



# Ripponden Parish Council

## TRAINING STATEMENT OF INTENT

### Introduction

Ripponden Parish Council is committed to ensuring that both its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

The Council as a whole is responsible for monitoring and meeting the training needs of staff and Councillors. Staff training will be identified by the Clerk through annual appraisal undertaken by the Employment Committee and the cost investigated. A training schedule will then be prepared for Council approval to ensure the training is relevant and fit for purpose.

Training requirements for Councillors will usually be identified by the Council and Clerk. Opportunities to attend courses will then be investigated by the Clerk and brought to the attention of the Full Council.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Council's membership of the Yorkshire Local Council's Association (YLCA) to enable staff and Councillors to take advantage of the two associations training courses and conferences.

### Training Aims

The Council's training aims are:

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

## Councillors Training

All new Councillors are provided with a New Members Induction pack following Local Council Elections and where possible to receive a short training session as soon as practicable after the elections.	Every 4 Years
All Councillors are encouraged to identify any individual training needs and advise the Clerk as soon as possible.	On-going
All Councillors shall undertake training in the code of conduct within 6 months of their declaration of acceptance of office.	On election to office
All Councillors are encouraged to undertake localised training by YLCA and Calderdale Council.	On-going
All Councillors are encouraged to attend conferences and training events as appropriate to members and the Council's needs and responsibilities.	On-going
Councillors elected to the Disciplinary, Grievance and Appeal Committee's must attend training unless they are already qualified in the subject. (subject to the availability of a relevant course)	As and when required

## Staff Training

All new staff to undertake induction training.	As and when required
All staff to undertake staff appraisals to identify training needs.	Annually
All office based staff encouraged to undertake the following for which the Council will provide financial support: <ul style="list-style-type: none"><li>• Introduction to Local Council Administration (ILCA)</li><li>• Certificate in Local Council Administration (CiLCA)</li></ul>	On-going
All staff encouraged to read regular publications: <ul style="list-style-type: none"><li>• Clerks and Councils Direct</li><li>• The Clerk magazine</li></ul>	Monthly
All staff encouraged to attend training relevant to their individual posts.	On-going

## Council

Council to allocate a training budget to cover the provision of training activities, attendance at conferences and training publications for members and staff.	Annually
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Approved 26/02/2015

Reviewed 30/10/2018