

PONTESBURY PARISH COUNCIL

TRAINING – STATEMENT OF INTENT

1. Pontesbury Parish Council is committed to providing the necessary training and development opportunities to ensure the Council can fulfil its duties and responsibilities. Its aim is to provide the appropriate skills to deliver a high level of service to its residents along with management skills to manage and plan those services.
2. The Council is committed to the training and development of its Officers and Members to enable them to carry out their roles effectively and professionally. Training will focus on areas pertinent to local government but will also cover personal development where necessary. Types of training will include:
 - Formal training courses
 - Distance learning
 - Briefings (both in-house and external) and seminars
 - Conferences such as NALC (regional and national) and SLCC
3. The requirement for training will be identified following:
 - Changes in legislation and other circumstances
 - New working methods or equipment
 - Health and safety reasons
 - Comments made to the Council by members of the Parish
 - The Clerk is encouraged to undergo training in order to keep up to date with day to day running of the parish and to maintain a Continuing Professional Development record in line with NALC requirements. This will be formally reviewed through an annual appraisal
 - The Clerk will be expected to attend all relevant training days whenever possible
 - The Clerk will be encouraged to acquire Cilca qualification (if not already obtained) and a separate budget set up for this purpose
 - The Clerk will be required to keep abreast of new legislation etc. via reading HMRC, SLCC and NALC (and similar) updates and the monthly Clerk's magazine. Cascading relevant information to councillors
 - Following the election of a new Chair he/she, together with the Clerk, will review any necessary training required to fulfil the role
 - Induction training and an Induction Pack for new Members will be provided by the Clerk and Chair of the Council
 - The Clerk/Chair will discuss training requirements for Members on an annual basis as part of the Budget setting process
 - The Clerk and Chair will take responsibility for co-ordinating training needs. Training Plans, where necessary, will be completed and monitored
4. An allocation is made in the Budget for training and development each year. The amount is reviewed annually. The Council subscribes to Shropshire ALC and SLCC in order to receive regular up-dates on relevant matters and to have access to the courses and training materials that are available.

5. All Members and Officers who attend training are expected to report back to the Council Meetings either verbally or by distributing relevant material or both. The report should include an assessment of the relevance and effectiveness for future reference. The eventual impact of appropriate and relevant training will be measured though the standard of the Council's service delivery.

Policy adopted December 2019

Next review date November 2022