Development & Training Support

Human Resources Policy No HR59

Additionally refer to: HR 01 Equality & Diversity
HR 02 Corporate Induction & Local Induction
HR 03 Secondments
HR 10 Employee Appraisal/Development Review v2
HR 13 Travelling Expenses
HR 37 Employment Breaks
HR 44 Knowledge & Skills Framework v2
RM 04 Risk Management Training Policy

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Document Lead	*Head of Education*
Lead Director	*Workforce Director*
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Target audience:	*All staff, managers (excludes medical staff)*

C   Version Control Sheet

Document Lead/Contact:	Judith Tudor, Corporate Education Manager. judith.tudor@sath.nhs.uk
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Version history

Version	Date	Author	Status	Comment
2.0	Jan 09	Judith Tudor	Final	
3.0	Jan 13	Judith Tudor	Draft	Review date Nov 12. Updated to reflect organisational restructure. Revised Request for Development & Training Support Form (Appendix A). Addition under Priority 2 (para 5.2) and explicit requirement for line manager to retain copy of form on personal file. Inclusion of monitoring criteria.
3.1	Mar 13	Judith Tudor	Final	Addition of training category request on appendix A for Trade Union and Professional Representative Training. Amendment of Process for Monitoring Compliance to include audit data in a Workforce/Education report to TNCC on an annual basis.

Contents

Appendices

1.0 Policy Statement

1.1 The Trust recognises that it can only deliver a first class service to patients through a competent, well trained and motivated workforce. By providing relevant learning and development opportunities, facilities and financial assistance, the Trust aims to ensure that all members of staff are in possession of the skills, knowledge and experience they need to perform their job effectively, respond to service developments and changing priorities of the modern NHS. This policy provides guidance to staff and managers regarding the support available to undertake development and training.

2.0 Overview

2.1 The Trust is committed to creating an environment where members of staff are well informed, valued and involved. The Trust encourages a culture of continuous learning, enabling staff to develop their skills in support of effective patient care.

2.2 The importance of a competent, skilled workforce in contributing to the successful delivery of care and the recruitment and retention of staff is not under-estimated. The Trust wishes to provide opportunities for lifelong learning, embracing all forms of learning and development for example: e-learning, work-based learning, coaching, mentoring, open learning, Vocational Qualifications, shadowing, job-swaps or secondments. However, not all development needs can be met in this way and where this is the case, needs may be met through the provision of internal and external courses, conferences and longer courses of study.

2.3 The Trust regards the meeting of learning needs as a joint responsibility between the individual, the manager and the organisation. This document sets out policy and principles, roles and responsibilities, methods of allocation of resources and procedures to be followed.

3.0 Scope

3.1 This policy applies to all staff, including those employed through the Temporary Staffing Department (TSD), with the exception of doctors and dentists, for whom separate procedures apply.

3.2 In implementing this policy, managers must ensure that all staff are treated fairly and within the provisions of the Trust"s Policy HR01 „Equality and Diversity". Special attention should be paid to ensuring the policy is understood when using it for staff new to the NHS or Trust, or by staff who may have an Essential Skills need in literacy or those whose first language is not English or for persons with little experience of working life.

4.0 General Principles

4.1 In accordance with Trust Policy HR10 „Employee Appraisal/Development Review" every employee should receive an Appraisal/Performance Review at least annually. During this process a Personal Development Plan (PDP) should be formulated for each individual, this should focus primarily on development needs to achieve the requirements of the KSF Outline for the job role.

4.2 In accordance with „The National Framework to Support Local Workforce Strategy Development" it is recognised good practice that every member of staff, as a minimum, has the equivalent of 2 days or 15 hours per year paid time (pro rata for part time staff and TSD staff) to undertake development and training in line with their PDP. This will be in addition to the time required to undertake Corporate Induction and Statutory Safety Update/Mandatory Training.

4.3 A „Request for Development & Training Support" Application Form (Appendix 1) should be completed and submitted to the line manager for any development and training activity requiring:

- any period of time away from the normal place of work (i.e. Ward or Department)
  or
- support with course fees or expenses

This includes Trust run courses where indicated, Vocational Qualifications, work shadowing, open learning and attendance at external conferences and courses. Applications are not required for Corporate Induction or Statutory Safety Update courses.

4.4 Each request for a learning and development intervention should be considered on its own merit taking into account the current and future needs of the Trust. The decision to grant or decline a request sits with the post holder"s line manager or department manager.

4.5 The request should reflect the learning and development objectives stated in the individual"s PDP and have clearly stated learning outcomes including review dates, enabling evaluation of the learning. It will also document any ongoing plan to capitalise on the learning activity by sharing it with other members of staff in the department and/or Trust.

4.6 All requests for support should be accurately costed and represent value for money, having considered all the options available to satisfy the identified development need.

4.7 Every effort should be made to capitalise on any external funding accessible to the Trust or the individual employee to support learning and development.

4.8 All learning activities must be supported by the individual applicant"s Department/Line Manager.

5.0 Prioritising Training and Trust Sponsorship

The Trust recognises that it has a duty to provide staff with the training they need to carry out their jobs safely and effectively. Resources for development and training must be allocated on the basis of priority, the greatest priority being given to the responsibilities that the Trust must fulfil. The priorities are as follows:

5.1 Priority 1 - Mandatory Training. Mandatory training and education is that which organisations have a legal obligation to provide for staff enabling them to do their job safely and effectively.

5.1.1 Within the Trust this is delivered through Corporate Induction and Statutory Safety Update Training and other specified courses and includes:

- Health & Safety Instruction
- Fire Safety Awareness
- Moving & Handling Training
- Other subjects as appropriate to the staff group e.g. Cardiopulmonary Resuscitation Training, Food Hygiene Training, Infection Prevention and Control Training.
- Training that is essential to retain professional registration, where this is a requirement to practise.

For further information refer to Trust Policy HR 02 „Corporate Induction and Local Induction" and RM 04 „Risk Management Training Policy"

5.1.2 Mandatory Training will be funded at **100%** in terms of cost, including any additional travelling expenses incurred and time out of the workplace to attend. Managers have a responsibility for ensuring that all members of staff in their department attend the training relevant to their job role. Where part time staff are required to attend a training event that occurs outside their normal working time, arrangements should be made to negotiate a temporary change in shift pattern, for time in lieu to be taken or payment to be made for any additional time worked. Managers will be expected to plan and manage their resources to accommodate this requirement.

5.2 Priority 2 - Essential Development and Training. Essential training and education is that which the individual is expected to undertake to enable them to competently fulfil their job role.

5.2.1   This includes:

- Essential training identified during local/departmental Induction
- Training for Managers and Supervisors on the application of Trust policies and procedures
- Studying for a qualification that is essential for the job role.
- Training identified to fulfil the Knowledge & Skills Framework Outline for the job role and documented in an individual"s Personal Development Plan. (For further information refer to the Trust Policy HR 44 „Knowledge & Skills Framework")
- In addition, where it is identified through formal assessment that an individual has an Essential Skills need in literacy or numeracy it will also be considered at this level of priority.
- Attendance at training and events that are required to support the development of services within the Trust.

5.2.2   Essential Development & Training will be funded at **100%** in terms of cost and time out of the workplace to attend. Where part time staff are required to attend a training event that occurs outside their normal working time, arrangements should be made to negotiate a temporary change in shift pattern, for time in lieu to be taken or payment made for any additional time worked. Managers will be expected to plan and manage their resources to accommodate this requirement.

5.3   Priority 3 - Development and Training for Mutual Benefit. Development that is not considered a priority for the Trust to enable it to deliver core services; these are areas where an individual would like to develop further.

5.3.1   This includes:

- Further qualifications and skills that are **in addition** to those identified to fulfil the competencies required in the KSF outline for the job role. For example, general management qualifications, general educational qualifications.

5.3.2   Development and Training for Mutual Benefit, where approved, can be funded **up to a total maximum of 50%** in terms of course fees and time off according to the level of benefit to the Trust. For example:

- 100% Fully funded fees with attendance in own time
- No funding of fees but 100% attendance in work time
- 50% funded fees and 50% attendance in work time
- 50% funded fees with attendance in own time
- No funding of fees but 50% attendance in work time
- Lower rates can be negotiated for example:
    - Paid time off to prepare for and sit examinations.
    - Travel expenses funded
- Support can be declined

5.3.3   Budget holders have the responsibility of deciding the level of funding that can be provided.

5.4   Expenses

5.4.1   Travel and any other relevant expenses (course books, meals, car parking or accommodation) together with the level of reimbursement are to be negotiated separately but should be agreed and documented as part of the application process. The most cost effective method of transport should be utilised where practical and whenever possible, transport arrangements should be shared. Managers should decide on and agree the most appropriate mode of transport with the individual.

5.4.2 Travel expenses, where individuals use their own vehicle, will be paid at the national Public Transport rate as stated in Trust HR Policy HR 13 „Travel Expenses" - Appendix C or any subsequent national improvement on the rate. Where a member of staff is allocated a lease car and where travel by car is the most appropriate method of transport, taking into account distance, time, urgency and cost, staff will be expected to use the lease car and will be reimbursed at lease car mileage rates. Refer to Trust HR Policies HR 13 „Travel Expenses Policy" and HR 12 „Lease Car Scheme" for further guidance.

5.4.3 Alternatively Standard Class Rail or bus/coach travel will be reimbursed on production of relevant receipts. Managers can arrange to purchase tickets in advance as per the Trust"s current arrangements with a local provider. (Contact Supplies for further details).

5.4.4 The cost of car parking and the use of public transport will be reimbursed only if relevant receipts are provided. Taxi fees will only be reimbursed if no suitable public transport was available or several members of staff are travelling together and it is more economical. Dated receipts must be produced.

5.4.5 All claims should be submitted using the Trust"s Expenses Claim Form at the end of the calendar month in which they occur and at the latest by the end of the 3rd month after attending an event. For further guidance of how to reclaim expenses, together with information in relation to the provision of accommodation and meal subsidies, refer to Trust Policy HR 13 „Travel Expenses Policy".

5.5 Repayment of Trust Sponsorship

5.5.1 For **Priority 3** development and training, the Trust reserves the right to make training sponsorship conditional upon the employee undertaking to repay all or part of the sponsorship received in certain circumstances:

- where an individual fails to complete the programme of study, or
- leaves Trust employment during a course, or
  leaves Trust employment within 2 years of completing a course. In this case **each month remaining** of the 2 year period can be reclaimed. This will equate to $1/24^{th}$ of the total fee paid by the Trust for each month.

5.5.2 This is at the Manager"s discretion, but they should ensure they implement this option fairly and consistently. Where this option is being exercised, the manager and member of staff are required to complete and sign an agreement to this effect at the time the support is agreed, which will be kept on the individual"s personal file. (See Appendix 2 „Commitment by Financially Sponsored Employees"). This agreement will become void if the individual"s post is made redundant by the Trust and they subsequently leave the Trust"s employment. If an individual is dismissed under the Disciplinary procedure as a result of misconduct the decision to void the agreement rests with the dismissing officer.

6.0 Sponsorship by External Organisations

6.1 It is recognised that funding for training and development can come from a variety of sources. The Trust has formal arrangements with the Strategic Health Authority to fund specific aspects of training and development; it may also be eligible to access national funding streams available through Government agencies.

6.2 Whilst the Trust wishes to make best use of all avenues of funding available to it, care must be exercised where sponsorship is offered from a commercial enterprise. Prior to making any commitment, the member of staff should discuss the offer and get agreement in writing from the Centre Chief, Centre Business Manager or Head of Service for their area. Failure to follow this process could compromise the individual or the Trust; it may result in disciplinary action being taken against the individual member of staff or the manager responsible where they have agreed to it. This process should also be adopted where funding is offered from another area within the Trust but outside the remit of the individual"s Centre Chief, Centre Business Manager or Head of Service e.g. through Consultants who have access to other avenues of funding or where bursaries are available.

7.0   Accredited Representatives of Trade Unions or Professional Organisations

7.1   Members of staff who are accredited representatives of Trade Unions or Professional Organisations, as recognised within the Trust"s Recognition Agreement, are entitled to paid time away from work to undergo training relevant to their role as specified within the Recognition Agreement. The costs of the training programme together with any travelling or accommodation costs etc. are to be borne by the relevant Trade Union or Professional Organisation

8.0   Roles and Responsibilities

8.1   Individual Members of Staff

8.1.1   The Personal Development Plan (PDP) details the development and training needs of the individual; through discussion with their Appraiser/Department Manager the individual decides how these needs can be fulfilled. When an appropriate method of delivery has been identified a Request for Development & Training Support Form HR 59 (Appendix 1) must be completed by the member of staff. This needs to be in as much detail as possible, but as a minimum should record:

- personal details,
- nature of study,
- dates for study leave,
- training provider (if relevant)
- any associated costs.

8.1.2   Individual members of staff have a responsibility to attend the training events on which they have been booked. If they are unable to attend for any reason, they must inform their Line Manager as soon as possible. Where an individual fails to attend and has not informed the Line Manager it will be classed as unauthorised absence and therefore unpaid. The individual may also be subject to disciplinary action. Individuals may be charged the cost of any cancellation fees.

8.2   **The Appraiser**

8.2.1   The Appraiser must sign the Request for Development & Training Support Form HR 59 to verify that the development identified satisfies part of the individual"s PDP. Before committing to development and training activities where a cost will be incurred, the Appraiser is responsible for liaising with the budget holder to ensure funding is available. If the Appraiser is not the Department Manager the form is then forwarded on to them for consideration.

8.3   The Department Manager/Line Manager

8.3.1   The Department Manager has prime responsibility for sourcing information regarding development & training opportunities relevant to their area. They must ensure that development & training needs are identified and responded to fairly and equitably in line with Trust Policy HR 01 „Equality and Diversity"

8.3.2   On receiving a „Request for Development & Training Support Form" Managers should check that the form is completed legibly and contains sufficient detail on which to base a decision. A level of „Priority" should then be assigned to the request; this should be done through reference to the individual"s KSF Outline and PDP.

8.3.3   The Manager should consider the options for providing the training or development and ensure that it is by the most appropriate and cost effective route. The Department Manager may request assistance from the Corporate Education Department or utilise the Trust"s Intranet Learning Zone to source suitable training and development opportunities.

8.3.4 The Department Manager should consider the effect of the requested leave on the department and any additional costs should staffing cover be required. They should identify the learning outcomes and any opportunities to capitalise on the learning by disseminating information within the team and if appropriate within the Trust.

8.3.5 If the requested development & training support is cost neutral or within the manager‟s budgetary signing limit, they can sign to agree the request. If the manager is able to sign and agree the budget, they are responsible for booking places on suitable courses (this may include completing the chosen training provider‟s application process), identifying the budget code to charge expenditure to, raising appropriate orders and arranging payment.

8.3.6 If development & training support is refused this must be entered on the request form and a reason given for refusal. The effect of refusal on the KSF and PDP should be considered. Refer to the Trust‟s Policy HR 44 „Knowledge & Skills Framework Policy‟ for further guidance. The manager is responsible for discussing the reasons with the individual member of staff.

8.3.7 A copy of the request form is returned to the individual. If agreed any period of study leave is entered on to staff rotas. Whether agreed or not, a copy of the request form must be retained in the individual‟s personal file.

8.3.8 If the Department Manager is unable to agree and sign the „Request for Development & Training Support Form‟ as the expenditure exceeds their budgetary limit or needs consideration at a higher level, the Request Form should be passed to the appropriate Manager.

8.3.9 The Line Manager has a responsibility when they become aware that a member of staff is unable to attend a planned training event to inform the training provider as soon as possible. The manager should endeavour, where appropriate, to send an alternative member of staff. If the cancellation is within 1 week of an internal Trust event taking place or where a member of staff fails to attend on the day a charge may be levied, dependent on circumstances. For internal training events where this will be enforced; any advertisement for the event will clearly state that a charge will be made and the rate to be charged. Managers have a duty to minimise any resultant financial loss to the Trust.

8.3.10 Where the Request Form has been passed to the next level of management, following completion it should be returned to the Department/Line Manager to action.

8.4   The Centre Business Manager or Head of Service /Next Level of Management

8.4.1 If the cost of the requested development & training support is above the Department/Line Manager‟s budgetary signing limit or needs higher level ratification the Head of Service or Centre Business Manager/next level of Management may be required to agree the support. They should ensure they have all relevant details on which to base their decision. If it is agreed they are responsible for identifying the budget code to charge the expenditure to, raising appropriate orders and arranging payment.

8.4.2 The form is completed, signed and returned to the Department/Line Manager who is responsible for booking the place on course/event, ensuring a copy of the form is returned to the individual and that the leave is entered on to staff rotas. The Department/Line Manager must also retain a copy of the form in the individual‟s personal file.
If development & training support is refused this must be entered on the form and a reason given for refusal. The effect of refusal on the achievement of the KSF Outline for the post and the PDP should be considered.

8.5   **The Corporate Education Department**

8.4.2 Where the training being attended is co-ordinated by the Corporate Education Department this is recorded, with information available to Managers regarding attendance and non attendance. Regular reports are produced for managers regarding compliance with Statutory

and mandatory training requirements. The Corporate Education Team can assist staff and managers in sourcing suitable development & training opportunities.

9.0 Time for Training

9.1 All staff (including those employed through Temporary Staffing) will be permitted paid time to attend the Trust"s Corporate Induction and Statutory Safety Update Training for the amount of time relevant to their job role.

9.2 In addition, all staff will be able to apply for a minimum of 15 hours per year (pro rata for part time staff and Temporary Staffing Department staff) paid study leave per year for development identified in their PDP. Managers should ensure that part time members of staff are able to attend Mandatory and Essential training.

9.3 Those employed through the Temporary Staffing Department will accumulate a minimum allowance based on the average number of hours worked per week in the previous financial year.

10.0 Departmental Guidelines

10.1 Managers have the discretion to develop departmental guidelines to give greater clarity on the interpretation and utilisation of the Development & Training Support Policy within their own areas. If this option is taken any guidelines should follow the guidance and spirit contained within this Policy. The guidelines must be developed and agreed in partnership through a local working party consisting of managers and staff representatives (accredited where available) from the area in which the guidelines are intended to be used. Any guidelines produced must be ratified by the Head of Education.

11.0 Appeals

11.1 Members of staff who have applications for development & training support refused will receive a written explanation why their request has been turned down on the returned application form. They have the right to request an informal discussion with the manager who made the decision. If following this discussion the member of staff still has concerns that they have been unfairly treated they have the right to raise a grievance following the Trust"s Policy HR 16 „Grievances and Disputes".

12.0 Review process

12.1 This document will be reviewed every 3 years unless there are significant changes either at national policy level, or locally.

12.2 In order that this document remains current, any of the appendices to the policy can be amended and approved during the lifetime of the document without the document strategy having to return to the ratifying committee.

13.0 Equality Impact Assessment (EQIA)

13.1 The outcome of the EQIA is that this policy does not have a detrimental effect on any member of staff who is identified as having any of the protected characteristics.

14.0   Process for monitoring compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring (job title)	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Up to date and accurate content of policy	Review	Head of Education with Corporate Education Manager	3 yearly	Workforce Committee TNCC
Compliance with policy. Process for monitoring the authorisation or refusal of training.	Audit reported in annual Workforce/Education report	Corporate Education Manager	Annual	Workforce Committee TNCC
Process for record keeping	Audit	Corporate Education Manager	As required	Workforce Committee

15.0 Training Needs

15.1 There is no mandatory training associated with this policy. If members of staff have queries about its operation, they should contact their line manager in the first instance. Managers can seek clarification and support from the Corporate Education Team.

The Shrewsbury and Telford Hospital **NHS**

NHS Trust

REQUEST FOR DEVELOPMENT & TRAINING SUPPORT FORM
PLEASE PRINT ALL ENTRIES ON THIS FORM.
ALL SHADED AREAS **MUST BE COMPLETED** FOR ALL APPLICATIONS

Name of Applicant (Please be aware that the contents of this form may be shared with Training Providers)			
Job Title		**ESR number** (on payslip)	
Work base (in full)			
Centre or Service		**Phone number**	
E-mail address			
Line Manager's name		**Phone number**	
Special needs	Please detail below anything that the training provider may need to consider in relation to: sight, hearing, physical disability, specific learning needs or other relevant information.		
Title of Training & Development			

Type of Training & Development Please circle as appropriate.	In house Study Day	In house Course	External Study Day	External Course
	Work Shadowing	Job Swap	Vocational Qualification	Study Time
	E-learning	Distance Learning	TU/Prof Rep Training	Other (detail below)
	Coaching/Mentoring	Examination	Conference	

Has this training been identified in your PDP? (please circle)	YES/NO

Appraiser to complete - This development has been identified in the applicant's PDP and relates to the following KSF dimension(s) or Trust Values

Appraiser Signature:	KSF Dimension(s)/Trust Values

How will this development help you in your job role? (please detail below)

How will this development be shared to benefit your team or the Trust? (please detail below)

Venue (if applicable)	

Date(s) Detail all dates for courses				
Full Cost/Time **Applicant** to identify full amount required for the development activity and any contribution they are making - if applicable. **Manager** to complete agreed level of support. Other can include: Cost of cover, Books funded, Exam fees		**Full amount/cost of training**	**Applicant's Contribution**	**Level of support agreed by Mgr**
	Hours/days Study Leave required			
	Fees			
	Travel			
	Accommodation			
	Meals			
	Other (specify)			
	TOTAL COST/FUNDING			

I agree to provide the applicant's contribution identified above. **Applicant's signature:**	**Date:**

Department Manager/Budget Holder to complete following sections as applicable:

☐	**The training is included in the Department's Development & Training Plan? (please circle)**	YES	NO
☐	**I agree to this member of staff attending the development & training detailed.**	YES	NO – see below to detail reasons
☐	**I agree to the level of support detailed above**	☐ **I have arranged cover (where necessary)**	
☐	**I have booked a place on the event**	YES	NO

The development, when completed, will be shared in the Department/Trust in the following way:

ORACLE Order Number:		**Budget code will only be used in the event of non attendance/cancellation where a charge is levied.**
Budget Code:		

I am unable to agree to the development detailed above for the following reasons and this has been discussed with the applicant:

Manager's signature:	**Manager's name:**	**Phone No.**	**Date:**
Budget Holder's signature: (if different to above)	**Budget Holder's name:**	**Phone No.**	**Date:**

COPY TO: Applicant ☐   Employee's Personal File ☐

Commitment by Financially Sponsored Employees

Name of Member of Staff (please print)**:**

Job Title: **Department:**

Title of Development: **Total Cost:**

The Shrewsbury and Telford Hospital NHS Trust has agreed to sponsor you for_____% of the total cost for the above development opportunity, that is £_____subject to the conditions below. You should read these conditions carefully. If you agree to sponsorship on this basis please sign and date the form and return it to your Department Manager to put on your personal file.

You should take a copy of this completed form for your own records.

_____

I have read and accept the following sponsorship conditions:

- If the Trust agrees to part funding, (please delete as applicable)

    A.   I will undertake to pay the total fees and reclaim the sponsored proportion of the fee from the Trust

or

    B.   I will undertake to pay the remaining_____% of the total fees, that is £_____when invoiced by the Trust.

- If I fail to complete the period of development, I undertake to repay in full to the Trust the proportion of the fees contributed by the Trust. In exceptional circumstances this may be waived, by agreement with the Trust"s Human Resources Department

- If I leave the Trust before completion of the development (except if my contract is terminated by the Trust for reasons other than on the grounds of dismissal for misconduct), I undertake to repay in full to the Trust the proportion of fees contributed by the Trust. This may be waived by the Trust if I move to another agency deemed acceptable by the Trust e.g. another NHS employer.

- If I leave the Trust within a 2 year period from the completion of my development (except if my contract is terminated by the Trust for reasons other than on the grounds of dismissal for misconduct). I will undertake to repay: 1/24 of the Trusts contribution for each month remaining of the 2 year period. This will be waived by the Trust if I move to another agency deemed acceptable by the Trust e.g. another NHS employer.

- In the event of a repayment being required as outlined above, I undertake to make the repayment on receipt of an invoice from the Trust or agree to it by means of a deduction from my final salary, in which case I will be informed by my manager, of the amount prior to the deduction being made.

Signed: ....……………................... (Employee) Date: ……………………………..

Signed: .... (Manager) Print name: ………………………...

New Document Consultation Checklist - for PAG (NB does not form part of the policy)

Name of Document
Use this form to record the consultation and to ensure your consultation has been adequate for purpose. This list is provided as a prompt. It may not be appropriate to involve all of the below in a consultation – a decision on who should be consulted should form part of the policy development.

This form should be used for all new Trust wide guidance and any which will result in significant changes. Completed forms should be submitted to the Chief Compliance Officer for evidence of compliance with the policy

Name – *examples (complete with details)*	Date Sent	Date reply received	Modification suggested? Y / N	Modification Made Y/N	2nd draft sent?
Chief Executive	13/3				
Medical Director	13/3				
Chief Operating Officer	13/3				
Director of Quality and Safety	13/3				
Director of Compliance & Risk Management	13/3				
Finance Director	13/3				
Counter Fraud Services	13/3				
Director of Strategy	13/3				
Director of Communications	13/3				
Workforce Director	13/3				
Deputy Director of Nursing	13/3				
Centre Chiefs	13/3				
Business Managers	13/3				
Clinical Directors	13/3				
Head of Pharmacy	13/3				
Patient Safety Advisors	13/3				
Litigation Manager	13/3				
Medical staff	13/3				
Service Improvement lead	13/3				
Senior nurses	13/3				
Chief Compliance Officer	13/3				
Staff side representatives	23/2	30/2	Y	Y	13/3
As per the TNCC circulation List – all managers and staff side representatives, HR team and relevant managers have been asked to comment on the document	13/3				
Dissemination Method	Will be put onto the Intranet and highlighted to all staff in the next Staff Quarterly newsletter				

Equality Impact Assessment Form (does not form part of the policy)
Stage 1 – Initial Assessment

Managers Name	Judith Tudor, Corporate Education Manager	Centre	Workforce Directorate, Corporate Education.
Function, Policy, Practices, Service	HR 59 Development & Training Support (Review)	**Purpose and Outcomes – intended and differential**	• Consistent administrative arrangements • Consistent leave and support arrangements for all members of staff irrespective of staff group/working arrangements • Recording and monitoring to meet NHSLA and legislative requirements • Improved value for money – development focussed on requirements for role, ability to reclaim funding from leavers/abandoned study
Implementation Date	April 2013	**Who does it affect?**	Employees
Consultation Process	• TNCC Policy Group • TNCC • PAG • HEC	**Communication and awareness**	• E-mail to managers • Newsletter item for staff and managers • Information update on Intranet Learning Zone

For completion of the following table please see point 7 in the guidance notes.

Equality Target Group	(a) Positive Impact	(b) Negative Impact	Reason/Comment
Men	None*	None	* Improved arrangements for all staff through clarifying process, providing consistency across departments through application of the guidelines within the policy irrespective of staff group, level, working hours/arrangements or other irrelevant factors.
Women	None*	None	
Transgender	None*	None	
Black/Black British	None*	None	
Asian/Asian British	None*	None	
Chinese	None*	None	
White (including Irish)	None*	None	
Other racial/ethnic group (please specify)	None*	None	
Mixed race	None*	None	
Disabled	High	None	Application form provides applicants with a means of identifying if they have any special needs to be considered or if they require assistance with any aspect of the training.
Gay/Lesbian/Bi-sexual	None*	None	
Younger People (17-25) and children	None*	None	
Older People (50+)	None*	None	
Faith groups (please specify)	None*	None	

Following completion of the Stage 1 assessment, is Stage 2 (Full Assessment) necessary? **No**

Date Completed: 25/02/13. Manager completing the assessment: Judith Tudor, Corporate Education Manager

Please write an executive summary paragraph of the key points of this policy and any changes that have been made since the previous version.

This paragraph will be used for submission to HEC, PAG, Trust Board and for information to go in the Staff Quarterly Update.

The existing HR 59 policy has been revised due to the expiry of the 3 year review period.

There have been no major revisions to the content.

The policy now complies with the revised structure of Trust policies.

Updates have been made to reflect changes to the organisational structure within the Trust.

The „Request for Development and Training Support Form" has been revised and simplified in response to requests from Ward Managers

The requirement to send a copy of the request form to the Corporate Education Department has been deleted as there is currently no capacity to record external training activity centrally. Responsibility sits with the Line Manager to maintain copies of all requests submitted, whether support is agreed or refused.

An addition has been made to Priority 2 – Essential Development and Training, this now recognises the organisational need to provide support to employees attending training and events that are "required for the development of services within the Trust".

TU/Professional Respresentatives training has been added as a specific category on the request form.

A process for monitoring compliance has been added to the policy which includes both Workforce Committee and TNCC.