

RENHOLD PARISH COUNCIL

Clerk to the Council
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RENHOLD PARISH COUNCIL **Training Statement of Intent**

Renhold Parish Council has produced this document to allow a common goal for the Council in relation to training.

Council's statement of commitment to training

Renhold Parish Council is committed to undertaking training as appropriate to ensure that it continues to fulfil its duties and responsibilities on behalf of the parish of Renhold and its residents.

An outline of the Council's commitment to training

Training is required for all of the Councillors and the Clerk, the Council has no other employees. All councillors share responsibility for planning matters that are presented to the Council, and when planning specific training sessions are provided by the local authority, Bedford Borough Council, Councillors are encouraged to attend. In addition, Councillors are continually kept up to date with developments in these areas through correspondence from Bedford Borough Council, National Association of Local Councils, Bedfordshire Association of Town and Parish Council and other sources. All Councillors also have the opportunity and are expected to read the material which is circulated each month within the correspondence folder which includes information and publications from NALC, CPRE, BATPC etc.

The Clerk is expected to keep up to date with developments in the sector and undertake training as required to improve her knowledge. In addition, the Clerk is an active member of the Borough Council's Clerks Champions Group which includes relevant training sessions arranged for clerks on a wide variety of topics such as Code of Conduct, Elections etc.

All new councillors, in addition to attending the Councillor Induction training provided by the Bedfordshire Association of Town and Parish Councils, receive an introductory pack provided by the Clerk when they join the Council and support from fellow Councillors.

How the Council identify training needs

Training needs will become apparent through a number of different sources, so as a result of changes in legislation, availability of new equipment, discussion with other Councillors/Clerks at network meetings, or articles in the press or specialist publications. In addition, information is regularly received regarding relevant available training from the Bedfordshire Association of Town and Parish and other providers, and could be through decisions taken at meetings or other correspondence including notification of training opportunities etc. The Clerk is expected to notify Councillors of all needs and opportunities of which she becomes aware of throughout the year, and Councillors are also expected to identify their own needs and ask the Clerk to find relevant training to fulfil these needs. In addition, the Chairman also has a role in identifying the training needs of other Councillors and the Clerk.

Through the Clerk's annual appraisal the Council consider continuous professional development and identifying training needs.

Use of resources to meet Council's training needs

An allocation is made in the Council's budget each year to fund training fees and travel expenses as required; this amount is regularly monitored and reviewed by the Council. The Parish Council also subscribes to the Bedfordshire Association of Town and Parish Council in order to receive regular updates on matters relevant to the sector and have access to the courses which are provided through the Association and NALC. In addition, Bedford Borough Council run training sessions for Parish Councillors and Clerks which are provided at no cost to the Parish Council.

Measuring impact of training attended

All Councillors who attend training are expected to report back to the following full Council meeting held with either a written or verbal report detailing the session; this is circulated to all Councillors through the correspondence folder. A record of this information is included within the Council minutes and a list of recent training undertaken by Councillors and the Clerk is kept by the Clerk.

Adopted by Renhold Parish Council on 22nd June 2011