

RUSTINGTON PARISH COUNCIL

Statement of Intent on Training

1. Rustington Parish Council hereby commits to a Policy on Training and Development, not only to ensure that the service it provides is of a most professionally high standard, but also to give its Members and Personnel every opportunity possible to acquire and develop the knowledge and skills necessary to administer the Council's role and responsibilities for the benefit of the local community.
2. The Council aims to ensure that both Members and Personnel are fully au-fait with all new Legislation and technology, to make certain that the high level service currently offered is not only maintained, but also, developed for the future.
3. The Council will make financial provision, in its Annual Budgets, for any type and level of training that is required, and is appropriate, for individual Members and Personnel.
4. Training will be offered to all Members of the Council, including co-opted Members, and Personnel. All Training Courses, organised by both the Sussex and Surrey Associations of Local Councils (SALC) and the Society of Local Council Clerks (SLCC), will be brought to the attention of Members and Personnel, where appropriate, to give them the opportunity to attend any such Courses.
5. The Council's Members and Personnel will also be encouraged to attend Induction Courses at both the Arun District and West Sussex County Councils, as well as any in-house Training Courses such as Manual Handling, First Aid, Fire Awareness Training and SALC In-House Briefing Sessions.
6. All new Members will be issued with a wide range of information, as detailed on the attached list.
7. All Members will be encouraged to attend at least one SALC Councillors' Weekend Course, as soon as practicably possible after election/co-option, as well as any specialised courses on Chairmanship, Planning Legislation, Financial/Audit Management, and any other Seminars and Courses organised by Arun District Council, West Sussex County Council, SALC and the SLCC.

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8. Members of personnel will be expected to attend any similar Courses, appropriate to their individual positions, including Health and Safety, Risk Assessment, Financial/Audit Management, Employment Law, Legal Topics and any other specialist Courses e.g Horticultural and COSHH Regulations etc.
9. The Clerk of the Council will have access to any professional training necessary to support his/her role and, in particular, if not qualified, should be prepared to undertake any training available to assist with obtaining the Certificate in Local Council Administration (CILCA).
10. Training needs will be identified, in the case of Personnel, by the Clerk of the Council and the individuals themselves. As far as Members are concerned, the Chairman of the Council and the Clerk of the Council should encourage attendance at all relevant Courses, and ensure that all such Courses and training opportunities are tabled for inclusion on full Council Agendas, on a regular basis.
11. The evaluation of the effectiveness of training provided will be undertaken in the following ways:-
 - Members attending Training Courses and Seminars will report back to the full Council, giving their individual observations on the content and value of the Courses attended
 - The Clerk of the Council will evaluate both the effectiveness of Personnel training undertaken, and requirements, for the future, with individual members of Personnel periodically, but most definitely at the Annual Appraisals

October 2008