

**BRYMPTON PARISH COUNCIL  
TRAINING PLAN FOR CLERK AND MEMBERS 2010-2012  
STATEMENT OF INTENT**

**1. Commitment to training**

Brympton Parish Council is committed to maintaining the standards expected from a Quality Council. It will identify and pay for appropriate training for the Clerk and Councillors.

The Council believes that it is equally important to train both Clerk and members in order to carry out its functions in an efficient and professional manner.

Councillors and Clerk will be entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles as well as to the workings of Brympton Parish Council.
- An understanding of the direction and objectives of the council
- An understanding of the contribution that is expected of them
- Training will include conferences, training courses, briefings and seminars.

**2. Identification of training needs**

Training needs for the Clerk will be identified as follows:

- Through the completion of an annual appraisal
- Should new legislation or equipment be introduced during the year then appropriate training will be given.

Training for Councillors will be identified as follows:

- A new Chairman will be expected to undertake appropriate training in chairmanship.
- New members will be expected to undertake an induction meeting with the Clerk and will be provided with an information pack containing all relevant Council documents, together with a copy of "The Good Councillors Guide".
- New members will be expected to undertake a training session for new Councillors carried out by SALC.
- Members will be expected to carry out training in:
  - Code of Conduct
  - Planning
  - Power of Well Being

Other needs will be addressed through Agendas and ascertaining from Members which Courses would be appropriate for them to attend. If the whole Council requires training on a particular subject the clerk will source the appropriate qualified person to provide the training.

Training for Internal Auditor will be identified as follows:

- copies of guidance issued by NALC to be provided
- Practitioners Guide to Governance and Accountability in Local Councils in England and Wales to be provided

### **3. Resources:**

Appropriate sums will be made available in each financial year to allow required training to take place.

### **4. Training Providers**

It is expected that the main training providers will be:

- Somerset Association of Councils
- Society of Local Council Clerks
- South Somerset District Council

### **5. Measuring the impact of training**

A well trained Clerk and Members will see the benefit of training through:

- Well chaired Council meetings
- Professional responses to planning applications
- Policies and reports of a high nature
- Projects well managed
- Council finances well managed
- Professional conduct of both Clerk and members
- Maintaining Quality Status
- Maintaining the ability to use the Power of Well Being

Adopted on 24th February 2010