

## **Cleeve Parish Council**

### **TRAINING STATEMENT OF INTENT.**

#### **1. Commitment to Training.**

Cleeve Parish Council is committed to providing officers and members with the necessary training and development opportunities to ensure the Council can meet its aims and objectives. This will provide the appropriate skills required to deliver a high quality of services, along with management skills to manage and plan those services.

Training requirements are determined and prioritised, according to the council's service delivery requirements, and its stated policies. This ensures that training and development activities are directly towards the achievement of its aims and objectives.

To support this, appropriate funds will be allocated annually to a training budget to enable staff and members to attend training and conferences relevant to their office.

#### **2. Training Needs.**

The Parish Council acknowledges that it is important to train both its members and staff to adequately carry out its service provision in an efficient and professional manner.

Training will primarily focus on specific topics and areas of work pertinent to local government and will also encompass other relevant training that will enhance the professional skills of staff, benefit members and improve service delivery.

Training will include:

- Formal training courses (ALCA & SLCC);
- Briefings and seminars;
- Conferences (regional and national).

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) for the Clerk, and Avon Local Councils Association (ALCA) to enable staff and Councillors to take advantage of training courses and conferences arranged by those associations.

The Clerk will be encouraged to complete a relevant professional qualification and membership of the Institute of the Local Council Management. Continuous Professional Development (CPD): training and development which contributes to the CPD of an individual will be supported.

#### **3. Identifying Training Needs.**

The training needs of staff will be identified through an annual assessment and appraisal. Should there be a need for staff training due to the introduction of new legislation, equipment or the need for specialist knowledge then appropriate training will be provided.

A new chairman will automatically be expected to undergo appropriate training in chairmanship.

New councillors will be expected to attend an induction course. All councillors will receive on-going training, if required. New Councillors will be provided with an Information Pack to include:

- The Good Councillors Guide;
- Training Statement of Intent;
- Meetings Timetable;
- The Parish Councils (Model Code of Conduct) Order 2012;
- Standing Orders, Financial Regulations and Committee Terms of Reference;
- Health & Safety Policy Statement.

Members will also be expected to attend training on the Code of Conduct.

The Clerk will inform members of appropriate training/briefing sessions and will assess staff training needs through careful monitoring and evaluation of the council's administration processes. Changes in legislation will also induce the need for appropriate training. Training will be prioritised, organised, designed and evaluated to ensure that it meets the council's needs.

#### **4. Resources.**

Training will be resourced by making sufficient funds available in the budget to ensure that staff and members are suitably qualified to carry out the functions and duties expected of the Council.

There will also be sufficient funds set aside for appropriate subscriptions to appropriate publications, manuals and other information. All training and travel costs will be met by the Council.

#### **5. Measuring the Impact of Trained Staff and Members.**

The impact of training will be measured through the council's service delivery. Well trained staff and members will see the benefits through its success such as:

- Well chaired Council and Committee meetings;
- Meeting statutory requirements;
- Well-informed responses to planning and licensing applications;
- Documented policies and reports;
- Well managed finances and projects;
- Informed staff and members;
- The professional conduct of staff and members;
- Professional qualifications of the Clerk;

The Parish Council considers that training for both staff and members is vital to its development and is necessary to ensure its delivery to the town is of the best possible quality.