

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee
DATE: 20 October 2020
CONTACT OFFICER: Surjit Nagra, Associate Director - Customer
AUTHOR: Jules Potter, Head of Organisational Development
For all enquiries 07821 811324

WARD(S): All

PART I

FOR DECISION

REVISED LEARNING AND DEVELOPMENT POLICY

1. Purpose of Report

The corporate Learning & Development Policy was approved by the Employment and Appeals Committee (EAC) in October 2019. This report sets out the annual review of the policy and seeks approval from the committee to the revisions.

2. Recommendation(s)/Proposed Action

2.1 The Committee is requested to approve the revised Learning & Development Policy.

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:

- comply with employment legislation and any changes in statutory provisions
- reflect the council's strategic aims
- continue to reflect best practice
- are user friendly for both managers and employees
- work together cohesively
- incorporate any lessons learnt from casework.

4. Revised Learning and Development Policy

4.1 A summary of the main changes to the Learning & Development Policy is outlined below:

- All permanent and temporary employees and volunteers have the same responsibilities and are required to complete 100% of their Mandatory Training as a prerequisite to undertake any other free internal or commissioned external training.
- The members' development programme details have been updated to reflect the work that has been carried out to survey members' views on their development needs.
- There are no changes proposed to the *Guidance on Applications for Funding for L&D for SBC Employees* but it is attached to enable members to cross-reference with the policy.
- Please note that in the light of COVID-19, the majority of our training provision is carried out virtually to secure employee and training provider safety. A separate strategy to enable safer training, meetings and interviews is in progress and forum members will be updated at the meeting.

5. Appendices

Appendix 1 – Learning and Development Policy

Appendix 2 – Applications for Funding for L&D for SBC Employees (please note there are no changes to this document since the policy was approved in October 2019 – it is included for ease of reference).