
Agenda Item: Councillor Training Policy

Meeting Date: Monday, 21 July 2025

Contact Officer: Deputy Town Clerk

The purpose of this report is to present the Committee with an updated draft Training & Development Policy for Councillors.

Background

The Council has a Councillor training policy based on a statement agreed on 29th July 2024 (minute no. 443(5) refers).

Current Situation

As the Council is aspiring to attain the NALC silver Local Council Award Scheme accreditation, officers have reviewed the above statement and created a dedicated training and development policy which is attached as **Appendix A**.

The policy outlines the Council's commitment to supporting the ongoing learning and development of its elected members, ensuring they have the necessary knowledge, skills, and understanding to effectively carry out their roles and responsibilities. It aims to promote good governance, informed decision-making, and continuous improvement in line with best practices.

A current list of training opportunities for Members is also attached to this report as **Appendix B**.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – Training opportunities are available online and in-person, allowing Members to tailor their personal needs to what is on offer.
- b) Biodiversity – no direct impact from the contents of the report.
- c) Crime & Disorder – no direct impact from the contents of the report.
- d) Environment & Climate Emergency – no direct impact from the contents of the report.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

- The Council has a limited annual budget towards Council training. £1,500 (4008/702)

Recommendations

Members are invited to note the report and;

1. Consider adopting the Councillor Training & Development Policy.
2. Consider the list of training currently available by the Council's training partners.