

**REPORT FOR: MEMBER DEVELOPMENT  
PANEL**

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**Date:** 1 October 2013

**Subject:** INFORMATION REPORT –  
My Learning Portal

**Responsible Officer:** Jon Turner, Divisional Director of Human  
Resources and Development & Shared  
Services

**Exempt:** No

**Enclosures:** None

**Section 1 – Summary**

This report seeks the Panel's view on the proposal to make the MyLearning course booking portal available to all Members. The portal will allow Members to book themselves on Member Training/Briefings online.

**FOR INFORMATION**

## **Section 2 – Report**

### **2.1 MyLearning**

Currently all Harrow Council staff use a self-service portal, MyLearning, to book themselves on the Corporate learning and development courses. It is proposed that this facility be made available to all Members to enable them to book themselves on Member Development training/briefing sessions. It will also give members access to information on the staff Corporate Development programme and, where appropriate, they will be able to book themselves on to events in the programme

Members would need to register on MyLearning using their payroll numbers and log into the system using a password. Once logged in, Members will be able to access forthcoming Member training sessions, view information about the trainer(s) and the aims, outcomes and target audience for each training session. It will be possible for the administrator to assign a minimum number of participants to each training session and for training courses to be cancelled 5 days before the scheduled date if the minimum enrolment number is not met.

Members will receive email confirmation of their booking, and email notification if the training is being cancelled due to insufficient enrolments. Members will also be able to see a calendar of training dates for the whole year, details of any training they are enrolled on and details of all training they have attended since registering on MyLearning. They will also be able to print off certificates of attendance and complete evaluation forms online.

The MyLearning portal is simple to use and can be accessed via the Council's Hub or remotely from home. We have produced a step by step, easy to use guide with screen shots for Members when using the portal for the first time.

It is envisaged that rolling out MyLearning to Members will make Member training programme more cost effective, easier to manage and will enable Members to plan ahead and track their training for the entire year.

## **Section 3 – Further Information**

None

## **Section 4 – Financial Implications**

Funding for the Member Development activities and events in this report is within the current budget provision.

## **Section 5 - Equalities implications**

Was an Equality Impact Assessment carried out? No

If no, state why an EqIA was not carried out below:

N/A

## **Section 6 – Corporate Priorities**

N/A

## **Section 7 - Statutory Officer Clearance**

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 18 September 2013		

## **Section 8 - Contact Details and Background Papers**

**Contact:** Jon Turner, Divisional Director of Human Resources & Development & Shared Services, Email: [jon.turner@harrow.gov.uk](mailto:jon.turner@harrow.gov.uk) Tel: 0208 424 1225

Background Papers: None