

**COUNTY OF LOS ANGELES  
QUALITY AND PRODUCTIVITY COMMISSION**



**Administrative Policy Manual**

**Policy No.:** 10.0

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**SUBJECT:** STRATEGIC LEARNING REPORT

**PURPOSE:** To establish procedures for the Commission's reporting of its findings and recommendations related to productivity and quality, as part of its annual report, in furtherance of Ordinance §3.51.110 ("Strategic Learning Report").

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**OBJECTIVE:** The Strategic Learning Report annually identifies issues, ideas, and current and emerging trends that may affect the quality and productivity of County services.

**PROCEDURES:**

1. The Strategic Learning Report is drafted annually based on documents, reports, findings, and recommendations from all Commission activities, programs, committees, and task forces over the previous eighteen months.
2. As appropriate, the Commission shall note any factors that might affect future Commission priorities and decisions, such as investment or award criteria, or conference themes.
3. The Commission shall ensure that it is gathering consistent data across its interactions with Departments, Department Heads, County officials, and managers, through periodically reviewing all forms used to submit information to the Commission, as well as by other means.
4. The Strategic Learning Report shall be included in the Commission's annual report and may also be circulated separately as a standalone publication.