

Report on	Review of Learning & Development Policy
Date of Meeting	6 th April 2023
Reporting Officer	Marissa Canavan, Strategic Director of Organisational Development
Contact Officer	Marissa Canavan, Strategic Director of Organisational Development

Is this report restricted for confidential business? If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	x

1.0	Purpose of Report
1.1	To seek Members approval of the noted revisions to Mid Ulster District Council's Learning & Development Policy.
2.0	Background The purpose of this policy is to: -ensure all employees are equipped with the necessary skills, knowledge and behaviour required to undertake their job competently thereby maintaining and strengthening the professionalism and effectiveness of Mid Ulster District Council.
3.0	Main Report The Learning & Development Policy covers vocational, academic and professional courses, training courses, training to assist in professional/career development, workshops, seminars and conferences which lead to the development of the employee concerned for the mutual benefit of the employee and Mid Ulster District Council. Revisions have been made to the policy re: job title changes as per new organisational structure. Revision of 'protected equality grounds' as per revised Equal Opportunities Policy. Inclusion of paragraph on 'Union Learning Representatives' re: working with recognised trade unions to promote & support lifelong learning and develop and maintain a learning culture within the Council. Reference to 'Electronic' Learning & Council's new Core HR/L&D computerised system. Reference to revised 'Personal Contribution & Support process.' Inclusion of new LD4 form re: undertaking to repay financial assistance for post-entry further education courses if an employee fails to remain in service and employment of the Council (or a recognised employer by local government for continuous employment service purposes) for a period of at least two years following the date on which the qualification being sought is obtained (providing there is a post available for him/her requiring the qualification which he/she has secured). This form has been introduced as per Internal Audit recommendation.

4.0	Other Considerations
	Financial, Human Resources & Risk Implications
4.1	Human Resources: - To inform employees of criteria, procedures and types of applicable training courses open to them and develop a culture of continued learning and development amongst all employees.
4.2	Financial: - To ensure adequate budget is in place to cover all types of training & that all managers and staff are adequately trained in procedures and are aware of the financial penalties re: non-attendance at short courses and responsibility to repay financial assistance for post-entry courses leading to qualifications if an employee fails to remain in service and employment of the Council (or a recognised employer by local government for continuous employment service purposes) for a period of at least two years following the date on which the qualification being sought is obtained (providing there is a post available for him/her requiring the qualification which he/she has secured).
4.3	Risk Management: A more robust policy may result in recruiting and retaining a more engaged workforce where a learning culture is valued and embraced by everyone. This should improve staff morale and hence overall individual, team and organisation performance. The revised LD 4 form should help mitigate against Council having to pay large fees for staff member who may not finish course or leave the organisation prior to completing etc.
4.4	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
	Members are asked to approve the revised Learning & Development Policy.
6.0	Documents Attached & References
	Mid Ulster District Council's Learning & Development Policy