

BOARD TRAINING PROGRAMME 2011/12

Report of the Director and Company Secretary

1. SUMMARY

This report sets out proposals for the Board's annual training programme for 2011/12.

2. RECOMMENDATION

That the City Board notes the Board Training Programme 2011/12.

3. MATTER FOR CONSIDERATION

- 3.1 The proposed training programme for 2011/12 is attached at Appendix 1. City Board Members will notice a number of changes to the programme.
- 3.2 In April 2010, we reported that proposals to develop the Board Training Programme and the way we deliver training were being explored, in response to comments from Board Members during the annual appraisal process. These included providing basic online training through our e-learning system and a dispensation scheme for Board and City Board Members who possess a high level of skill or experience in any of the essential course areas.
- 3.3 Last year, the Board also agreed that City Board Members elected from 2010 onwards will be required to attend training in Equalities & Diversity, Finance, Housing Management and Maintenance within the first two years of being elected and every three years thereafter.

E Learning

- 3.4 A range of on-line training courses, at an introductory level, will be available from April onwards. These courses should be completed by Board and City Board Members and will include
 - Introduction to Derby Homes*
 - Housing Management*
 - Housing Repairs & Maintenance
 - Equalities & Diversity*
 - Health & Safety*
 - Finance
- 3.5 Not all courses will be available immediately but we hope to build on existing material used for courses held last year, such as Housing Management and Maintenance. Those courses above marked with an asterisk (*) will be available from 1 April.

- 3.6 New material will be designed during the coming months and made available as soon as possible. Board and City Board Members will be alerted when these can be accessed on e-learning. Board and City Board Members will also have access to most of the material available for staff induction and training.
- 3.7 The e-learning system is reasonably self-explanatory and user friendly, but Board and City Board Members will be provided with guidance and instructions on how to login. E-learning can be accessed via the intranet if using a home computer. Board and City Board Members can also use Derby Homes' hot-desk facilities at Cardinal Square. One to one assistance will be provided if needed. City Board Members should contact Jackie Mitchell, Governance Services Manager, to arrange access to e-learning and to book a hot-desk at Cardinal Square, if this is required.
- 3.8 Board and City Board Members' progress through the courses on e-learning will be monitored by Governance staff to ensure compliance with board policy on completion of essential courses.

Advanced Training Courses

- 3.9 On completion of the introductory courses listed in paragraph 3.3, Board and City Board Members will be able to progress to the advanced course. Advanced courses facilitated in-house will be held in smaller groups and will be tailored around Board Members' specific needs and availability where possible. It will be more cost effective to offer externally facilitated courses such as Finance and Governance to all Board Members.
- 3.10 City Board Members will be able to attend advanced training courses on Equalities, Finance, Housing Management and Maintenance. Governance and Health & Safety are specifically designed around main Board Members' responsibilities.

Exemption from essential training

- 3.11 Some of our Board and City Members may have a high level of knowledge and experience in areas covered in the training programme. It is proposed in future, Main and City Board Members will be able to claim exemption from courses if they fulfil at least one of the following requirements:
- Currently works or previously worked within the last 5 years, in an area of the same or similar nature to the course subject
 - Holds a recognised qualification in the subject area or similar
 - Has attended a non-Derby Homes training course in the same subject in the last 2 years.
- 3.12 Applications for exemption from City Board Members should be made in writing to the Governance Services Manager and will be agreed by the Chair of the City Board and Governance Services Manager.

Future training

- 3.13 We may add further courses to the training programme from time to time. When details are available, Board and City Members will be invited to participate in any additional courses.

4. FINANCIAL AND BUSINESS PLAN IMPLICATIONS

An amount of £11,000 is available in 2011/12 for Board and City Board Member training.

The areas listed below have no implications directly arising from this report:

- Consultation
- Legal and Confidentiality
- Personnel
- Environmental
- Equalities Impact Assessment
- Health & Safety
- Risk
- Policy Review

If Board members or others would like to discuss this report ahead of the meeting please contact the author, or Phil Davies, Chief Executive, phil.davies@derbyhomes.org – Phone: 01332 888528

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Background Information: None

Supporting Information: None

DERBY HOMES BOARD MEMBERS' TRAINING PROGRAMME 2011/12

Course	When (Time/Date tbc)	Facilitator/Lead	Who should attend
ESSENTIAL – all Board Members should complete introductory/basic level courses within first 2 years and thereafter either basic or advanced at least every 3 years			
Introductory / Basic Level			
<ul style="list-style-type: none"> • Introduction to Derby Homes • Housing Management • Housing Repairs & Maintenance • Equalities & Diversity • Health & Safety • Finance 		Derby Homes E-Learning system	All Board Members All City Board Members
Advanced Level			
Equalities	April	Equality Works	Board Members City Board Members (optional)
Board Governance	December	Anthony Collins Solicitors	Board Members
Housing Finance	November	Steve Partridge, CIH	Board Members City Board Members (optional)
Housing Management	September	Director of Housing & Customer Service	Board Members City Board Members (optional)
Maintenance Services	May	Director of Investment & Regeneration	Board Members City Board Members (optional)
Health & Safety	January	Senior Health & Safety Advisor	Board Members
Induction Programmes			
Induction Programme for new Board & City Board Members	As required	Director & Company Secretary / Governance Services Manager	Board Members City Board Members
Audit Committee Induction & Development Programme	As required	Director & Company Secretary / Governance Services Manager	Audit Committee Members

Course	When (Time/Date tbc)	Facilitator/Lead	Who should attend
OPTIONAL			
Derby Homes In house Training Programme (please contact Susan Hill on 888525 for details)	On request	Various	Board Members
CIH Annual Conference NFA Annual Conference	21-23 June 2011 13-14 July 2011	CIH NFA	Board Members
Work Shadowing/Visits - Local Offices and other DH Teams	On request		Board Members
Basic IT Skills		Derby Homes E-Learning System	Board Members City Board Members
Evening Coach Tour	9 June	Derby Homes	Board Members City Board Members