



Kingsnorth Parish Council

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Training Statement of Intent Introduction

Kingsnorth Parish Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the councillors' personnel 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 the following:

To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.

To provide the necessary training to its staff to ensure that they can undertake their respective roles.

To ensure an acceptable level of succession planning to:
Ensure the Council can operate effectively following local elections and potential changes to the Council membership.

Ensure the Council can continue to operate during times when staff may be unavailable (e.g., holidays, sickness staff turnover etc.)

Ensure the Council is successful in obtaining Quality Parish Status

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 staff encouraged to attend training relevant to their position.	on-going
All staff are encouraged to read regular publications and updates from websites:	Monthly

Councillor 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 September
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.	On Election to Office
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities	Annually
Councillors elected to the Committee available to serve 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

Council

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members & Staff.	Annually
All Councillors and Staff are encouraged to complete the Civility and Respect Training.	As and when released.