



Revised Employee Development Policy

Committee Personnel

Date of meeting 28 April 2023

Date of report 18 April 2023

Report by Director of Finance & Corporate Support

1. Object of report

To recommend approval of the revised Employee Development Policy which has been subject to consultation with the recognised Trade Unions.

2. Background

SPT's Employee Development Policy was last reviewed and updated in March 2019 and as a result of internal review and legal advice have now been updated.

SPT's recognised Trades Unions have been consulted on all changes to the Employee Development Policy prior to implementation.

3. Outline of proposals

As part of SPT's review of the Employee Development Policy, it has been updated to include in the statement of policy that the Strategy Group oversee employee development, compliance with Data Protection and UK GDPR legislation and reflect organisational changes.

A summary of the recommended changes is attached at Appendix 1 with the full draft Employee Development Policy at Appendix 2.

4. Conclusions

SPT's Employee Development Policy has been updated to reflect organisational changes and legal advice. A summary of changes to the Employee Development Policy and proposed new Employee Development Policy is attached at Appendices 1 and 2 for information. Trade Unions, Unite the Union and Unison have been consulted prior to adoption of the updated Employee Development Policy.

5. Committee action

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

6. Consequences

Policy consequences	<i>Employee Development Policy updated to reflect organisational changes and legislation.</i>
Legal consequences	<i>Employee Development Policy complies with legislation.</i>
Financial consequences	<i>None.</i>
Personnel consequences	<i>HR to ensure the changes are communicated to all SPT employees.</i>
Equalities consequences	<i>None envisaged.</i>
Risk consequences	<i>Not updating the Employee Development Policy may result in non-compliance with the Data Protection and UK GDPR.</i>
Climate Change, Adaptation & Carbon Consequences	<i>None directly.</i>

Name Neil Wylie

Title **Director of Finance & Corporate Support**

Name Valerie Davidson

Title **Chief Executive**

For further information, please contact *Neil Wylie, Director of Finance & Corporate Support*, on 0141-333 3380 or *Janice Morgan, Head of HR*, on 0141-333 3414.

APPENDIX 1

Summary of Changes to Employee Development Policy

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
1.	1.	Statement of Policy		
1.1.	1.1.		Update/Review	Line 2 – “at the right time” changed to read “to undertake their roles”
1.2.	1.2.		No changes	
2.	2.	Scope of Policy		
			No changes	
3.	3.	Legislation		
			Update/Review	Heading Legislation changed to Data Protection & UK GDPR – with sub text - When managing an employee’s training and development, SPT will comply with the principles for processing personal data in line with its Data Protection Policy and applicable Data Protection Legislation.
4.	4.	Principles		
			Update/Review	Line 3 – word “service” added
5.	5.	Responsibilities		

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
5.1.	5.1.		Update/Review	Bullet point one - "Agreeing organisational priorities for employee development on an annual basis". changed to read "Providing leadership to the Corporate Learning & Development group. The group will be chaired by a Strategy Group member, ensuring corporate priorities are central to the implementation of L&D activities on an annual basis". Line 5 - word "significant" removed
5.2.	5.2.		No changes	
5.3.	5.3.		No changes	
5.4.	5.4.		Update/Review	Line 9 - word "developing" changed to "managing"
6.	6.	Definitions		
			No changes	
7.	7.	Guidance and Procedures		
			No changes	
8.	8.	Training		
			No changes	
	9.	Data Protection and GDPR		
			Update/Review	SPT will comply with the principles for processing personal data in line with its Data Protection Policy as set out in the GDPR. Any data collected from the point at which an employee undertakes training or development within the organisation will be held securely and accessed by, disclosed to, individuals only for the purpose of managing their development. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with SPT's Data Protection Policy immediately.

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
9.	10.	Review and Update		
			Change in Line Management	Change from “Assistant Chief Executive” to “Director of Finance & Corporate Support” Line – “after consultation with our recognised trade unions” removed
10.	11.	Approval (signature and date)		
			Change in Line Management	Change from “Valerie Davidson” to “Neil Wylie” Change from “Assistant Chief Executive” to “Director of Finance & Corporate Support”



STRATHCLYDE PARTNERSHIP FOR TRANSPORT

EMPLOYEE DEVELOPMENT POLICY

Version Number	Purpose/Change	Author	Date
0.02	Updated to reflect current legislation and organisational changes.		25/03/2019
0.03	Updated to reflect changes to Data Protection legislation and organisational changes.	Karen McGarrity, HR Advisor	12/01/2023



Policy

1. Statement of Policy

1.1 Strathclyde Partnership for Transport (SPT) is committed to employee development to ensure that our employees have the right skills and levels of competence to undertake their roles in line with relevant regulatory frameworks and good practice.

1.2 The primary objectives of the policy are to:

- Ensure that employees possess the relevant skills, knowledge and competency to perform their role within SPT.
- Ensure that all learning and development (L&D) activity is aligned with organisational priorities to achieve best value.
- Develop the skills and competency of employees in a structured way so that employees can keep pace with continuous improvement activity and reach their potential.

2. Scope of Policy

This Policy and associated procedures apply to all employees. It does not apply to casual or agency workers.

3. Data Protection and UK GDPR

When managing an employee's training and development, SPT will comply with the principles for processing personal data in line with its Data Protection Policy and applicable Data Protection Legislation.

4. Principles

In order to ensure fairness and transparency the following basic standards will apply:

- All learning and development requests will be considered in the context of the organisation's priorities and each department's annual service plan.
- Regulatory training, including health and safety, will always be given priority and will be closely monitored to ensure compliance with the relevant standards.
- Employees are expected to participate in all development activity relevant to their current role and will be encouraged to develop additional skills in support of continuous improvement and to meet personal career aspirations.
- Employees must take all reasonable steps to attend planned learning and development activities and to advise of non-attendance in advance to minimise additional costs.



5. Responsibilities

5.1 Strategy Group members are responsible for:

- Providing leadership to the Corporate Learning & Development group. The group will be chaired by a Strategy Group member, ensuring corporate priorities are central to the implementation of L&D activities on an annual basis.
- Reviewing team development plans and individual requests that require financial support including further education and conference attendance.

5.2 Line Managers are responsible for:

- Creating and implementing suitable induction plans for all new and promoted employees.
- Identifying and prioritising employee development needs and creating an annual team development plan aligned with departmental priorities.
- Helping their employees to identify opportunities to meet development needs, and supporting employees to take up these opportunities.
- Evaluating learning and development at an individual and team level, using the appropriate processes available.

5.3 Employees are responsible for:

- Identifying their own learning and development needs in consultation with their Line Manager.
- Attending relevant training and participating in all other personal development activity identified.
- Providing information for evaluation purposes to the relevant L&D/Training lead.
- Ensuring that an accurate record of training, and certificates, if applicable, is passed to the relevant L&D/Training lead as appropriate.

5.4 L&D/Training leads are responsible for:

- Collating and prioritising learning and development requests and preparing a prioritised annual Learning and Development Plan.
- Managing the learning and development budget to ensure that the resources available are used to best advantage.
- Maintaining records of all learning and development activities and competency assessments undertaken in conjunction with line managers.
- Reporting information on learning and development to the Strategy Group on a monthly basis.
- Managing processes for evaluating learning and development activities and the completion of competency assessments.

6. Definitions

Learning and development is all activity that contributes towards the development of employee competence including training.

Competency refers to the skills, knowledge and behaviour required for a specific role.



7. **Guidance and Procedures**

Detailed guidance and procedures for each stage of learning and development activity from needs analysis through to delivery and evaluation are set out in the Employee Development Policy Guidance and Procedures document.

8. **Training**

Any changes to this policy or related procedures will be communicated to line managers. The L&D/Training leads within SPT offer additional advice and support as required.

9. **Data Protection and GDPR**

SPT will comply with the principles for processing personal data in line with its Data Protection Policy as set out in the GDPR. Any data collected from the point at which an employee undertakes training or development within the organisation will be held securely and accessed by, disclosed to, individuals only for the purpose of managing their development. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with SPT's Data Protection Policy immediately.

10. **Review and Update**

This policy will be reviewed and updated as appropriate by the Director of Finance & Corporate Support.

11. **Approval (signature and date)**

Sign:

Date: 24th February 2023

Print: **Neil Wylie**

Designation: **Director of Finance
& Corporate Support**