

16 December 2019
NEW LEARNING PLATFORM FOR GOVERNMENT

Following the collective discussion and views of the board, and on the basis of legal advice from Eversheds, [REDACTED] and I would like to propose for your approval the following renewal frequencies:

Mandatory Learning via e-learning module	Estimated Duration	Renewal date	Frequency
Responsible For Information	2 hours 45 mins	31 December 2019 (starting 2019)	Every two years
Counter Fraud, Bribery and Corruption: all staff	45 minutes	31 December 2019 (starting 2019)	Every two years
Diversity and Inclusion (2019) including Unconscious Bias	2 hours	30 September 2020 (starting 2020)	Every two years
Counter Fraud, Bribery and Corruption: managers	45 minutes	31 December 2019 (starting 2019)	Every two years
Health and Safety Awareness for All staff	1 hour	30 September (starting 2020)	Every two years (but not tagged as mandatory on LPG – see *Note below)
Health and Safety Awareness for Managers	1 hour	30 September (starting 2020)	Every two years (but not tagged as mandatory on LPG – see *Note below)

- The December 2019 date has been chosen for Responsible for Information as this is a key area of awareness and Counter Fraud Bribery and Corruption (which is effectively new to all staff);
- The September 2020 date has been chosen as a renewal date for Diversity and Inclusion, as there are currently some technical issues with the e-learning which we expect will be resolved by then on the new platform.

***Note: Consultation re Health and Safety e-learning**

Following a discussion with ██████████, the Health and Safety Awareness and Health and Safety Awareness for Managers will be included as part of a package he has previously brought to EB, delivered through a contract with “Workrite” along with other Health and Safety training. This is because the system allows for events to be aimed at specific staff groups. ██████████ will ensure future renewals will occur as outlined above which means they will be in alternate years to those tagged for renewal in 2019.

The Health and Safety learning will still be available on LPG should staff wish to search for it and complete it.

New Starters

The induction checklist for new starters will identify all the learning listed above as mandatory, to ensure all new staff are given the opportunity, on commencement of employment to undertake the necessary awareness training. They will then need to be brought into line with the standard renewal dates as set out above, as individual renewal dates are not possible on LPG.

Key Work Objective

A generic key work objective will be drafted and sent out as part of communications, requiring staff to undertake mandatory e-learning as set out above.

Future Changes

If future changes or issues occur, colleagues may be advised of the need to complete training again if this is deemed necessary.

Management Information

We will pursue the issue of the management information we need from CSL, as the current expectation is that the system will be decommissioned from January 2020.

Further information will be available regarding how we access management information from LPG in due course.

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Leadership Development Manager
06 December 2019