



General Purposes Committee
5 November 2014

Report from the Director of Human Resources

For Action

Wards affected:
ALL

Learning and Development Policy

1.0 Summary

This report provides details of the proposed new Learning and Development policy which will replace the current arrangements as part of the ongoing review of HR policies and procedures. The policy details the council's position in respect of learning and development opportunities available to staff.

2.0 Recommendations

2.1 The General Purposes Committee is asked to:

- a. Agree the new Learning & Development policy
- b. Authorise the HR Director in consultation with the Chief Executive and then consultation with the relevant trade unions, to make such other changes as may be necessary from time to time to the Learning & Development policy to ensure it remains 'fit for purpose'.

3.0 Detail

3.1 The council regularly reviews its HR policy framework to align its policies to organisational objectives, business need, incorporate legislative changes and to reflect current modern HR practice.

3.2 The council is committed to developing a highly skilled workforce as set out in the HR strategy and reflected in our commitment to achieve the Investors in People Gold Standard.

3.3 The new policy covers the following:

- The council's corporate learning and development offer;
- Apprenticeships and Graduate recruitment;
- Internships and short-term work experience opportunities;
- Secondments, work shadowing and acting up arrangements;
- Coaching and mentoring
- Conference and seminar attendance

The policy outlines the responsibilities of managers and employees in the application of this policy.

3.4 Key changes include a consistent approach to work experience and internships, the latter of which must be paid. Given the budgetary pressures the council is facing, the council is no longer able to support funding for professional qualifications, although paid time off may be available in accordance with the council's Time Off policy. Funding will still exist for specific initiatives, such as BAME Senior Management Development programmes.

4.0 Financial Implications

4.1 There are no specific financial implications other than those set out above.

5.0 Legal Implications

5.1 There are no specific legal implications.

6.0 Diversity Implications

6.1 The council's comprehensive training offer is open to all its permanent employees, and all of whom have equal opportunity to develop their career within the council. The council will ensure that the policy is applied fairly to all permanent employees and does not have a negative impact in relation to the council's equality standards.

7.0 Staffing/Accommodation Implications (if appropriate)

7.1 The policy applies to all individuals employed by the council and does not apply to agency workers.

Background Papers

Contact Officers

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