

**Report title:** Mandatory training review

<b>Meeting</b>	<b>Corporate Governance and Audit Committee</b>
<b>Date</b>	<b>1 August 2025</b>
<b>Cabinet Member</b> (if applicable)	<b>Cllr Nosheen Dad</b>
<b>Key Decision Eligible for Call In</b>	<b>No No</b>
<p><b>Purpose of Report</b></p> <p>Following a recent meeting of Corporate Governance and Audit Committee in September 2024, an update on mandatory training was requested. This report is for noting and provides an update on the revised approach to compliance training (formerly termed mandatory training) for Kirklees Council staff.</p>	
<p><b>Recommendations</b></p> <p>It is recommended that Corporate Governance and Audit Committee note the updated approach and actions in progress to implement changes in relation to compliance training.</p> <p><b>Reasons for Recommendations</b></p> <p>The committee has an important role in ensuring compliance across the organisation; in this instance; compliance training related to our workforce. It is appropriate that the committee has visibility of the work in progress to provide assurance that compliance training adequately meets statutory requirements.</p>	
<p><b>Resource Implication:</b></p> <p>There are resource implications for the Learning and Development team and subject matter experts to develop content and to implement system developments to support changes related to reporting requirements. These implications can be managed within existing resources.</p>	
<p><b>Date signed off by <u>Executive Director</u> &amp; name</b></p> <p><b>Is it also signed off by the Service Director for Finance?</b></p> <p><b>Is it also signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)?</b></p>	<p><b>Rachel Spencer-Henshall</b> – Deputy Chief Executive and Executive Director for Public Health and Corporate Resources 24/6/25</p> <p><b>Kevin Mulvaney</b> – Service Director Finance 24/6/25</p> <p><b>Samantha Lawton</b> – Service Director Legal &amp; Commissioning 24/6/25</p>

**Electoral wards affected:** All

**Ward councillors consulted:** Not applicable

**Public or private:** Public

**Has GDPR been considered?** No GDPR considerations

## **Executive Summary**

This report sets out the updated approach to compliance training and actions underway to implement the changes by the end of 25/26.

### **1. Information required to take a decision**

A report and recommendations related to compliance training were considered by Executive Leadership Team in February 2025; the aim of the report was to reset and clarify expectations, position compliance training as a key foundation of a learning culture which is an essential requirement for building the workforce' skills and capabilities as well as meeting its legal and statutory obligations.

#### **Compliance Training**

Often termed mandatory training, compliance training is a more appropriate term that describes a combination of:

- statutory learning – this is a requirement, with no option for non-completion. There are potential consequences for the council, directors and individuals if not provided.
- mandatory learning – deemed essential by the organisation for safe and efficient services. Based on culture, policies, risk assessments and priorities – can be determined by ELT

#### **Compliance Training for Kirklees**

<b>Compliance Training</b>	
<b>Statutory training</b>	<b>Mandatory training</b>
Health and safety (3 yearly)	Our Kirklees Welcome
Fire safety (3 yearly)	Basic safeguarding
Manual handling (3 yearly)	Sexual harassment
GDPR (annually)	Counter Terrorism (Martyn's law)*
	Learning disability and autism (Oliver McGowan)*
All staff videos and annual staff checklist (see appendix 1)	

#### **Everyone Everywhere**

The scope of compliance training for our workforce reflects training that applies to the whole workforce; 'everyone everywhere'. Please note that this does not include role and service specific compliance training.

Completion of compliance training is expected/required of all employees regardless of:

- role
- working pattern
- seniority level

This ensures that compliance learning is kept minimum for 'everyone everywhere;' any changes to mandatory learning will be suggested by Learning and Development and must be agreed by ELT

### **Where service level training level exceeds 'Everyone Everywhere'**

While there can be no exceptions or alternatives to statutory training, in the case of mandatory learning where a service level requirement exceeds the level of knowledge deemed mandatory for all staff, exceptions can be made to the completion of this learning.

### **Recording and Reporting**

My Learning is the council's learning management system (LMS). My Learning holds e-learning for our current compliance training. It has been recommended and agreed by Executive Leadership Team (ELT) that My Learning will be the system that records all compliance training.

When e-learning is completed on My Learning it is automatically recorded. We are then able to:

- report on completion figures
- know the standard of the learning completed and ensure consistency of messaging

Many frontline services do not complete the e-learning instead utilising toolbox talks and other mechanisms. In the areas where people complete the training offline we have been able to identify that we have inconsistency of:

- training standard
- recording of learning
- reporting on learning

Moving forward there will be one online and one offline version of compliance training to support quality assurance and clarity of expectation. This is already in place in relation to health and safety with an approach being piloted in Homes and Neighbourhoods before wider roll out.

Investment has been made in My Learning to be able to centrally record compliance training that has been completed 'offline' and/or recorded in other systems. This will improve the accuracy of compliance training reporting. Developments have been implemented and are in testing stage. Once testing has been completed Homes and Neighbourhoods and Highways will be pilot services before wider roll out.

### **Actions to support compliance training that are in progress and will be completed by quarter 4 25/26:**

- Development of online and offline versions of compliance training where these do not already exist
- Continue to develop collaborative working relationships between L&OD and subject matter experts in areas for compliance training for example quarterly meetings with Health and Safety focused on compliance training
- An updated Kirklees specific GDPR eLearning module has been launched with positive feedback
- Commitment that My Learning is the council's only LMS system for recording and reporting all compliance training
- Associated developments to the My Learning system to support recording and therefore reporting of compliance training where compliance training is completed 'offline'

- Development of a communication plan to promote compliance training. This has been successfully implemented during learning at work week [Intranet | Changes to your mandatory training](#).
- Developing a programme of reporting to support compliance with statutory training within 6 months, the reports are anticipated to be shared with Directorates and ELT
- Annual ELT oversight and review of mandatory element of compliance training
- Working towards a minimum 12 month plan for briefing videos as alternatives to 'mandatory' training, to complement Leadership Connect and Connect+ briefings and meetings
- Removal of the current My Conversation form and this to be updated into an Annual Staff Checklist
- Encourage celebration of learning, sharing learning and leading by example by ensuring that compliance training is completed at the most senior levels and shared with others.
- Adopting similar approaches to wider learning activity to ensure consistency of centralised recording, delivery and renewal periods.

It is anticipated that the updated approach to compliance training will be fully in place by during quarter 4 of 25/26.

## **2. Implications for the Council**

### **2.1 Council Plan**

The Council's capacity to work effectively and to deliver its key outcomes is supported through our workforce, ensuring that our workforce has access to and undertakes compliance training is an important foundation.

### **2.2 Financial Implications**

There are resource implications from People Services, in particular the Learning and Development team.

### **3.3 Legal Implications**

Training highlighted as statutory must be provided to meet statutory obligations. The developments highlighted in this report support providing assurance of compliance.

### **3.4 Climate Change and Air Quality**

None directly

### **3.5 Other (e.g. Risk, Integrated Impact Assessment or Human Resources)**

Training highlighted as statutory must be provided to meet statutory obligations. The developments highlighted in this report support providing assurance of compliance. The developments related to compliance training provide the foundations upon which to build a learning culture.

## **4 Consultation**

N/A

## **5 Engagement**

The Learning and Development team are engaging with relevant subject matter experts and system providers to implement the agreed approach to compliance training.

## **6 Options**

## **6.1 Options Considered**

1. Note the updated approach to compliance training and support actions underway

## **6.2 Reasons for recommended Option**

It is recommended that Corporate Governance and Audit Committee note the updated approach to compliance training.

## **7 Next steps and timelines**

Actions to implement the updated approach to compliance training will continue with a planned full implementation in quarter 4 of 25/26 financial year. An update can be made available to Corporate Governance and Audit Committee at an appropriate point.

## **8 Contact officer**

Shauna Coyle, Head of People Services (01484 221000, email – [shauna.coyle@kirklees.gov.uk](mailto:shauna.coyle@kirklees.gov.uk))

## **9 Background Papers and History of Decisions**

Not applicable

## **10 Appendices**

Appendix A – All staff videos and Employee checklist

## **11 Service Director responsible**

Rachel Spencer Henshall - Executive Director and Deputy Chief Executive

## Appendix A – All staff videos and Employee Checklist

- All staff briefing videos, to include for example:
  - Top tier strategies/Council Plan
  - Our Council
  - Values and Behaviours
  - Equality, Diversity & Inclusion
  - Risk
  - Fraud
  - Conflict resolution/restorative
  - Emergency Planning
  
- Development and introduction of annual staff checklist (removed from post My Conversation form) to include (final list to be confirmed):
  - Confirmation of compliance training completion
  - Safeguarding training
  - Driving licence and insurance
  - Gifts and hospitality
  - Health surveillance
  - DSE
  - DBS status
  - Equality monitoring
  - People finder
  - Professional registration
  - Fees and charges
  - Conflict of interest
  - Annual leave
  - Flex
  - Our Kirklees Welcome
  - Stress Management/Wellbeing
  - My Conversation held