

## TRAINING STATEMENT OF INTENT

1. Great Ness and Little Ness 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 both 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 may 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, but not limited to:
  - Changes in legislation and other circumstances
  - New working methods or equipment
  - Health and safety reasons

Training requirements for the Council's Officer will be formally reviewed through an annual appraisal.

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 will be offered to new Members. Members are encouraged to be proactive in identifying their own training and development needs. A training questionnaire will be available to help members. The Council's budget will take account of training needs.

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 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, including an assessment of the relevance and effectiveness of the training for future reference.



### **Version History and Review**

Policy name: Training Statement of Intent

Policy adopted: 5<sup>th</sup> March 2024

Version: 1

Adopted by: Full Council

Next review by: March 2027