

# Statutory and Mandatory Training Policy

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## **Policy Statement**

This policy defines North Staffordshire CCG and Stoke on Trent CCG (the CCGs) statutory and mandatory training programme, which aims to ensure the organisations are resourced with people who have the appropriate competence and experience to enable the CCGs to achieve its purpose and meet future needs.

The policy documents the type of training, who must attend and if any update is required. It also documents the responsibilities of staff and managers and information about how to access the training.

## **Introduction**

The CCGs recognise that statutory and mandatory training is of vital importance in order to protect the safety of staff, patients, visitors and the general public.

It is the CCGs priority ensure that staff have adequate time to undertake their statutory and mandatory training and the granting of permission for other training will be contingent on staff having attended, or arranged to attend, their required statutory or mandatory training for the current year, along with their objectives/development needs.

This policy applies to all employees of the CCGs, members of the Governing Bodies and contracted staff.

Statutory and mandatory training must be undertaken by **all** staff. Failure to do so would be considered to be a breach of the terms and conditions of employment and may be subject to disciplinary procedures.

## **Definitions**

### **Statutory Training**

Statutory training is that which the CCGs are legally required to provide as defined in law or where a statutory body has instructed organisations to provide training on the basis of legislation e.g. Fire Safety, Health, Safety & Security, Moving and Handling (Please see Appendix 1 for full training list).

### **Mandatory Training**

Mandatory training is one determined by the CCGs. It is concerned with minimising risk, providing assurance against policies and ensuring the CCGs meets external standards and best practice guidance e.g. Safeguarding Children. (Please see Appendix 1 for full training list)

### **Training Provision**

Details of the statutory and mandatory training are attached at Appendix I, together with the frequency of when they should be completed by staff. These courses reflect the decisions taken by the CCGs about what needs to be done to meet requirements and regulations, the organisational priorities and the areas that are essential to CCG business.

## **Duties and Responsibilities**

### **Organisation Responsibilities**

The Accountable Officer and the CCGs Governing Board are responsible for and committed to ensuring that all employees are appropriately trained to enable them to undertake their duties and to also protect their own wellbeing.

The CCGs have responsibility for ensuring that all requirements relating to statutory and mandatory training are in place and upheld by all staff. This ensures the quality, content and frequency of training being provided and equitable access to training by staff ensure services commissioned by them have a Statutory and Mandatory training policy and programme to ensure best practice, minimise risk and to protect patient, staff and the general public.

### Responsibilities of Members of Staff

All staff are responsible for ensuring they are competent for their role and have a full understanding of the regulations and requirements related to their duties, responsibilities and facilities that enable them to carry out their job. This policy will also be discussed at appraisal meetings between staff and their line manager.

Many staff will have additional and specific professional, regulatory and continuing professional development requirements.

It is a priority that all staff ensure that training in the statutory and mandatory programme has been completed regardless of an individual's post or ability, and should be treated as the highest priority in the annual personal development planning and review cycle.

All staff that have applied to undertake further training will need to demonstrate that they have undertaken or have arranged to undertake their Statutory and Mandatory training before their applications for further training will be considered. In addition before any external training is approved whether this is free of charge or a cost, staff will be expected to have undertaken all statutory and mandatory training prior to any approval.

All staff whether paid or unpaid have a statutory duty to cooperate with their manager to undertake training as required.

All staff should participate as required in any audits that may be carried out to monitor statutory and mandatory training.

### Responsibilities of Managers

Managers have the responsibility to ensure compliance with the CCGs Policies and Procedures by enabling all staff within their departments to receive the required training and supervision.

It is the responsibility of all department managers to ensure that all their staff are up to date with all the relevant statutory and mandatory training. Every opportunity must be given to staff to undertake statutory and mandatory courses in work time.

It is the responsibility of managers and supervisors to ensure that statutory and mandatory training is reviewed during appraisals, with both the manager and post holder identifying and learning needs in their Personal Development Plan (PDP).

Managers should ensure that all statutory and mandatory training certificates are recorded/retained on staff personal files.

### Responsibilities of the Corporate Services Team

The Corporate services team will work with the Head of Human Resources/, who will be responsible for the reporting and administration of training to meet the requirements of the statutory and mandatory training. The Head of Human Resources/OD will provide quarterly compliance reports to the CCGs

Organisational Development Committee of training being undertaken.

### **Statement of Compliance with the Equality Act 2010**

All relevant persons are required to comply with this document and must demonstrate sensitivity and competence in relation to the nine protected characteristics as defined by the Equality Act 2010.

The Act prohibits discrimination on the basis of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation. It also means that each manager or member of staff involved in implementing the policy must have due regard to the need to: eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity between those who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

If you, or any other groups, believe you are disadvantaged by anything contained in this document please contact the Head of HR and OD who will then actively respond to the enquiry.

### **Policy Review**

This policy will be reviewed every 3 years but can be reviewed at any time if the CCGs deems it necessary to do so or a review is requested by management or staff.

<b><u>STATUTORY TRAINING</u></b>			
<b>FREQUENCY</b>	<b>COURSE TITLE</b>	<b>TRAINING PROVIDER</b>	<b>WHO SHOULD ATTEND</b>
Annual	<b>Fire Safety</b>	MLCSU	All Staff *Board members & contractors once only
Every three years	<b>Health and Safety</b>	MLCSU	All Staff, including Board members & contractors
Every three years	<b>Moving and Handling</b>	MLCSU	All Staff, *Board members & contractors once only
<b><u>MANDATORY TRAINING</u></b>			
Annual	<b>Information Governance</b>	MLCSU	All staff, including Board members & contractors
Every three years	<b>Equality and Diversity</b>	MLCSU	All Staff, including Board members & contractors
Every three years	<b>Fraud and Bribery</b>	MLCSU	All Staff, including Board members & contractors
Every three years	<b>PREVENT</b>	MLCSU	All staff, including Board members & contractors
Every three years	<b>Safeguarding Adults</b>	MLCSU	All staff, including Board members & contractors
Every three years	<b>Safeguarding Children</b>	MLCSU	All staff, including Board members & contractors
Every three Years	<b>Infection Control</b>	MLCSU	All staff, including Board members & contractors