

Committee:	Union Employee Consultation Committee	Agenda Item No.:	8.
Date:	20th April 2011	Category	
Subject:	Corporate Learning & Development Evaluation Report 2009/10	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	Organisational Development Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J E Bennett, Portfolio Holder for Performance and Heritage Champion		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation, by evaluating the benefits received from Learning & Development events

TARGETS

The subject matter contributes directly to the achievement/retention of the Investors in People Standard (IIP)

VALUE FOR MONEY

The proposals deliver value for money for the Council and its customers, by ensuring the Council is clear what benefits have been achieved from learning & development events

THE REPORT

The attached report has been compiled using post learning and development evaluation forms which are completed at appraisal and appraisal review with input from both the Appraiser and the Employee who attended the event.

The average hourly rate of pay was provided by Finance and is £14.01. This was used to calculate the cost of officer time and was rounded up or down accordingly.

The total spend on learning & development is shown on page 16 of the report which shows that whilst Bolsover is spending in line with the national average, it

is delivering 2.6 days per employee on learning & development events, compared to the national average of 1.5 days per employee.

ISSUES FOR CONSIDERATION

The achievements from learning and development events are identified in the end column of the report.

The following internal events do not require full post learning evaluation, however, the evaluation done immediately after the event shows good satisfaction with these internally delivered briefings:

Event	Numbers attending	Satisfaction rating
Appraisals	22	83%
Child Protection awareness	14	98%
Community Safety Training	50	82%
Customer Service briefings	115	94%
Data Protection/FOI	16	93%
Equalities and Diversity Awareness	17	92%
Health and Safety Induction Training	136	93%
Recruitment/Selection Training	10	100%

Internal trainers have been made aware of the satisfaction ratings and asked to consider any areas for improvement.

Future Plans

The extent of detail in this report requires extensive effort to put together and following discussions with Senior Management Team, Extended Management Team and the Investors in People Working Group, changes to the production of the report for 2010/11 have been formulated.

To meet the requirements of the Investors in People Standards, the key is that managers at all levels are able to describe how the impact of learning & development is evaluated.

To help meet this it is proposed to amend the Learning and Development Policy so that following appraisal reviews each year, the Head of Service is required to produce a learning and development evaluation report for their department highlighting key outcomes from the learning and development undertaken in the previous financial year.

Human Resources will provide them with a list of all learning and development undertaken within their department by September each year, so that they are able to produce this report. They will also be provided with a standard template,

a draft copy of which is attached. The departmental report will have to be produced by January each year and submitted to HR along with their departmental learning and development plan for the following financial year. HR will then produce the corporate cover report and submit to SMT in February each year along with the departmental learning & development budget report. Failure to submit this evaluation report will result in no learning and development budget allocations being made by SMT.

IMPLICATIONS

Financial : The total spend on employee learning & development during 2009/10 was £112,428.

Legal : None beyond delivery of training to ensure statutory compliance

Human Resources: Identification of benefits of learning & development events and its contribution towards achievement/maintenance of the liP Standard

RECOMMENDATION(S) that;

The proposed changes to the Corporate Learning and Development Evaluation Report for 2010/11 onwards be noted.

ATTACHMENT: Y (2)
FILE REFERENCE: N/A
SOURCE DOCUMENT: N/A