

KIRKBURTON PARISH COUNCIL

TRAINING STATEMENT OF INTENT

Introduction

Kirkburton Parish 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 individual's personal development.

Training

Training is defined as *"a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisations"*.

Learning can be categorised into the following:

Intuitive – Learning which happens by chance and we may not be conscious of it.

Incidental – Learning by reflecting on particular events or activities

Retrospective – A systematic approach to reflecting on activities and identifying what we learned from them.

Proactive – Planning to learn from an activity, reflecting on it and planning to use what we learned.

It is anticipated that members/staff learning will reflect many of the above.

Training Aims

The Council's training aims are the following:

1. 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 resources available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
3. To ensure an acceptable level of succession planning in order to:
 - (a) Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
 - (b) Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness, staff turnover etc).
 - (c) Ensure the Council is successful in obtaining Quality Parish Status.

Councillors' Training

All Councillors are provided with New Members Induction Pack following Local Council Elections and to receive a short training session as soon as practicable after the local elections.	Every 4 Years
All Councillors are encouraged to complete skills audit to identify training needs.	Every 4 Years
All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office. (Standing Order No 7b).	On election to office
All Councillors are encouraged to undertake localised training by YLCA	Annually
All Councillors are encouraged to attend conferences and training events as appropriate to members' and Council's needs and responsibilities.	Annually
Councillors elected to the Committee available to serve on Disciplinary & Grievance Sub-Committees must attend training unless they are already qualified in the subject.	On election to the committee and as and when required

Staff Training

All new staff to undertake Induction Training	As and when required
All staff to undertake staff appraisals to develop training needs.	Annually
All office based staff encouraged to undertake the following, for which the Council will provide financial support: 1. Working with Your Council 2. Certificate in Local Council Administration 3. Certificate in Local Policy Studies	Ongoing
All staff encouraged to read regular publications: 1. Local Council Review 2. The Clerk	Monthly
All staff encouraged to attend training relevant to their individual posts.	Ongoing

Council

Council to allocate a training budget to cover the provision of training activities, attendance at conferences and training publications for members & staff.	Annually
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