

HR Committee – 8 January 2026

Learning & Development Policy Update

Purpose	For review and approval
Classification	Public
Executive Summary	The Learning and Development report has been updated to reflect our learning commitments in the people strategy, and our new Growth & Goals conversations, where a key part is around learning and development considerations.
Recommendation(s)	To note the updated policy.
Reasons for recommendation(s)	To ensure that we have an alignment between policy and strategy, and that the policy clearly reflects our fair and consistent consideration of learning and development activities.
Ward(s)	All
Portfolio Holder(s)	Councillor Jeremy Heron – Finance and Corporate
Strategic Director(s)	Alan Bethune – Strategic Director for Corporate Resource and S151.
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Introduction

1. This report is brought to propose an updated Learning and Development Policy, to replace the existing Training Policy.

Background

2. The original policy was launched in 2001 and has not had a full review since.

Fit with People Strategy

3. Key to our People Strategy, launched in April 2025, is how we Grow our employees and how we build Strong Roots through our culture and practices. This is also linked to our LEAF value of learning.
4. One of the items on the People Strategy Action Plan was to review our performance reviews and 1:1 processes. This led to the new Growth & Goals conversations being approved at HR Committee in September 2025 with a launch in Autumn 2025.
5. One of the four key elements to the Growth & Goals conversations is around how we grow, learn and develop. In order for learning needs to be considered in a fair and consistent manner across the whole organisation, a new Learning & Development (L&D) considerations process and MS Form/List was developed and shared with the Leadership Team.

Proposal

6. To ensure our training policy accurately reflects and supports our People Strategy, Growth & Goals conversations, and L&D considerations, it is proposed that the new Learning & Development Policy is adopted.

Corporate plan priorities

7. This links to the delivery of the People Strategy and helps place us as employer of choice.

Options appraisal

8. No alternative options have been considered as part of this policy update.

Consultation undertaken

9. Focus groups were carried out to consider Growth & Goals concepts, and the Learning & Development considerations process was discussed with Leadership team and is supported by EMT. This updated policy helps ensure more fairness, openness and equality across the council.
10. The HR committee will receive an update on this Policy at the next of the committee.

Financial and resource implications

11. Training budgets are in place corporately and at Service and Directorate levels. Any necessary changes to budgets as a result of this increased organisational focus on growth & goals will be picked up in the detailed budget planning.

Legal implications

12. The updated policy ensures more fairness and negates challenge.

Environmental / Climate and nature implications

19. There are no environmental / climate and nature implications arising from this report.

Equalities implications

20. Our updated policy ensures more fairness, openness and consistency across the whole council, with the same procedure being followed.

Crime and disorder implications

21. There are no implications from this report.

Data protection / Information governance / ICT implications

22. There are no data protection / information governance / ICT implications arising from this updated policy.

Appendices:

Appendix 1 – Updated L&D Policy
Appendix 2 - Right to Request Time
Off For Training Form