

Agenda Item No:

Report No:

Report Title: Time To Train Procedure

Report To: Employment Committee

Date: 15 February 2010

Ward(s) Affected: All

Report By: Head of Business Services

Contact Officer(s): John Clark, Head of Business Services

Purpose of Report:

To introduce a new procedure to meet the requirements of the statutory “time to train” regulations.

Officers Recommendation(s):

- 1 That the procedure at Appendix A is adopted.

Information

- 1 From 6 April 2010 employees have a new right to request time to train.
- 2 Employees' requests can be to undertake accredited programmes leading to a qualification, or for unaccredited training to help them develop specific skills relevant to their job, workplace or business.
- 3 This does not affect the procedures we have in place to identify, agree and deliver training now. But it is an additional statutory responsibility that we need to meet when asked to do so. The suggested procedure for making requests and dealing with them is at Appendix A. The procedure is so long because it follows closely the national guidance which is very detailed.
- 4 The key points in the new right are:
 - Employees have a right to make requests for time to train
 - There are set time scales for the Council to respond
 - Responses have to be in writing
 - There is no automatic right for the time to be paid or for the costs of the training to be met by the Council, but it can do so if it wishes
 - Requests can only be refused for certain specified reasons
 - Employees may appeal against any decision

Background Papers

Business Link Guide – Consider Time for Training