

Title of Report:	ODHR Policies and Procedures – Learning & Development Policy
Committee Report Submitted To:	Corporate Policy and Resources Committee
Date of Meeting:	27 October 2026
For Decision or For Information	For Decision
To be discussed In Committee	No

Linkage to Council Plan 2026–2031	
Strategic Theme	Empowering & Supporting Our People Governance, Quality & Continuous Improvement
Outcome	Employees who feel valued, supported, and empowered to deliver excellent services and reach their full potential. A workforce which has the skills, knowledge, and capabilities needed to deliver current and future services effectively. Governance arrangements that ensure compliance, transparency, and effective decision—making.
Lead Officer	Director of Corporate Services

Estimated Timescale for Completion	
Date to be Completed	November 2026

Budgetary Considerations	
Cost of Proposal	n/a
Included in Current Year Estimates	n/a
Capital/Revenue	n/a
Code	n/a
Staffing Costs	n/a

Legal Considerations	
Input of Legal Services Required	NO
Legal Opinion Obtained	NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Completed
	EQIA Required and Completed:	Yes/No	N/A

Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	N/A
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	N/A
	DPIA Required and Completed:	Yes/No	N/A

1.0 **Purpose of Report**

The purpose of this report is to present Members with the following policy for consideration and approval:

- Learning & Development Policy

- 1.1 OD/HR have responsibility and delegated authority to create policies and procedures in line with legislative requirements and best practice. The policies to be considered for approval have been reviewed in line with these requirements, considering also benchmark information from other local Council entitlements and existing arrangements.
- 1.2 The arrangements detailed in the final draft policy are deemed to be appropriate and reflective of all such considerations.
- 1.3 Consultation has been conducted between Management and Trade Unions. Trade Unions have in turn consulted with and provided feedback on behalf of their members which has been incorporated into the policies. The final update of the draft policy document has been accepted by UNITE, NIPSA and GMB.

2.0 **Background**

- 2.1 A Learning & Development Policy has been recommended through an internal audit, with recommendations including:
 - that managers clearly understand the 'roles and responsibilities for managing learning and development and the underlying procedures to identify, budget for, arrange and record training consistently.'
 - Operational areas who have their own allocated budget should submit a notification/request to HR in advance of all training
- 2.2 This will ensure that Council has:
 - Appropriate policies and procedures in place for the continuous development and training of employees

- Suitably trained staff where appropriate to ensure compliance with relevant legislation and regulation
- Effective oversight and governance arrangements in place to monitor ongoing training and development

3.0 Purpose of the Policy

3.1 The Learning & Development (L&D) Policy sets out an organisation's commitment to employee learning, training, and professional development. It provides a clear framework for how learning opportunities are identified, approved, delivered, and evaluated.

1. Support Employee Development
2. Meet Organisational Objectives
3. Provide Consistency and Fairness
4. Ensure Compliance
5. Enhance Employee Engagement and Retention
6. Define Roles and Responsibilities
7. Ensure Effective Use of Resources

3.2 An L&D policy ensures that employee development is managed in a planned, consistent, and strategic way that benefits both individuals and the organisation.

3.3 Maintenance of training records, L&D budgets, with particular focus on notifying HR in advance of all training and ensuring HR are informed of all training records. It also provides an opportunity to establish a more structured approach to managing training requests, training records, and financial assistance agreements

3.4 The policy is proposed to ensure that employees remain up to date within their professional areas, and all employees are encouraged to engage in development activities throughout their careers. The Learning and Development Policy is designed to ensure that:

- The Council's strategic objectives are achieved
- The organisation grows as a learning-focused workplace
- Every employee understands their role clearly
- Staff are developed to meet their work objectives
- Employees are encouraged to reach their full potential

- 3.5 In practice, the policy will support effective procedures for requesting, recording and monitoring of all learning and development activity across Council, in fulfillment of audit recommendations.
- 3.6 This policy applies to all directly employed employees within the Council regardless of whether they are fixed-term, temporary, permanent, full or part-time.

4.0 Consultation

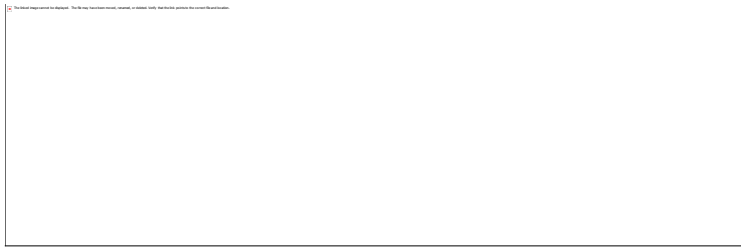
- 4.1 The draft policy has been considered and agreed at the Senior Management Team and the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC).

5.0 Equality Screening

- 5.1 In accordance with Council's duty under Section 75 Equality Legislation, the policies have been screened, and the result is that they were screened "out".

6.0 Recommendation

- 6.1 **It is recommended** that the Corporate Policy and Resources Committee recommends to Council the Learning & Development Policy for approval.



LEARNING & DEVELOPMENT POLICY

Policy Number	
Version Number	
Author	

Screening Requirements			
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
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LEARNING & DEVELOPMENT POLICY
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1. INTRODUCTION

Causeway Coast and Glens Borough Council recognise that effective learning and development strengthens both individual performance and organisational success. This is supported by staff who are confident, competent in their roles, and committed to the long-term success and sustainability of the Council.

Within Council, learning and development refers to any activity that helps individuals become more effective in their work by enhancing their knowledge, skills, and competencies. This can involve activities such as on-the-job learning, project involvement, attendance at internal or external training courses, conferences or seminars, visits to other organisations, work shadowing, formal study, coaching, and mentoring.

We view learning and development as a continuous process. Staff are expected to remain up to date within their professional areas, and all employees are encouraged to engage in development activities throughout their careers. Our focus is on development activities that add value to the organisation and support the achievement of our strategic objectives.

2. POLICY STATEMENT

The Learning and Development Policy is designed to ensure that:

- The Council's strategic objectives are achieved
- The organisation grows as a learning-focused workplace
- Every employee understands their role clearly
- Staff are developed to meet their work objectives
- Employees are encouraged to reach their full potential
- Lifelong learning is supported and promoted for all

(The policy statement should be signed and dated as follows by relevant Council representatives and Trade Union representatives)

Signed: _____ Date: _____
Mayor
Causeway Coast and Glens Borough Council

Signed: _____ Date: _____
Chief Executive
Causeway Coast and Glens Borough Council



3. POLICY SCOPE

This policy applies to all directly employed employees within the Council regardless of whether they are fixed-term, temporary, permanent, full or part-time.

4. GENERAL PRINCIPLES

The general principles of the Learning & Development Policy are:

- Alignment with Organisational Strategy
- Promoting a Culture of Continuous Learning
- Shared Responsibility
- Value for Money
- Quality and Professional Standards
- Evaluation and Impact Measurement

5. EQUALITY OF OPPORTUNITY

- 5.1 Council are committed to ensuring all staff are aware of and have equal access to available training programmes, development schemes and career planning opportunities. All Council employees will have fair and impartial access to learning, advancement, and skill enhancement opportunities, free from unlawful discrimination.
- 5.2 The core principle is that selection for any learning and development opportunity will be based solely on merit, aptitude, and ability, not on personal characteristics unrelated to job performance. This ensures that everyone, regardless of their background, has an equal chance to develop their potential and that talent is nurtured.
- 5.3 This principle does not imply an automatic right of individuals to particular development activities or a right to undertake development actions within specified periods of time. Line managers are responsible for ensuring that the development needs of all staff are given fair consideration and that the needs of staff employed on various employment contracts are addressed equitably.
- 5.4 Council will ensure:

Non-Discrimination: There will be no discrimination based on protected characteristics

Removing Barriers: Actively identifying and removing any barriers that might put individuals or groups at a disadvantage



Fair Procedures: Making decisions concerning employee learning and development in a transparent and consistent way, using objective and job-related criteria.

Training: Ensuring that managers and those involved in decision-making processes receive specific equality and diversity awareness training to avoid unconscious bias.

6. ACCOUNTABILITY AND RESPONSIBILITIES

6.1 Corporate Responsibility

The Chief Executive, on behalf of Council, carries overall responsibility for ensuring the appropriate processes are in place which adequately and appropriately supports its employees regarding Learning & Development.

Directors are responsible for establishing their own arrangements to ensure:

- Effective implementation of the policy
- Continued service delivery; and
- Consultation with their employees on these arrangements
- Delegating authority to Heads of Service/Line Managers to act under this policy, as appropriate

6.2 Line Management Responsibility

Line managers are responsible for implementing the Council's policy on learning and development, playing a critical role in ensuring that the learning and development needs of their staff are identified at both team and individual levels. Core responsibilities include:

- Identifying learning and development needs at both team and individual levels
- Considering individual learning styles and ensuring development activities align with these and with organisational needs
- Seeking innovative, evidence-based, and cost-effective solutions to meet identified development needs
- Encouraging and facilitating staff participation in learning and development activities
- Providing clear guidance and constructive feedback on the knowledge, skills, and competencies required for effective performance
- Ensuring agreed development activities are completed in a timely, responsive, and effective manner
- Monitoring and reviewing progress to ensure learning is applied and contributes to improved performance



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- Creating a supportive environment where continuous learning is valued and encouraged
- Ensuring compliance with statutory and regulatory training requirements

Specific responsibilities for individual learning activities are detailed throughout the policy.

6.3 OD/HR Responsibility

Council is committed to facilitating an environment where learning and development is supported, valued, and aligned with organisational priorities. OD/HR responsibilities include:

- Providing a structured framework for identifying, planning, delivering, and evaluating learning and development activities
- Ensuring fair and consistent access to development opportunities
- Offering a range of learning and development options
- Advising and encouraging individuals and those with line management responsibilities about learning and development
- Monitoring organisational learning needs, preparing an annual Learning & Development Plan.
- Coordinating the delivery of corporate learning and development activities that are organised centrally
- Managing the centralised budget for learning and development and ensuring consistency of allocation
- Evaluating the effectiveness of learning and development activities
- Maintaining accurate records of learning activities and outcomes
- Promoting a culture of continuous learning, encouraging innovation, improvement, and professional growth

6.4 Employee Responsibility

Learning and development rely on individual responsibility and is most effective when each individual takes ownership of their own learning. Employees must:

- Take ownership of their personal development
- Support identification and engage in their own learning and development needs
- Actively participate in the CCG Review process
- Apply new knowledge, skills, and competencies to their work
- Seek feedback and guidance to support continuous improvement
- Stay up to date with developments in their professional area



- Demonstrate a positive attitude toward learning
- Share learning with colleagues
- Evaluate the effectiveness of learning activities

7. IDENTIFYING LEARNING & DEVELOPMENT NEEDS

- 7.1 The responsibility for identifying learning and development needs and carrying out agreed learning and development activity is shared between the line manager and member of staff. There are several ways this can be achieved;



The list is not exhaustive. Learning and development opportunities are advertised throughout Council in the following ways:

- HR News – HR News is circulated via email at the beginning of every month. Line managers and supervisors of those staff who don't have access to emails should ensure that HR News is circulated to staff via noticeboards.
- Staff Portal

Line managers and supervisors should support the communication of training opportunities by circulating hard copies of HR News, advertising training courses on staff notice boards and discussing training with staff who they believe would be interested in or would benefit from the training advertised.

A Training Needs Analysis template is available on the Staff Portal.

7.2 Access to Learning & Development Opportunities

Whilst Council is committed to ensuring all staff have equal access to available training programmes, development schemes and career planning opportunities, the extent to which a learning and development activity can be supported will depend on several factors including:

- The relevance of the development needs to achieving Council's strategic objectives and an individual's Personal Development Plan
- Consistent achievement of individual personal development objectives including continued training completion and supported Connect, Contribute, Grow reviews. Development opportunities may not be feasible, for example, if mandatory training is incomplete, during an extended probationary period or where an Employee Performance Improvement process is continuing.
- Hidden costs for example, the amount of work time required to complete the activity including any additional cover required and impact on colleagues. The amount of development support that it is reasonable for any one member of staff to undertake in a given period
- Availability of funds in the learning and development budget
- Parity with similar applications.

PROCEDURES FOR BOOKING TRAINING

8.0 Notification

ODHR should be notified of all training courses which are being undertaken, both prior to training and following completion of training. This will support:

- compliance with all relevant policies (Assistance to Study Policy, Procurement Policy)
- utilisation of the LGTG framework where possible, reducing the need for procurement of training providers
- opportunities for joint training across departments where appropriate
- accurate record keeping of training completion
- cost-effective use of training budgets

Notification can be provided using the forms:

- LD01 Individual Training Request Form [Link to form on Staff Portal](#)
- LD02 Group Training Request Form [Link to form on Staff Portal](#)

All relevant details must be completed so that the training can be organised as soon as possible.

Where a department requests funding for training from the corporate Learning & Development (L&D) budget, approval must be authorised prior to training taking place.

8.1 Approval

It is important that the training is reviewed and signed off by the appropriate person, as detailed below.

Individual Training Request Form	Training – Under £500	Training – Over £500
	Line Manager	Line Manager Head of Service Director
Group Training Request Form	Training – Under £1000	Training – Over £1000
	Line Manager Head of Service	Line Manager Head of Service Director

Heads of Service should review all group training needs or requests received with their management team. If there is a group training need identified, every effort should be made to ensure a coordinated approach is adopted, i.e. one Group Training Request Form completed, and one provider identified to deliver the training.

Managers should adhere to the Council's Procurement Policy when identifying training providers, receiving the required quotations.

In line with procurement procedures, purchase orders for training which have already taken place will not be provided retrospectively. Such requests will be returned to the department for payment processing.

9. PROCEDURES FOR MONITORING AND REPORTING COMPLETED TRAINING

9.1 Line Managers are responsible for ensuring their records of training are maintained and monitored for compliance.

OD/HR must be notified of all training courses which have been completed for accurate record keeping. Notification can be provided using the form:

- Learning & Development Record Form [Link to form on Staff Portal](#)

Submissions of training records should be completed on the first working day of the month, for training completed in the month prior.

Council must maintain accurate records of mandatory training completion. Regular compliance reports will be provided to Heads of Service, senior management and governance committees as required.

ODHR will be responsible for monitoring organisational compliance for corporate mandatory training.

10. BUDGET ALLOCATION

10.1 The Learning & Development budget is used to facilitate learning activities. Where a department is requesting that training is funded from the corporate L&D budget, the process detailed at 8.1 should be completed before a Purchase Order will be provided.

10.2 Operational areas who have their own allocated budget for learning and development should utilise this department budget in the first instance before submitting a request. Where a department budget exists, there is no requirement to submit a Purchase Order request to ODHR.

ODHR can then determine if a financial assistance agreement [Link in portal](#) is required for any individual who is undertaking training with a cost exceeding £1,000.

11. TYPES OF LEARNING & DEVELOPMENT

There are many different types of activity that contribute to an individual's personal and professional development. Examples of these include attending a seminar or learning course, undertaking a qualification, coaching, and mentoring.

Employees are encouraged to consider the range of training available to them, reviewing the Staff Portal and HR News regularly to identify upcoming opportunities.

11.1 Mandatory Training

Mandatory training ensures that all Council employees have the essential knowledge and skills required to carry out their roles safely, legally, and in line with organisational standards. This section sets out expectations regarding completion, monitoring, and compliance with mandatory learning. Councils emphasise that mandatory learning must be completed within set time periods to remain compliant.

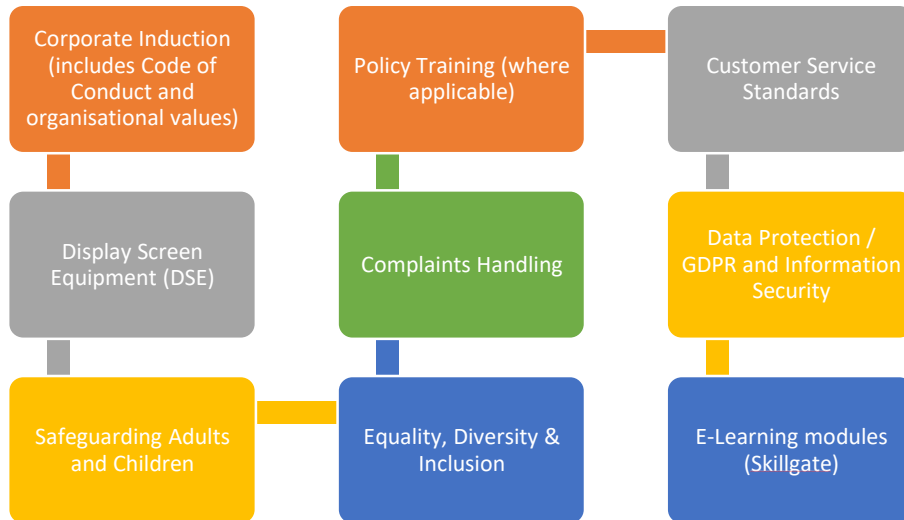
11.1.1 Scope of Mandatory Training

There are two types of mandatory training:



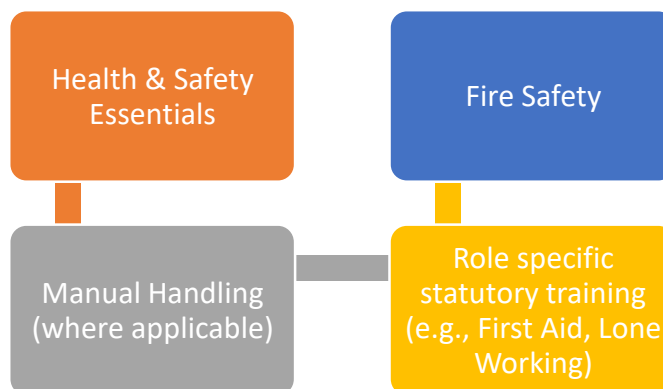
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- Corporate Mandatory Training – training which is required by the organisation to be completed including:



ODHR will maintain an up-to-date mandatory training framework, providing accessible training materials and systems for necessary corporate training. ODHR will be responsible for monitoring organisational compliance, reporting completion rates and updating mandatory training content to reflect legal and policy changes.

- Operational Mandatory Training – training which is required by the individual department or job role, including:



This list is not exhaustive and may be updated periodically to reflect changes in legislation, organisational needs, or risk assessments.

This type of training is separate from mandatory corporate level training, and it is the responsibility of managers to ensure staff are completing such training and keeping it up to date. ODHR should be informed of all training completed to ensure it is recorded centrally.



11.1.2 Completion Timeframes

Mandatory training must be completed:

- within the first 12 weeks of employment for induction-related training
- within renewal periods set by legislation or Council policy (e.g., annually, every 2–3 years)

Non-completion of mandatory training puts the Council, its employees, and service users at risk. Where employees fail to complete required training, managers must take appropriate action, which may include:

- reminders and support
- performance improvement processes
- reassignment of duties
- escalation through formal procedures

11.1.3 Management Responsibilities

Line Managers are responsible for ensuring:

- A centralised and standard record of mandatory training is maintained to ensure that all mandatory training needs are identified and arranged in a timely manner. (See section 9)
- Staff are aware of their mandatory training requirements, with training scheduled as required
- All required notification forms are completed and forwarded to ODHR
- All required training request forms are completed and authorised prior to training taking place
- Compliance with procurement procedures
- Completion rates are monitored, and non-compliance is addressed promptly
- Staff can access training and are allocated time to complete it

11.2 Induction

Induction ensures that new employees are effectively introduced into Council, their department, and their role.

The induction process applies to all new employees and those transferring into Council on a secondment or interchange programme. This programme provides an opportunity to:

- Welcome new employees to Causeway Coast and Glens Borough Council, their department and their job role



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- Introduce Council's vision, mission and values
- Detail Council structure, policies and procedures
- Clarify individual roles and responsibilities, creating learning and development plans in order to achieve these.

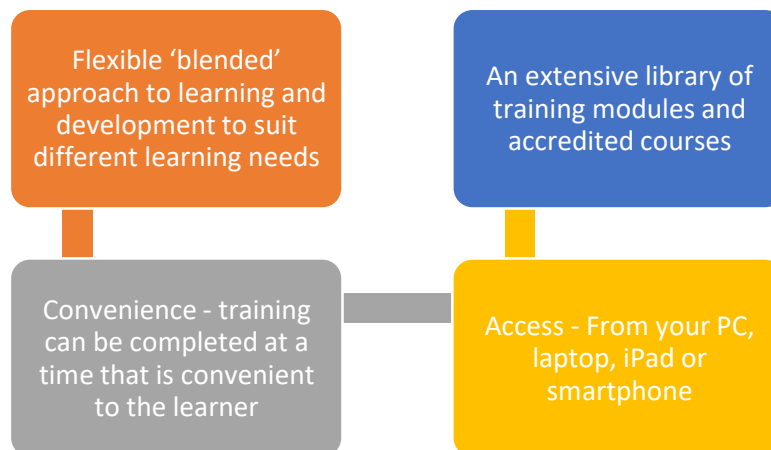
11.3 E-Learning



SkillGate is Council's E-Learning platform, developed to provide employees with learning and development opportunities that enable you to effectively contribute to organisational success both now and into the future.

Mandatory courses will be added to individual SkillGate accounts automatically at the beginning of employment, and employees can utilise courses from SkillGate's course library at any time.

SkillGate provides the following benefits:



11.4 Core Skills – Local Government Training Group (LGTG) Courses

Core Skills training provides learning and development opportunities that support all staff in delivering effective, high-quality services. These courses focus on essential workplace capabilities and cover a broad range of topics designed to enhance personal effectiveness, communication, customer service, and overall professional development.

A list of available training programmes, supported by the LGTG framework [Link to Portal](#). All departments should check the LGTG framework for relevant courses prior to undertaking any procurement exercises.

Core Skills training courses are usually offered monthly from January to June, and September to December, however if a department identifies training needs outside of scheduled training, ODHR can support with arrangements.

11.5 Role Related Training

Role-related learning and development refers to training and development activities that are not classified as mandatory but are essential for enabling employees to carry out the specific duties of their post to a high standard.

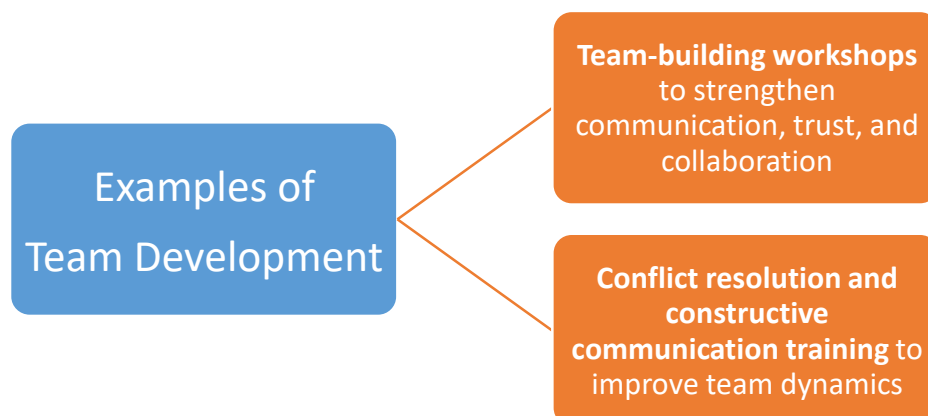
This category of learning supports the development of technical, professional, and job-specific competencies. It ensures that staff can meet service requirements, adapt to changing demands, and continue to deliver high-quality outcomes for the organisation and the community.

Examples of role-related training may include minute-taking, records management and FOI handling, financial systems, leisure centre operations, health & safety for operational roles.

11.6 Team Development

Team Development focuses on building the collective capability of teams and their managers, ensuring they have the skills, behaviours, and working practices needed to perform at a high level.

This priority reflects CC&GBC's commitment to building effective teams that collaborate to achieve shared aims and objectives, and that operate in a manner aligned with the organisation's core values.



The list is not exhaustive.

11.7 Leadership Development

Council have set out a leadership development framework as a structured approach to developing current and future leaders. Through participation in this framework leaders will have a clear understanding of what is required of them at different management levels through defined capabilities, competencies and behaviours.

To support career progression and plan for future leadership roles, a structured suite of learning opportunities are available to include:



11.8 Assistance to Study – Further Education

The Assistance to Study Policy supports employees to obtain relevant academic, technical and professional qualifications which are related to their role and will both assist them in their role, contribute to their career development.

This policy provides financial assistance to employees as well as supported study time and day release to participate in courses. Full details are outlined in the policy [here](#).

11.9 Vocational Training

Vocational training provides hands-on, job-specific skills for a particular trade or career, focusing on practical application rather than theory, and prepares individuals for specific skills and roles. Benefits to vocational training include:



- **Practical Focus** emphasising hands-on experience and technical proficiency
- **Job-Specific** to teach skills for a specific occupation
- **Alternative to Academia** offering a path outside traditional academic study, often at a faster pace

Vocational training can be arranged through individual or group training requests.

11.10 Coaching & Mentoring

Coaching and Mentoring supports development of employees' skills, confidence, and professional growth through structured, supportive learning relationships. The programme aims to strengthen organisational capability by enhancing performance, building leadership potential, and fostering a culture of continuous learning.

Coaching and mentoring are currently offered to Heads of Service and those employees who are new to senior management roles.

12. CONDITIONS OF LEARNING & DEVELOPMENT

- 12.1 Learning and development activities required by Council will usually take place during work time and agreed costs will be reimbursed. Learning and development activities that are encouraged by Council but not essential may take place during work time, or may involve study in the participant's own time, during evenings and weekends.

Part time employees who work additional hours to participate in Council led or Council arranged learning and development activities outside of their usual pattern of work (but within normal work hours) will receive appropriate remuneration.

- 12.2 Employees should make every effort to attend training and learning activities that they have committed to attend. If staff must withdraw from scheduled training, they will first seek their line manager's permission to do so, before confirming this to OD/HR, along with an explanation for the non-attendance.
- 12.3 A minimum of 2 working days' notice is required where an employee needs to withdraw from a training course. This will allow the opportunity for the training place to be reallocated to an employee on a waiting list. Continued short-notice withdrawal or non-attendance at scheduled training will result in the relevant line manager being informed.
- 12.4 Failure to provide this notice means your department will be charged any costs and/or any late cancellation fees which occur. Where necessary exceptional circumstances will be considered.

13. FINANCIAL ASSISTANCE REPAYMENT CONDITIONS

- 13.1 Financial assistance repayment conditions will apply to all non-mandatory learning and development where the **cost exceeds £1,000**.
- 13.2 Council may withdraw financial assistance and require full repayment if any of the following occurs without justification:
- Abuse of travel and reimbursement support
 - Failure to attend scheduled training or maintain satisfactory attendance
 - Failure to attend work when scheduled classes are cancelled/completed
 - Failure to sit an examination where required
 - Failure to show satisfactory progress during the course
 - Failure to submit essential course work
 - Failure of course modules
 - Discontinuation or failure of the course
- 13.3 In such circumstances, each individual case will be reviewed and will take into consideration any mitigating circumstances. Disciplinary action may be taken depending on the circumstances of the case. In such circumstances, each individual case will be reviewed and will take into consideration any mitigating circumstances.
- 13.4 If the employee leaves Council within 2 years of completing the course, or during the period in which the qualification is being undertaken, the following repayment model will be applied within the timeframes below having received financial assistance:
- within a period of twelve months on or before obtaining a recognised qualification or professional competency – 100% refund of total financial assistance.
 - within thirteen to eighteen months on or before obtaining a recognised qualification or professional competency – refund 50% total financial assistance.
 - Council within nineteen to twenty-four months on or before the date of obtaining a recognised qualification or professional competency – refund 25% of total financial assistance.
- 13.5 Should the employee leave Council following an approved application for study, where an invoice is subsequently received from a training provider, this



invoice will be the responsibility of the former employee and will be redirected to them for payment.

- 13.6 Acceptance by the employee of the financial assistance provided will be taken as acceptance of the terms of this policy. This should be in writing.
- 13.7 Repayment of the above should be paid before leaving the Council or deducted from final salary.
- 13.8 Repayment is also required if the employee fails the course, discontinues the course before completion, without good reason fails to take an examination or module within a reasonable time.

14. HR POLICY LINKS

- 14.1 This policy serves as a central framework that supports employee growth throughout the employment lifecycle. It links directly to induction, probation, Connect, Contribute, Grow Reviews, and Employee Performance Improvement processes by identifying and addressing learning needs, while also delivering the skills and capabilities required to achieve Council's People Strategy and long-term objectives.

15. EVALUATION & FEEDBACK

- 15.1 Council want to ensure that the content and delivery of every learning and development activity undertaken is beneficial for the learner, relevant to the job role and effective in enhancing knowledge and understanding. All corporate L&D courses will be evaluated following the training and staff are expected to participate in all evaluation exercises as required.
- 15.2 Post training feedback evaluation forms will be provided to all learners at the end of the training course or session through a QR code/link. The QR code/link is accessible on the Staff Portal and feedback can also be provided directly to ODHR at training@causewaycoastandglens.gov.uk.
- 15.3 ODHR use feedback documentation to gauge the effectiveness of all learning and development activity, and where necessary taking remedial action. Evaluation data will inform future practice in relation to training courses, training content, and training providers.



16. EVALUATION AND REVIEW OF THE POLICY

Council will keep this Policy under review as required and may make changes in line with legislation. This policy does not form part of an employee's contract of employment and Council may amend it at any time.

17. SECTION 75 EQUALITY AND GOOD RELATIONS

Causeway Coast and Glens Borough Council is fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. In this regard this policy will be screened using Section 75 guidelines and will be subject to an Equality Impact Assessment if found necessary as a result of the screening process.

18. CONTACT DETAILS

Any issues or queries relating to this policy should be addressed to:

Head of OD/HR
ODHR Department
Causeway Coast and Glens Borough Council
Cloonavin
66 Portstewart Road
COLERAINE
BT49 1EY



**Causeway
Coast & Glens
Borough Council**

TRAINING NEEDS ANALYSIS

INSERT TEMPLATE

INDIVIDUAL TRAINING REQUEST FORM (LD01)



Causeway Coast & Glens Borough Council

This form should be completed when individual training is being requested by an employee or their line manager should complete this form and forward it with all relevant documentation to training@causewaycoastandglens.gov.uk.

Employee Name				
Job Title				
Department & Directorate				
Title of Course				
Date of Course	Click here to enter a date.			
Time / Duration of Course				
Location of Course				
Delivered by				
Cost				
Does this course require a refresher?	Yes	☐	No	☐
If so, when is this required? (i.e. 3 yrs, 5 yrs)				

Please indicate which area your training relates to by ticking the appropriate box

Mandatory Training	☐	Team Development	☐
Leadership & Management Development	☐	Role Related Training	☐
Further Education	☐	Other	☐

Please indicate funding allocation by ticking the appropriate box

Learning & Development Budget (OD/HR)	☐	Department Budget	☐
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Signing below and approving the training means:

- A commitment to ensure that the employee attends the identified training;
- An understanding that cancellations must be received by OD/HR at least 2 weeks prior to the scheduled training date. Failure to provide this notice means your department will be charged any costs and/or any late cancellation fees which occur.
- You have complied with Procurement Procedures (See Council's Procurement Policy)

Authorisation	Signature	Date
Line Manager / Supervisor		

Head of Service		
Director		
Received by OD / HR Officer		
NB If the cost of the course is over £500.00 a signature from the Head of Service & Director is required		
If the cost of the course is over £1,000.00, ODHR will issue a Learning & Development Policy – Financial Assistance Agreement.		
Financial Assistance Agreement Required?	Yes	No
Date Financial Assistance Agreement Returned		

GROUP TRAINING REQUEST FORM (LD02)

This form should be completed when group training is being requested by a Line Manager or Supervisor should complete this form and forward it with all relevant documentation to training@causewaycoastandglens.gov.uk.

Department				
Directorate				
Title of Course				
Date of Course	Click here to enter a date.			
Time / Duration of Course				
Location of Course				
Delivered by				
Cost				
Does this course require a refresher?	Yes	☐	No	☐
If so, when is this required? (i.e. 3 yrs, 5 yrs)				

Please indicate which area your group training relates to by ticking the appropriate box

Mandatory Training	☐	Team Development	☐
Leadership & Management Development	☐	Role Related Training	☐
Further Education	☐	Other	☐

Please indicate funding allocation by ticking the appropriate box

Learning & Development Budget (OD/HR)	☐	Department Budget	☐
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Signing below and approving the training means:

- A commitment to ensure that the employees identified attend the training;
- An understanding that cancellations must be received by OD/HR at least 2 weeks prior to the scheduled training date. Failure to provide this notice means that your department will be charged any costs and/or any late cancellation fees which occur.
- You have complied with the Procurement Procedures (See Council's Procurement Policy)

Authorisation	Signature	Date
Line Manager / Supervisor		
Head of Service		



Director		
Received by OD / HR Officer		
NB If the cost of the course is over £1000.00 a signature from the Head of Service & Director is required		
If the cost of the course is over £1,000.00 per employee, ODHR will issue a Learning & Development Policy – Financial Assistance Agreement.		
Financial Assistance Agreement Required?	Yes	No
Date Financial Assistance Agreement Returned		
Please note if the cost of the course is over £1,000.00 a signature from the Head of Service & Director is required		



GROUP TRAINING EMPLOYEE DETAILS

Please insert employee details below:

[illegible]

LINK IN PORTAL

CAUSEWAY COAST AND GLENS BOROUGH COUNCIL
Learning & Development Policy –Financial Assistance Agreement

This form must be signed and returned to the ODHR department before any fees can be processed.

Name	
Job Title	
Department	
Course Title	
Course Duration	
Agreement Date	

Causeway Coast and Glens Borough Council has agreed to provide financial assistance to the above-named employee for the following training course/activity _____

In return the employee will agrees to:

- 1) Adherence with the Conditions of Assistance set out in Section 6 of the policy.
- 2) Repayment of financial assistance in line with the Financial Assistance Repayment Conditions set out in Section 7 of the policy

I hereby authorise the Council to deduct from my pay monies I have received by way of financial assistance to participate in the Assistance to Study Policy if I fail to comply with the conditions of Section 6 of the Learning & Development Policy. I authorise deductions in line with the provisions of Section 7 of the Learning & Development Policy.

I have read and agree to the above conditions.

Signed: _____

Dated: _____