

**Feering Parish Council
Statement of Intent
Training
September 2008**

Feering Parish Council is committed to providing appropriate training opportunities for its employees and members, to enable them to undertake their duties more effectively.

Training is a planned process to develop the abilities of an individual, to satisfy the current and future needs of the organisation.

To achieve this, Feering Parish Council is committed to:-

Identifying training needs, in the light of the overall objectives of the organisation and the requirements of the individual by:-

- Providing a New Councillor Pack to all new councillors, including an outline and workings of the Council and Councillor Roles and Responsibilities
- Providing the Clerk's Guide by BDC for a new clerk.
- Circulating details of training courses which are available primarily from the Essex Training Partnership to all Councillors and Clerks
- Responding favourably to requests for training from members and employees
- Identifying needs from appraisals, feedback, formal and informal discussions. It is the responsibility of both members and employees to identify both their own training needs, and to make suggestions for the training needs of others.
- Options for training include
 - Subject related training, eg planning, law, budgets
 - Personal Qualities eg time organisation, managing staff, giving presentations, chairmanship
 - Technical, eg web design and maintenance, new software
 - Health and Safety and Risk Management
 - Other, as identified
- Training can take the form of courses, workshops, presentations, one to one training or the provision of training materials eg books and software.

Planning, organising and funding training to meet those needs by

- Allocating an annual Training Budget
- Investigating and suggesting appropriate training to meet identified needs. It is likely that training would be sourced outside the Council.
- Undertaking the administration for training, ie booking, providing information, paying expenses.

Evaluating the effectiveness of the training by

- Seeking feedback from the attendee on the impact the training has had, either in improved understanding or output, resulting in better service provision and whether they would recommend the training as worthwhile.
- Reviewing annually what training has been undertaken, the cost and the impact and identify improvements for the following year.