

Professional Development Policy and Procedure

Contents

Policy	1
1. Aim	1
2. Scope	1
4. Types of study or training that can be requested	2
5. Making a request in relation to study or training	2
6. Meeting to discuss your request	3
7. Considering a request	3
8. Notifying you of a decision	3
9. Where your request is agreed	3
10. Where your request is refused or part of it is refused	4
11. Your right to appeal	4
12. Timescales	4

Policy

1. Aim

We are fully committed to staff training and development. We recognise that creating an environment in which employees are encouraged to learn and develop through study or training will benefit both us and our staff.

This policy and procedure sets out our approach to requests in relation to study or training made under the statutory procedure.

The policy and procedure does not form part of your contract of employment and we reserve the right to amend it at any time.

2. Scope

This policy and its procedures apply to all fixed-term and substantive staff directly employed by the Authority. This policy does not apply to Agency workers or contractors.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

All employees who have a minimum of 26 weeks of continuous service have the statutory right

to request study or training. Under the statutory procedure, you can make one request in every 12-month period. However, we recognise the importance of learning and development for all our employees. Therefore, if you are not eligible to make a formal request in relation to study or training under the statutory procedure, you may submit an informal request and we will consider this on an informal basis.

3. Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

4. Types of study or training that can be requested

We will consider requests for any type of study or training, as long as the study or training is likely to develop specific skills relevant to your role and help the performance of our business.

The training can be formal or informal. It may be undertaken at any location, at any time, and can be supervised or unsupervised.

Procedure

5. Making a request in relation to study or training

All requests must be made in writing by email or letter/by completing our Training Request Form. This should be submitted to your line manager and the HR department.

Any request made under this policy must include:

- the date of your request;
- the subject matter of the study or training;
- where and when it would take place;
- who will be providing or supervising the training;
- what qualifications (if any) would be awarded;
- how you think the study or training is likely to improve your effectiveness at work;
- how you think the study or training is likely to improve our performance;
- a statement that this is a statutory request; and
- if you have made a previous request, the date of that request.

If your request does not contain all the required information, you will be asked to resubmit it

with the necessary additional information.

6. Meeting to discuss your request

Once you submit your request, your line manager will write to you within 28 days to either:

- confirm that your request can be approved; or
- invite you to a meeting to discuss your request further.

Your line manager will hold the meeting within 28 days of receiving your request.

The purpose of the meeting is to give you a chance to explain how the study or training would benefit you and the organisation and, if appropriate, explore any alternatives.

You may, if you wish, ask a work colleague to attend the meeting with you.

If you fail on more than one occasion (without good reason) to attend a meeting set up to discuss your request in relation to study or training, we will treat your application as withdrawn.

7. Considering a request

Each request will be considered individually, taking into account the nature of the request and any likely effects of granting it. Agreeing to one employee's request will not mean that other employees requests in relation to study or training will be granted.

8. Notifying you of a decision

Your line manager will notify you of the decision in writing within 14 days of the meeting.

9. Where your request is agreed

Where your request is agreed, you will need to sign a training agreement.

This will include the following details:

- the subject matter of the study or the training;
- where and when it will take place;
- who will provide or supervise the training;
- what qualification (if any) will be awarded;
- whether you will be paid for any time spent engaged in the study or training;
- any changes to your working hours to allow you to take part in the study or training;
- and
- how the direct costs of the agreed study or training will be met.

You are not automatically entitled to be paid for any time off granted for study or training.

For professional qualifications which last over a number of months or years, we may agree a day off each term or for individual modules. Depending on the complexity of the qualification, the amount of time off may vary. The Director or Assistant Director may agree additional time off on an exceptional basis. We will outline what time off we have agreed in Training Agreement.

If you are completing a professional qualification that lasts days or weeks, you will be given time to attend the relevant training workshops or courses but won't get additional time off. If you have a part-time working pattern, you must agree with your manager if training falls on a non-working day whether you will work TOIL (time off in lieu) or work alternate days on those specific weeks.

Any changes to your terms and conditions of employment, whether temporary or permanent, as a result of granting your request, will be confirmed to you in writing.

You must inform your line manager if you subsequently fail either to start or complete the agreed study or training, or you decide to undertake a programme of study or training that differs from what we have agreed.

10. Where your request is refused or part of it is refused

We encourage staff training and development. However, it will not always be possible to grant a request in relation to study or training.

We may refuse a request for one or more of the following reasons:

- the proposed study or training would not improve your effectiveness at work, or the performance of the business;
- the burden of additional costs;
- the detrimental effect on our ability to meet customer demand;
- the inability to reorganise work among existing staff;
- the inability to recruit additional staff;
- the insufficiency of work during the periods that you propose to work;
- the detrimental impact on quality or performance; or
- due to any planned structural changes.

If we refuse your request in full or in part, HR or your Line Manager will write to you explaining which of the reasons set out above applies and why.

11. Your right to appeal

You have the right to appeal if your request is rejected or only agreed in part. Please see the Appeals Policies and Procedure for details.

12. Timescales

The timescales within this policy may be extended where this is mutually agreed. Any such agreement will be confirmed in writing.

Governance Professional Development policy and procedure

References:

Appeals Policy and Procedure

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Document Control Sheet

Purpose of document:	This policy is designed to ensure that there is a consistent approach across the authority in relation to professional development.
Type of document:	Policy
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If applicable, has an initial Equality Impact Assessment (EIA) been completed?	
Document lead and author:	HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	HR Team
Why is this document being reviewed?	As part of an annual review.
Mandatory read	No

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved