



## **Statement of Intent – Training**

Brickhill Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

The Council as a whole is responsible for monitoring and meeting the training needs of clerk and members and managing the budget. Staff training will be identified by the clerk through the annual appraisal process and the cost and training provider investigated.

Training requirements for councillors will usually be identified by the Council and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The principles of the National Training Strategy for Town and Parish Councils, is recognised as an excellent strategy for both administrative staff and councillors.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Bedfordshire Association of Town and Parish Councils (BAT&PC) to enable staff and councillors to take advantage of their training courses and conferences. Professional fees for membership of the Institute of Local Council Management will be paid in respect of staff who are professionally qualified.

### **Officers**

The Clerk and Assistant Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (as a minimum) and the Council will provide appropriate training and support to enable this to be achieved.

The Clerk will be expected to attend all relevant training days whenever possible and other members of staff will be expected to attend training days which are relevant to their office. Time will be made available during working hours for attendance at such training.

The Council may decide to support officers to undertake further training or education at its discretion.

### **Councillors**

New councillors will be expected to attend induction training provided locally by the Clerk and will be provided with an information pack containing the documents as set out on the attached list. New councillors will also be encouraged to attend

induction and on-going development training provided by BAT&PC and by Bedford Borough Council.

All councillors will be expected to undertake Power of Well-being training at such time as the Council determines provided that the Council meets the additional criteria required to qualify it for eligibility to use the power.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and BAT&PC and attend conferences whenever possible. In-house training during the evening will be considered whenever possible, to enable all councillors to attend.

Councillors who are elected to the Planning committee will be expected to undertake additional training on the local planning system and this will be provided locally by the Clerk and by Bedford Borough Council.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

## **Information Pack for New Councillors**

### Clerk's Briefing for New Councillors

- The Good Councillor Guide
- Local Council Award Scheme
- Members and Officers contact list
- Training Statement of Intent
- Calendar of Meetings
- Brickhill Parish Council Code of Conduct and accompanying guidance
- Brickhill Parish Council Standing Orders
- Brickhill Parish Council Financial Regulations
- Committee Terms of Reference and Committee Procedures
- Brickhill Parish Council Policy Documents
- Minutes of 2 previous Parish Council Meetings
- Annual Report and Accounts of Parish Council and relevant newsletters

November 2015