

<b>Report to:</b>	MSMTM
<b>Report by:</b>	Helen Gardner-Swift - Head of Corporate Services (HOCS)
<b>Meeting Date:</b>	21 December 2022
<b>Subject/ Title:</b> (and VC no)	Learning and Development Plan 2022-23 – update VC178812
<b>Attached Papers</b> (title and VC no)	Learning and Development Plan 2022-23 VC175984 –restricted to SMT and not circulated with meeting papers

## Purpose of report

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1. This Committee Report (CR) provides an updated Learning and Development (L and D) Plan 2022-23 for approval by the Senior Management Team (SMT).

## Recommendation and actions

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2. I recommend that the SMT:
  - (i) approve the L and D Plan 2022-23
  - (ii) agree the publication recommendations set out in paragraph 16 below.

## Executive summary

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3. On 12/10/2022, the SMT approved the L and D Plan 2022-23 subject to further comments and amendments by the SMT.
4. The L and D Plan 2022-23 has now been updated and is submitted to the SMT for approval.
5. 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 2022-23.
6. The costs shown are estimated (£9,530) and it is anticipated that the L and D Plan 2022-23 can be delivered from within the approved budget for training for 2022-23 (£10,000).

## Risk impact

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7. The L and D Plan 2022-23 supports the achievement of the Commissioner's HR governance objectives and mitigates against these objectives not being met.

## Equalities impact

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8. None directly arising from this CR. Equalities training is provided for all staff as part of the L and D Plan 2022-23.

## Privacy impact

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9. None directly arise from this CR.

## **Resources impact**

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10. The forecast costs are within the budgeted resources available.
11. All requests for expenditure on training need to be notified to the HOCS and account taken of them in the L and D Plan 2022-23.

## **Operational/ strategic plan impact**

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12. No impact arises from this CR.

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

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13. No impact arises from this CR.

## **Consultation and Communication**

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14. Once the L and D Plan 2022-23 is approved, the HOCS will confirm to line managers that they may proceed with the respective training highlighting the responsible organiser for each activity.
15. Responsible organisers will be asked to provide confirmation to HOCS when the training is carried out.

## **Publication**

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16. I recommend
  - this CR is published in full
  - the L and D Plan 2022-23 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.