

Broomfield Parish Council

The Statement of Training Intent for Members and Staff

It is the intention of Broomfield Parish Council to encourage all council members and staff to have access to the appropriate training needed and to equip them with the appropriate skills and experience to meet both present and future needs in order to raise the standards of professional practice and to play a leading role in raising the status of local government. It is also the intention to promote and sustain learning and development through the continuing professional development (CPD) of its members and staff and requiring evidence of member involvement in ongoing professional development activities.

Training Needs:

Training needs are determined by:

- Changes in legislation
- Changes in quality systems
- New or revised qualifications launched
- Professional error/mistake
- Accidents
- New equipment
- New processes/working methods
- Complaints to the Council
- A request from a Councillor or member of staff

Performance, progress and any gaps in development and training needs are identified through formal and informal discussions and through annual staff appraisals.

Training Resources

The Parish Council's policy is to pay for membership of professional bodies which include the National Association of Local Councils (NALC), the Essex Association of Local Councils (EALC). Other resources include books, journals and other publications, the website and internet.

Training is provided by outside bodies e.g. Chelmsford Borough Council and EALC. The Parish Council holds a Training Budget which is reviewed annually.

Qualifications

The Parish Council achieved Quality Status in 2007. Any future untrained Clerk will be expected to undergo training to be a Qualified Clerk.

Measuring the Impact of the Training Attended

All members and staff attending conferences, seminars and training sessions are required to give a report of the event (personal evaluation) which is presented at the next Parish Council meeting and discussed if necessary.

The Parish Council recognises that CPD is not just about attending such events. Rather CPD should be regarded as an activity which has the potential to develop practice through critical reflection. As such members and staff will be expected to maintain a clear evidence record and evaluate all training events attended annually. A CPD Development Record form for this is provided.