



Revised Employee Development Policy

Committee Personnel

Date of meeting 22 February 2019

Date of report 31 January 2019

Report by Assistant Chief Executive

1. Object of report

To recommend approval of the revised Employee Development Policy, which will now be subject to consultation with the recognised Trade Unions, and supporting guidance.

2. Background

- 2.1 SPT continues to review people policies and management guidance to ensure that these are in line with the latest employment legislation and good practice, enabling good operational delivery.
- 2.2 SPT's recognised Trades Unions will be consulted on all policy changes prior to implementation.

3. Outline of proposals

- 3.1 As part of SPT's rolling review of policies, the Employee Development Policy has been updated to clarify responsibilities therein and to provide additional guidance. The new documents are:
 - Employee Development Policy
 - Employee Development Policy Guidance and Procedures
- 3.2 A summary of the recommended changes is attached at Appendix 1 with the full draft policy attached at Appendix 2 and the related guidance and procedures document attached at Appendix 3.

4. Conclusions

SPT's Employee Development Policy and guidance documents now reflect good practice and are attached at Appendix 2 and 3 for information. Trade Unions, Unite and Unison will be consulted prior to adoption of the revised policy.

5. Committee action

The committee is recommended to approve the attached Employee Development Policy, subject to consultation with the recognised Trade Unions.

6. Consequences

Policy consequences	<i>Policies updated to reflect legislative changes and best practice.</i>
Legal consequences	<i>Policies comply with legislation.</i>
Financial consequences	<i>None.</i>
Personnel consequences	<i>HR to initiate consultation with Employee Representatives</i>
Equalities consequences	<i>None envisaged.</i>
Risk consequences	<i>Not updating policies may result in non-compliance with legislation and best practice.</i>

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Title **Assistant Chief Executive**

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