



LONGSTANTON PARISH COUNCIL

Training Statement of Intent

Adopted:

Table of Contents

- 1. Introduction..... 3
- 2. Training..... 3
- 3. Training Aims..... 3
- 4. Council..... 4
- 5. Staff Training ..... 4
- 6. Councillors’ Training..... 4

# TRAINING STATEMENT OF INTENT

## 1. Introduction

- 1.1 Longstanton Parish Council (the Council) is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the community it serves, but also the personal development of staff and councillors alike.

## 2. Training

- 2.1 Training is defined as a 'planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation'.

- 2.2 Learning can be categorised into the following:

- Intuitive – learning which happens by chance and we may not be conscious of it.
- Incidental – learning by reflection on particular events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we have learned from them.
- Proactive – planning to learn from an activity, reflecting on it and planning to use what we have learned.

- 2.3 It is anticipated that member/staff learning will reflect many of the above.

## 3. Training Aims

- 3.1 The Council's training aims are the following:

- a. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
- b. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
- c. To put in place an acceptable level of succession planning in order to:
  - Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
  - Ensure the Council can continue to operate during times where staff may be unavailable e.g. holiday, sickness, staff turnover, etc.
  - Ensure the Council is successful in obtaining Quality Parish Council Status.

#### 4. Council

Action	Frequency
Allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members and staff.	Annually

#### 5. Staff Training

Action	Frequency
All new staff to undertake Induction Training	As and when required
All staff to undertake appraisals to develop training needs	Annually
All office based staff encouraged to undertake the following, for which the Council will provide financial support: <ul style="list-style-type: none"> <li>• Introduction to Local Council Administration (ILCA)</li> <li>• Certificate in Local Council Administration (CiLCA)</li> </ul>	Ongoing
More senior staff encouraged to undertake the Certificate in Community Governance.	Ongoing
All staff encouraged to read regular publications and updates on the Internet from: <ul style="list-style-type: none"> <li>• SLCC</li> <li>• The Clerk Magazine</li> <li>• NALC</li> <li>• Local Council Review</li> </ul>	Weekly, monthly, depending on publication
All staff encouraged to attend training, seminars and conferences relevant to their position	Ongoing

#### 6. Councillors' Training

Action	Frequency
All Councillors to be provided with New Councillor Induction Pack and to receive a short induction session as soon as practicable following Local Council Elections	Every 4 years
All Councillors encouraged to attend Councillor training provided by CAPALC as soon as practicable	On election to office
All Councillors are encouraged to attend conferences and training events as appropriate to needs and responsibilities of the individual Cllr and the Council as a whole	Ongoing

All Councillors encouraged to read the following publications:

- The Good Councillors' Guide 2018
- Being a Good Employer Guide 2016
- How to Respond to Planning Applications
- The Good Councillors Guide to Finance and Transparency 2018
- The Good Councillors' Guide to Community Business 2020

On election to office and as and when required

<b>Document History</b>		
<b>Status</b>	<b>Date</b>	<b>Version</b>
Drafted by Libby White	March 2021	1.0
Draft to Council for debate	26 <sup>th</sup> April 2021	
Council Approved		