

Wicken Parish Council

Training Statement of Intent

1. Commitment to training

- 1.1. Wicken Parish Council is committed to training to ensure that staff and councillors can operate appropriately and effectively for the benefit of the community.
- 1.2. Training needs will be identified, and enough resources will be allocated to provide the necessary training to meet the needs.
- 1.3. Staff and councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role.

2. Training Needs

- 2.1. This council acknowledges that it is important to train staff and councillors to operate in an efficient, effective and professional manner.
- 2.2. Training will primarily focus on specific topics relevant to local government, but other relevant training that will improve service delivery will also be offered
- 2.3. Training may include:
 - 2.3.1. Formal training courses
 - 2.3.2. Briefings and seminars
 - 2.3.3. Local, regional and national conferences
 - 2.3.4. E-learning

3. Identifying Training Needs

- 3.1. Training needs may be triggered in several ways; the list below is indicative, but not exhaustive:
 - 3.1.1. Staff appraisals (although staff may identify their own training needs at any time)
 - 3.1.2. A change in working practices (as a result of, for example, a complaint, accident or new policy)
 - 3.1.3. The introduction of new equipment
 - 3.1.4. Changes in legislation
 - 3.1.5. New Councillors joining the Council
 - 3.1.6. The appointment of a new Chair of the Council or sub-committees

4. Resourcing Training

- 4.1. This council will make enough provision in its budget to ensure that staff and Councillors are suitably trained to carry out their functions and duties.
- 4.2. There will also be enough funds set aside for appropriate technical literature and other publications.

5. Evidence of the benefit of trained staff and Councillors

- 5.1. The benefit of training will be evidenced through, for example:
 - 5.1.1. Well chaired meetings
 - 5.1.2. Professional and pertinent responses to planning applications
 - 5.1.3. Well documented policies and reports
 - 5.1.4. Well managed projects
 - 5.1.5. Well managed finances
 - 5.1.6. Well informed staff and councillors
 - 5.1.7. The high professional conduct of staff and councillors
 - 5.1.8. Transparency for residents as to the actions taken by the Council on their behalf.

Publication date	June 2021
Minute reference for adoption	55/21 19/5/2021
Next review date	Jan 2024