

People and OD Committee

HR & OD Policy Development and Review

20 November 2025

Report of the Workforce Development and HR Systems Officer

PURPOSE OF REPORT

To seek comments and approval from the Committee on the new Compliance Training Policy.

This report is public.

RECOMMENDATIONS

That the new draft Compliance Training Policy appended to this report is considered by the People and OD Committee and approved.

1.0 Introduction

- 1.1 From time to time the Council will create new Human Resources policies and procedures.
- 1.2 Lancaster City Council is committed to maintaining a safe, inclusive, and legally compliant workplace. Compliance training is a key part of this commitment and must be completed by all staff within the specified timeframes to ensure that this is done a new Compliance Training Policy has been developed.
- 1.3 This new policy is presented to the Committee for their consideration.

2.0 Compliance Training Policy

- 2.1 The introduction of Compliance Training Policy is being proposed following monitoring of compliance data and a recent audit review where it was recommended that a Policy be put in place to ensure that there are processes and systems in place to ensure all staff complete and keep up to date with their compliance training.

This policy outlines Lancaster City Council's commitment to ensuring all employees receive essential compliance training. The aim is to equip staff with the knowledge and skills required to perform their roles safely, ethically, and in accordance with legal and organisational standards.

- 2.2 The Policy covers areas such as:

- What compliance training is required to be completed by all staff;
- Clarification of roles and responsibilities.
- Monitoring and compliance
- Agency staffing considerations

2.3 To support the promotion of the policy, an article will be included in the staff newsletter, and shared on various teams channels as well as being published on the HR SharePoint page.

2.4 The policy has been approved, discussed and passed to this committee by the Joint Consultative Committee, following the provision of some further detail to confirm the employees who are required to undertake DSE training.

3.0 Recommendations

The Committee is asked to consider the new policy document, make any relevant comments and suggestions on the content and approve the policy.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):

n/a

LEGAL IMPLICATIONS

Ensuring compliance with health and safety and data protection regulations.

FINANCIAL IMPLICATIONS

None.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments to add.

BACKGROUND PAPERS

none

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