

CRANBROOK & SISSINGHURST PARISH COUNCIL

Statement of Intent - Training

Cranbrook & Sissinghurst Parish Council is committed to improving the standard of its staff and councillors by training and to support this, includes a budget for conferences and training in each financial year.

The Parish Council pays for the current Clerks' subscription to Royal Town Planning Institute and the Society of Local Council Clerks. It will encourage any future Clerk to become a qualified Clerk.

It is recognised that training can take many forms. Cranbrook & Sissinghurst Parish Council encourages members to consider and undertake training.

Cranbrook & Sissinghurst Parish Council has adopted the four guiding principles in the National Training Strategy for Town and Parish Councils for its staff and councillors. The four guiding principles of:-

- Formal Training.
- Personal Skills.
- Specialist Skills.
- Technical Updating

The Policy & Resources Committee will be responsible for undertaking a formal review of the training needs of the parish council and council personnel in December of each year. The Committee will review the four guiding principles to identify what training might be needed and then plan how to achieve it and assess the budgetary requirements. Feedback from courses and training will be expected in the way of a report.

Cranbrook & Sissinghurst Parish Council will use and take advantage of any training offered to both Members and Staff. It will encourage attendance to any training programme offered. It will investigate any requests for training which may be put to the Council by Members and Staff. New Members will be expected to take advantage of any "new" councillors training offered. Any new staff will be expected to take advantage of any courses/training which may be offered which will enhance their knowledge of the roles that they may be undertaking, in particular SLCC Working with your Council and ultimately Cilca (Certificate in Local Council Administration).

More experienced councillors will be encouraged to mentor new councillors to pass on their skills and knowledge. All staff will be involved in the Appraisal process which is a systematic approach to encourage two way communication and to provide the Council and their staff the opportunity to discuss performance and future aspirations. Appraisal discussions will take place annually.

Formal training may come from: Tunbridge Wells Borough Council, Kent County Council, Kent Association of Local Councils, Society of Local Council Clerks and other organisations.

In House training may come from The Clerk or Chairmen of Committees or from instruction from our qualified IT technicians/remote support, web site designers or digital mapping companies.

Publications which may assist members or staff will be purchased i.e. Arnold Baker: Local Council Administration, Standing Orders and Chairmanship, Clerk's Guides, Governance and Accountability for Local Councils etc.