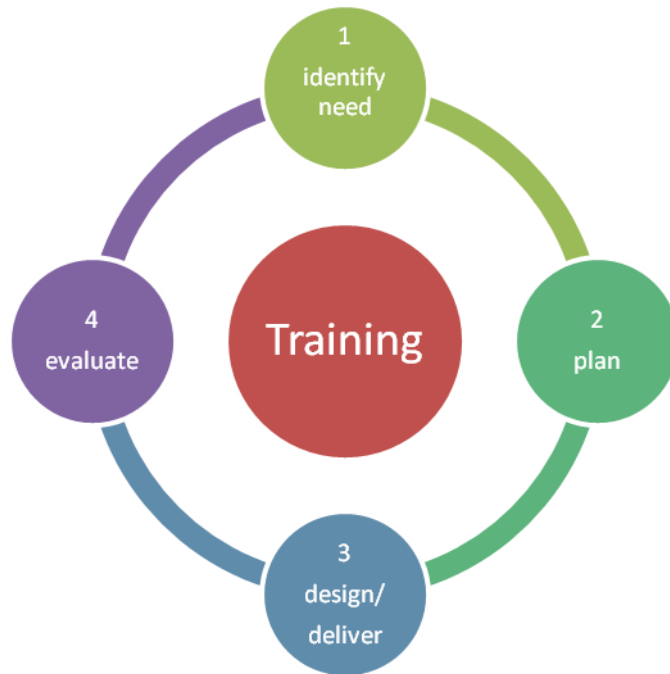


GREAT NESS AND LITTLE NESS PARISH COUNCIL

TRAINING – STATEMENT OF INTENT

1 COMMITMENT TO TRAINING	<p>The Parish Council is committed to maintaining the standards expected from a Quality Council through identifying appropriate training needs and providing sufficient resources for its provision.</p>
2 TRAINING NEEDS	<p>The Parish Council acknowledges that it is equally important to train both its Members and staff in order to adequately carry out its service provision in an efficient and professional manner. Training will primarily focus on specific topics and areas of work pertinent to local government and will also encompass other relevant training that will enhance the professional skills of staff, benefit Members and thereby improve service delivery.</p> <p>Training will include:</p> <ul style="list-style-type: none"> ➤ Formal training courses ➤ Briefings and seminars ➤ Conferences such as SALC, regional and national
3 IDENTIFYING TRAINING NEEDS	<p>The training needs of staff will be identified through an annual appraisal. However, should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.</p> <p>A new Chairman will automatically be expected to undergo appropriate training in Chairmanship. Members will also be expected to attend training on the Code of Conduct.</p> <p>The Clerk will inform Members of appropriate training/briefing sessions and the Clerk will assess staff training needs through careful monitoring and evaluation of the council's administration process. Changes in legislation will also induce the need for appropriate training.</p>
4 RESOURCING TRAINING	<p>Training will be resourced by making sufficient funds available in the precept to ensure that staff and Members are suitably qualified to carry out the functions and duties expected of a Quality Council. There will also be sufficient funds set aside for appropriate technical and other information.</p>
5 MEASURING THE IMPACT OF TRAINED STAFF AND MEMBERS	<p>The impact of training will be measured through the council's service delivery. Well trained staff and Members will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> ➤ Well chaired council meetings ➤ Professional and pertinent responses to planning applications ➤ Well documented policies and reports ➤ Well managed projects ➤ Well managed finances ➤ Well informed staff and Members ➤ The professional conduct of staff and Members ➤ Maintaining Quality Status



The model shown above demonstrates the process of how the Parish Council will implement its Continuous Professional Development in order to improve the efficiency of service delivery.

The Parish Council accepts that training is vital to its development and is not only necessary for its staff, but also for its Members.

Training will:

- Enhance the performance of both staff and Members
- Widen skills and experience
- Provide opportunities to network
- Provide the skills to confront challenges
- Encourage innovation
- Raise the standards of the Parish Council