

Personnel Committee

Post Entry Training Policy

6 February 2013

Report of the Head of Transformation

PURPOSE OF REPORT

To consider the Council policy in relation to Post Entry Training.

This report is public

Recommendations

The Personnel Committee is recommended to:

- (1) Approve the revised Post Entry Training Policy

Executive Summary

1 Introduction

1.1 At present there is no formal policy for Post Entry Training at Cherwell District Council, although employees are able to apply for training using an application form which gives a broad outline of what the policy and process entails. This form has been utilised for a number of years and has enabled staff to apply for a wide range of qualification and non qualification courses as well as those that are essential and not essential to the post they occupy.

1.2 Though the numbers of applications for post entry training per annum is not sizeable (ranging from 5 to 10 applications per annum over the last 3 years), costs and commitment by the Council can be substantial especially for degree level courses where this can span a period of 3 to 4 years sometimes costing up to £7K per annum in course fees alone. This has been highlighted more in recent years as Universities are now charging more for their courses. Although staff already have to provide a commitment to pay back the funding for the training and expenses, on a sliding scale, if they leave within two years of completing the post entry training, it would appear that the current process is not capturing all staff who should be signing up to post entry agreements and some training provision is being agreed when not essential to be able to undertake duties and meet service objectives.

1.3 Budget

With the training budget being reduced by around £20K for 2013/2014 it is important to ensure that a new policy be agreed, to ensure any post entry training approved is essential. Greater scrutiny can be made of applications in line with the policy and if necessary rejected where applications will need to be prioritised due to budget constraints as commitments can be quite sizeable.

1.4 **New Policy**

The new Post Entry Training Policy is attached at Appendix 1. It states how Post Entry training can be applied for such as cost of courses, study leave, expenses, mileage and accommodation (this being paid for by the department).

2 **Proposals**

- 2.1 That the revised Post Entry Training Policy is approved so there is a consistent approach to the application of post entry training across the Council and that reduced budgets can be managed more easily and efficiently. The policy will also ensure that training is essential to the Council and that service and organisational training needs can be met.

3 **Conclusion**

- 3.1 The current process for the application and management of the post entry training budget and general provision is inconsistent and not robust enough to ensure the training budget is utilised for essential training. The Council also needs to ensure that Post Entry Training agreements are being utilised and applied fairly to avoid challenge if the employee leaves within two years of completing the training.

Key Issues for Consideration/Reasons for Decision and Options

- 4.1.1 The Council has an obligation to ensure its policies and procedures remain up to date in relation to the law and best practise as well as ensuring they meet Council objectives.

The following options have been identified. The approach in the proposal is believed to be the best way forward:

- Option One** Approve the revised Post Entry Training Policy.
- Option Two** Retain current process.

Consultations

- Trade Union** The Trade Union provided feedback which has been incorporated into the revised policy.

Implications

- Financial:** This policy will ensure the Post Entry Training budget will not be exceeded and can be monitored more effectively.
Comments checked by Sarah Best, Service Accountant
01295 221736

- Legal:** There are no legal implications arising directly from this

report.

Comments checked by Kevin Lane, Head of Law and Governance, Tel: 0300 0030 107

Email: kevin.lane@cherwellandsouthnorthants.gov.uk

Risk Management:

There are no risks associated with the implementation of this policy, however should it not be approved there would be an inconsistent approach to agreement of Post Entry Training which could lead to employee challenge.

Comments checked by Claire Taylor, Corporate Performance Manager, ext 1563.

Wards Affected

ALL

Document Information

Appendix No	Title
Appendix 1	Post Entry Training Policy
Appendix 2	Post Entry Training Application Form and Agreement
Background Papers	
N/A	
Report Author	Paula Goodwin – HR Projects and Policy Manager
Contact Information	paula.goodwin@cherwell-dc.gov.uk Cherwell District Council, Human Resources, Bodicote House, White Post Road, Banbury, Oxfordshire. OX15 4AA 01295 221735