

TRAINING AND DEVELOPMENT POLICY

APPENDIX 15

Introduction

The Greenwich LINK is a Network of individuals and organisations who are committed to improving local health and social care services in the Borough.

The Network will be made up of Participants who will contribute in various ways to the purpose of the LINK. This may be through joining the Executive Committee, providing information to the LINK, attending its meetings, being involved in a LINK Workplan Task Group, attending a provider organisation Committee, participating in LINK Enter and View activities or organising a community event or workshop to gather intelligence that will inform the LINK Workplan.

Purpose of the Policy

The Greenwich LINK recognises that, in order to contribute effectively, Participants will require a certain level of skills, understanding and knowledge; this may vary depending on the activity in which the Participant is involved. The LINK therefore undertakes to try to provide the necessary learning appropriate to the needs and this Policy sets out how it plans to achieve that.

Specific Areas to be addressed

The learning falls into a number of areas as follows:

Induction – normally required for those joining the Executive Committee and includes role and purpose of the LINK and the Host, the Governance Framework including code of conduct, confidentiality and equality and diversity, structures of the local health and social care providers, claiming reimbursement of expenses and completion of a skills audit.

Enter and View – the purpose of enter and view is to enter premises where publicly funded health and social care services are provided and assess the quality of the services available and to provide a report with recommendations where appropriate. Training in these activities will be provided to those on the Enter and View Panel.

Learning and Development – On an ongoing basis the LINK will identify where there are learning and development needs of Participants where this is relevant to a particular activity, such as a Task Group looking at a specialist service, working with the local Media or a representative role on a provider committee. Where resources allow the LINK may organise an activity which is open to all Participants to add to their skills, knowledge and understanding.

Capacity Building – The LINK undertakes to help develop the capacity of community groups to work together to identify their health and social care related issues and to express these to the LINK in order that it may represent them to the providers. Such capacity building may involve learning activities in order that community groups and

their representatives are adequately skilled and informed to undertake the necessary work.

Host learning and development – although not an outright responsibility of the LINK, it may identify a particular area in which it feels that its work could be enhanced or would progress better if the Host was to become informed. This may involve attendance at a conference or workshop either jointly or without a LINK Participant. However, the learning and development of Host staff remains the responsibility of the employer Parkwood Healthcare

Delivery

The Host will be responsible for organising and resourcing learning and development activities where this falls within its responsibility as Host. Where possible it is desirable to make use of the considerable experience available within the statutory and voluntary sectors to contribute to or provide these activities.

Budget

Through discussion with the Host, the LINK will allocate an amount for learning and development throughout each year, such amounts to be guided by the Host in line with its overall contractual budget with the local authority.

Attendance at Conferences

Occasionally it may be identified that attendance at a Conference would be beneficial to the LINK's learning, and in these cases a representative should be appointed from the Executive or wider Participants to attend and Report back and share any learning or information received. The Host will handle such booking arrangements and payments as are required and ensure that Participants are fully informed as to the arrangements.

Support

The LINK, through the Host, will ensure that all learning and development activities are open and accessible and that no-one is denied opportunity through special needs, mobility problems or caring responsibilities.

Responsibility

The Greenwich LINK Executive Committee has a responsibility to ensure that its Members and Participants are appropriately trained for the activities they will undertake as individuals or as a group.

Likewise, as an elected Member of the Executive Committee each has a responsibility to undertake relevant training and become appropriately skilled to carry out their role effectively.