

<b>Report to:</b>	QSMTM
<b>Report by:</b>	HOCS - Helen Gardner-Swift
<b>Meeting Date:</b>	14 November 2019
<b>Subject/ Title:</b> (and VC no)	Learning & Development Plan 2019 – 20 – update VC126436
<b>Attached Papers</b> (title and VC no)	Learning & Development Plan 2019 - 20 VC126440

## Purpose of report

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1. To provide an updated Learning and Development Plan 2019-20 for approval by the Senior Management Team (SMT).

## Recommendation and actions

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2. I recommend that the SMT
  - (i) approve the updated L&D Plan 2019-20 which has been updated following the completion the annual review processes in 2019
  - (ii) agree the publication recommendations set out in paragraphs 17 and 18 below.

## Executive summary

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3. The Learning & Development Plan 2019-20 (“L&D Plan”) was approved by the SMT on 9 May 2019 subject to the completion of the annual review processes in 2019.
4. The L&D Plan has now been updated following the annual reviews carried out in 2019 and is submitted to the SMT for approval.
5. The approved budget for training for 2019-20 is £7,500.
6. I am of the view that learning and development activities in the plan are aligned with the Human Resources Strategy and, also, will support the effective delivery of the Operational Plan 2019-20.
7. The costs shown are estimated and it is anticipated that the L&D Plan can be delivered from current budgeted resources.

## Risk impact

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8. The L&D Plan is a control which supports the achievement of the Commissioner’s HR governance objectives.

## Equalities impact

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9. None directly arise from the development and implementation of the L&D Plan, however, equalities training is provided for all staff.

## Privacy impact

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10. None directly arise from this committee report and the approval of the L&D Plan.

## **Resources impact**

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11. The forecast costs are within the budgeted resources available.
12. All requests for expenditure on training need to be notified to the HOCS and account taken of them in the L&D Plan.

## **Operational/ strategic plan impact**

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13. No impact arises from this report.

## **Records management impact (including any key documents actions)**

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14. No impact arises from this report.

## **Consultation and Communication**

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15. Once the L&D Plan 2019-20 is approved, the HOCS will confirm to line managers that they may proceed with the respective training highlighting the responsible organiser for each activity.
16. Responsible organisers will be asked to provide confirmation to HOCS when the training is carried out.

## **Publication**

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17. I recommend that this committee report is published in full.
18. I recommend that the L&D Plan is withheld on the basis that the exemption in Section 38 of the Freedom of Information (Scotland) Act 2002 would apply if a request were, at this stage, to be made for the information.