



# Member's Training and Development Policy

Last reviewed:	March 2023
Last adopted:	July 2023
Next adoption due:	May 2027

## Statement of Intent

The Council recognises the importance of members' training and development in order to meet the growing demands placed on Town and Parish Councils.

Members may be elected without prior experience of the basic operations of the Council and require assistance to bridge their knowledge gaps in order to fulfil their function as a councillor.

A number of members will seek opportunities to expand their knowledge and capabilities within the structure of the Council.

The Council recognises that better knowledge, capability and experience will enable members to be more constructive and participate more in its business.

The Clerk's Office will not distinguish between members in providing all relevant information and assistance.

The Clerk's Office will be responsible for identifying training or development opportunities for members.

## Members' Training

The Council recognises that training comes at different levels and will sometimes depend on the aspirations of individual members.

### Installation

On being elected, a member requires basic information regarding this Council's structure, business, meetings, Code of Conduct, Standing Orders, etc.

The Clerk's Office will provide a new member's pack which contains such basic information. This pack will be provided prior to the initial meeting as soon as is practical after the results of the election. A briefing with the Town Clerk will be arranged as soon as practicably possible following election or co-option.

## Formal Training Courses

From time to time, external organisations provide formal training courses for new members. The Council will encourage all members to attend these courses and will budget accordingly.

## Seminars and Conferences

The Council will encourage members to attend those seminars and conferences which provide information or training which will assist members to conduct the business of the Council.

### **Members' Development**

The development of members will vary according to individual preferences. There is a clear progressive line from member to committee chair through to Mayor. All members will be encouraged to seek progression through both formal training courses and informal means.

### **Tools and Equipment**

The Council recognises that innovations in computers and the internet will continue to require the expansion of member's horizons. The Council will endeavour to ensure all members have the opportunity to use those innovations relevant to the business of the Council.

The Council will keep under constant review the requirement in both hardware and software that is or will be required to meet the business of the Council.

This policy will be re-adopted every four years or earlier if so required by legislation or additional material.