



# HEMINGFORD ABBOTS PARISH COUNCIL

## TRAINING - STATEMENT OF INTENT

### COMMITMENT TO TRAINING

1. Hemingford Abbots Parish Council recognises that continued investment and commitment to the training and development of the skills and competencies of its staff and councillors are essential if quality services to its electors are to be provided, maintained and continually improved.

### RESOURCES

2. To ensure that this commitment can be realised, Hemingford Abbots Parish Council will include a sum of money within its annual budget to cover the anticipated cost of the training and development of staff and councillors.

### IDENTIFICATION OF THE TRAINING AND DEVELOPMENT REQUIRED

3. **Staff.** A training and development plan will be discussed and agreed during the annual staff appraisal.
4. **Councillors.** Councillors will be expected to identify their individual training and development need after an election and annually in May thereafter.
5. Staff and councillors are free to request additional training at any time.
6. The following events will be taken into account when identifying a requirement for training:
  - changes in legislation
  - introduction of new or revised qualifications
  - the acceptance by councillors or staff of additional duties
  - the purchase of new equipment or software
  - receipt of a series of related complaints
  - any accident involving councillors or staff on Council business or Council assets.

7. It is expected that:

- a new councillor will attend relevant initial Councillor Training as soon as it is convenient for them to do so
- a newly appointed Vice and Chair will attend Chairmanship Training as soon as possible following their appointment.
- every councillor will attend at least one training course during each 4 year term
- when a general training need is identified for a majority of councillors, for example as a result of a change in legislation, the full Council and staff will attend relevant training arranged 'in house' if appropriate.

## **RECORDING AND REVIEW**

8. Members of staff and councillors will each have their own Training and Development Record on which attendance on training courses will be recorded together with information on whether the course met the training need identified and any follow up action or further training required. This information will be advised to Council to aid its consideration of value for money and to guide the choices of future training courses by staff and councillors.