

## Desborough Town Council Training Statement of Intent

1. Commitment to training	This council is committed to training in order to ensure that staff and councillors can operate appropriately and effectively for the benefit of the community. Training needs will be identified, and enough resources will be allocated to provide the necessary training to meet the needs. Staff and councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role.
2. Training Needs	This council acknowledges that it is important to train staff and councillors in order to operate in an efficient, effective and professional manner. Training will primarily focus on specific topics relevant to local government, but other relevant training that will improve service delivery will also be offered, e.g. training on a new piece of software. Training may include: <ul style="list-style-type: none"> <li>• Formal training courses</li> <li>• Briefings and seminars</li> <li>• Local, regional and national conferences</li> </ul>
3. Identifying Training Needs	Training needs may be triggered in several ways; the list below is indicative, but not exhaustive: <ul style="list-style-type: none"> <li>• Staff appraisals (although staff may identify their own training needs at any time)</li> <li>• A change in working practices (as a result of, for example, a complaint, accident or new policy)</li> <li>• The introduction of new equipment</li> <li>• Changes in legislation</li> <li>• New councillors joining the council</li> <li>• New chair of the council or committees</li> </ul>
4. Resourcing Training	This council will make enough provision in its budget to ensure that staff and councillors are suitably trained to carry out their functions and duties. There will also be enough funds set aside for appropriate technical literature and other publications.
5. Evidence of the benefit of trained staff and councillors	The benefit of training will be evidenced through, for example:- <ul style="list-style-type: none"> <li>• Well chaired meetings</li> <li>• Professional and pertinent responses to planning applications</li> <li>• Well documented policies and reports</li> <li>• Well managed projects</li> <li>• Well managed finances</li> <li>• Well informed staff and councillors</li> <li>• High professional conduct of staff and councillors</li> </ul>

### Training Plan (Councillors)

#### Training Needs

Councillors training needs will be identified on an ongoing basis. Councillors or staff can identify Councillor training needs. Opportunities to attend courses will be investigated by the Town Clerk and brought to the attention of all Councillors.

#### Training Requirements

All new Councillors will be provided with a New Members Pack including, but not limited to, The Good Councillor's Guide, Code of Conduct, Standing Orders, Financial Regulations, and Policies	Within one week of the date on which they are elected or co-opted
All Councillors shall receive basic training at the start of their term of office (Off to a Flying Start – Northants CALC, or similar)	Within six months of the date on which they are elected or co-opted
The Chair of the Council, and the Chairs of any standing Committees shall receive chairmanship skills training.	Within six months of the date on which they are elected to the office of Chair of the Council or one of its standing committees
All Councillors shall receive ad hoc training related to the Council's aims and objectives. This is particularly important when there is a change of legislation or when the Council embarks on a new project	As soon as reasonably possible, and within three months of the training need being identified
All Councillors are encouraged to attend conferences and training events as appropriate to members and the Council's needs and responsibilities.	Ongoing

#### Training Budget

The Council will assess the Council's training needs and will allocate sufficient budget to cover training course delegate fees, attendance at conferences/briefings, travel expenses and the purchase of training books and publications.