

**Surrey Heath Borough Council**  
**Employment Committee**  
**14 July 2022**

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**Post Entry Training Policy**

<b>Strategic Director/Head of Service</b>	Louise Livingston
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<b>Key Decision:</b>	no
<b>Wards Affected:</b>	n/a

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**Summary and purpose**

This report provides the Employment Committee with a revised Post Entry Training Policy for consideration.

**Recommendation**

The Committee is advised to RESOLVE that the revised Post Entry Training Policy, as set out at Annex A to this report, be agreed.

**1. Background and Supporting Information**

- 1.1 Surrey Heath Borough Council operates a 'Post Entry Training' scheme where members of staff can apply to be sponsored by the Council to undertake relevant qualifications. The current policy which supports the scheme was last reviewed in 2013.
- 1.2 For a number of years the annual budget for Post Entry training (which is separate from the Corporate Training budget) has been £25,000 per annum. Where sponsorship is agreed, the policy stipulates that if the member of staff voluntarily leaves the Council within two years of completing their study they must pay back all/a proportion of the study costs on a sliding scale.
- 1.3 In order to achieve high-performing, motivated and capable staff, Surrey Heath Borough Council actively supports and encourages learning, development and career progression of its staff. The Post Entry Scheme is an important part of this approach.

## **2. Reasons for Recommendation**

- 2.1 The draft revised policy at Annex A is more comprehensive than the previous version, and gives greater clarity to both the Council and employees about the operation of the scheme and the criteria for assessing applications.

## **3. Proposal and Alternative Options**

- 3.1 The proposal is that the Employment Committee agree the updated draft Post Entry Training Policy, as amended, which is attached at Annex A. Comments and questions from the Group are invited on the draft.

## **4. Contribution to the Council's Five Year Strategy**

- 4.1 Surrey Heath Borough Council actively supports and encourages learning, development and career progression in order to achieve high-performing, motivated and capable staff, which links directly to the Five Year Strategy theme of 'Effective and Responsive Council.'

## **5. Resource Implications**

- 5.1 There are no additional resource implications arising from this report.

## **6. Section 151 Officer Comments:**

- 6.1 The revised draft policy has been discussed with the S151 Officer.

## **7. Legal and Governance Issues**

- 7.1 There are no legal implications arising from this report. The revised policy will improve the governance of the Post Entry Scheme.

## **8. Monitoring Officer Comments:**

- 8.1 The revised draft policy has been discussed with the Monitoring Officer.

## **9. Other Considerations and Impacts**

### **Environment and Climate Change**

- 9.1 No direct impacts. Many post entry courses are now run entirely or partly on-line which reduces the need for travel.

### **Equalities and Human Rights**

- 9.2 Under the proposed draft policy the Post Entry Training scheme is open to application for all permanent staff, and greater clarity is set within the policy on the considerations to be used when assessing applications, which will be applied equally across all applications.

## **Risk Management**

9.3 The draft revised policy at Annex A is more comprehensive than the previous version, and gives greater clarity to both the Council and employees about the operation of the scheme, which reduces any risk to either party.

## **Community Engagement**

9.4 Not applicable.

## **Annexes**

Annex A – Draft Revised Post Entry Training Policy

## **Background Papers**

n/a