

EXTERNAL TRAINING PROCEDURE

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NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

EXTERNAL TRAINING

Owning Department: Learning & Development

Department SPOC: L&D Change and Development Manager

Risk Rating: Low

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Legal Basis

Legislation specific to the subject of this policy document:

- None identified

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [UK General Data Protection Regulation \(UK GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)

1. Statement of policy

- 1.1 The purpose of this policy is to provide guidance and information in relation to the management of Norfolk and Suffolk Constabularies' external training budget, and the wider commissioning process. The Learning and Development (L&D) Change and Development Manager is responsible for maintaining the policy and all managers have a responsibility for ensuring it is fairly applied.
- 1.2 The Constabularies are committed to ensuring this policy complies with relevant legislation and that consultation has been undertaken with all relevant staff groups. Unless we have expressly stated that a policy is contractual (police staff), all our policies and procedures are non-contractual. We can change them at any time following consultation with UNISON and/or Federation as applicable. Our policies may also be periodically updated to reflect changes in legislation and police regulations.

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- 1.3 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Learning and Development Department in conjunction with the Central Policy Unit.
- 1.4 All our policies promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.

2. Introduction

- 2.1 This policy has been developed to ensure that there is clear governance and accountability in the management of Norfolk and Suffolk Constabularies' external training budget, which is a significant part of the forces' expenditure.
- 2.2 All leaders, Heads of Department and line managers must ensure they consider the investment made when staff and officers are undertaking external training. In order to maximise the return of investment from these training activities it is crucial that managers and leaders place individuals who have completed training into roles where both the organisation and the individual can fully benefit from their newly acquired knowledge and skills.
- 2.3 The management of the centralised external training budget for the Constabularies is led by the Joint Learning and Development (L&D) team and is the responsibility of the Change and Development Manager, in conjunction with and with support from the L&D Finance Business Partner.

3. Procedure

- 3.1 On an annual basis the Change and Development Manager will work with the Constabularies' respective Heads of Department to understand the mandatory skills required to ensure the effective operation of the service.
- 3.2 This will result in the development of a training bid submission which identifies the likely annual expenditure on the external training budget, and any additional broader external training needs. Bids need to be evidenced against previous spends and future requirements. This will be recorded by Heads of Department in a formalised annual bid which will be submitted to the Change and Development Manager to consider.
- 3.3 The bids will be reviewed and assessed against the overall total L&D external training budget allocation and distributed in line with the needs and requirements of each Department.
- 3.4 Sufficient time will be allowed for discussion between the Heads of Department and L&D, to allow for review of the bids and any required resubmission. The individual bid submissions will be placed into one of five categories, demonstrating the need for the training:

Category 1: Legal & Safe (determined by national policy or legal requirement).

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Category 2: Operational Priority (critical to the success of National, Regional, or Force Objectives or essential for the role).

Category 3: Organisational Change & Culture (improvements in standards, behaviours, attitudes).

Category 4: Continuous Professional Development.

Category 5: Other.

- 3.5 Once the proposed allocation has been completed by L&D, it will be submitted for sign off at People Board, with any exceptional bids being specifically detailed for discussion and decision. The chair of People Board will be the final arbiter.
- 3.6 Once agreement is given by People Board, the outcomes will be communicated by the Change and Development Manager to the individual Heads of Department. This process will be completed by the start of March each year to allow time for preparation by Finance of the budget allocations for the following financial year, against their respective activity codes.
- 3.7 Quarterly review meetings will be held with the L&D Change and Development Manager and each Head of Department to review the bids, bookings and spend on the allocated budget to ensure effective use and review any additional needs.
- 3.8 Any additional ad hoc un-forecasted external training requirements, linked to changes such as new legislation, policy updates from the College of Policing and/or a new local high risk operational concern, should initially be raised directly with the Change and Development Manager when they arise. If outside of the normal quarterly timeframe a decision will then be made, in conjunction with the Head of Department as to whether the additional training can be supported.
- 3.9 People Board may wish to challenge or request additional information from Heads of Department surrounding the presentation of the bids or any analysis undertaken. The outcome of the People Board will be considered as final.

4. Bookings

- 4.1 Authorised booking requests for external courses and events must be made through the Planning Officer in L&D via the LMS 'External Training Requests', or by E-Mail to the External Training Joint Mailbox (JointExternalTrainingSupport@suffolk.police.uk). They will ensure the most appropriate course is booked, having made checks with potential providers and other constabularies to obtain the best value. They will raise the purchase order using the I-Proc system on ERP/EBS, based on the information supplied, so this can be checked and recorded against the L&D records and aid in subsequent monitoring of the bids.
- 4.2 Departments are not to raise Purchase Orders via ERP linked to External Training expenditure. If Purchase Orders for course costs are raised by

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departments, L&D are not able to report a true picture of what external training has been facilitated within that financial year. Additionally, this puts an extra burden on Finance Business Partners, who then potentially have to review these entries and re-book them to the correct accounting code.

- 4.3 All purchase orders will detail the provider, course or event title and delegate names. The purchase orders should also include the training or event dates, to ensure charges are allocated to the correct year in line with financial accounting requirements. The Planning Officer will also ensure the order is raised against the right cost centre, subjective and activity code.
- 4.4 For all training requests it is the expectation that the Constabularies' procurement rules are followed. This means purchase orders should be raised in advance for all training requests. Requests up to £500 are subject to self-approval. Requests over £500 must be submitted to the L&D Change and Development Manager for approval. Failure to comply with the Constabularies' procurement rules may result in action being taken under the Disciplinary Policy (police staff) or Misconduct Policy (police officers).

5. Expenditure related to External Training

Accommodation

- 5.1 Where accommodation is provided as part of the cost of the external training this will be authorised as part of the bid and paid from the L&D training budget.
- 5.2 Where accommodation is not included as part of external training cost, this will be calculated separately to the cost of the course and specified on the annual bid.
- 5.3 Where the Head of Department wishes to change the provided accommodation or to attend a training event where none is included, accommodation requests should be passed to L&D so that future attendance at the location can be reviewed and challenged where required. Accommodation should be booked through the corporate system.

Expenses and Allowances

- 5.4 Any expenses incurred as a result of attendance at an external training event or conference, including travel costs, mileage and subsistence are the responsibility of the Head of Department, and should not be claimed through L&D. Officers can claim in line with Police Regulations, please see the Pay and Allowances (Police Officer) Policy. Police staff can claim in line with the Pay and Allowances (Police Staff) Policy.

Materials

- 5.5 Heads of Departments should not need to authorise material or study related costs from within their budgets. Such requests should be directed through L&D and aligned through the training materials budget.

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Conferences

- 5.6 Decisions regarding attendance at conferences will be made by the Head of Department and Change and Development Manager and will be subject to cost, CPD requirement and the anticipated benefits of attendance. Involvement in the Senior Leadership Programmes or Aspire should be included as part of the annual training bid process, so the People Development lead can be sighted and support accordingly.

6. Post course recording and monitoring

- 6.1 Once the course or event has been attended the Planning Officer will update the L&D records and show the purchase order as receipted. The completion of all specialist crime training will also be updated on Chronical by the Chronical Team. An evaluation of the learning will be required for all delegates in line with L&D Evaluation Strategy.
- 6.2 The finance business partner for L&D will provide a monthly breakdown of the L&D budgets which will include spend and bookings (actual costs) for review by the Change and Development Manager and Heads of Department. This will ensure accurate recording and monitoring and allow for review of each Departments allocation where appropriate.

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