

---

## MANAGEMENT REVIEW COMMITTEE

---

**Thursday, 6th July, 2017**

**Present:** Councillor Miles Parkinson (in the Chair), Councillors Paul Cox, Tony Dobson and Paul Thompson

---

**66 Apologies for Absence**

There were no apologies for absence.

**67 Declarations of Interest and Dispensations**

There were no declarations of interest or dispensations.

**68 Minutes of Last Meeting**

The Minutes of the meeting of the Management Review Committee held on 1<sup>st</sup> December 2015 were submitted for approval as a correct record.

Further to Minute 284 (Proposed Replacement of Stress Management Policy) and in connection with emotional wellbeing and stress management, the Head of Human Resources reported on the reduction in overall sickness absence during 2016/17, including absences caused through stress, anxiety and depression.

**Resolved** - That the Minutes be received and approved as a correct record.

**69 Draft Learning and Development Policy**

The Head of Human Resources submitted a report seeking approval of a draft Learning and Development Policy. A Customer First Analysis and the draft Policy were appended to the report.

The current Learning and Development Policy has been agreed in 2011 and was now out of date in regard to Investors in People and Skills for Life and Union Learning representatives. In addition, it had been written prior to the introduction of the new Apprenticeship Levy and did not reflect the new arrangements whereby the training budget was held centrally by Human Resources. The new draft largely reflected the same underlying principles and includes responsibilities for managers and employees. Reference was made to the overall training budget, taking of examinations, study leave and flexibility required based on the form of qualification e.g. assessments.

Corporate Management Team and the Trade Unions had been involved in developing the final draft of the Policy and all staff had been invited to comment.

Responses were given to queries raised in relation to Apprenticeship Levy and Training for Councillors.

**Resolved**

- That the proposed Learning and Development Policy, as attached at Appendix 1 to the report, be agreed for immediate implementation.

Signed:.....

Date: .....

Chair of the meeting  
At which the minutes were confirmed