

Holywell-cum-Needingworth Parish Council

TRAINING STATEMENT OF INTENT

Commitment to training.

Holywell-cum-Needingworth Parish Council is committed to developing its staff and elected members in order to assist the Council in achieving its aims and priorities. Development and training is a joint commitment between staff and elected Members and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

Holywell-cum-Needingworth Parish Council recognises that continued investment and commitment to training and development is essential if quality services are to be provided, maintained and continually improved.

Who?

Training and Development is for all members of staff and elected members. It includes on-the job training e.g. training groundsman on items of equipment, attendance at courses e.g. those run by the County Training Partnership or the Society of Local Council Clerks and attendance at conferences.

Newly elected members should attend New Councillor training within 1 year. The Chairman must have undertaken Chairmanship training. All Councillors will be given the opportunity to attend training sessions as and when appropriate.

Identification of Needs

Each member of staff and elected members 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 elected members this will be after an election.

Needs will also be assessed using the following:-

- Questionnaire for elected members.
- Request from a member of staff or elected member.
- Following changes in legislation.
- Following a series of mistakes or complaints.
- Following launch of new and revised qualifications.
- Following purchase of new equipment.
- Following an accident.

Resources

Holywell-cum-Needingworth Parish Council will set aside a sum of money annually for training and development within their budget. This sum will take into account: -

1. The identified training and development needs of staff and elected members.
2. Training and development needs that are essential to improve and progress the agreed policies of the council.
3. The cost of training, development and learning.

Impact

Training of staff and elected members should have an impact on the operations of the parish council. It is important that new skills, knowledge and attitudes should be put into practice. Staff will be interviewed to check that the course met their needs, and whether this had highlighted any other training needs. The same information will be sought from elected members via an informal discussion with the clerk.

Conclusion

Holywell-cum-Needingworth Parish Council is committed to providing opportunities for elected members and staff to further develop their skills and competencies to not only move the Council forward in its aspirations to become an excellent Council but for Members' and staff own personal development.

Adopted at meeting of Holywell-cum-Needingworth Parish Council held on 7th October 2008.

Last Reviewed 3rd June 2025

Signed.....

Miss J Bowd
Parish Clerk