

## Training – Statement of Intent – Doddinghurst Parish Council.

1. Doddinghurst Parish Council has an overarching commitment to training and adopts a general policy of training for officers, staff and councillors alike using professional sources for courses and encourages the gaining of relevant professional qualifications for officers e.g. CiLCA.
2. Training for officers is mandatory in all key aspects of Proper Officer Duties. Training will be offered to all councillors. New councillors will be given a training pack as part of their councillor induction and be encouraged to enrol on basic councillor training to provide them with the knowledge needed to be effective as councillors. All councillors will be given the annual training schedule provided by the EALC and invited to volunteer for relevant courses.
3. The Parish Council will fully fund approved training courses such as those run by the EALC and pay the cost of transport based on NALC mileage allowances.
4. The Parish Council will maintain an annual budget for training courses and associated travel expenditure.
5. The value and benefit of the training received from each course will be assessed by feedback from delegates attending from the Parish Council and training needs and benefits will be discussed at the annual reviews of officers/staff.

The above Statement of Intent for Training was adopted by full council at its meeting held on the 3<sup>rd</sup> February 2011.