

GMHSCP Skills and Development applications interim protocol

Purpose

This protocol sets out the steps and considerations to be followed where a member of the GMHSC Partnership staffing team is seeking to be supported to undertake a programme of skills and/or professional development.

By providing a protocol, team members will understand their opportunity to seek support for time and / or resources and managers will understand the options and issues to consider when reviewing requests and the process that formal agreement will need to follow.

Current context

The partnership's People & OD Group is newly formed as the oversight committee to the implementation and ongoing development of four key workforce programmes, including Skills and Development. This group will develop the longer term partnership approach for staff to apply to skills, training and development opportunities in a coordinated and equitable partnership team process.

We recognise in particular that, with the degree of uncertainty we are currently navigating, some team members might consider applying for training and development to enhance their more immediate employment opportunities. We also recognise that there has been a range in practices across programme teams which has, at times, led to wide variation.

There is a need to ensure that all staff have an equal opportunity to be considered and the partnership to balance the support to individuals through a demonstrably fair process for staff and managers to apply for these to be agreed.

Each request will require careful consideration, as outlined in the process below.

Process

It is in everyone's interests that anyone wishing to apply for a skills/training/development opportunity seeks the support of the chair of the Skills & Development group **before** committing to an application.

The below flow chart sets out a few simple steps, supplemented by a number of non-exhaustive considerations for managers to review to inform their decision whether or not to support a recommendation to the Chair of the Skills & Development group. This is an interim protocol until the Skills and Development Group publish a more substantive process.

