

# Binfield Parish Council

## Training Statement of Intent

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### 1. Introduction

Binfield Parish Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the councillors' personnel development.

### 2. Training

Training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations".

Learning can be categorised into the following:

- Intuitive – learning which happens by chance, and we may not be conscious of it.
- Incidental – learning by reflection at events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we learned from them.
- Proactive – planning to learn form an activity, reflecting on it and planning to use what we learned.

It is anticipated that member/staff learning will reflect many of the above.

### 3. Training Aims

The Council's training aims are as follows:

- To improve the understanding of its members, of their role as a parish Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
- To provide the necessary training to its staff to ensure that they can undertake their respective roles.
- To ensure an acceptable level of succession planning to:
  - A. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
  - B. Ensure the Council can continue to operate during times where staff may be unavailable (e.g., holidays, sickness staff turnover etc.)
  - C. Ensure the Council is successful in obtaining Quality Parish Status



**4. Staff Training**

All new Staff to take Induction Training	As and when required
All staff to undertake staff appraisals to develop training needs.	Annually
All office-based staff are encouraged to undertake the following, for which the Council will provide financial support: 1. ILCA 2. Certificate in Local Council Administration 3. Certificate in Local Policy Studies	On going
All staff encouraged to read regular publications and update from internet Websites: SLCC The Clerk NALC Local Council Review	Monthly
All staff encouraged to attend training relevant to their position.	On going

**4.1 Council**

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members & Staff.	Annually
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**4.2 Councillors' Training**

All Councillors are provided with New Members Induction Pack following Local Council Elections and to receive a short training session as soon as practicable after the local elections.	Every 4 years
All Councillors are encouraged to complete a skills audit to identify training needs	Yearly in June
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office. (Standing Order, No 7b)	On Election to Office
All Councillors are encouraged to attend conferences and training events as appropriate to members and the Councils needs and responsibilities.	Annually
Councillors elected to the Committee available to serve Disciplinary & Grievance Committee must attend training unless they are already qualified in the subject	On election to the Committee and as and when required.
All Councillors encouraged to read the following publications, The Parish Councillors Guide, Local Council Finance and Governance & Accountability	On Election to Office