

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.
- Members of staff will be given the "Staff Handbook".

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 CAPALC.
- 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. The Clerk is a member of the Society of Local Council Clerks.

The websites of SLCC, NALC and CAPALC 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.

Reviewed 16th May 2019

Reviewed April 2022