



The Anglia Revenues and Benefits Partnership

Training and development policy

## **STAFF TRAINING AND DEVELOPMENT POLICY**

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**DATE DOCUMENT APPROVED AT: -**

**JOINT COMMITTEE:**

**LAST REVISION DATE: 28<sup>th</sup> February 2008**

**NEXT REVISION DATE: 28<sup>th</sup> February 2009**

# STAFF TRAINING AND DEVELOPMENT POLICY

## ANGLIA REVENUES AND BENEFITS PARTNERSHIP

### INTRODUCTION

This policy is provided to ensure that Forest Heath District Council, East Cambridgeshire and Breckland Council working together as The Anglia Revenues Partnership (ARP) under authority of Section 101(b) of The Local Government Act, have a professional and trained workforce able to contribute to the continued improvement of the provision of the services, and to offer suitable or relevant training to users and stakeholders of the partnership. The ARP will provide development training to enable the partner Councils to meet their obligations as an employer.

### POLICY STATEMENT

ARP will train and develop staff in a professional manner that shows respects for customers, members of staff and anyone else involved in the process and will deal with each individual as stated in this Policy document.

This policy is also compatible with the relevant existing policies of each partner authority on staff training, study support and study leave. Particular attention will be drawn to ensure staff are aware of the employee undertaking to ensure that money paid out for relevant staff training can be recouped if necessary.

The ARP recognises the value and importance of providing opportunities to all its staff to develop their job related knowledge and skills, and expects that by increasing their individual effectiveness, they will make a richer contribution to the work of their department in support of the two Councils mission and goals.

### ASSOCIATED OBJECTIVES

This policy is provided to ensure that the staff working within the ARP fulfil their full potential and are equipped to perform the functions required of them. It will ensure that staff are also aware of their duties with regard to legislation and to the authorities priorities and objectives. This policy helps to ensure that staff are appropriately trained, in a fair and open manner.

## **EQUALITY**

ARP is committed to equality of opportunity and valuing diversity in both the provision of services and in its role as a major employer. We believe that everyone has the right to be treated with dignity and respect. We are committed to the elimination of unfair and unlawful discrimination in all our policies, procedures and practises. We are determined to ensure that no member of the public, employee or job applicant receives less favourable treatment on the grounds of their age, child care or other caring responsibilities, disability, gender, HIV status, language, marital status, race, religion, sexuality, membership or non-membership of a trade union, or by any requirement which cannot be shown to be justifiable.

## **DATA PROTECTION**

This policy is compatible with Data Protection requirements and training will include training on the duties of staff within this

## **CRIME AND DISORDER ACT**

This policy is compatible with Section 17 of the above act. All staff are to be trained and aware of their responsibilities and duty under this section, and to be mindful of its relevance. It is incorporated as part of the induction process and training programme.

## **THE POLICY**

The ARP will maintain a Training Team and training budget, as provided by the relevant authorities, which will be used to meet its objectives. The ARP recognises that, its partner authorities are concerned with learning, and that it has a special responsibility to encourage and support continuous learning throughout its sections.

It is the ARP's intention to provide development training to ensure the implementation of the Councils' policies designed to meet its obligations as an employer.

It is the ARP's intention to provide and support staff development and training throughout their employment, to enable them to gain suitable technical or professional qualifications and/or experience on which to base their career development.

It is the ARP's intention to provide and support further staff development and training when required to maintain and enhance the standards of performance over a period of time.

It is the ARP's intention to provide and support development and training for any members of staff, with new work, new organisation or a new work environment, to help them to deal competently within their new role. The ARP also recognises the value of opportunities for members of staff to maintain their flexibility and potential,

with a view to making any later changes in work content or work environment easier to accommodate.

The ARP will undertake:

To monitor and identify, by means of appraisal and other review procedures, areas of their work which could be assisted by training and development activities.

To develop a training and development strategy in support of the Partnership aims and objectives.

To undertake or support staff development and training activities in order to achieve the objectives.

The ARP staff with staffing or supervisory responsibilities will support the development and training of their staff in order to achieve the objectives.

The ARP staff will take personal responsibility for their individual effectiveness, personal and career development. Members of staff are required to participate in such systems of appraisals, training and staff development , as agreed.

The ARP seeks to foster staff development and training by:

Providing a central programme of in-house development and training activities and in house or external consultancy to departments through the Staff Development and Training Adviser.

Maintaining structures and mechanisms for identifying training needs and monitoring the effectiveness of training.

Offering opportunities for:

Working with a mentor

Working as a mentor

Job rotation, secondment or special projects

Programmes of self study

Seeking external support for development and training activities

Assisting members of staff on approved courses where appropriate with financial support and/or time off.

## **CONCLUSION**

The ARP recognises that poorly trained staff will have an impact on the provision of the services provided. Lack of training and knowledge will lead to a demoralised workforce. If this policy is not enforced this will directly impact on customer care and satisfaction, performance and the relevant Best Value Performance Indicators and subsidy payments. Untrained staff will affect any risk assessment and relevant audit reports.