



**NESTON TOWN COUNCIL
TRAINING – STATEMENT OF INTENT
APPROVED AT THE ANNUAL MEETING
OF THE COUNCIL 17.05.16**

1. Commitment to training:

Neston Town Council is committed to ensuring its' staff and councillors are trained to the highest standard and kept up-to-date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

The Town Council employs one full time and four part-time members of staff. Its training needs cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its staff.

2. Training needs:

Staff: The Human Resources Committee will be responsible for monitoring and meeting the training needs of staff and will include budget provision requirements within their budget. All staff training and development needs will be identified through the annual appraisal conducted by the Chairman of Neston Town Council. The Council Manager will be required to obtain the CiLCA qualification.

Councillor: Councillor training needs and opportunities to attend courses will be promoted by the Council Manager and brought to the attention of the Councillors.

The principles of the National Training Strategy for Town and Parish Councils are recognised as an excellent strategy for both administrative staff and councillors.

3. Training resources:

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Cheshire Association of Local Councils (ChALC) to enable staff and councillors to take advantage of the appropriate training courses and conferences.

The Council Manager will be expected to attend all relevant training events whenever possible and other members of staff and Councillors will be expected to attend training events which are relevant to their post.

It is recognised that it may be difficult for some Councillors to attend training during daytime because of work commitments. Councillors will still be encouraged to attend training provided by its partner authorities and ChALC and attend conferences whenever possible. In-house training during an evening will be considered whenever possible to enable all Councillors to attend.

4. **Evaluation:**

All training undertaken will be evaluated by the Human Resources Committee to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

5 **New Councillors:**

New councillors will have an induction meeting with the Council Manager and will be provided with an information pack containing the documents as set out on the list below. They will also be expected to attend the ChALC 'Basic Introduction for Clerks and Councillors' course within 6 months of being elected/co-opted.

INFORMATION PACK FOR NEW COUNCILLORS

Contents

1. Register of Interests form
2. Code of Conduct adopted under section 27 of the Localism Act 2011
3. Standing Orders
4. Financial Regulations
5. Training Statement of Intent
6. A list of the Town Council Policies and Procedures including information on Freedom of Information – *all policies will be available on the website*
7. Parish Council powers
8. Good Councillors Guide
9. Good Employer Guide
10. Meeting timetable (agreed at the Annual Meeting of the Council)
11. Agreed Budget for the financial year
12. Terms of References for each committee
13. Planning Booklets (2) and Material Considerations (prompt card) (if on P&E)
14. Councillors Training schedule (ChALC)
15. Neston Town Council members list
16. Name badge
17. Town Council office contact details, email addresses and website details
18. CWaC Councillor Member's details
19. CWaC contact details
20. Parish map
21. Minutes of the Parish Council meeting for the previous month

**This document is to be reviewed annually, at the annual meeting of the Council*