



# Training Statement of Intent

## **The National Training Strategy**

The National Training Strategy was developed by the Countryside Agency and NALC in response to the Rural White Paper of 2000. The White Paper recognised the important role of the first tier of local government and proposed a number of initiatives including training for Parish and Town Councils.

The Local Council Award Scheme (previously the Quality Council Scheme) was re-launched in January 2015, with three levels of accreditation; Foundation, Quality and Quality Gold. Qualification provides assurance that the Parish Council follows best practice and is progressive, by sector standards. Qualification criteria provide a framework upon which to plan and implement improvements.

## **Council Commitment**

Steyning Parish Council is committed to providing the highest standard of service to its community. In order to be able to consistently deliver the minimum standard of service expected of a Foundation Council, Steyning Parish Council has produced this Statement of Intent for Training to underpin its role in delivering quality services to the parish of Steyning. All training provision will be dependent on the budget set by Steyning Parish Council.

## **What is Training?**

*'A planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation.'* – CIPD 2007

## **Identifying Training Needs**

The Council recognises that staff and Councillors need training in order for them to help the Council deliver quality services, however the training of staff and Councillors may differ.

**Staff** - Training needs of staff should be identified through:

- Staff appraisals held annually for all staff, and within three months of newly appointed personnel.
- Formal and informal discussions arising from the day to day role.

**Councillors** - Training needs of Councillors should be identified through:

- All new Councillors require training on the roles and responsibilities of the Council.
- Councillors may also undertake additional training periodically in light of new legislation or arising from new directions or projects that the Council wishes to undertake.
- Chairmanship – those Councillors appointed to the office of Chairman or Vice Chairman of the Council or one its Committees should be encouraged to attend the Chairmanship training course.
- Details of all SALC training courses are circulated to all Councillors.

**Reference Manuals**

The Council is committed to providing staff and Councillors with the latest editions of reference manuals to support their roles.

**Training Budget**

The Council sets a training budget annually to meet the training requirements of staff and Councillors, which will be fulfilled, finances permitting.

**Training Records**

The Council maintains a record of all staff and Councillor training.

**Training Provision**

**Staff** - The Clerk as manager of the staff can approve training for staff within the Council's training budget.

**Councillors** - A list of available training courses will be sent to Councillors.

**The Clerk**

The Clerk has a training budget of up to 20% of the total Council training budget to be used at his discretion for her training; any additional training to be agreed by the Working Practices Committee.

**Current Sources of Training:****Qualifications:**

SLCC – Working with your Council course.

SALC - Certificate in Local Council Administration.

University of Gloucestershire – Certificate in Community Engagement

**Continuous Professional Development:**

SLCC – Programme of Continuous Professional Development one day courses.

SALC – Programme of training courses.

**Conferences and Networking:**

SLCC – Regional Conference, Sussex Branch Meeting, Horsham District Branch meetings usually have guest speaker on current topics.

SALC – Clerk's Networking Day bi-annually again with guest speakers on current topics

SALC – Legal and Finance Day

SALC – Councillor training days

SALC - Chairmanship training

HDC - Planning Training

HALC – Member meetings have guest speakers on current topics or new legislation.

**Specific Training:**

First aid, Word, Excel, grant funding – various courses organised locally by the Council for Voluntary Services.

**Mentoring:**

On the job training for staff from the Parish Clerk.

**Adopted by SPC Full Council at the 17<sup>th</sup> May 2021 meeting**