



Data Protection Officer
 Freedom of Information
 NW Leicestershire District Council
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 Coalville
 Leicestershire
 LE67 3FJ
 Telephone: 01530 454763

Date: 24 December 2020

FREEDOM OF INFORMATION REQUEST 1380

I write further to your email dated 19 November 2020.

Your request has been dealt with under the terms of the Freedom of Information Act 2000 (FOIA), explained on our [freedom of information](#) page.

Your request:

- A copy of your induction / welcome book that you give to staff.
Induction is a bespoke online programme including video clips, therefore unable to share the full content, however see screenshots on document 1380a.pdf attached.
- A copy of your employee handbook.
NWLDC has no single document, please see 1380b.zip attached for relevant policies.
- Can you provide a breakdown of what training you offer to staff?

<i>"Exercise you can do at your desk" session</i>	<i>In Safe Hands – Bronze</i>
<i>A guide to reasonable adjustments</i>	<i>Safeguarding</i>
<i>Accidents in the Workplace</i>	<i>Induction to Data Protection</i>
<i>Asbestos Awareness</i>	<i>Induction to Equalities</i>
<i>Assert Yourself</i>	<i>Induction to Fraud Prevention</i>
<i>Basic Autism Awareness</i>	<i>Induction to Microsoft Teams</i>
<i>Basic autism training</i>	<i>Induction to Precent</i>
<i>Basic Health and Safety</i>	<i>Information Security</i>
<i>BEE a Coach Hub</i>	<i>Introduction to Hoarding</i>
<i>Before you Start</i>	<i>Introduction to Local Government</i>
<i>Boditrax</i>	<i>Introduction to Procurement</i>
<i>Bronze Safeguarding - January 2016</i>	<i>iTrent</i>
<i>Business Writing</i>	<i>Lone Working</i>
<i>Chairing a disciplinary hearing</i>	<i>Managing Agile Workers</i>
<i>CIPP Payroll Technician Certificate</i>	<i>Managing Conflict and Aggression</i>
<i>Citizen Space</i>	<i>Managing your Priorities</i>
<i>Commerciality Programme</i>	<i>Mandatory Courses - Induction</i>
<i>Control of Substances Hazardous to Health</i>	<i>Massage</i>
<i>Corporate Risk Management</i>	<i>Member Courses</i>
<i>Couch to 5K</i>	<i>Men's Health Week - cholesterol tests</i>
<i>Customer Excellence</i>	<i>Mental Health Awareness</i>
<i>Cyber Security Sessions</i>	<i>Mental Health</i>

<i>Data Protection</i>	<i>First Aid</i>
<i>Data Protection (July 2016)</i>	<i>NWLDC Aareon Project Team Meeting</i>
<i>Dealing with Deaf Customers</i>	<i>Personal Resilience</i>
<i>Dementia awareness</i>	<i>Prevent</i>
<i>Dementia Friends</i>	<i>Project Management</i>
<i>Diabetes Testing</i>	<i>Recruitment & Selection</i>
<i>Display Screen Equipment</i>	<i>Reflection Training</i>
<i>Domestic Abuse Awareness</i>	<i>Respect</i>
<i>Driving Safely</i>	<i>Safeguarding</i>
<i>Drug and Alcohol Awareness</i>	<i>Safeguarding - June 2016</i>
<i>Effective Minute Taking</i>	<i>Safeguarding 2020</i>
<i>Email</i>	<i>Safeguarding Children & Vulnerable Adults</i>
<i>Stress</i>	<i>Self Development</i>
<i>Emergency Planning</i>	<i>Smoking Awareness</i>
<i>Equalities in the Workplace 2017</i>	<i>Social Media</i>
<i>Equality and Diversity</i>	<i>Stress Awareness</i>
<i>Excel training</i>	<i>Suicide Awareness</i>
<i>Fire Safety</i>	<i>Support Hub and Agile Working</i>
<i>Fraud Awareness 2017</i>	<i>The Art of Being Brilliant</i>
<i>Gas Safe</i>	<i>Understanding autism in the workplace</i>
<i>GDPR</i>	<i>Unified Telephony System</i>
<i>Health and Safety at Work</i>	<i>Values Workshop</i>
<i>Healthy Eating Week - nutrition talk</i>	<i>Virtual meeting etiquette</i>
<i>Healthy Lifestyles</i>	<i>Welfare Reform</i>
<i>Housing Ombudsman</i>	<i>Word training</i>
<i>ICT training</i>	

- What training are you planning on providing to staff in the next 12 months?
To be confirmed. Currently on hold due to COVID-19.
- What e-learning system do you use?
LearningPool
- Please can you provide a copy of your HR strategy?
Our HR strategy being developed to align with the new operating model. It is planned for roll out in in April 2021.
- Please can you provide a copy of your workforce development plan?
Our Workforce Development Plan is being developed to align with the new operating model. It is planned for roll out in in April 2021.
- Please can you provide a structure chart of your service or a breakdown of staff in the HR, L&D, payroll team by FTE and salary bands?
Please see 1380c.pdf attached.
- Do you use a staff benefits platform? if so what is the annual spend on this?
£1250
- What is the total FTE of your organisation?
485.17 hours

The supply of information in response to a freedom of information request does not confer the right to re-use the information. UK copyright law allows information supplied for the purposes of private study and non-commercial research to be used without permission. Information supplied can also be re-used for the purposes of news reporting except for in the case of photographs.

GOING FORWARD

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

Please remember to quote the Authority's four digit reference number given at the top of this email in any future communications.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to DPO@NWLeicestershire.gov.uk or the address above.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at accessicoinformation@ico.org.uk.

Yours sincerely

Mackenzie Keatley
Information Governance Officer