**Statement of Training Intent**

Oakley Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. Oakley Parish Council employs two staff, one part-time Parish Clerk, 1 part-time litter picker & bus shelter cleaner and has 11 Parish Councillors. Its training needs will, therefore, cover many different areas including the health, safety and welfare of its staff and councillors. Funds are allocated in the budget each year for Clerk and councillor training.

The National Training Strategy for Town and Parish Councils, is recognised as an excellent strategy for both employees and councillors. The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC), Bedfordshire Association of Town and Parish Councils (BATPC), Bedfordshire Rural Communities Charity (BRCC) and the Council for the Protection of Rural England (CPRE) to enable employees and councillors to take advantage of their training courses.

Training requirements for the Chair and councillors will usually be identified by the Council and Clerk and opportunities to attend courses and access online training will be investigated by the Clerk and brought to the attention of the Full Council. Training for the litter picker & bus shelter cleaner will be identified by the Clerk and will either be carried out in-house or by outside bodies as appropriate.

New councillors will be expected to attend induction and on-going development training provided by BATPC and Bedford Borough Council. It is recognised that it may be difficult for some councillors to attend training during the day because of their work commitments. Councillors will, however, be encouraged to attend training whenever possible. The Clerk will also provide new Councillors with the Declaration of Acceptance of Office (to be returned to the Clerk), Bedford Borough Council Register of Interest form (to be returned to the Clerk) & guidance on Registering interests, copies of the Parish Council Standing Orders, the Parish Council Financial Regulations, Parish Council policy documents and the calendar of meetings

The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration and the Council will provide appropriate training and support to enable this to be achieved. The Clerk will be expected to attend all relevant training days whenever possible. Time will be made available during working hours for attendance on training courses.

Staff training needs will be identified by the Clerk as and when required and the cost and training provider investigated. The Council may decide to support staff to undertake further training or education at its discretion.

All training undertaken will be evaluated by the Council to gauge its relevance, appropriateness and cost effectiveness. All Staff and Councillor training will be recorded on the Training Register and the Clerk will be responsible for keeping the Training Register updated. All training papers will be retained and used for in-house training and information sharing.