

# Training Statement of Intent

## 1. Commitment to training

Wootton Parish Council is committed to training to ensure that staff, councillors and volunteers can operate appropriately and effectively for the benefit of the community. Training needs will be identified, and enough resources will be allocated to provide the necessary training to meet the needs. Staff, councillors and volunteers are expected to share this commitment to training and will be expected to undertake training appropriate to their role.

## 2. Training Needs

Wootton Parish Council acknowledges that it is important to train staff, councillors and volunteers in order to operate in an efficient, effective and professional manner. Training will primarily focus on specific topics relevant to local government and health and safety, but other relevant training that will improve service delivery will also be offered, e.g. training on a new piece of software. Training may include:

- Formal training courses
- Online training courses
- Briefings and seminars
- Local, regional and national conferences

## 3. Identifying Training Needs

Training needs may be triggered in several ways; the list below is indicative, but not exhaustive:

- Staff appraisals (although staff may identify their own training needs at any time)
- A change in working practices (because of, for example, a complaint, accident or new policy)
- The introduction of new equipment
- Changes in legislation
- New staff, councillors or volunteers joining the council
- New chairman of the council or committees
- NCALC's Councillor Development Framework

## 4. Resourcing Training

Wootton Parish Council will make enough provision in its budget to ensure that staff, councillors and volunteers are suitably trained to carry out their functions and duties. There will also be enough funds set aside for appropriate technical literature and other publications.

## 5. Evidence of the benefit of trained staff, councillors and volunteers

The benefit of training will be evidenced through, for example:

- Well chaired meetings
- Professional and pertinent responses to planning applications
- Well documented policies and reports
- Well managed projects
- Well managed finances
- Well informed staff, councillors and volunteers
- High professional conduct of staff, councillors and volunteers.