

## **Brixton Parish Council**

### **Training Statement of Intent**



Brixton Parish Council is committed to providing a formal training strategy.

This ensures that staff and councillors are trained to the highest standard and kept up to date with new legislation.

To support this, funding is allocated to a training budget each year.

#### **Training Needs**

The types of training will differ between the Clerk and the Councillors. However, all are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles and the workings of Brixton Parish Council
- An understanding of the objectives and direction of the council
- An understanding of the contribution that is expected of them.

Training will include formal training courses, briefings, seminars and conferences such as DALC, NALC, regional and national.

All new councillors when joining receive an information pack which includes:

- The Good Councillors Guide
- Councillors Details
- Meetings timetable
- Code of Conduct
- Standing Orders
- Financial Standing Orders
- Copy of policies

They are also expected to attend a training course run by DALC (Devon Association of Local Councils) on basic induction & roles and responsibilities.

#### **Identifying Training Needs**

The training needs for the Clerk will be identified through an annual appraisal. Training needs will also become apparent as a result in changes in legislation, new equipment etc. The Clerk will notify Councillors of appropriate training/briefing sessions. The Chairman and Committee Chairman should be expected to undergo appropriate training in chairmanship as provided by DALC.

#### **Resourcing Training**

An allocation is made in the budget each year for training the Clerk and Councillors. The amount is reviewed annually. The Parish Council subscribes to DALC in order to receive regular up-dates on matters relevant to local government and attend their bespoke training courses.

**Measuring the Impact of the Training**

All councillors who attend training are expected to report back to the full Council meetings verbally, and if necessary, in writing with an appropriate form of report on training attended for relevance, content and appropriateness. All material should be retained by the Clerk for future reference.

A training diary is kept by the Clerk in order to record and monitor all training.

**Conclusion**

This document will be reviewed annually Brixton Parish Council.

**Policy adopted by Brixton Parish Council - 28<sup>th</sup> September 2016**

**Policy updated at the meeting of Brixton Parish Council – 27<sup>th</sup> September 2017**

Kirstie Aldridge, Clerk to Brixton Parish Council