



Astley Village Parish Council

TRAINING STATEMENT OF INTENT

Introduction

Astley Village Council is committed to provide a level of training for both its members and employees to enable them to undertake their respective roles for the betterment of not only the Parish Council and the Community it serves, but also the Parish Councillors' personnel 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 reflection on particular events or activities.
- Retrospective – a system 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 Parish Councillors/employees learning will reflect many of the above.

Training Aims

The Parish Council's training aims are the following:

1. To improve the understanding of its members, of their role as a Parish Councillor, the powers available to the Parish Council and how best to utilise the resource available to the Parish Council for the betterment of the residents it serves.
2. To provide the necessary training to its employees to ensure that they are able to undertake their respective roles.
3. To ensure an acceptable level of succession planning in order to:
 - Ensure the Parish Council can operate effectively following parish elections and potential changes to the Parish Council membership.
 - Ensure the Parish Council can continue to operate during times where employee may be unavailable (e.g., holidays, sickness employee turnover etc.)

Employee Training

All new employees to take Induction Training	As and when required
All employees to undertake employee appraisals to develop training needs	Annually
All employees encouraged to attend training relevant to their position	on-going

Parish Council

The Parish Council will allocate a training budget to cover provision of training activities, attendance at conferences and training publications for Parish Councillors and employees	Annually as part of the Budget Setting Process
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Parish Councillors' Training

All Parish Councillors will be offered induction training as soon as practicable after the parish elections or following being co-opted onto the Parish Council.	Every 4 years
All Parish Councillors are encouraged to complete a skills audit to identify training needs	Yearly in June
All Parish Councillors shall undertake training in the Code of Conduct within six months of the delivery of their declaration of acceptance of office.	On Election to Office
All Parish Councillors are encouraged to attend conferences and training events as appropriate to members and Parish Councils needs and responsibilities	Annually

