

BRECKLAND COUNCIL

Report, on behalf of the Director of Corporate Resources to the General Purposes Committee, 30 March 2011

BRECKLAND TRAINING/STUDY/SUPPORT AND LEAVE POLICY

1. Purpose of Report

To seek approval from the Committee for the reviewed Training / Study Support Policy

2. Recommendations

It is recommended that the Council/Committee:

- 2.1 Approve the reviewed Training / Study/Support and Leave Policy.

Note: In preparing this report, due regard has been had to equality of opportunity, human rights, prevention of crime and disorder, environmental and risk management considerations as appropriate. Relevant officers have been consulted in relation to any legal, financial or human resources implications and comments received are reflected in the report.

3. Information

The Training / Study Support Policy is being reviewed as part of the Human Resources Policy review agreed by the LJCC Committee on 28TH October 2010. As part of the review a benchmarking exercise has been conducted with other local authorities to ensure that Brecklands policy is in line with best practice and consultation has been conducted with Unison. The research conducted suggests that Brecklands Training / Study Support Policy is inline with best practice and largely similar to those of other local authorities.

There are minimal word changes to the existing Training, Study, Support and Leave Policy. The amendments made are:

Paragraph 2.3 of the Training / Study Support Policy the Training and Development Team within Human resources manages the training budget and on receipt of training requests form will approve or decline. A form has been devised (see appendix A) which should be completed by **all** staff for approval. Previously this was managed by each individual Service area.

Paragraph 2.5 of the Training/Study Support Policy all internal training can be booked directly through HR (as opposed to completing a training request form).

Paragraph 7.5 of the Training/Study Support Policy staff attending compulsory residential learning will be entitled to claim for meals subject to the current subsistence allowance.

Please see appendix A for the previous Training/Study Support Policies and Appendix B for the updated Training/Study Support Policies.

3.2 Issues:

- 3.2.1 As there are no significant changes to the policy, no issues are foreseen.

3.3 Options:

1. To approve the reviewed Training / Study Support Policy
2. To reject the reviewed Training / Study Support Policy

4. Risk and Financial Implications

4.1 Risk

4.1.1 None

4.2 Financial

4.2.1 No financial implications

5. Legal Implications

5.1 None

6. Other Implications

a) Equalities: n/a

b) Section 17, Crime & Disorder Act 1998: n/a

c) Section 40, Natural Environment & Rural Communities Act 2006: n/a

d) Human Resources: n/a

e) Human Rights: n/a

f) Other: [e.g. Children's Act 2004] n/a

7. Alignment to Council Priorities

7.1 7.1 The matter raised in this report falls within the following Council priorities:

- A safe and healthy environment
- A prosperous place to live and work

8. Ward/Community Affected

8.1 N/A

Background Papers

None

Lead Contact Officer:

Name/Post: Natalie King

Telephone: 01362 656209

Email: Natalie.king@breckland.gov.uk

Key Decision Status (Executive Decisions only):

This is not a key decision.

Appendix

Appendix A – Previous and Updated Training / Study Support Policy

Review

The Training, Study, Support and Leave Policy will be reviewed periodically to ensure it's continuing relevance and effectiveness in light of experience, good employment relations, practice and developments in employment law.