

Everton Parish Council



Training Statement of Intent

A brief statement of our commitment to training

Training is increasingly being seen as vital to the development of the parish and town council tier of local government, not only for clerks but also for members. ‘Training’ is not just another ‘buzz word’ that has no real relation to our work. The reality is that it is an integral part of the revised Quality Parish Council Scheme, and needs to be treated with as much weight as any other part of our work.

Our training is a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation.

A brief outline of whom our commitment to training includes and what types of training it will cover

Our commitment to training includes all members and staff (including the needs of the Joint Burial Committee), although it recognises that some training needs will be fulfilled by the Clerk receiving first-hand training and subsequently appraising Members. It will cover the following key areas as a minimum:

- Parish Councils, including duties, finance, powers and the role of the councillor, chairman and clerk
- Local Government structure generally
- Planning
- Risk Management, including Health and Safety
- The Parish Council as an employer
- Cemetery Management

How we will identify training needs

These will be identified in the light of the overall objectives of the Parish Council and Joint Burial Committee and the requirements of individuals.

Training will become a standing agenda item at our meetings.

How we will resource training to meet those needs

We will allocate an annual training budget, sufficient to provide all necessary training, including all necessary travelling expenses, accommodation, etc.

How we will measure the impact of the training attended

All training undertaken will be reported back to the Parish Council or Joint Burial Committee by those undertaking it. Any lessons learned will be incorporated into the Parish Council's policies and procedures.

Where training is considered to have failed to meet our expectations, we will discuss the matter with the training course provider.