Agenda Item 5   **FC EXCUTIVE BOARD**   **Paper 10/20**
5 November 2020

MANDATORY STAFF TRAINING

Purpose

1. To seek agreement on a revised list of mandatory training for <u>all staff</u> within the Forestry Commission.

2. To seek agreement on establishing a task and finish group to identify mandatory training for <u>job roles which commonly exist in all parts</u> of the Forestry Commission to ensure consistency of approach.

Background

3. The Executive Board discussed all staff mandatory training in September 2019 as part of the introduction of the new learning platform for Government.

4. The EB agreed that 'Responsible for Information' and 'Counter Fraud, Bribery and Corruption', and 'Equality & Diversity (including Unconscious Bias)', delivered by e-learning with refresher every 2 years be mandatory training for all staff.

5. The EB asked that further consideration be given to an appropriate learning intervention on health and safety for all staff.

6. More recently the EB has been asked to consider whether 'Cyber Security Awareness' training be made mandatory for all staff. This training is delivered online via a workshop of 3-hour duration.

7. Paper 11/20 about Safeguarding within FC also contains a proposal for mandatory all staff training; anticipated to be e-learning.

Discussion and Proposal

8. Where training is made mandatory for <u>all staff</u> it needs to meet an identified need, common across the whole of FC e.g. legal compliance, plus be relevant to the work activities of the staff required to complete it. As such the number of all staff mandatory training requirements should be reasonably low.

9. In addition, there will be mandatory training requirements associated with specific job roles that exist commonly in all parts of FC e.g. driving at work. Plus mandatory training that is required for job roles that exist in only one or two parts of FC.

10. As a single employer it is desirable for us to be consistent in our approach to mandatory training requirements where these apply to all staff or job roles that are common to more than one part of FC (FE/FR/FS/CO).

11. It is proposed that a framework such as that set out in the table at Annex A be used to establish this consistency of approach within FC.

12. The EB is asked to agree the approach to 'Cyber Security Awareness' training; whether to make this mandatory for all. Pending discussion at EB, I have placed this as mandatory for some staff groups (not all staff) on basis that certain staff groups have very limited exposure to IT through their work activities. As such this learning intervention does not immediately appear to be necessary for all staff.

13. The proposed mandatory for all staff training consists of learning interventions already agreed by EB, plus requested safety proposals from FE Health Safety and Technical Training team, and safeguarding awareness training from Paper 11/20.

14. Further work is needed to definitively define what training is mandatory in all or parts of FC, in order to arrive at a point of consistency of approach. It is proposed that a small task and finish group be established to define a consistent and adequate suite of mandatory training, for subsequent agreement by EB.

15. The task and finish group could be led by Head of HSTT, with other members being representatives of FR, FS, CO and FE.

Resource implications

16. The proposed task and finish group can be delivered from existing staff resource within FC.

17. Excepting safeguarding awareness where the most appropriate learning intervention is to be identified, delivery mechanisms (internal to FC or CSL) are already in place for the 5 other training interventions proposed as mandatory for all staff. The principle resource requirement is therefore a commitment of staff time to complete the learning.

18. The work of the task and finish group would need to estimate any further resource requirement necessary for other mandatory training.

Risk Assessment

19. Risks of not adopting this proposal is that the FC is seen as failing to meet core H&S or other corporate obligations, plus potential security breaches or increased exposure to liability claims. Putting in place a consistent approach to mandatory training, plus ensuring completion of the training, mitigates these risks.

Equality Impact Assessment

20. An Equality Impact Assessment, if required, will be undertaken at an appropriate stage as this work progresses.

Communications

21. Internal communication of all staff mandatory training will be required if EB agrees the revised list.

Recommendations

22. The Board are invited to approve the list of all staff mandatory training and establish the task and finish group to define a consistent approach to mandatory training across FC.

Mike Seddon
Chief Executive, Forestry England
October 2020

Annex A – Table of Possible Mandatory Training

Mandatory All Staff	Mandatory Managers Training	Mandatory for some Staff Groups	Role Specific Mandatory Training
Risk Assessment [2 hours virtual delivery]	IOSH Managing Safely (All line managers up to PB3)	Driving at Work (for those regularly driving for work purposes) [e-learning]	Firearms
Manual Handling [e-learning]		Ticks & Lyme awareness [e-learning]	Equipment & machinery training as appropriate to a role.
Safeguarding Awareness [tbc e-learning]		Lone working protection system for staff who are lone workers [e-learning]	Quarry Regulations
Responsible for Information [e-learning]		Fire evacuation [workplace specific]	Fire Warden
Equality & diversity [e-learning]		HAVs Monitoring [e-learning]	FWM/Site Supervision
Counter fraud, bribery & corruption [e-learning]		First Aid at Work/Emergency First Aid	Chainsaw & Machinery Supervision
		Display Screen Equipment (for users thereof) [e-learning]	Tree Safety
		Emergency Incident Response (wildfire, windblow etc)	Trail Inspection
		COSHH [e-learning]	Advanced Manual Handling
		Safeguarding Level 2 [format tbc]	
		Cyber Security Awareness [3 hours virtual delivery]	