



Upwood and the Raveleys Parish Council

Training and Development for Staff and Councillors: Statement of Intent.

Upwood and the Raveleys Parish Council is committed to developing its staff and councillors in order to assist the council in achieving its aims and priorities. Continued investment in, and commitment to training and development is essential if quality services are to be provided, maintained and continually improved.

Training and Development is relevant to all members of staff and elected members. It includes on-the job training; attendance at courses e.g. those run by the County Training Partnership or the Society of Local Council Clerks; and attendance at conferences, meetings and seminars.

- Newly elected and co-opted members will attend the new councillor training course offered by CAPALC.
- The parish clerk/responsible financial officer will hold the Certificate in Local Council Administration
- Each elected or co-opted member should attend at least one training course during each 4 year term.

Each member of staff and councillor will have their own training and development record on which attendance on training courses will be logged. These will be reviewed annually. For staff this will be at their appraisal when areas for future training will be discussed. For councillors this will be after an election and annually in May thereafter.

Needs will also be assessed using the following:

- Request from a member of staff or councillor.
- Following the recruitment of a new member of staff.
- Following changes in legislation.
- Following the launch of new and revised qualifications.
- Following the purchase of new equipment.
- Following an incident.

Upwood and the Raveleys Parish Council will set aside a sum of money annually for training and development within its budget. This sum will take into account:

- The identified training and development needs of staff and councillors.
- Training and development needs that are essential to progress the agreed policies of the council.

Training of staff and councillors should have a positive impact on the operations of the parish council. It is important that new skills, knowledge and attitudes are put into practice. The benefits of training and development opportunities will be reviewed at council meetings and recorded in the minutes.

Carol Silverstone
Parish Clerk & Responsible Financial Officer
October 2015