

Sturminster Marshall Parish Council

Statement of Intent on Training.

1. Statement of Intent

Sturminster Marshall Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funding is allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their role.

Training is required to provide the appropriate skills to deliver high quality services and develop effective management techniques to plan and deliver those services.

The Council wishes to encourage staff training and development within its resources and therefore training opportunities will be determined and prioritised by need to meet service requirements, delivery and corporate policies.

2. Employees

- All employees are encouraged to be proactive in identifying their training and development needs.
- Induction training and an Induction Pack are provided for all new employees.
- The Clerk will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and arranging appropriate training whenever necessary.
- Additional training may be requested at any time.
- The Clerk must obtain the Cilca qualification.

3. Councillors

- DAPTC New Councillor training is offered for all new Members and is compulsory.
- Members are given specialist in-house training on an ad hoc basis.

4. Volunteers

Specialist training is given on an ad hoc basis e.g. Community Speedwatch.

5. Prioritising Training and Development

Any training will be prioritised as follows:

- Corporate/Service delivery
- Specialist needs
- Improve existing skills
- Personal development

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Dorset Association of Local Councils (DAPTC) to enable staff and Councillors to take advantage of their training courses and conferences.

New Councillors will be provided with an information pack containing the documents as set out in the list below.

6. New Councillors Information Pack

- The Good Councillors Guide
- Training Statement of Intent
- Meetings Timetable
- Code of Conduct
- Standing Orders
- Financial Regulations
- Dignity at Work Policy
- Equality & Diversity Policy
- Health & Safety Policy

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments and In-house training during an evening will be considered wherever possible, to enable all councillors to attend.

7. Requests for training

No reasonable request for training will be denied, the council/relevant committee will take account of councillor and employee needs and budget provision when granting approval.

Councillors must submit a request (verbal or email) to attend training events to the Clerk.

Employees must submit a request (verbal or email) to attend training events to the Chairman and Vice Chairman.

Adopted by Sturminster Marshall Parish Council on 6th March 2025 Review date: March 2027