

East Herts Council Report Template

HR Committee

Date of Meeting:

Report by: Head of HR and OD

Report title: Learning and Development Review 2022/23

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR:

- (a) For the committee to consider the Learning and Development Review for 2022/2023 and provide any comments.**

1.0 Proposal(s)

- 1.1 The committee is asked to consider the learning and development undertaken in 2022/23 and provide comments to the Head of HR and OD.

2.0 Background

- 2.1 The 2022/23 learning and development programme focussed on delivering a range of learning and development opportunities designed to meet corporate and individual needs in the most cost effective way.
- 2.2 The development needs were identified corporately, through individual PDR's and corporate projects.
- 2.3 Development opportunities were delivered by a hybrid of virtual facilitated events, virtual mentoring, virtual

coaching, webinars, e-learning and face to face meetings.

3.0 Report

3.1 Training budgets at the Council have been historically split into four main areas:

- Central/Corporate training budget
- Service training and development budget
- Professional training budget
- Health and Safety

	Budget 2022/23
Central/Corporate	£20,000
Service Training & Development	£22,480
Professional Training	£20,000
Health & Safety	£3,000
Total L & D Budget	£65,480

3.2 The 2022/23 Learning and Development programme was delivered by external facilitators, internal presenters, webinars and e-learning. These events are funded from the corporate training budget.

Employees are informed of training opportunities via email, individuals are also approached directly when they have requested specific training in their PDR or there is training specific to their roles.

In 2022/23 405 delegates attended or participated in some form of face to face corporate or health and safety training (detail of the Health and Safety Training is included in the Health and Safety Report).

The table below shows the breakdown of the 28 events:

Event/Course	No of participants	Type/ Number of sessions held
Data Breach Training	50	2
Resilience Workshops	161	8
Resilience Training for managers	20	2
ATS Hiring Manager Training	51	3
People Safe- Portal Management	33	5
Mod Gov Training	13	1
First Aid at work Requalification	6	1
Retirement Course	20	1
RIPA	15	1
PACE	19	2
Standards for Tattoo and Body Piercing	5	1
Commercial Skills Training	12	1
Total	405	28

A revised 2022/23 mandatory training programme launched in March 2023 and delivered through Skillgate, the Council's new e-learning platform. All employees,

agency staff and new starters were asked to complete the e-learning courses. In total 1382 'completed' training episodes were recorded from March 2023.

Course	Participants
The Importance of Equality, Diversity, and Inclusion	New starters and all employees as part of the annual mandatory programme
Data Protection: Compliance following GDPR	New starters and all employees as part of the annual mandatory programme
Office Etiquette and Email Management	New starters and all employees as part of the mandatory programme. To be re-registered every 3 years.
Fire Safety	New starters and all employees as part of the annual mandatory programme
Understanding the Safeguarding of Children, Young	New starters and all employees as part of the

people, and Adults at risk.	annual mandatory programme
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The HR Officer works with the Leadership Team, Senior Officers and East Herts Together to develop the e-learning programme to ensure the programme continues to grow and is fit for purpose. The e-learning platform is funded from the central training budget.

3.3 Service Training and Development

The total service training and development budget for 2022/2023 was £22,480, which was divided amongst the services for additional training and development. This budget is predominantly used for service specific training, one day conferences, seminars, training and team building events.

The budget breaks down to £71 per employee based on the employee head count on 1 April 2022 (315). The training and development budgets were managed centrally by the HR & OD Service. This enables the training needs to be recorded and analysed to ensure all training needs and budgets costs are being met in the most appropriate way with sufficient spread for employees and the council.

3.4 Professional Training

The professional training budget was set at £20,000 for 2022/23 and was underspent. All employees funded for professional qualifications sign training agreements in line with the revised Organisational Development Policy, which allows the council to reclaim a percentage of funding if an employee leaves the Council within two

years. The training agreements are held centrally in Human Resources.

The professional training budget for 2023/24 remains at £20,000.

3.5 Apprentices

The Council continued to sponsor one apprenticeship and three trainees in 2022/23 from the Apprenticeship Levy:

- 1 x Customer Service Level 2
- 1 X Associate Project Manager- Level 4
- 1 x Accountancy – Level 3 & 5
- 1 x Chartered Town Planner Degree – Level 7

The HR & OD Service will continue to work with managers and training providers to develop the Council's Apprenticeship Programme and make good use of our levy provision.

4.0 An overview of Learning and Development 2022/23

4.1 The learning and development needs for this year are being collated from the PDR's (the period has been extended until June to allow completion following the system being refreshed) and the Head of HR will work with members of the Leadership Team to ensure the learning meets the needs of the council to deliver its priorities.

4.2 The HR Officer and Head of HR will continue to support corporate projects such as sustainability, safeguarding, and East Herts Together by designing and delivering

training and presentations to help embed the projects throughout the Council, ensuring the best use of project budgets and resources.

4.3 The courses available on the e-learning platform will continue to be developed ensuring they are up to date and further courses will be designed and developed for Officers and Members to help implement policies and projects. This includes a course on Display Screen Equipment and Climate Change.

4.4 HR continues to work with all our training providers to review the way learning is delivered in line with our blended working to ensure employees have a variety of development opportunities available to them.

Training will be delivered on line, virtually and face to face as we continue to develop and engage with staff. The range of delivery will give officers more options to access different training events and opportunities.

4.5 East Herts is committed to developing its staff and has adopted a grow your own approach to management and leadership. We have developed a new aspirant leaders and managers programme called First step. In addition, we are developing a line manager programme called Blueprint with a range of modules being developed to ensure effective and consistent management of both people and resources. We also have a new Service Manager workshop called The Next Step, this is designated to help service managers develop the skills they need to work across partnerships and prepare them for promotional opportunities.

4.6 In 2023/24 the organisational development intra-net

pages will be reviewed to provide further information on the opportunities available to all employees.

4.7 The HR Officer will continue to review and revise the Corporate Induction programme to ensure it reflects the council and the services provided. Consideration of video content from key areas is being made to allow new starters to access some core elements earlier.

4.8 The Head of HR & OD will continue explore options to share and develop learning with the Town and Parish Council's and other organisations where appropriate.

5.0 Risks

5.1 None

6.0 Implications/Consultations

6.1 None

Community Safety

No

Data Protection

No

Equalities

Yes, to ensure the development opportunities are accessible to all and staff receive training on equalities.

Environmental Sustainability

Yes, the learning and development provision supports the sustainability project

Financial

Yes, the budget data has been provided by the Finance Team

Health and Safety

Yes as set out in this report and the report has been produced by HR with includes the H&S Officer

Human Resources

Yes as set out in this report and the report has been produced by HR

Human Rights

No

Legal

Yes, the learning and development provision supports legal updates and compliance.

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 None

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