

HORNINGLOW AND ETON PARISH COUNCIL – TRAINING/CPD – STATEMENT OF INTENT

Horninglow and Eton parish council are committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with new legislation. 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.

Staff training will be identified by the clerk through the annual appraisal process and the cost and training provider investigated. A training schedule will then be prepared and submitted to the Staffing committee for approval to ensure the training is relevant and fit for the purpose.

Training requirements for councillors will usually be identified by the chairman, clerk and councillors. Opportunities to attend courses will be investigated by the clerk and brought to the attention of the full council. The council also encourages and support councillors and staff to identify their own training needs as part of their continuous professional development.

The principles of the National Training Strategy for parish councils is supported and recognised by the council as an excellent strategy for both staff and councillors. All administrative staff are therefore expected to go on to take the Cilca and Local Policy Certificates; the council will pay the annual subscription to the Society of Local Council Clerks (SLCC) to enable staff and councillors to take advantage of training courses and conferences.

The clerk will be expected to attend all relevant training/CPD days whenever possible and councillors will be expected to attend training/CPD days which are relevant to their office. It is recognised that it may be difficult for councillors to attend training/CPD during the daytime so in house training during an evening will be considered wherever possible to enable all councillors to attend.

All training undertaken will be evaluated to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in house training and information sharing.