



TAKELEY PARISH COUNCIL

TRAINING - STATEMENT OF INTENT

Commitment to Training

Takeley Parish Council is committed to training in order to ensure that staff and councillors are able to operate appropriately and effectively for the benefit of the community. To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

Training Needs

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.

Training will include:

- Formal training courses
- Briefings and seminars
- Local, regional and national conferences such as those organised by EALC and NALC.

Identifying Training Needs

Training needs are determined by:

- **Mandatory training for new councillors**
- **Mandatory Chairman training**
- **Adopted Code of Conduct**
- **Civility and respect pledge**
- Changes in legislation
- Changes in working practices
- New, or revised qualifications launched
- Professional error/mistake
- Accidents
- New equipment
- New processes/working methods



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- Complaints to the Council
- A request from a Councillor or member of staff

Performance, progress and any gaps in development and training needs are identified through formal and informal discussions and through staff appraisals. The Parish Council will consider giving support for appropriate further education and professional qualifications including granting study leave for revision and examination days.

Training requirements for Councillors will usually be identified by the Chair and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The Clerk will be expected to attend all relevant training days whenever possible.

It is recognised that it may be difficult for some Councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training and conferences whenever possible, and training which is available online in the evenings and weekends. All training presentation papers will be retained for information sharing.

Resourcing Training

Training will be resourced by making sufficient funds available in its budget to ensure that staff and councillors are suitably trained to carry out the functions and duties expected of the Parish Council. There will also be sufficient funds set aside for appropriate technical literature and other publications.

Impact of Training

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:

- Well chaired council meetings
- Professional responses to planning applications
- Well-documented policies and reports
- Well-managed projects
- Well-managed finances
- Well-informed staff and councillors
- The professional conduct of staff and councillors



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All councillors and staff attending conferences, seminars and training sessions are requested to give a report/personal evaluation of the event at the next Parish Council meeting.

New Councillors

New councillors will be expected to attend induction training provided by the Clerk and will be provided with an information pack containing the documents as set out below. New councillors will also be encouraged to attend induction and on-going development training provided by EALC.

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

- The Good Councillors Guide
- Members List
- List of Committees and committee members
- Training Statement of Intent
- Meetings Timetable
- The UDC Code of Conduct
- Civility and Respect Pledge
- Standing Orders
- Financial Regulations
- Other adopted policies
- Agenda and minutes of the 2 previous Parish Council Meetings.