

Hartley Wintney Parish Council – Training Statement of Intent

1. Introduction

1.1 Hartley Wintney Parish Council recognises the value of learning. Members and staff will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the Parish.

2. All are entitled to:

- 2.1 Equality of opportunity in all aspects of their development.
- 2.2 An induction programme into their role as well as to the workings of Hartley Wintney Parish Council.
- 2.3 An understanding of the direction and objectives of the Council.
- 2.4 An understanding of the contribution that is expected of them.

3. For staff:

- 3.1 Clear and measurable objectives for their performance at work.
- 3.2 An annual personal development plan which addresses their development needs.
- 3.3 A six month review of their performance, role and training needs.
- 3.4 A Chairman and Council who are committed to staff development.
- 3.5 Paid release from work commitments in order to undertake training.
- 3.6 Training and certification in accordance with all legal and statutory requirements according to their role.

4. For Members:

- 4.1 Councillors will be given a “Members Handbook” when joining the Council.
- 4.2 Councillors will be encouraged to undertake New Councillor Training and Continuing Professional Development training provided by HALC (Hampshire Association of Local Councils)
- 4.3 If the whole Council requires training on a particular subject the Clerk will source the appropriate provision.
- 4.4 All members will attend Code of Conduct Training.
- 4.5 Members of Committees will be encouraged to attend training related to the work of that committee, e.g. Finance Training, Policy Training, Planning Training.
- 4.6 Members representing the Council on specific matters will be asked to attend specialist training for their role: e.g. Youth Matters, Housing Matters, Health Matters.
- 4.7 Specialist training according to need and role in the Council will be reviewed annually.

5. Resources:

- 5.1 Training needs will be assessed annually as part of the budget setting process.
- 5.2 Approved sums will be made available in each budgetary period to allow required training to take place.

6. Main Providers:

- Hampshire Association of Local Councils
- Society of Local Council Clerks
- National Association of Local Councils
- Hart District Council
- Hampshire County Council
- Institute of Cemetery and Crematorium Management

7. Keeping the Council Up to Date:

7.1 The Council is supported by Hart District Association of Local Councils and HALC.

7.2 The Council is supported through membership of the Open Spaces Society, CPRE, the Woodland Trust and the Hampshire Playing Fields Association.

7.3 The websites of SLCC, NALC and HALC are used for additional information.

8. Measure the Impact of Training:

8.1 Staff and Members alike acquire more confidence, match legal requirements and gain further understanding of the workings of the Parish Council. A training feedback process will be implemented to ensure these criteria are met by any elements of training undertaken.

8.2 Training feedback is a standing agenda item taken with Parish Councillor Matters at all Council meetings.

This document has been produced as a training strategy for Hartley Wintney Parish Council and will be reviewed as required.

Additional Information

For further information, please contact the Executive Clerk or the Chairman of the Policy Committee.

Amendment Record

Version 1: Approved at Full Council – April 2011

Version 2: Reviewed at Policy Committee – 23rd April 2018

Approved at Full Council – 6th August 2018