Training Statement of Intent
Wollaston Parish Council

1. Commitment to training.	This council is committed to training in order to ensure that staff and councillors 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 and councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role.
2. Training Needs	This council acknowledges that it is important to train staff and councillors in order to operate in an efficient, effective and professional manner. Training will primarily focus on specific topics relevant to local government, 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 • 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 (as a result of, for example, a complaint, accident or new policy) • The introduction of new equipment • Changes in legislation • New councillors joining the council • New chair of the council or committees
4. Resourcing Training	This council will make enough provision in its budget to ensure that staff and councillors 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 and councillors	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 and councillors • High professional conduct of staff and councillors

Adopted on ..... Signed by Chair …….....

Reviewed November 2024, Next Review November 2026