success.

#### 5.0 Cost

- 5.1 The Corporate budget is £63,350 plus £36,000 identified for OD development this year. 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.

5.2 The Council's total budget on learning and development 0809 is £204,750 this is broken down into £63,350 Corporate Training plus £36,000 OD development; £63,900 Professional Training (professional, career and vocational sponsorship and mandatory training) and £41,500 Service Training and Development (conferences/seminars/service relevant training). Both the Professional Training and Service Training and Development budgets are controlled by Heads of Service.

## 6.0 Benefits

6.1 By adopting the proposed Corporate Training Plan, we will 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
- East Herts 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 East Herts 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.

## 7.0 Training and Development Policy

7.1 The Training and Development Policy (Appendix B pages 6.8 – 6.13) sets out East Herts commitment to its employees on learning and development. The policy has been developed and devised by HR and will be implemented throughout the Council.

## 8.0 Professional, Career and Vocational Study Policy

8.1 The Professional, Career and Vocational Study Policy (Appendix C pages 6.14 – 6.22) provides a consistent approach to the sponsorship of professional, career and vocational study.

## 9.0 Changing the Way we Work programme

9.1 The Corporate Training Plan has been designed to support the change programme focusing on change management, customer service skills and management development. These will equip our managers and staff with the skills needed to support and deliver the change programme.

9.2 A separate piece of work will be carried out with the Programme Director to identify any further learning and development needs. This will be part of the 3 year programme timetable.

## 10.0 Consultation

10.1 Learning and Development needs identified through PDR's and consultation with management. Consultation has been carried out with Unison.

## 11.0 Legal Implications

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

## 12.0 Financial Implications

12.1 As detailed in the report

## 13.0 Human Resource Implications

13.1 As detailed in the report

## 14.0 Risk Management Implications

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

Background Papers: None

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