

Learning and Development Plan – 2012/13

Objective linked to Business Plan:	Key skills/knowledge /qualifications	Development Methods	Priority (by when)
To improve service to developers and occupiers within the City, by ensuring a more joined up departmental approach, implementing a co-ordinated and managed service throughout the development process	<ul style="list-style-type: none"> • Knowledge of best practice. • Management and leadership skills • Knowledge of Project Management systems • Project Management skills • Knowledge of how other teams/departments work 	<ul style="list-style-type: none"> • Critical reading • Coaching • Team briefings 	31 st March 2013
Strengthen financial management to enable effective financial planning	<ul style="list-style-type: none"> • Financial understanding • Knowledge of best practice. • Management Skills 	<ul style="list-style-type: none"> • Budget holders Insight lunch • Presentations • Team briefings • Financial training • Cross-departmental working 	31 st March 2013
Update the Development Plan (LDF) for the City of London, including development of the City's Community Infrastructure Levy (CIL)	<ul style="list-style-type: none"> • Knowledge of best practice. • Knowledge of legal changes • Knowledge of changing context 	<ul style="list-style-type: none"> • Individual and team CPD • Conferences/seminars • Team briefings • RTPI season ticket seminars • Legal updates • Cross-departmental working 	31 st March 2013
To secure, manage and monitor S106/CIL and other legal arrangements	<ul style="list-style-type: none"> • Knowledge of changing 	<ul style="list-style-type: none"> • Individual and team CPD 	31 st March 2013

<p>in relation to development management</p>	<p>context.</p> <ul style="list-style-type: none"> • Team Working 	<ul style="list-style-type: none"> • Conferences/seminars • Team briefings • RTPI season ticket seminars • Legal updates • Cross-departmental working 	
<p>Improve effective delivery and monitoring of streetworks within the square mile</p>	<ul style="list-style-type: none"> • Knowledge of changing technical context 	<ul style="list-style-type: none"> • Team briefings • Cross-team working 	<p>31st March 2013</p>
<p>Deliver and administer an effective town planning service ensuring an efficient service to developers and occupiers; encouraging the development of high quality, sustainable buildings.</p>	<ul style="list-style-type: none"> • Knowledge of best practice. • Knowledge of legal changes 	<ul style="list-style-type: none"> • Individual and team CPD • RTPI season ticket seminars • Other free conferences/seminars • Team briefings • Cross-departmental working 	<p>31st March 2013</p>
<p>Reduce road traffic dangers and casualties in the City</p>	<ul style="list-style-type: none"> • Knowledge of best practice. • Knowledge of legal changes and trends 	<ul style="list-style-type: none"> • Individual and team CPD • Conferences/seminars • City of London Police updates and briefings • TfL updates and briefings 	<p>31st March 2013</p>
<p>Deliver Area Enhancement Strategies for the Aldgate, Liverpool Street and Fenchurch Street areas</p>	<ul style="list-style-type: none"> • Knowledge of Project Management systems • Project Management skills • Knowledge of how other teams/departments work 	<ul style="list-style-type: none"> • Training on Project Management software • Sharing of best practice • Ongoing evaluation • Classroom based Project Management training • Job Shadowing 	<p>31st March 2013</p>

		<ul style="list-style-type: none"> • Cross-team working 	
Develop the Corporate Geographic Information System (GIS) and support its wider use (links to SA4)	<ul style="list-style-type: none"> • Technical skills to meet changing needs • Knowledge of and ability to apply new software 	<ul style="list-style-type: none"> • Software specific training • Sharing of best practice • Ongoing evaluation • Updates on Arc10 software • Cross-departmental working 	31 st March 2013
Maximise workload in the challenging competitive market place through more direct contact with development intelligence from sections in the new department	<ul style="list-style-type: none"> • Knowledge of best practice. • Knowledge of legal changes • Knowledge of changing context 	<ul style="list-style-type: none"> • Individual and team CPD • Professional seminars • Other free conferences/seminars • Team briefings 	31 st March 2013
Achieve Flexible/Mobile working for staff by August 2012, to ensure a trial can be run during the Olympic period	<ul style="list-style-type: none"> • Knowledge of best practice. • Knowledge of legal changes • Knowledge of changing context 	<ul style="list-style-type: none"> • Sharepoint software training • DSE H&S refreshers • Team briefings • IT skills for use of handheld technology 	31 st August 2012
Deliver the effective implementation of a time banding scheme for bagged waste	<ul style="list-style-type: none"> • Knowledge of best practice. • Knowledge of legal changes • Knowledge of changing context 	<ul style="list-style-type: none"> • Team briefings 	31 st March 2013
Support and develop our staff to ensure each person achieves their potential	<ul style="list-style-type: none"> • Knowledge of best practice. • Knowledge of legal changes • Knowledge of changing context 	<ul style="list-style-type: none"> • Professional qualifications • Appraisals • Individual and team CPD • Professional seminars • Other free conferences/seminars 	31 st March 2013

		<ul style="list-style-type: none">• Team briefings• Critical reading• Mentoring/Mentee• Secondments• Trainee schemes	
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