

The Training Intent Document
WEST HANNINGFIELD PARISH COUNCIL

	Description	Date Agreed	Date Revised
1	<p>This Statement of Training Intent is designed to demonstrate that the Council is committed to training and takes a pro active stance in assessing the needs of individual Councillors, the clerk and the Council as a whole.</p> <p>The Clerk is able to identify resources whilst balancing the costs against the benefit gained for the Council.</p>	6 th Dec 2016	
2	<p>Outline of the commitment to training. (ie, why does your Council wish to make a commitment to train)</p> <p>To ensure all Councillors are kept up to date on policies, procedures and the Code of Conduct to enable them to make sound decisions based on the latest information and skills attained by participating in training.</p> <p>Councillors must provide the Clerk with latest information they acquire via training for dissemination, where appropriate, to the other Councillors (if they so wish).</p> <p>Councillors will attend at least one training session in a calendar year.</p>	6 th Dec 2016	
2a	<p>How will your Council identify training needs?</p> <p>The Clerk will ensure a Training Item is included regularly on the agenda and will keep Councillors informed as to the courses available.</p> <p>The clerk will need to carry out a training needs analysis – ie who has had training in the last two years, what particular responsibilities do they hold on the Council and whether they require training for changes in legislation / a new role, etc. on an on-going basis.</p>	6 th Dec 2016	
3	<p>How will the Council resource training to meet needs?</p> <p>The Council will ensure that when considering budgets an amount will be allocated for Training.</p>	6 th Dec 2016	

4	<p>How will your Council measure the impact of training? Decision making will become more effective, meetings more productive and expertise will be gained by Councillors for their respective roles within the Parish Council.</p>	6 th Dec 2016	
5	<p>Will your Council use a system of appraisal to look at the needs of the clerk and other staff? The Clerk undergoes an annual appraisal each year which involves a review of training. Other staff training needs are indentified, organised and recorded by the Clerk.</p>	6 th Dec 2016	
6	<p>How will the Council consider the needs of members (Councillors)? By establishing how much of their time is required, the cost and convenience of travel to training venues and relevance for the Parish Council rather than the Councillor.</p>	6 th Dec 2016	
7	<p>Training the Council – Is there a need for whole Council development? How might the Council meet this? The Council may consider group training sessions by bringing in outside resources, thus ensuring all Councillors are trained in specific areas. This is particularly important with regard to planning legislation and new initiatives introduced either by Chelmsford City Council or Essex Association of Local Councils or Essex County Council.</p>	6 th Dec 2016	
8	<p>Investing in the future, how will your Council keep up to date? Does your Council receive journals, newsletters and other information from support organisations? The Council receives e-mails and brochures from various organisations and via the Clerk is in close contact with the Essex Association of Local Councils' training officer. Details of courses are available at every meeting or via the Publications Document on the Council's website.</p>	6 th Dec 2016	
9	<p>Support for the Council is important and is achieved by the membership of other bodies. The Institute of Local Council Management works on the ethos of Continuous Performance Development, (CPD) which encompasses the ethos of training.</p>	6 th Dec 2016	

Agreed at the PC Meeting of 6th December 2016.