

WARMINGTON PARISH COUNCIL
TRAINING STATEMENT OF INTENT

Adopted by the Council on 9th March 2009

- ❖ **Warmington Parish Council is committed to ensuring that both officers and Councillors receive appropriate ongoing training to enable them to competently fulfil their respective roles. To support this ambition funds are allocated to a training budget on an annual basis.**
- ❖ **The Clerk is expected to hold, or be working towards, the CiLCA qualification, the recognised qualification for Quality Parish Council status. The Clerk will also be expected to attend relevant training days and courses where possible.**
- ❖ **All new Councillors will be expected to attend an induction course and all Councillors will attend regular training courses to ensure that they are up to date with legislation and able to confidently deliver the services that they have covenanted to their parishioners.**
- ❖ **All new Councillors will be provided with information packs by the Clerk. The content of these packs can be viewed at appendix 1.**
- ❖ **Training will be identified according to need and legislation changes. The Clerk will identify and bring to the attention of the full Council any opportunities to attend relevant training courses eg those offered by NCALC and SLCC**
- ❖ **The Council will pay the annual subscription to NCALC and SLCC to enable the Clerk and Councillors to take advantage of their training courses and conferences.**
- ❖ **Training will include:-**
 - **Formal Training courses**
 - **Briefings and Seminars**
 - **Conferences such as NCALC and SLCC**
- ❖ **All officers and Councillors who attend training are expected to report back to the full Council either verbally or by means of circulating the paperwork of the course attended or both. This includes an assessment of the merits and relevance of the course**

Appendix 1

Contents of the Information Pack provided by the Clerk to all new Councillors

- ❖ **The Good Councillors Guide**
- ❖ **List of Councillors, Officers and their contact details**
- ❖ **Timetable of Meetings**
- ❖ **Code of Conduct**
- ❖ **Minutes of recent Parish Council Meetings**
- ❖ **Recent Accounts and Financial Statements**
- ❖ **Village Design Statement**
- ❖ **Rainbow Walks Leaflet**
- ❖ **Details of the village and in particular those areas for which the Parish Council is responsible**
 - **Map of the village**
 - **Rights of Way**
 - **Street Lighting**
 - **Allotments**
 - **Cemetery**
 - **Fun Field**
 - **Pocket Parks**
- ❖ **Standing Orders and Policy Documents**
 - **Standing Orders and Financial Regulations**
 - **Risk Assessment Policy**
 - **Training Statement of Intent**
 - **Health and Safety Policy**
 - **Complaints Procedure**
 - **Equal Opportunities Policy**
 - **Internal Auditor Terms of Reference**
 - **Newsletter Policy**
 - **Freedom of Information Model Publication Scheme**
 - **Emergency Plan**