

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment & Appeals Committee  
**DATE:** 11<sup>th</sup> April 2018  
**CONTACT OFFICER:** Surjit Nagra, Service Lead, People  
**AUTHORS:** Jules Potter, Head of Organisational Development  
**WARD(S):** All

### **PART I** **FOR DECISION**

#### **LEARNING AND DEVELOPMENT POLICY AND PROCEDURE**

##### 1 **Purpose of Report**

The purpose of this report is to ask for the Committee to approve a new Learning and Development Policy and Procedure for Slough Borough Council's employees.

##### 2. **Recommendation(s)/Proposed Action**

2.1 The Committee is requested to resolve that the Learning and Development Policy as Procedure at Appendix 1 be approved.

##### 3. **Supporting information**

3.1 The People Service has a programme of work relating to undertaking reviews of all employment policies and procedures. This programme of work is to ensure the policies and procedures:

- continue to reflect best practice
- reflect the council's strategic aims
- comply with employment legislation
- are user friendly; and
- work together cohesively.

3.2 This policy is aligned with the Five Year Plan 2018-2023 which states: *We will recruit, retain and develop high quality people who are committed to Slough and supported to do their job.*

3.3 This policy responds to many employee views following the introduction of a new mandatory training schedule in 2016 and the development of a corporate learning and development programme in response to performance development plans, and business needs.

3.4 The policy demonstrates the Council's commitment to being an employer of choice and investing in learning and development to achieve the Council's strategic goals and objectives and to assist employees to reach their full potential. Continuous learning and development supports employees to deliver excellent customer service and experience. It is therefore essential that the Council offers a learning environment conducive to these commitments.

- 3.5 The aim of the policy is to provide a framework for the learning and development requirements of all Slough Borough Council employees. It sets out the requirements and associated support for those that work on a permanent basis as well as those on temporary or sessional contracts. It does NOT apply to apprentices, volunteers and employees working for contractors.
- 3.6 For return on that investment, employees need to take personal responsibility to equip themselves with the necessary skills to meet their individual and service objectives. The Senior Leadership Team and line managers throughout the organisation are required to support the implementation of this policy to enhance organisational performance.
- 3.7 Committee members should note that there will be renewed energy within the People Service in 2018-19 to advise and support employees to complete the appraisal process. The 2017-18 appraisal uptake – those that shared their completed personal development plans and summary sheets with the Organisational Development Team – was 38%. Although managers and SLT members have advised the Head of Organisational Development that the number of completed appraisals was higher than this, without written supporting evidence, compliance cannot be justified.

#### 4. **Consultation**

The policy has been shared for comments with Trade Unions, the Employee Engagement Forum and the Corporate Consultative Forum.

#### 5. **Implementation Process**

The implementation process will include various methods of communication including:

- *Newsround* bulletin
- Grapevine staff newsletter
- Email to all line managers
- Shared with the People Service SMT and the wider team in draft and will be shared with Directorate Management Teams once approved
- Briefings and training will be provided to managers.

#### 6. **Comments of Other Committees**

This report has not been considered by any other committees.

#### 7. **Conclusion**

The Committee is asked to consider and approve the policy and procedure as at Appendix 1 to this report.

#### 8. **Appendix**

Appendix 1 – Learning and Development Policy and Procedure