Towards the very best...

Education Learning & Leisure
Developing our Systems, Structures and Staff Development

Aberdeenshire **A**
COUNCIL

Serving Aberdeenshire from mountain to sea – the very best of Scotland

Education, Learning and Leisure: Systems, Structure & Staff Development Policy statement 2012

Rationale

Systems, structure and staff development within the Education, Learning and Leisure service are:

- the procedures and tools which enable management of and access to information
- the organisational structures and methods of communication within the Service and wider council
- consistent improvement of staff knowledge and skills through regular review and high quality professional learning for all staff as an entitlement

Aberdeenshire Council aims to ensure a consistent approach to all policy documents, in terms of format and language used.

Policies should be easily accessible to all stakeholders, including all employees and the wider community, and should be organised and titled in such a way that information is easy and quick to locate.

Guiding Principles

- Systems should be logical, transparent and open and linked to legislation.
- Polices should be regularly reviewed, updated and subject to consultation with any changes clearly communicated.
- It should be clear who to contact for further information on each policy.
- The organisational structures of the Education, Learning and Leisure service should be flexible, transparent, logical, accessible and relevant.
- Staff development is a two way process and both the employee and the Service have responsibilities in the process.
- All employees should have an entitlement to Corporate and Service induction.
- If an employee moves to another Service, the review processes should be linked.

Outcomes

- Development of a range of effective professional learning opportunities
- Relevant performance measures systems and structures in place which link outcomes with strategy
- Evidence showing improved performance.
- Evaluation by service users to inform planning and improvement strategies.
- A strategic approach to planning for improvement.

Roles and Responsibilities

It is the responsibility of all employees to ensure that current policies are followed at all times. Employees should notify the relevant colleague where a policy requires reviewing.