

COMMITTEE: ADMINISTRATION

DATE: 21ST JANUARY, 2004

SUBJECT: EMPLOYEE TRAINING AND DEVELOPMENT POLICY

REPORT BY: HEAD OF HUMAN RESOURCES

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IMPLICATIONS:

LEGAL

COMMUNITY SAFETY

EQUALITIES ✓

ENVIRONMENT

FINANCIAL

CONSULTATIONS

STAFFING ✓

OTHER

WARDS AFFECTED: NONE

PURPOSE

1. To advise Members of the revised and amended Training Policy which impacts on all employees of the Council (except schools).

RECOMMENDATION(S)

2. **Committee is recommended to approve the Training Policy detailed in Appendix 1.**

BACKGROUND

3. The Training Policy is programmed into the Human Resource Service Plan for 2003/4 for review, as other training related initiatives and working practices had not been addressed in the existing policy. The Council has introduced several initiatives (such as career development, induction and

appraisals) and new training programmes (GOLD management and development programme).

4. The monitoring of and access to training and development activities now form part of Level 4 of the generic equalities standard.

REPORT

5. The revised policy combines existing training related policies and ensures there is one point of reference for training, development and career development activities and in particular adds in the following points:
 - a) gives clear definitions of training, development and career development
 - b) gives accountability to Corporate Directors and Heads of Service for monitoring access to training and development activities
 - c) gives accountability to line managers for ensuring accurate recording of training on Open Door – this is required as one of the elements to attain level 4 of the equalities generic standard
 - d) defines Councillor's responsibilities
 - e) explains how training will be evaluated and who is responsible for undertaking that evaluation
 - f) introduces the GOLD Leadership and Management Development Programme
 - g) shows the Council's Induction provision – corporate and departmental
 - h) defines the role of the Training Co-ordinator
 - i) gives an example of how to prioritise training and development activities fairly

APPENDIX

Appendix 1 – Training Policy

LIST OF BACKGROUND PAPERS **LOCAL GOVERNMENT ACT 1972, SECTION 100D**

There are no background papers relating to this report.