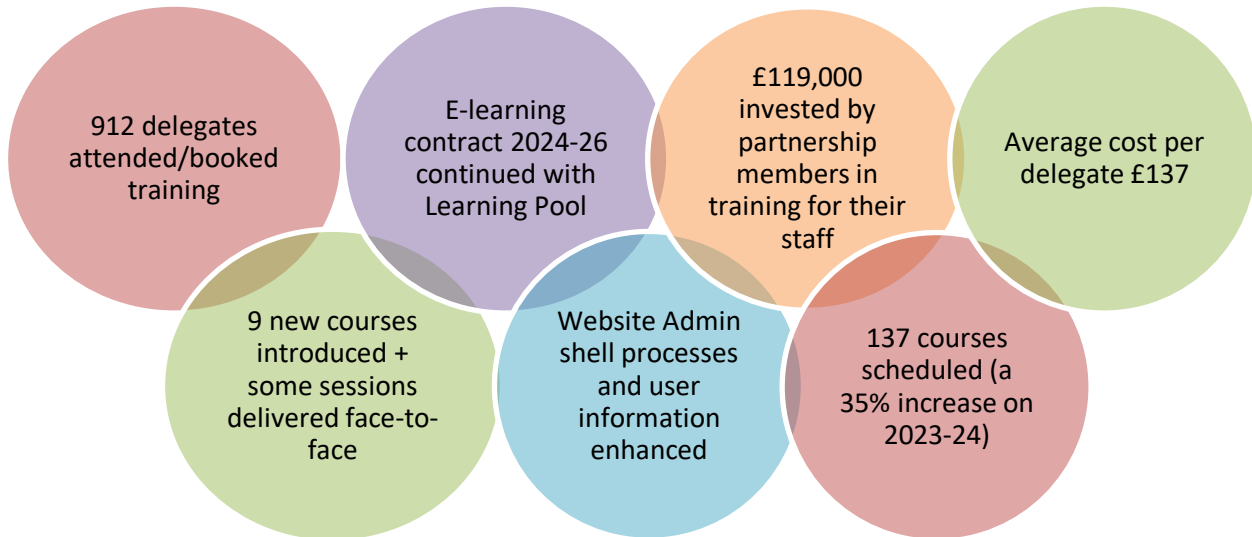


SLP and Shared Training Programme 2024-25 – Annual Review



Introduction

The Surrey Learn Partnership provides training for staff from all the 11 district and boroughs in Surrey as well as the County Council. This amounts to circa 4000 people (excluding SCC). We offer 96 courses grouped together into easily recognisable categories and pathways. In an environment of growing pressure on public sector budgets, the partnership offers excellent value for money training across the whole of Surrey.

The partnership meets regularly to ensure we are delivering what is required by staff. Where new training is identified, we use our excellent connections with existing providers to commission and deliver new courses. If we need to use a new provider, we ensure to research their offer thoroughly and test run courses before rolling out across the partnership.

Feedback is sought from all delegates attending all courses and where changes or improvements are requested, those are acted upon comprehensively and swiftly. More broadly, we share best practice across the partnership ensuring local initiatives, systems and processes are as good as they can be.

Funding

The participating 11 District & Boroughs and SCC pay their contribution (currently £3500 each) to the running of the programme every year. This fund is used to pay the salaries of the two part-time members of staff who run the programme as well as maintaining a redundancy reserve.

SLP continued to raise additional funds by adding 15% (rising from 10% wef 1st April 2024) to delegate course attendance charges. This enables us to build up a budget to fund website improvement and course development.

Training providers were paid a total of £105332.50 for the FY 2024-25. Payments totalling £1897.50 were made to Andrew Green of Article Seven for website redesign and development.

The partnership continues to offer excellent value for money with the average cost of a course per delegate being between £105 and £158.

137 on-line courses (up from 101 the previous year, **a 35% increase**) were delivered between 1st April 2024 - 31st March 2025 for 912 delegates (an 11% increase on the previous year).

Delivery included another 3 cohorts (cohorts 32-34 totalling 21 days training) of our outstanding Management Development Programme. All 3 cohorts attended their Module 3 (2 days) back in the classroom. We are grateful for the support of several Chief Executives and HR staff who willingly attend to deliver Q&A sessions within the in-person Module 3.

Delegate feedback on the learning experience is excellent and confirms that shared learning across multi-authorities remains beneficial.

We continue to run waiting lists for every event on offer. The trigger point for approaching providers about running courses is typically at 50% of their capacity. However, we are flexible in this approach so if a course hasn't run for a while, we will work with a provider and the authorities with staff on the waiting list to ensure we meet their need in a timely way.

Most providers have been willing to re-negotiate fees, content, and delivery hours to meet learning and development needs and avoid 'zoom gloom' for participants.

SLP website [Surrey Learn](#)

All 11 B&Ds and SCC use the website in a variety of ways. Some authorities allow staff direct access to course waiting lists and bookings whilst others include a notification stage to the relevant HR team for approval of budget spend.

We are continually looking for ways to improve the website to reduce the admin burden and commissioning Andrew Green of Article Seven, (the web developer) to carry out the work.

Website improvements in the last year include:

Admin ability to:

- upload pre or post course documents with additional 'notes' to be auto-sent on a specified 'release' date
- prevent attendance certificates being auto-sent if delegates miss too many sessions of a multi-day course

Added automation for Admins and HR Logins:

- 'late bookings' notification emails sent to admins if a booking is made within 2 weeks of courses that require pre-course work
- 'last chance to cancel' email sent to all booked delegates 3 days prior to the '4 week cancellation period' to assist with preventing charges for non-attendance

- 'last minute to book' email sent to those on a waiting list for full courses if a booked place is cancelled
- ability to export 'Course evaluation' info to an Excel Report
- ability to export 'Current bookings' info to an Excel Report

User ability to:

- download course attendance certificate from their 'Your Learning Profile' page (in addition to receiving an auto-email including a link to the certificate)
- ability to download the calendar containing all personal course bookings to an ICS file

Programmed and new events

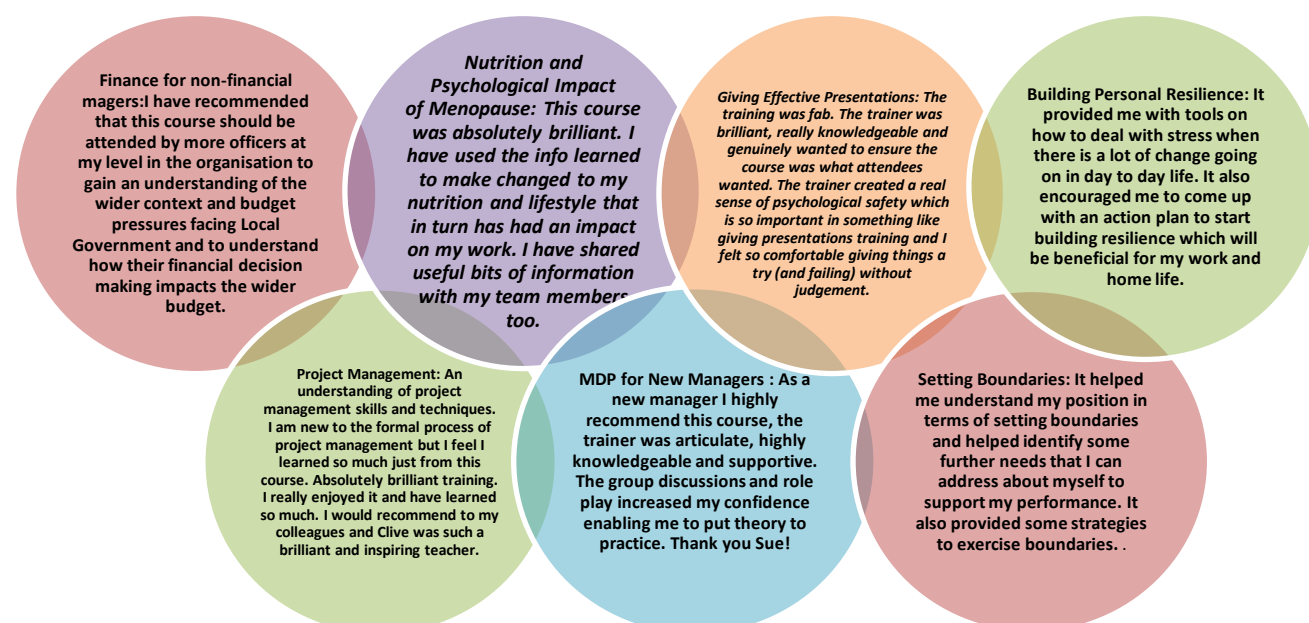
The shared programme offer continues as mainly online delivery. SLP consider this an effective use of staff time but do consider the need for a blended approach to be beneficial for certain topics.

So far, Module 3 of the 'Management Development Programme for new managers', 'The Experienced Manager, Positive Working Relationships', day 2 of 'Giving Effective Presentations' and 'First Aid at Work' have been scheduled as classroom sessions (as mentioned above).

During 2024-25, the following new courses were delivered:

1. Strategic Planning and Writing a Strategy
2. Gender Identity in an Inclusive Workplace
3. The Experienced Manager - Positive Working Relationships
4. Mental Health First Aid Refresher
5. Supporting People through midlife
6. Wellbeing for Men
7. Preventing Sexual Harassment in the workplace for staff
8. First Aid at Work (classroom)
9. Nutrition and Psychological Impact of Menopause,

Comments from a selection of evaluation forms received are shown below.



Learning Pool (LP) e-learning provision

7 of the 11 local authorities (excluding Guildford BC, Mole Valley DC, Spelthorne BC and Tandridge DC) agreed to continue participating in the 2 year 'one contract' with Learning Pool which runs from 1st April 2024 until end March 2026. Our account manager, Martine Davies, left the role in July 2024 and has been succeeded by Aasum Hussain.

Staffing and meetings

The SLP Chair, Kate Ferguson, Waverley BC retired at the end of September 2024. Her post and that of SLP Chair is being covered in the interim by Hannah Cornick, Learning and Development Manager, Waverley BC (Interim) & Learning and Organisational Development Specialist, Guildford BC

Wendy Jenkins (22 hours/week over 3 days) and Candace Quelch (12 hours/week over 1 day and 2 half-days) continued in their part-time roles as Training Project Manager and Training Administrator. All three work on Tuesdays to ensure opportunities to meet online and in person.

The partnership meets every 2 months online. The TPM books dates for the year in advance, organises agenda items from the group, joining links and minutes the meetings for all members.

Future Plans

- Consider shared programme courses to support staff through the LGR process
- Book more courses in a classroom (subject to available space and hosts on site)
- Future proofing the continuing success of Surrey Learn by updating the comprehensive 'SL Administration Guide', 'User Guide' and 'HR Login Guide'.

Wendy Jenkins

SLP Training Project Manager

13 May 2025

2024-25 SLP Shared Training programme - costs to authorities

<i>Authority</i>	<i>Total Cost £</i>	<i>Total delegates (incl. DNAs)</i>	<i>Cost £/delegate rounded to nearest pound</i>
Elmbridge	35287.08	278	127
Epsom & Ewell	1464.74	14	105
Guildford	451.68	3	151
Mole Valley	2346.15	15	156
Reigate & Banstead	11669.59	93	125
Runnymede	3241.77	22	147
Spelthorne	15166.92	116	131
Surrey Heath	13084.30	112	117
Tandridge	5487.42	36	152
Waverley	18230.56	142	128
Woking	3796.72	24	158
SCC	8447.17	57	148
TOTAL	118674.10	912	