



IDMISTON PARISH COUNCIL  
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## Training Statement of Intent

### Introduction

Idmiston Parish Council is committed to provide a level of training for both its members and staff, not only to enable them to undertake their respective roles effectively for the improvement of the Council and the Community it serves, but also to improve the councillors' and staff's personal development.

### Training

Training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations".

Learning can be categorised into the following:

- Intuitive – learning which happens by chance and we may not be conscious of it.
- Incidental – learning by reflection on events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we learned from them.
- Proactive – planning to learn from an activity, reflecting on it and planning to use what we learned.

It is anticipated that member/staff learning will reflect many of the above.

### Training Aims

The Council's training aims are as follows:

1. To improve a member's understanding of their role as a local Councillor, the powers available to the Council, and how best to utilise the resources available to the Council for the betterment of the residents it serves.
2. To provide the necessary training for its staff to ensure that they are able to undertake their respective roles effectively.

3. To ensure an acceptable level of succession planning 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.)
  - C. Ensure the Council is successful in obtaining at least the Quality Level status of the Local Council Award Scheme

### **Staff Training**

All new Staff to take Induction Training	As and when required
All staff to undertake staff appraisals to develop training needs	Annually
All office-based staff are encouraged to undertake the following, for which the Council will provide or contribute financial support:  1. Introduction to Local Council Administration Council  2. Certificate in Local Council Administration  3. Community Governance courses Levels 4, 5 & 6	On going
All staff encouraged to read regular publications and updates from internet Websites:  Society of Local Council Clerks and The Clerk magazine  National Association of Local Councils and the Local Council Review	Monthly
All staff encouraged to attend training relevant to their position	on-going

### **Council**

The Council to allocate a training budget to cover the provision of training activities, attendance at	Annually
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conferences and purchase of training publications for both members & Staff	
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## **Councillors' Training**

All Councillors are provided with New Members Induction Pack following Local Council Elections and to receive a short training session as soon as practicable after the local elections.	Every 4 years
All Councillors are encouraged to complete a skills audit to identify training needs	Yearly in June
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office. (Standing Order No 7b)	On Election to Office
All Councillors are encouraged to attend conferences and training events as appropriate to members and the Council's needs and responsibilities	Annually
Councillors elected to serve on the Disciplinary & Grievance Committee must attend training unless they are already qualified in the subject.	On election to the Committee and as and when required.
All Councillors encouraged to read the following publications, The Parish Councillors Guide, Local Council Finance, and Governance & Accountability	On Election to Office