

Training

STATEMENT OF INTENT AND COMMITMENT TO TRAINING

Purleigh Parish Council is committed to ensuring its staff and Councillors are appropriately trained and kept up to date with the requirements of new legislation by identifying training needs and providing sufficient resources for its provision.

Training will:

Enhance the performance of both the clerk and members

Encourage innovation

Provide opportunities for networking

Increase skills, confidence and be intrinsically valuable

TRAINING NEEDS

The Parish Council acknowledges that it is equally important to train both members and the clerk so that each can fulfil their roles in an efficient, effective and professional manner. Training will primarily focus on specific topics and areas of work relevant to local government, but members and the clerk will also be supported should they wish to attend other relevant training, which would enhance the discharge of their duties.

Training may include:

Formal training courses (e.g. those run by the Essex Association of Local Councils (EALC), the Society of Local Council Clerks (SLCC), the Institute of Local Council Management (ILCM), the National Association of Local Councils (NALC), Maldon District Council, and those forming part of the National Training Strategy)

Briefings, seminars and workshops

Attendance at conferences

Clerk and councillor forums

IDENTIFYING TRAINING NEEDS

Purleigh Parish Council's clerk is qualified, having obtained a Certificate in Local Policy (with distinction) from the University of Gloucestershire.

The training needs of Members and the clerk will be identified through an annual appraisal, and will respond to the introduction of new legislation and the acquisition of new powers and duties. In addition, the clerk will inform Members of all relevant training opportunities such as those offered by the EALC, SLCC and NALC.

To keep up to date, the council is a member of the EALC, pays the clerk's subscription to the SLCC and supports the clerk's membership of the ILCM, which depends on the demonstration of her commitment to an annual programme of continuous professional development (which includes formal training, work related activities, reading and supporting others).

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 be encouraged to attend training at their convenience. In-house training, at a convenient time will be considered wherever possible as a more practical alternative.

New councillors will be offered training, an induction meeting with the clerk and be provided with an information pack to prepare them for their role as a parish councillor.

Similarly, a new chairman will also be offered training.

RESOURCING TRAINING

A sum will be allocated in the precept for training and the purchase of relevant books and materials.

MEASURING THE IMPACT OF TRAINED STAFF AND COUNCILLORS

The impact of training will be measured through the council's service delivery and the way it conducts its business e.g.

Well-chaired meetings

The formulation of professional and relevant responses to planning applications and consultations

Effective policies and liaison with partners

Successful audits

Community engagement and consultation

The clerk's continued membership of the ILCM (dependent on her Continuous Professional Development)

The effectiveness of the council's training strategy and a summary of training received during the year will be considered by the council annually at the May meeting.