Some pros and cons for Wiltshire Council, in conjunction with WALC, to deliver a Training Needs Analysis exercise for Town and Parish Councils Chairmen, Vice-Chairmen and Clerks

It has to be noted that WALC had previously undertaken a similar exercise for all Town and Parish Councillors but the return rate, we were informed, was very small.

Training needs analysis could take place for Clerks, Chairmen and Vice Chairmen of Town and Parish Councils but it would involve addressing the following points: -

- Relevant job descriptions, duties or role descriptions for these roles would have to be produced, if not already in place, to enable training needs analysis forms to be organised against

- Would sufficient resources be available to enable chasing up of forms to be undertaken?

- If a representative number of forms were received who would deliver and organise the agreed programme, would this be WALC, Wiltshire Council or Consultants and the budget implications

- How would robust evaluation take place and how would this be administered (resource and budget constraints)

- There would have to be a process in place to ensure all Town and Parish councils understood what was being asked of them and why, not just send the forms out in the post, e.g. relevant advertising, attendance at Town and Parish Council meetings, Area Boards, etc.

On the positive side by undertaking training needs analysis the following could be achieved:-

- An opportunity for Wiltshire Councillors to start building bridges between the Authority and the Town and Parish Councils by attending Council meetings and / or Area Boards to present and explain the reasons behind the TNA process and the benefits of completion. This could be undertaken with support from officers.

- The information gathered would ensure that scarce resources are being targeted to the relevant training and development needs of Town and Parish Councils

- Ensure that Town and Parish Councillors have the opportunity to develop skills and knowledge relevant to their demanding and changing roles.