

# Derbyshire Learning Programme 2019/2020 for employees

Updated November 2019

## Policy and Practice

Policy and Practice related training is available as follows:

- Access to Information - Freedom of Information Act 2004 and Environment Information Regulations 2004 / Data protection Act 1998 including subject access requests.
- LGBT Awareness
- Equality Impact Analysis (EIA)
- Finance Overview for New, First Time and Aspiring Managers

If you want to discuss any aspect of Policy and Practice training please contact:

- Access for Information – Specialist Contact - Janet Gardom (Legal Services – Commissioning, Communities and Policy) Email: [janet.gardom@derbyshire.gov.uk](mailto:janet.gardom@derbyshire.gov.uk)
- General Data Protection Regulation (GDPR) – Martin Stone, Programme Manager  
Email: [martin.stone@derbyshire.gov.uk](mailto:martin.stone@derbyshire.gov.uk)
- LGBT Awareness – Helen Sismey (Children’s Services) Email: [helen.sismey@derbyshire.gov.uk](mailto:helen.sismey@derbyshire.gov.uk)
- Equality Impact Analysis (EIA) – John Cowings (Senior Policy Officer – Commissioning, Communities and Policy) Email: [john.cowings@derbyshire.gov.uk](mailto:john.cowings@derbyshire.gov.uk)
- Finance Overview for New, First Time and Aspiring Managers  
Jill Briggs, Training and Support Officer, or Rosetta Brownley, Core Business Systems Support Training Team, County Hall, Matlock, Derbyshire. Email: [jill.briggs@derbyshire.gov.uk](mailto:jill.briggs@derbyshire.gov.uk)

## **Introduction**

Welcome to the Derbyshire Learning Programme (Policy & Practice) which offers learning opportunities to employees in all departments. This is to help develop the skills and knowledge required by employees to provide high quality services.

## **Communicating the Programme to Employees**

Learning and Development contacts in Departments are requested to forward the programme on to managers and employees which is regularly updated to reflect new opportunities.

Managers should ensure that members of their team are aware of the learning programme and arrange for a copy of the programme to be printed out and displayed on notice boards for employees without internet access. Paper copies should be made available to employees who work out on site.

## **How to Book**

Departmental training applications, for internal events that are advertised in this programme, have now been replaced by the use of 'self-service' bookings made through Derbyshire Learning Online (DLO).

Derbyshire Learning Online (DLO) 'self-service'/'self-sign up' processes went 'live' on 1 October 2019.

Guidance on how to use 'self-service' through DLO has been published on the council's external web site:

<https://www.derbyshire.gov.uk/working-for-us/careers-and-work-experience/learning-development/online-learning/derbyshire-learning-online.aspx>

Guidance can also be accessed via Service Desk Online or in the DLO (under 'FAQ's/Help').

Employees should now only use application forms for accessing external courses or seminars, Qualification Training (QT) or Apprenticeships for existing employees.

If you have any difficulties using the 'self-service' approach to 'sign-up' to internal courses or workshops please contact your departmental learning and development team for advice.

## **Adult Social Care & Health**

Contact the Staff Education & Training Centre (SETC) at Ripley.

Reception: 01629 531496 or

Val Winson, Admin Office: 01629 531388 or

Denise Mackey, Senior HR Consultant: 01629 531434 as appropriate.

## **Children's Services**

Admin: Christian Smith, Ext 32818

Claire Austin, HR Consultant, Ext 32053 based at John Hadfield House or

Lisa Buxton, Senior HR Consultant, Ext 31478 based at Denby or

Joanne Davidson Ext 36559 (Catering Development Officer) based at Chatsworth Hall, Matlock, as appropriate.

## **Commissioning, Communities and Policy (CCP)**

Admin: Charlie Greaves Ext 39273 or

Chris Mills, HR Consultant, Ext 36971 or

Ian McFadyen, Senior HR Consultant, Ext 36241, who are all based at County Hall, Matlock.

## **Economy, Transport and Environment (ETE)**

Admin: Lorna Morgan-Smith Ext 38529 or

Lisa Hardy, HR Consultant, Ext 38121

## **Late Cancellations**

Cancellation of any booking **within a period of 15 working days before** the event date, or non-attendance, will result in a charge being made to your Department's learning and development budget.

The late cancellation charge will be for the advertised cost for a place on your event or course. If there is no initial advertised cost for the event then we reserve the right to charge a late cancellation fee.

## **Event Duration**

The events vary in length from a couple of hours to a full day. The dates and times for each event are included in the programme.

## **No Lunches or Refreshments**

No lunches are provided on learning events. If it is not possible for employees to purchase drinks or food at the training venue we recommend that participants bring their own packed lunches and refreshments with them.

**Access to Information - Freedom of Information Act 200 and Environment Information Regulations 2004**

Provides an overview of the legislation including the type of request, applying exemptions, the public interest test and how to respond.

Date	Time	Training Venue	Cost per place	Provider
TBC	TBC	TBC	Fully funded	In-house Janet Gardom, Legal Services

**Access to information - Data protection Act 1998 including subject access requests**

Includes definitions of personal and sensitive personal data, disclosure of personal data and dealing with subject access requests. Recent changes to legislation covered.

Date	Time	Training Venue	Cost per place	Provider
TBC	TBC	TBC	Fully funded	In-house Janet Gardom, Legal Services

**LGBT Awareness**

Improve your awareness and understanding of the experiences and needs of the LGBT community and increase your confidence to engage with and work with the communities.

Date	Time	Training Venue	Cost per place	Provider
Monday 9 December 2019	9.30am - 1.00pm	Committee Room 1, County Hall, Matlock	Fully funded	In-house – Helen Sismey, Children’s Services
Wednesday 5 February 2020	9.30am - 1.00pm	Training Room 1, Parkwood Centre, Alfreton	Fully funded	In-house – Helen Sismey, Children’s Services

**Equality Impact Analysis (EIA)**

To equip officers and managers to lead and undertake equality impact analysis.

<b>Date</b>	<b>Time</b>	<b>Training Venue</b>	<b>Cost per place</b>	<b>Provider</b>
Thursday 23 January 2020	10:00am to 11:30am	Room 54, County Hall	Fully Funded	In-House – John Cowings, Policy
Thursday 20 February 2020	10:00am to 11:30am	Room 54, County Hall	Fully Funded	In-House – John Cowings, Policy
Thursday 19 March 2020	10:00am to 11:30am	Room 54, County Hall	Fully Funded	In-House – John Cowings, Policy

**Finance Overview for New, First Time and Aspiring Managers**

These workshops are delivered 'in-house'.

<b>Date</b>	<b>Time</b>	<b>Training Venue</b>	<b>Cost per place</b>	<b>Training Provider</b>
Thursday 21 November 2019	9.30am - 1.00pm	Chatsworth Hall – Trading Standards Meeting Room, Matlock	Fully Funded	Core Business Systems Training Team
Thursday 23 January 2020	9.30 am – 1.00 pm	Chatsworth Hall – Trading Standards Meeting Room, Matlock	Fully Funded	Core Business Systems Training Team
Wednesday 26 February 2020	9.30 am – 1.00 pm	Chatsworth Hall – Trading Standards Meeting Room, Matlock	Fully Funded	Core Business Systems Training Team
Tuesday 17 March 2020	9.30 am – 1.00 pm	Chatsworth Hall – Trading Standards Meeting Room, Matlock	Fully Funded	Core Business Systems Training Team