

# **CRANFORD PARISH COUNCIL**



## **TRAINING STATEMENT OF INTENT**

**(based on Northants CALC's Sample Training Statement of Intent)**

### **1. Commitment to training**

Cranford Parish Council is committed to training in order to ensure that its Clerk and councillors can operate appropriately and effectively for the benefit of the community. Training needs will be identified, and enough resources will be allocated to provide the necessary training to meet the needs. The Clerk and councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role

### **2. Training needs**

Cranford Parish Council acknowledges that it is important to train its Clerk and councillors in order to operate in an efficient, effective and professional manner. Training will primarily focus on specific topics relevant to local government, but other relevant training that will improve service delivery will also be offered, e.g. training on a new piece of software. Training may include:

- Formal training courses
- Briefings and seminars
- Local, regional and national conferences

### **3. Identifying Training Needs**

Training needs may be triggered in several ways; the list below is indicative, but not exhaustive:

- Clerk appraisal (although the Clerk may identify their own training needs at any time)
- A change in working practices (as a result of, for example, a complaint, accident or new policy)
- The introduction of new equipment
- Changes in legislation
- New councillors joining the council
- New chairman of the council or committees
- NCalc's Councillor Development Framework

### **4. Resourcing Training**

Cranford Parish Council will make enough provision in its budget to ensure that the Clerk and councillors are suitably trained to carry out their functions and duties. There will also be enough funds set aside for appropriate technical literature and other publications.

### **5. Evidence of the benefit of trained Clerk and councillors**

The benefit of training will be evidenced through, for example:

- Well chaired meetings
- Professional and pertinent responses to planning applications
- Well documented policies and reports
- Well managed projects
- Well managed finances
- Well informed staff and councillors
- High professional conduct of staff and councillors