

## Pool Parish Council Statement of Training Intent

Pool Parish Council is committed to ensuring its members and staff are equipped with the necessary skills to fulfil their respective roles in the Council and wider community. This statement of intent outlines the minimum training that the Council intends to make available to members and staff. The Council commits to providing the necessary funding to fulfil this. Training will be accessed in a variety of formats including attendance at formal training courses, sector specific conferences, online learning and reading of specialist literature and journals.

### Councillors

In order to be able to understand their role and functions of the Council members need to be aware of the legal framework within which the Council operates. They may also need to develop specialist knowledge to enhance their contribution to the Council and the community it serves.

#### Training that will be made available to Councillors

Topic	Training Organisation
Councillor Skills for more experienced Councillors	YLCA, SLCC
Chairmanship	YLCA
Code of Conduct	YLCA, SLCC, Private Providers
Local Council Finance	YLCA, SLCC, Private Providers
Data Protection/Freedom of Information.	YLCA, SLCC, Private Providers
Other Specialist Subjects, such as planning, fundraising	YLCA, SLCC, LCC, Private Providers

### Staff

The Council committed on appointment to support the continuing professional development of its staff. The Council pays the Clerk's membership of the Society of Local Council Clerks and Institute of Local Council Managers to ensure access to appropriate training to enable the Clerk to fulfil his role. The Lengthsman can access training from the local college and other specialist providers in support of his role.

#### Training that will be made available to Staff

Topic	Training Organisation
Current and Future Legislative Change	YLCA, SLCC,
Data Protection/Freedom of Information	YLCA, SLCC, Private Providers
HMRC Payroll	HMRC
Health & Safety	Local College, Specialist Provider
Pension Administration	West Yorkshire Pension Fund
Other Specialist Subjects as and when required	YLCA, SLCC, Private Providers

The Pool Parish Council Statement of Training Intent is an evolving document and will be reviewed initially by the Finance Committee who will provide recommendations to Council.

NEW COUNCILLORS WILL BE PROVIDED WITH AN INDUCTION PACK TO INCLUDE:

Useful Information

Contact details of Councillors and the Clerk

Committee Membership and Outside Body Representatives

Rules Governing Council Activity

Standing Orders

Financial Regulations

Code of Conduct

Council Policies

Complaints Procedure

Grant Awarding Policy

Freedom of Information Scheme

Risk Register

Budget

In addition Councillors will have access to SLCC, YLCA and other material on the workings of Parish Councils.

REVIEWED FEBRUARY 2017.