

## King's Sutton Parish Council Training Statement of Intent 2018

1. Commitment to training.	King's Sutton Parish Council is committed to training in order to ensure that the Clerk and Councillors are able to operate appropriately and effectively for the benefit of the community. Training needs will be identified and sufficient resources will be allocated to provide the necessary training to meet the needs. The Clerk and Councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role. The Clerk shall maintain a Training Log.
2. Training Needs	King's Sutton Parish Council acknowledges that it is important to train the Clerk and Councillors in order to operate in an efficient, effective and professional manner. Training will primarily focus on specific topics relevant to local government, but other relevant training that will improve service delivery will also be offered, e.g. training on a new piece of software. Training may include: <ul style="list-style-type: none"> <li>• Formal training courses</li> <li>• Briefings and seminars</li> <li>• Local, regional and national conferences</li> </ul>
3. Identifying Training Needs	Training needs may be triggered in a number of ways; the list below is indicative, but not exhaustive: <ul style="list-style-type: none"> <li>• Clerk's Appraisal (the Clerk may identify own training needs as and when)</li> <li>• A change in working practices (as a result of, for example, a complaint, accident or new policy)</li> <li>• The introduction of new equipment</li> <li>• Changes in legislation</li> <li>• New Councillors joining the Parish Council</li> <li>• New Chairman of the Parish Council or Committees</li> </ul>
4. Resourcing Training	King's Sutton Parish Council will aspire to make sufficient provision in its budget to ensure that the Clerk and Councillors are suitably trained to carry out their functions and duties. The Council will also aspire to provide sufficient funds for appropriate technical literature and other publications.
5. Evidence of the benefit of trained Clerk and Councillors	The benefit of training will be evidenced through, for example: <ul style="list-style-type: none"> <li>• Well chaired meetings</li> <li>• Professional and pertinent responses to planning applications</li> <li>• Well documented policies and reports</li> <li>• Well managed projects</li> <li>• Well managed finances</li> <li>• Well informed Clerk and Councillors</li> <li>• High professional conduct of Clerk and Councillors</li> </ul>

**Adopted: 5th April 2018**

**Minute No: 199.17/18B.5.3**