



Councillors Training & Development Policy

1. Introduction

Credition Town Council (the council) consists of 12 councillors. The council is committed to offering and encouraging continuous training and recognises that to be well trained and informed promotes good practice in its organisation and increases and encourages the activities for community work.

2. Objective

To provide training, learning and development opportunities that:

- Enable the council to achieve its objectives
- Allow councillors to develop in line with and contribute to the council's objectives
- Supports recruitment and retention of councillors
- Provides equal opportunities to all.

The council recognises that training is necessary to ensure compliance with some legal and statutory requirements.

3. Identifying training needs

- Councillor Training Schedules will be based on the overall objectives of the council and the training needs of each councillor.
- The council will review new government legislation which may alter the training required of councillors.
- The council is committed to networking with other councils as an effective means of information gathering and where possible to link in with training events held by other councils.
- The council is committed to maintaining membership of Devon Association of Local Councils and the Society of Local Council Clerks, in recognition of the training and support that it provides Councillors.
- The council will maintain a training log giving details of dates, titles and providers of development activity undertaken by councillors and employees.
- Councillor training logs will be reviewed twice a year.

4. Financial assistance

- The council will ensure that training for councillors is adequately covered as a training item in the annual budget.
- The council will ensure that membership fees for associated organisations are included in the budget.
- Requests from councillors to attend training must be made to the Town Clerk.
- Each request will be considered on an individual basis and the benefits to the individual's development needs, alongside the council's objectives.
- Councillors attending training courses can expect the following to be paid:
 - The course fee



- Any examination fees
- Associated membership fees
- Travel expenses.

5. What councillors can expect

- An induction programme when joining the council.
- To be notified of relevant training and development opportunities.
- Encouraged to consider and identify personal development needs through open discussion with the Town Clerk and/or Mayor.
- Training logs of development activity undertaken will be maintained.
- Access to learning materials and reference books in the council offices.
- Councillors will be encouraged to give feedback after attending training events.

6. Councillor Training Schedule

Induction Programme:

- Recommended to attend a relevant new councillor course.
- Induction pack to be provided, containing the following:
 - Council's Code of Conduct
 - Credition Town Council's Standing Orders
 - Credition Town Council's Financial Regulations
 - Register of Interests Form to be completed and returned
 - Factsheet on Personal and Disclosable Pecuniary Interests
 - Credition Town Council's Acceptable Behaviour Protocol
 - Credition Town Council's Anti-Fraud and Corruption Strategy
 - Credition Town Council's Scheme of Delegation
 - Credition Town Council's Terms of Reference
 - "The Good Councillor Guide".