

Training Needs and Issues as identified by the Training Sub-Committee in its work plan for 2009/10

Training	Aims and objectives	Next Step / On-going	To consider
Town and Parish (T&P) Councils - Code of Conduct training	<ul style="list-style-type: none"> • Promote the values underpinning the Code of Conduct • Promote high standards of conduct and good governance in T&P Councils • Promote an understanding of the Code of Conduct • Highlight those paragraphs of the Code of Conduct which give rise to the most complaints • Promote the advice available from Wiltshire Council and Wiltshire Association of Local Councils on Code of Conduct and governance issues • Reduce the number of complaints upheld 	<ul style="list-style-type: none"> • For the training to be rolled out during Spring 2010 (a programme needs to be agreed) • For the parishes of Charlton and Hankerton to be considered to pilot test the training • For Cllr N Carter, Mr P Gill and Mr G Robson to help with the delivery of the training 	2 tier delivery T&P Councillors / T&P clerks
Training	To ensure that all relevant persons receive the appropriate training	To monitor the take up of training	Certificate of attendance / competence following training detailing the aims and objectives of the training received
	Identify all activities / training for which the Standards Committee is responsible	Establish a training programme	Monitor the delivery of required training and ensure the programme meets needs
	Promote high standards of conduct	<ul style="list-style-type: none"> • consider making some training compulsory • how to implement compulsory training 	Check what other authorities are doing
	Whistle-blowing and the Public Interest	Check if any training is currently	

	Disclosure Act	offered and that process and procedures are available	
	To ensure that those dealing with the public are aware of the high standards of conduct to which the Council aspires.	To ensure that the public can receive the assistance required to make complaints and to promote high standards of conduct	
	Monitor the delivery of training	Measure effectiveness of training	
Good practice	To ensure that the training offered is of the most relevant and highest standard available. Set targets	Receive a copy of good practice guidelines	Regular updates on targets
On-line Code of Conduct Training (currently designed for Wiltshire Councillors)	Code of Conduct Training	<ul style="list-style-type: none"> To be aware of the training being rolled out Monitor on-line training on the Code of Conduct and gauge effectiveness. Identify the training already being offered and the take up of that training. 	See how applicable this training would be for T&P Councils
Working with the Councillor Development Group (CDG)	To avoid duplication of work	<ul style="list-style-type: none"> Receive regular updates on the work of the CDG – including the development programme To coordinate work with the CDG 	