
Public Board Meeting, 22nd January 2009

Update on compliance with Mandatory Training

Presented by: Sarah Childerstone, Director of Workforce

1. Purpose

- 1.1 This paper is to provide the Board with an update on the assurance process regarding the monitoring of mandatory training compliance.

2. Background

- 2.1 The Trust current has some 27 elements of training that are deemed to be mandatory. Attached in Appendix 1 is the summary document of all mandatory training requirements and the staff groups these apply to and the frequency with which attendance is currently required.
- 2.2 From a crude analysis of numbers attending mandatory training the spectrum of compliance ranges from 99% for induction to 40% for conflict resolution training being the lowest.
- 2.3 The Trust has not had a rigorous process of ensuring that staff that should be attending mandatory training have done so and that managers are alerted to any non compliance so that these can be addressed. This is primarily due to under investment in an effective training management system. This investment has now been agreed.
- 2.4 In addition all 27 elements of mandatory training are currently being reviewed with each designated lead to confirm their continuing need to be mandatory, exactly which staff members must attend the training to ensure safe and competent services. At the same time consideration is being given to utilising different methods of training delivery. The review is being lead by the Head of Training and Development and will be completed by end of January 2009.
- 2.5 A full review of the mandatory training management system has also been completed and a new system is being implemented with a go-live date of 1.4.09. This new system will ensure that every employee will have a personalised mandatory training 'passport to practice' and this will be monitored against attendance at each mandatory training session.
- 2.6 Managers will then be sent information on compliance for their members of staff with a requirement to act on any non-compliance issues.

- 2.7 This system will also provide Trust, Divisional and department based data on compliance for internal assurance.

3. Recommendation

- 3.1 The Board is asked to note progress.

Sarah Childerstone

Director of Workforce

14.1.09