

## **TRAINING STATEMENT OF INTENT**

Wendover Parish Council is an organisation in which learning is valued. Members and staff will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the people of Wendover.

### **All are entitled to:**

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles as well as to the workings of Wendover Parish Council.
- An understanding of the direction and objectives of the council
- An understanding of the contribution that is expected of them

### **For staff:**

- Clear and measurable objectives for their performance at work
- An annual review of their performance, role and training needs
- A personal development plan which addresses their development needs
- A Chairman and Parish Clerk who are committed to staff development.
- Paid release from work commitments in order to undertake relevant training.
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.

### **For Members:**

- New Councillors with a “New Councillor’s Pack” when joining the Council
- General training in parish council level matters.
  - Duties of a councillor
  - Code of Conduct
  - Roles & Responsibilities
- Specialist training according to need and role in the council and committees
  - Chairmanship
  - Planning
  - Finance
- Other needs will be addressed through Agendas and ascertaining from Members which Courses would be appropriate for them to attend. If the whole Council requires training on a particular subject the clerk will source the appropriate qualified person to attend
- The following was adopted as part of the Management strategy
  1. *The Chairman of the Council must have undertaken the approved Chairmanship training before accepting the role.*
  2. *All councillors are expected to keep up to date and to undertake training appropriate to their role*
  3. *All Chairmen of C’tee and sub-C’tee must have undertaken approved training within 2 months of appointment.*
  4. *Members of the Planning C’tee must take special training within 2 months of appointment.*
  5. *If suitable training courses have not been run in that timescale then the Chair of the C’tee may grant an extension up to maximum 6 months total.*
  6. *Failure to take the appropriate training within a reasonable timescale will be reported to the Council for consideration.*

**Resources:**

- Appropriate sums will be made available in each budgetary period to allow required training to take place.

**Main Providers.**

- Buckinghamshire Association of Local Councils (BALC)
- Society of Local Council Clerks
- National Association of Local Councils

## **TRAINING**

The requirement to have a formal training strategy is part of the Quality Council requirement. Wendover Parish Council has always been ready to support training for staff and councillors, and has budgeted the necessary sums for such training in the past. It is however now recognising that regular sums will be needed. The amount will be set annually and will take consideration of the extent of changes, both external (eg legislation, extended responsibilities) and internal (new councillors or staff)

### **Keeping the Council Up to Date:**

The Council subscribes to following publications which are available to both members and staff for reference. Local Council Review and DIS *Extra* are published by NALC. Fieldwork is a journal published by CPRE and Clerks & Councils Direct is regularly circulated through the monthly pack. The website of SLCC and NALC are used for additional information.

### **Support for the Council**

The Council is supported by Bucks Local Council Association. The Council is also a member of CPRE and the RCC. Specific training on legislative changes is provided by the SLCC. The Clerk is a member of the Society of Local Council Clerks.

### **Training management**

- The budget for all training is managed by the Staffing C'tee
- A member of the Council will be appointed as 'leader' for Training with responsibility to identify the training needs of members and staff
- The clerk will keep a record of all training attended (Training Matrix) which will be published on the web-site on a quarterly basis
- Training will be provided by a range of options including
  - Self study
  - Training classes with external providers
  - Conferences and seminars
  - Support and mentoring within the WPC structures
  - Communications and information provision from the clerk

### **Measure the Impact of Training:**

Staff and Members alike acquire more confidence, match legal requirements and have the understanding of the workings of the Parish Council. A training feedback process implemented to comment on the course the course content and the trainer.

### **In Conclusion**

This document has been produced as a training strategy for the Council and will be reviewed annually at the Staffing Committee and to be subsequently endorsed by the whole of Council.