

# COXHOE PARISH COUNCIL

## POLICY: TRAINING STATEMENT OF INTENT

May 2015

### 1. Introduction

Coxhoe Parish Council (CPC) recognizes the importance of training and continued Professional Development (CPD) for both Members and Officers. CPC encourages all Members and Officers to take full advantage of the training on offer through the various agencies and that individual records will be retained. An amount is included within the estimates/budgets, and training events will be included on the agenda.

### 2. Types of Training

Training needs can be met in a number of ways:-

#### a) Conferences

There are a number of conferences which are of benefit to Members and Officers. In particular events hosted by National Association of Local Councils (NALC), Durham County Council (DCC) and the regional County Durham Association of Local Councils (CDALC).

#### Policy 1

**CPC will consider such conferences as they transpire and nominate up to two persons to attend. This will normally be one Member and the Clerk.**

#### b) Seminars

Free training seminars/events are now regularly provided via the County Training Partnership (CTP) and the CDALC. In addition events have in the past been hosted by Durham County Council (DCC).

#### Policy 2

**CPC will encourage all Members/Officers to take full advantage of these events.**

#### c) Other Training

There may be opportunities for other training sessions throughout each year by External Auditors, Insurance Companies, HMRC etc., which may incur a charge.

#### Policy 3

**CPC will encourage all Members/Officers to attend training events which the Council considers to be relevant.**

#### d) **CiLCA**

The Certificate in Local Council Administration is a requirement for Clerk and this qualification should be attained by the Clerk (if not already achieved).

#### **Policy 4**

**CPC recognizes the need for their Clerk to have this certificate and it will be a requirement for all future Clerks to have this qualification or be actively working toward it within a set timetable.**

### 3. **Training Needs**

#### a) **Members**

Training needs for Members is an on-going process. It begins with Induction Training following elections and continues throughout each term of office.

The following lists identified need:-

- **Induction Training** Recommended for all Councillors via
  - ◆ In-house (by Clerk and experienced members)
  - ◆ CTP – How to be a good Councillor
- **Specific Training** Recommended for all Councillors
  - ◆ Code of Conduct
  - ◆ Chairmanship Skills
- **Other**
  - ◆ H&S – (Playgrounds)
  - ◆ Cemeteries
  - ◆ Allotments
  - ◆ Planning
  - ◆ Financial Regulations
  - ◆ Other matters provided by 'experts'.

#### b) **Officers**

Needs are identified in a number of ways i.e. Appraisals, discussion etc.

CPC recognize the need to ensure that the Clerk and other employees are where necessary up to date with legislation, information etc. and training is provided by

- SLCC – Practitioner Conference/Seminars/Membership etc., and
- CTP, CDALC and DCC training events.

#### **Policy 5**

**CPC recognises the need for continual training and CPD and will ensure by making the necessary resources available that Members and Officers receive the necessary training to enable them to carry out their roles efficiently and effectively. This will be achieved by:-**

- a) The Clerk will attend the SLCC regional conference each year.**
- b) The Clerk and one Member will attend the regional NALC conference each year.**
- c) All new members will receive in-house induction training after being elected/co-opted.**
- d) All newly-elected first-time Members are encouraged to attend the appropriate CTP training courses.**
- e) All Officers/Members are encouraged to identify specific training needs and CPC will look to ensure proper training for these as and when necessary.**

#### **4. Resources**

##### **Policy 6**

**CPC will ensure sufficient financial resources are available for Members and Officers to attend training as identified above.**

#### **5. Impact of Training**

The direct impact of training is not always visible immediately, however the long-term goal is always to ensure both Members and Officers are both informed and equipped to carry out their role.

##### **Policy 7**

**All Members/Officers attending training will keep a record of their training and the Clerk will maintain a record of all training undertaken by members and staff of the council.**

**This Training Statement of Intent was agreed by the Council at its meeting held on the 6<sup>th</sup> May 2015.**

**Signed:**

**Chairman of the Council.**