



## **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.

Individual identifies potential training/development opportunity

Individual arranges to discuss this in person with their line manager to seek support 'in principle'

Line manager discusses with the individual

- · reason for the request
- · length of the requested opportunity
- · how the opportunity fits with the individual's PDP
- · how the opportunity fits with the individual's career progression/plan
- the extent to which the new skills relate to the current role requirements
- · how the individual sees the new skills will enhance the current role

Line manager reviews the request informed by factors such as (but not limited to)

- costs of the opportunity
- time required to complete the development
- · availability of existing opportunities (e.g. via NHSE or internally)
- · availability of programme budget funding
- · equity within the programme team
- · length of current employment contract/secondment agreement
- uncertainty of any relevant information to make an informed decision

Line manager discusses their proposed recommendation with the relevant Programme Director/Head of Service

