

Report to:	MSMTM
Report by:	Claire Stephen
Meeting Date:	Agreed via email
Subject/ Title: (and VC no)	Learning and Development Plan 2024-25 VC236191
Attached Papers (title and VC no)	

Purpose of report

1. To report on the Learning and Development Plan (L and D Plan) 2024-25 for noting by the Senior Management Team (SMT).

Recommendation and actions

2. I recommend that the SMT:
 - (i) note the training undertaken in 2024-25
 - (ii) agree that equalities training is undertaken every second year
 - (iii) agree that we require an increase in training budget 2025-26
 - (iv) agree the publication recommendations set out in paragraph 18 below.

Executive summary

3. The Learning and Development Plan ("L and D Plan") 2024-25 was derived from the Forward Work Plans (Form As) which were completed following the 2024-25 performance reviews under the Performance and Development Framework.
4. The approved budget for training in 2024-25 was £10,000.
5. Mandatory training for all staff was provided on:
 - data protection/UK GDPR
 - cyber resilience
6. The following training was also provided to line managers:
 - The new equality duty relating to avoiding sexual harassment in the workplace
7. Due to costs associated with equalities training (over 50% of our annual budget), SMT agreed that equalities training should be undertaken every second year and an alternative supplier to be sourced. Consideration to be given to sharing training with another Officeholder.
8. Other training included:
 - (i) Premier Pro training for select P&I staff

- (ii) PowerBi training for P&I team and Corporate Services/Business Support
 - (iii) Natural Justice training – delivered by Anderson Strathern as part of contract agreement – Enforcement and P&I
 - (iv) DSE training – Business Support Administrator
 - (v) Case Handling workshops – Enforcement Team
 - (vi) Numerous webinars and conferences by individuals relative to their development plans.
9. I am of the view that learning and development activities are aligned with the Human Resources Strategy and, also, will support the effective delivery of the Operational Plan 2024-25.
10. Although costs fell within budget, it is evident that our training budget is very limited and we are unable to deliver all the training requested in individual plans. SMT therefore have increased the training budget in 2025-26.

Risk impact

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

Equalities impact

12. None directly arising from this report. Equalities training will be provided for all staff as part of the L and D Plan 2025-26.

Privacy impact

13. None directly arise from this CR.

Resources impact

14. The forecast costs are within the budgeted resources available.

Operational/ strategic plan impact

15. No impact arises from this report.

Records management impact (including any key documents actions)

16. No impact arises from this report.

Consultation and Communication

17. No consultation has been undertaken prior to the SMT considering this CR.

Publication

18. I recommend

- this CR is published in full