

Training - Statement of Intent

<p>1. Commitment to Training and Continuous Professional Development</p>	<p>Metheringham Parish Council is committed to maintaining the standards expected of a Quality Council through identifying appropriate training needs for its staff and members and providing sufficient resources for its provision. CPD at all level is the essential requirement to maintaining Quality Status.</p>
<p>2. Training Needs</p>	<p>Metheringham Parish Council employs one full-time staff, three part-time staff and one contract staff. The council consists of thirteen members. Training will mainly focus on specific topics and areas relating to local government legislation and other skill areas that will increase the knowledge and capabilities of the staff and members. Training will include:</p> <ul style="list-style-type: none"> ➤ Formal training courses ➤ Briefings and seminars ➤ Conferences provided by SLCC and NALC ➤ E-learning programmes
<p>3. Identifying Training Needs</p>	<p>Staff training will be identified by the Clerk and Chairman through the annual appraisal process, however if there is a need due to new equipment or new staff, then appropriate training will be provided. A training schedule will be prepared and submitted to full council for approval to ensure the training is relevant and fit for purpose.</p> <p>Members training needs will be identified by the Clerk and Chairman and opportunities to attend courses will be investigated by the Clerk and brought to the attention of full council. Members will be expected to attend training on the Code of Conduct. Changes in legislation will also induce the need for appropriate training.</p> <p>New members will have an induction meeting with the Clerk and will be provided with an information pack containing relevant procedures and documents.</p> <p>The Clerk will be expected to gain or hold the Certificate in Local Council Administration (CiLCA), in order to maintain Quality Status.</p>
<p>4. Resourcing Training</p>	<p>The Council will resource the training by ensuring sufficient funds are available through the precept. Annual subscriptions to the Society of Local Council Clerks (SLCC) and Lincolnshire Association of Local Councils (LALC) will enable staff and members to take advantage of training courses and conferences.</p>
<p>5. Measuring the Impact of Trained Staff and Members</p>	<p>All training undertaken will be reported back to full council by those who have attended. Where possible a written report should be compiled. The training undertaken will be evaluated by the Clerk and Chairman to gauge its relevance, content and appropriateness. The impact of the training will be measured through the council's service</p>

	<p>delivery. Well trained staff and members will see the benefits through its successes for example:</p> <ul style="list-style-type: none"> ➤ Well chaired council meetings ➤ Well documented procedures/policies and reports ➤ Well managed projects ➤ Well managed finances ➤ Professional and relevant responses to planning applications. ➤ Well informed staff and members ➤ Professional conduct of staff and members ➤ Quality Status
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The model below details the process of how Metheringham Parish Council will implement its Continuous Professional Development, in order to maintain and improve the efficiency of service delivery.



The parish council is pursuing excellence, training is vital to our future development and is an essential requirement for all staff and members.

Training will:

- Enhance the performance and motivation of staff and members
- Widen skills and experience
- Provide opportunities to network
- Provide the skills to confront challenges and change
- Encourage innovation and creativity
- Staying competitive is the key to sustainability
- Raise the standards and profile of the Parish Council