



LEIGH-ON-SEA TOWN COUNCIL

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Chairman: Cllr. Margaret Cotgrove

Vice Chairman: Cllr. Mrs. Carole Mulroney

Town Clerk

G.D. Fulford



Report 1714a/TC

Training Statement of Intent

16th December 2009

This Training Statement of Intent was adopted by the Council on 13th January 2010.

1. The Town Council is fully committed to providing relevant and appropriate training to councillors and staff.
2. The training should be targeted and relevant to the needs of the individual undergoing training.
3. The Town Council will set up a Training Group, consisting of the Chairman, Vice Chairman and one other councillor plus the Town Clerk to assess the training needs of councillors and staff in relation to the courses available.
4. Courses run by EALC, Essex Training Partnership, Advance, EERA and other suitable training providers will be considered.
5. The Town Council will set a budget each year to meet the anticipated reasonable training needs of the Council.
6. The Town Council is aware of training for the following purposes:
 - a) A visible need for training in specific areas
 - b) To meet new legislation
 - c) For relevant professional qualifications (staff)
 - d) For general interest
 - e) For continuous professional development
7. All courses available will be made known to all councillors and staff. Any councillor or member of staff who identifies a course which they need or have an interest in will apply to the Training Group for permission to go on the course. The Training Group will consider each application in relation to need and budget.