

HASLINGFIELD PARISH COUNCIL

TRAINING STATEMENT OF INTENT

Introduction

1. Haslingfield Parish Council (the Council) is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the community it serves, but also the personal development of staff and councillors alike.

Training

2. Training is defined as a 'planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation'.
3. Learning can be categorised into the following:
 - a. Intuitive – learning which happens by chance and we may not be conscious of it.
 - b. Incidental – learning by reflection on particular events or activities.
 - c. Retrospective – a system approach to reflecting on activities and identifying what we have learned from them.
 - d. Proactive – planning to learn from an activity, reflecting on it and planning to use what we have learned.
4. It is anticipated that member/staff learning will reflect many of the above.

Training Aims

5. The Council's training aims are the following:
 - a. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
 - b. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
 - c. To put in place an acceptable level of succession planning in order to:
 - Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
 - Ensure the Council can continue to operate during times where staff may be unavailable e.g. holiday, sickness, staff turnover, etc.
 - Ensure the Council is successful in obtaining Quality Parish Council Status.

Guidance for support

6. Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the Council.

Study leave

7. Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.
8. Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.
9. Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.
10. Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.
11. No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

Council

Action

Allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members and staff.

Frequency

Annually

Staff Training

Action

All new staff to undertake Induction Training

Frequency

As and when require

All staff to undertake appraisals to develop training needs

Annually

All office based staff encouraged to undertake the following, for which the Council will provide financial support:

Ongoing

- Introduction to Local Council Administration (ILCA)
- Certificate in Local Council Administration (CiLCA)

More senior staff encouraged to undertake the Certificate in Community Governance.

Ongoing

All staff encouraged to read regular publications and updates on the Internet from:

Weekly, monthly, depending on publication

- SLCC
- The Clerk Magazine
- NALC
- Local Council Review

All staff encouraged to attend training, seminars and conferences relevant to their position

Ongoing

Councillors' Training

Action

All Councillors to be provided with New Councillor Induction Pack and to receive a short induction session as soon as practicable following Local Council Elections

Frequency

Every 4 years

All Councillors encouraged to attend Councillor training provided by CAPALC as soon as practicable

On election to office

All Councillors are encouraged to attend conferences and training events as appropriate to needs and responsibilities of the individual Cllr and the Council as a whole

Ongoing

All Councillors encouraged to read the following Publications, available from NALC's website:

On election to office and as and when required

- The Good Councillors' Guide 2024
- The Good Councillors' Guide to Employment 2023
- How to Respond to Planning Applications: an 8 step guide
- The Good Councillors Guide to Finance and 2025
- The Good Councillors' Guide to Community Business 2020
- The Good Councillors' Guide to Cyber Security 2021
- The Good Councillors' Guide to Transport Planning 2019

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Based on Great Shelford's Training: Statement of Intent