

## Training Statement of Intent

### **Commitment to Training**

Rodborough Parish Council is committed to providing quality training for its staff and Councillors to enable them to carry out their roles and meet the demands of the Parish Council.

### **Types of training included**

- **Induction Training**

Councillors and staff will all be offered a basic induction to the Parish Council, usually provided by the Clerk. For the Clerk this will be carried out by the Chair of Council.

*For Staff*, The Staffing Handbook will be used as a tool to ensure adequate induction and to identify training needs. Induction will include ensuring that all staff are up to date with computer skills, first aid, health and safety and play safety training.

*For Councillors*, an induction will be offered to include a who's who in the parish, copy of Standing Orders and Financial Regulations and the Code of Conduct.

- **Basic Training**

The Nuts and Bolts Course run by GAPTC will be offered to all new staff and Councillors as the basic course.

- **Further training**

*For Staff* Working with Your Council followed by the Certificate in Local Council Administration will be offered as a minimum training package. Staff will also encouraged to take on relevant training through GAPTC, SLCC and other organisations as appropriate to keep up to date on Parish Council issues.

*For Councillors* will also be encouraged to take on relevant training through GAPTC, SLCC and other organisations as appropriate to keep up to date on Parish Council issues.

### **Identifying training needs**

*Staff* training needs will be assessed and monitored through the line manager.

*Councillor* training needs will be assessed through discussion at Council on at least an annual basis.

### **Resources for training**

Council will agree a budget for training for staff and Councillors each year during the budget round.

### **Measuring the impact of training**

All staff and Councillors attending training will be expected to report back to the next council meeting after attendance to pass on any relevant information and to give feedback on the training course itself.

Accepted October 2008

Reviewed and accepted October 2011

Reviewed 20/10/14

Review date October 2017