

## For Noting

Agenda Item: 11.1.3  
Date of Meeting: 26/03/25

**To:** The Management Committee  
**From:** The Director  
**Subject:** Review of Learning and Development Policy

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### 1. Introduction and Purpose

- 1.1 The above Policy is due for review as per the Policy Review Timetable. It has been classed as a routine review and therefore does not require Committee approval.
- 1.2 As standard, as we are reviewing Policies, we will update the logo and our name, and update any references to “Co-operative” to “Association”.
- 1.3 The Committee is asked to note that a track change version of the Policy is available in the following location within the Resources Section of the Board Portal:
  - Policies > Policy Reviews 2024/25 > Policies for Review March 2025
- 1.4 The revised Policy (clean version) is available in the following location within the Resources Section of the Board Portal:
  - Policies > Governance
- 1.5 The purpose of this report is to advise the Committee of the outcome of the review and provide a summary of the changes made.

### 2. Review of Learning and Development Policy

- 2.1 The Policy applies to both Committee and Staff. I reviewed the Policy in conjunction with the Corporate Services & HR Manager.
- 2.2 The revisions made related, in the main, to providing more clarity to aspects of the policy, updating or inclusion of references to job titles and updating corporate statements. The revisions are as follows:
  - [Sub-section 4.4: Mechanisms for Staff, para 4.4.1](#) – include reference to our staff induction booklet;

- **Para 4.4.3.1, 4<sup>th</sup> bullet point** - inclusion of the wording “and a reasonable amount of” in reference to study leave;
- **Para 4.4.3.1, 6<sup>th</sup> bullet point** – additional sentence added “Only one set of fees will be reimbursed, even if the staff member is a member of more than one institution.” This simply reflects what is in the staff terms and conditions;
- **Section 5: Training and Development Budgets, para 5.1** – reference to the Corporate Services & HR Manager has been included;
- **Sub-section 6.4** – addition of a new para 6.4.2 to reflect we now have a succession planning policy for staff and how this connects to the staff appraisal process;
- **Section 10: Equality and Diversity** – updated with revised Equality and Human Rights corporate statement. Committee will have to decide which from the 2 options shown, should be the final paragraph which relates to equality impact. However, I would propose that it should be the second option as the Policy applies equally to all groups. The wording is:

“As this policy applies equally to all groups, Rosehill (with committee approval) made the decision not to carry-out an Equality Impact Assessment on this policy.”

- **Section 12: Risk Management** – updated to reflect the name change in the Risk Register to Strategic Risk Register and the name change of Audit Sub-Committee to Audit & Risk Sub-Committee.

### 3. Risk

- 3.1 The risks associated with learning and development have been considered as follows:

Risk Category	Mitigating Measure
<p><b>Governance:</b></p> <p>Inadequate learning and development framework;</p> <ul style="list-style-type: none"> <li>• Poorly trained committee and staff;</li> <li>• Committee and staff roles not carried out effectively;</li> <li>• Low morale amongst our people;</li> </ul>	<p>Having a learning and development framework which is governed by a comprehensive policy. This will ensure there is robust and effective mechanisms to support the learning and development of our people and equip them to carry out their roles effectively and to the best of their ability.</p>

<ul style="list-style-type: none"> <li>Poor decision making</li> </ul>	
<b>Legislative and Regulatory:</b> <ul style="list-style-type: none"> <li>Failing to meet Regulatory Standards and in particular: Standard 6 “The governing body and senior officers have the skills and knowledge they need to be effective.”</li> </ul>	As above
<b>People:</b> <ul style="list-style-type: none"> <li>Inadequately trained Committee/Staff;</li> <li>Low morale;</li> <li>Turnover in staff/committee</li> </ul>	As above

#### 4. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Review of Learning and Development Policy	7) Achieve the highest standards in all that we do 6) Use resources efficiently and effectively

#### 5. Delivery of our Core Values

Area	Related Core Value(s)
Review of Learning and Development Policy	<ul style="list-style-type: none"> <li>Invest and Support</li> <li>Excellent and Committed</li> </ul>

#### 6. Compliance and Assurance

- 6.1 Having a Policy in place to govern the learning and development of our people and periodically reviewing it, ensures our people are equipped with the necessary skills to perform their roles effectively. This approach means we are compliant with Regulatory requirements as follows:

Compliance Source	Details
The Standards of Governance and Financial Management for RSLs	<p><b>Standard 6</b> – The governing body and senior officers have the skills and knowledge they need to be effective.</p> <p><b>Guidance 6.3</b> - The RSL ensures that all governing body members are</p>

	<p>subject to annual performance reviews to assess their contribution and effectiveness. The governing body takes account of these annual performance reviews and its skills needs in its succession planning and learning and development plans. The governing body ensures that any non-executive member seeking re-election after nine years' continuous service demonstrates continued effectiveness.</p> <p><b>Guidance 6.5</b> - The RSL ensures all new governing body members receive an effective induction programme to enable them to fully understand and exercise their governance responsibilities. Existing governing body members are given ongoing support and training to gain, or refresh, skills and expertise and sustain their continued effectiveness.</p> <p><b>Guidance 6.7</b> - The governing body is satisfied that the senior officer has the necessary skills and knowledge to do their job. The governing body sets the senior officer's objectives, oversees performance, ensures annual performance appraisal, and requires continuous professional development.</p>
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## 6.2 Evidence Bank

Evidence	Assurance Exercise Location
<ul style="list-style-type: none"> <li>Report for 26/03/25 meeting a</li> </ul>	<ul style="list-style-type: none"> <li>Regulatory Standard 6 – Guidance 6.3, 6.5 and 6.7</li> </ul>

6.2.1 Committee is reminded that our Assurance Exercises are available in the Committee Log-in Area of our website, which Committee can access at any time.

## 7. Summary

- 7.1 As per the Policy Review Timetable, the Learning and Development Policy is now due for review. This was classed as a routine review and, therefore, does not require to be presented to Committee for approval.
- 7.2 The outcome of the review resulted in a few, non-material changes to the policy as detailed in Section 2.
- 7.3 Risk has been considered at Section 3.
- 7.4 Section 4 shows how having a Learning and Development Policy and periodically reviewing it, contributes to the delivery of our strategic objectives.
- 7.5 Section 5 shows how having a Learning and Development Policy and periodically reviewing it, contributes to the application of our Core Values.
- 7.6 Section 6 sets out how we comply with Regulatory requirements.
- 7.7 Committee is asked to note that the Learning and Development Policy was reviewed in line with our Policy Review Timetable and that only a few non-material changes were made. Committee is further asked to note that copies of the Policy (track change version and clean version) are located in the Resources Section of the board portal as follows:
- Track change Version - Policies > Policy Reviews 2024/25 > Policies for Review March 2025
  - Revised Policy (clean version) - Policies > Governance