

North Tyneside Council Report to Standards Committee Date: 31st August 2017

ITEM 6

Title: Member
Development -
monitoring and
recording mandatory
training

Report from Directorate: Human Resources and Organisational Development

Report Author: Helen Davidson, Organisational Development Officer (Tel: 643 8701)

Wards affected: All

1.1 Purpose:

To advise the Committee on the implementation of the online functions to assist elected members to monitor and record mandatory training.

1.2 Recommendation(s):

The Committee is requested to consider the report.

1.3 Improving Online Learning for Elected Members

It was agreed by the Standards Committee to further improve Learning Pool (the Local Authority's online Learning Management System), to assist elected members to:

- Identify mandatory training required for their role
- Be notified when training should be refreshed
- View training completions
- View other training and learning is available

The following improvements have been progressed:-

New home page for all Elected Members on log-in to Learning Pool

A personalised home page within Learning Pool has been designed to navigate elected members to mandatory training and regulatory committee training. The personalised page also provides quick links to member workbooks produced by the Local Government Association and other training available to employees/elected members.

Certifications

Certifications are designed and built for all mandatory and regulatory committee training courses. Certifications ensure email reminders are sent to elected members when a new mandatory/regulatory committee training need has been identified or when training is due for renewal. Email reminders will be released by the end of August 2018 for all mandatory and regulatory committee training.

Guidance and support

The Learning Pool has recently been updated with new functions and look and feel. In order to support elected members to navigate the system and maximise new functions including certifications; a step by step guide has been produced. Demonstrations and one to one support is available upon request by the Human Resources and Organisation Development Service.

The elected member certifications guidance is attached within appendix A.