

Cover Sheet to Record Document History

Document History		
Status	Date	Version
Drafted by Linda Miller	October 2011	
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Swavesey Parish Council

Training Statement of Intent

Swavesey Parish Council is an organisation that recognises the value of learning. Members and staff will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the residents of Swavesey.

All are entitled to:

- Equality of opportunity in all aspects of their development.
- An induction programme into their own role as well as to the workings of Swavesey Parish Council.
- An understanding of the direction and objectives of the Council.
- An understanding of the contribution that is expected of them.

For staff:

- Clear and measurable objectives for their performance at work.
- An annual review of their performance, role and training needs.
- A personal development plan which addresses their development needs.
- A Chairman and Council who are committed to staff development.
- Paid release from work commitments in order to undertake training.
- Training and certification in accordance with all legal and statutory requirements according to their role.

For Members:

- New Councillors will be given a 'New Councillor's Pack' when joining the Council.
- New Councillors will be encouraged to undertake the 3 stage 'Councillor Professional Development' training provided by CPALC.
- Specialist training according to need and role in the Council will be reviewed annually.
- If the whole Council requires training on a particular subject the Clerk will source the appropriate provision.

Resources:

- Training needs will be assessed annually as part of the budget setting process. Approved sums will be made available in each budgetary period to allow required training to take place.

Main Providers:

- Cambridgeshire and Peterborough Association of Local Councils
- Society of Local Council Clerks
- National Association of Local Councils
- South Cambridgeshire District Council
- Cambridgeshire ACRE

Keeping the Council Up-to-Date:

The Council is supported by Cambridgeshire and Peterborough Association of Local Councils. Specific training on legislative changes is provided by South Cambridgeshire District Council. The Clerk is a member of the Society of Local Council Clerks and is an active member of the Cambridgeshire Branch. The Clerk is qualified and has achieved the Certificate in Local Council Administration.

The websites of the CAPALC, SLCC and NALC are used for advice and information.

Measure the Impact of Training:

Staff and Members alike acquire more confidence, meet legal requirements and gain further understanding of the workings of the Parish Council. A training feedback process needs to be implemented to ensure these criteria are met by any elements of training undertaken.

In Conclusion:

This document has been produced as a training strategy for Swavesey Parish Council and will be reviewed annually.

Chairman

Original adopted by Swavesey Parish Council on 24th October 2011