

# Ludgershall Town Council



## Councillors (Members) Training Policy

### 1. Introduction

1.1 This Councillor Training Policy outlines the training and development of what Councillors may expect to receive. As the first tier of local government, Parish and Town Councils are uniquely placed to make a major contribution to localism. If Parish and Town Councils are to play a significant part in democracy, it is essential Councillors fully understand their role and responsibilities. Engaging in learning, training and development is essential in gaining experience and enabling Councillors to understand their role and contribute fully to the democratic process.

1.2 There is a wide range of training available to local Councils. Sector-specific training is delivered through several different mechanisms and organisations at both national and local (county) level.

1.3 The Council is committed to encouraging Members of the Council to enhance their knowledge base through further training. All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and be subject to availability of financial resources. If a Councillor identifies a need for training, they can research availability and then put the request to the office/Council. A record, and proof, of training for each individual will be kept, in accordance with Data Protection and UK GDPR policies and processes, by the Town Clerk.

### 2. Training Objectives

2.1 The objectives for Councillor training are to provide suitably trained, and motivated members of the Council, to ensure facilities for training and retraining meet the changing needs of the Council and to provide members with a greater understanding of the purpose and working of the Council and their part in it.

### 3. Identification of Training Needs

3.1 Members should have regard to the following when considering training needs:

- 3.1.1 Workload implication of training and if they can commit to the training.
- 3.1.2 Their capabilities and if they will reasonably benefit from the training.
- 3.1.3 Their past attainments, especially if the application is for continued academic sponsorship.
- 3.1.4 The most economic, and effective means of training, to ensure value for money for taxpayers.
- 3.1.5 The provision and availability of the Council's training budget.

#### **4. Training Financial Assistance Scheme**

4.1 Training schemes and training courses will be financed from the Town Council training budget. It is expected that members undertaking qualification training will attend the nearest venue offering the required course at the appropriate level and will be paid travel costs.

4.2 Anyone not able to attend paid for courses are required to inform the Town Clerk immediately of any absences giving reasons.

4.3 All Council members are required to complete and sign a declaration of undertaking when they join the Council agreeing to the above conditions.

**END**

## Administration of the Councillor (Members) Training Policy

### A1. Review Date

This policy will be reviewed every two years, or when there are any legislative changes that may affect this policy.

### A2. Version Control

<b>Version</b>	<b>Approved</b>	<b>Date</b>	<b>Adopted</b>	<b>Date</b>	<b>Comments</b>
V1	F&P Committee		FTC	9 Feb 26	Initial Copy

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