

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

meeting date: WEDNESDAY, 20 MARCH 2024
title: DIGITAL LEARNING MANAGEMENT SYSTEM (LMS)
submitted by: DAWN EVANS-STOREY, HEAD OF HR
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1. PURPOSE

1.1 To provide a Corporate Learning and Development programme for the Council via ME Learning. This will ensure all new and existing staff are trained to a consistent high standard which is recordable and equip them with the skills and understanding to develop them in their role and workplace behaviours.

1.2 Relevance to the Council's ambitions and priorities:

- Corporate Priorities – To ensure a well-managed council providing efficient service to RVBC Corporate Plan 2023-2027 on Equality and Diversity.

2 BACKGROUND

2.1 ME Learning is a public sector e-learning specialist and works with local government, health, and non-profit, organisations. They provide an online system for staff to undertake accredited learning and obtain a certificate of knowledge.

2.2 The service meets the minimum level of conformance required by law for digital services in the UK. The guidelines are designed to make digital services, websites, and Apps accessible to everyone, including users with impairments to their vision, hearing, mobility, and thinking and understanding. It is also accessible for users with low vision, cognitive and learning disabilities, and limited fine motor skills.

2.3 The council does not have an established Learning and Development system in place to provide consistent training on corporate topics that are needed to meet best practice and ensure staff have the knowledge to ensure fair and inclusive employment practices.

2.4 Whilst the training portal will not mitigate the need to use other external training providers, it will reduce the need and also provide us with consistency.

2.5 All courses are CPD accredited and there is a set pass rate of 80% to successfully complete the course. Questions are built into the courses themselves allowing us to measure competence. Once successfully completed, a system generated certificate will be issued.

2.6 The draft plan below coincides with the RVBC Corporate Plan 2023-2027 on Equality and Diversity. To have a diverse and engaged workforce and fair and inclusive employment practices we will:

- work to improve workforce diversity and inclusion;
- ensure our strategies and policies are inclusive;
- collect, analyse and publish workforce data;
- support the learning, development and progression of our workforce; and

- support the health and wellbeing of our workforce.

3 ISSUES

3.1 RVBC currently arranges training on a needs basis. The implementation of a Learning Management System (LMS) will provide a number of benefits:

- Planned budgeted spend.
- Consistent training content.
- Tailored learning and development to individual/departmental needs.
- Corporate training such as working remotely, health and safety in the workplace, manual handling and Equality and Diversity.
- Certificate to be placed in training record after assessed pass rate of 80%.
- Defence against tribunal claims.

3.2 The ME Learning package provides the Council with access for all staff to the relevant library of courses. This includes all new courses added. In addition, ME Learning will ensure that all training courses are kept up to date and refreshed with any legislation changes so that we can quickly re-skill staff with updated legislation as and when necessary.

3.3 Buying in these accredited courses individually would cost approximately £25 per head/per course. If we wanted to train all staff on Fire Safety Awareness for example which is a 45 min training session, this could cost, in theory thousands of pounds. As staff must complete a knowledge assessment to gain a certificate for their training record, this allows us to get tangible value out of this investment even if we don't continue with it after 12 months.

3.4 The below shows the first phase of corporate Training that will commence from 1 April 2024. From that point we will plan in the next phase of wellbeing training, and role specific development.

<p>Corporate Training – mandatory for all staff between April 24 and September 24. Total Training Time 12 hours</p>	<p>Safeguarding Age discrimination awareness LGBTQ+ Awareness Unconscious Bias Working Remotely Personal Safety - Lone Worker Mental Health Awareness Disability Awareness Learning Disability Awareness Autism Awareness Stress in the Workplace Workplace Wellbeing Equality and Diversity Human Trafficking and Modern Day Slavery Resilience</p>
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4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – This provision is being funded from the 2023/24 Training Budget at a cost of £9,950

- Technical, Environmental and Legal – None Identified.
- Political – None Identified.
- Reputation – None Identified.
- Equality & Diversity – None Identified.

5 **CONCLUSION**

- 5.1 We have purchased a 12-month LMS system for all Council staff and will start this Learning and Development programme on 1 April 2024. It will be reviewed and evaluated as we progress through the programme.

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BACKGROUND PAPERS
(If any)

For further information please ask for Dawn Evans-Storey, extension 4402.