



# Chelveston-cum-Caldecott Parish Council

## Northamptonshire



### STATEMENT OF INTENT

#### TRAINING FOR ALL ELECTED MEMBERS AND STAFF

##### **Introduction**

Good training, relevant to the Council's needs, has always been valued by Chelveston-cum-Caldecott Parish Council. This is demonstrated both by the provision of an annual training budget and by the attendances of elected members and the Clerk at such training events. This document sets down the principles that underpin member and staff training.

##### **Commitment**

Chelveston-cum-Caldecott Parish Council is committed to training its elected members and staff in order to assist the Council in achieving its aims and priorities. Member and staff training are recognised as integral parts of the Council's business and form a standing agenda item.

##### **Who and what does the Statement of Intent Cover**

Chelveston-cum-Caldecott Parish Council recognises the need to provide appropriate training and learning opportunities for all elected members and staff to ensure that quality services are provided, maintained and continually improved.

Training and learning opportunities may include any of the following –

- Induction courses for new members and staff (e.g. *Off to a Flying Start, Working with your Council*).
- Academic, professional or vocational qualifications (e.g. CILCA, NEBOSH).
- Seminars (e.g. Planning, Trees).
- Conferences (e.g. NCALC, SLCC).
- In-house courses (e.g. Code of Conduct training video).
- Local Government sector publications (e.g. *NCALC Update, Clerks & Councils Direct, NCC Planning News*).

Training that is relevant to the Parish Council may also be acquired by members and staff through other activities (e.g. employment, other public bodies, charities, etc).

##### **Identifying Training Needs**

Annually, before the November budget meeting, the members and staff will be asked to highlight areas or weaknesses where they feel that the Parish Council would benefit from further training, either by individuals or collectively. The outcome of this will be used to develop an annual training plan for the coming year.

In the training plan for an election year, this will include the training of potential new elected members.

During the year, additional training requirements may be identified for members and/or staff as a result of changes in the law, government or local policies or other events.



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### Resources (Financial and Human)

Annually the Parish Council will consider the requirement for training for the coming year, as part of the budget process, and will allocate sufficient funds (subject to the Council's overall financial objectives) to allow the training program to be undertaken.

In the budget immediately prior to an election year, funding will be allocated for the training of potential new elected members.

The Clerk will notify the Parish Council of training events available through local government organisations (e.g. NCALC, SLCC) or make arrangements for a bespoke training event if this is more cost effective.

The members and staff are expected to undertake any agreed training that the Parish Council has funded or committed to.

### Evaluation of Training

Members and staff will report back to the next meeting on their perceptions of the training they have undertaken and make recommendations as to its usefulness to others. The Parish Council will consider such feedback, along with observations of the member's / staff's application of such training, in order to evaluate the effectiveness and value for money.

Where training attendees have concerns about the quality of the training they have just received, this should be raised with the Clerk immediately (i.e. not wait until the next meeting), in order that this can be addressed with the training provider before invoices, etc, are raised.

Adopted on 14<sup>th</sup> November 2011 under resolution 1111.7.11

Signed .....  
Chairman

Signed .....  
Clerk