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| <b>Report to:</b>                           | MSMTM  |
| <b>Report by:</b>                           | Helen Gardner-Swift - Head of Corporate Services (HOCS)                                    |
| <b>Meeting Date:</b>                        | 7 October 2021   |
| <b>Subject/ Title:</b><br>(and VC no)       | Learning & Development Plan 2021-22<br>VC157869  |
| <b>Attached Papers</b><br>(title and VC no) | Learning & Development Plan 2020 - 21<br>VC157868 – circulated directly to the SMT by HOCS |

## Purpose of report

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1. To provide the Learning and Development Plan (L&D Plan ) 2021-22 for approval by the Senior Management Team (SMT).

## Recommendation and actions

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2. I recommend that the SMT:
  - (i) consider and then approve the L&D Plan 2021-22 (subject to further comment and amendment by the SMT)
  - (ii) agree the publication recommendations set out in paragraph 16 below.

## Executive summary

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3. The Learning & Development Plan (“L&D Plan”) 2021-22 has been derived from the Forward Work Plans (Form As) which were completed as part of the 2020-21 performance reviews under the Performance and Development Framework.
4. The approved budget for training in 2021-22 is £10,000.
5. Mandatory training for all staff will be provided on:
  - equalities and diversity
  - data protection/UK GDPR
6. Training for all staff will also be provided on:
  - Customer care: managing difficult behaviour
  - Hybrid working/remote working
7. 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 2021-22.
8. The costs shown are estimated and it is anticipated that the L&D Plan 2021-22 can be delivered from current budgeted resources.

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## Risk impact

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

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## Equalities impact

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10. None directly arising from this report. Equalities training will be provided for all staff as part of the L&D Plan 2021-22.

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## Privacy impact

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11. None directly arise from this CR.

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## Resources impact

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12. The forecast costs are within the budgeted resources available.
13. All requests for expenditure on training need to be notified to the HOCS and account taken of them in the L&D Plan 2021-22.

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## Operational/ strategic plan impact

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14. No impact arises from this report.

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

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15. No impact arises from this report.

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## Consultation and Communication

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16. No consultation has been undertaken prior to the SMT considering this CR.
17. Once the L&D Plan 2021-22 is approved, the HOCS will confirm to line managers that they may proceed with the respective training highlighting the responsible organiser for each activity.
18. Responsible organisers will be asked to provide confirmation to HOCS when the training has been carried out.

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## Publication

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19. I recommend
- (i) this CR is published in full
  - (ii) 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.