

# **MILTON PARISH COUNCIL**

## **TRAINING STATEMENT OF INTENT**

Milton Parish Council 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 Milton.

### **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 Milton 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 & Peterborough Association of Local Councils.
- Society of Local Council Clerks.
- National Association of Local Councils.
- Cambridgeshire County Training Partnership.
- South Cambridgeshire District Council.

**Keeping the Council Up to Date:**

The Council is supported by Cambridgeshire & Peterborough Association of Local Councils and is also a member of Cambridgeshire ACRE. The Clerk is a member of the Society of Local Council Clerks.

The websites of SLCC, NALC and CPALC are used for additional information.

**Measure the Impact of Training:**

Staff and Members alike acquire more confidence, match 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 Milton Parish Council and will be reviewed as required.