

# Clifford Parish Council

## Training - Statement of Intent

<p><b>1. COMMITMENT TO TRAINING</b></p>	<p>The parish council is committed to maintaining the standards expected from a council working towards Quality Award status through identifying appropriate training needs and providing sufficient resources for its provision.</p>
<p><b>2. TRAINING NEEDS</b></p>	<p>The parish council acknowledges that it is equally important to train both its councillors and staff in order 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 councillors and thereby improve service delivery.</p> <p>Training will include:</p> <ul style="list-style-type: none"> <li>• Formal training courses</li> <li>• Briefings and seminars</li> <li>• Conferences such as those organised by SLCC, NALC and YLCA</li> </ul>
<p><b>3. IDENTIFYING TRAINING NEEDS</b></p>	<p>The training needs of staff will be identified through an annual appraisal. However, should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.</p> <p>A new chairman will automatically be expected to undergo appropriate training in chairmanship. Councillors will also be expected to attend training on the Code of Conduct.</p> <p>The Clerk will inform councillors of appropriate training/briefing sessions and the Clerk will assess staff training needs through careful monitoring and evaluation of the council's administration processes.</p> <p>Changes in legislation will also induce the need for appropriate training.</p>
<p><b>4. RESOURCING TRAINING</b></p>	<p>Training will be resourced by making sufficient funds available in the precept to ensure that staff and councillors are suitably qualified to carry out the functions and duties expected of a council working towards Quality status.</p> <p>There will also be sufficient funds set aside for appropriate technical literature and other information.</p>
<p><b>5. MEASURING THE IMPACT OF TRAINED STAFF AND COUNCILLORS</b></p>	<p>The impact of training will be measured through the council's service delivery. Well trained staff and councillors will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> <li>• Well chaired council meetings</li> <li>• Professional and pertinent responses to planning applications</li> <li>• Well documented policies and reports</li> <li>• Well managed projects</li> <li>• Well managed finances</li> <li>• Well informed staff and councillors</li> <li>• The professional conduct of staff and councillors</li> <li>• Achieving and maintaining Quality Award status</li> </ul>

New Councillors will be provided with an Information Pack to include:

Useful Information

- Contact Details of Councillors & Clerk
- Committee Membership & Lead Members

Rules Governing Council Activity

- Standing Orders
- Financial Regulations
- Code of Conduct

Council Policies (Reviewed as required)

- Complaints Procedure
- Grant Awarding Policy
- Management of Recordings At Council Meetings
- Investment Policy
- Retention of Documents Policy
- Freedom of Information Scheme

Annually Reviewed Working Documents

- Risk Register
- Budget

In addition, councillors and staff have access to the Society of Local Council Clerks 'Working With Your Council' training portfolio.