

KINGTON TOWN COUNCIL

COUNCILLORS' TRAINING STRATEGY 2023-2027

INTRODUCTION

Kington Town Council strives to be a best practice Council. To this end, it invests in the training and development of its Councillors and staff.

The new Council, elected in May 2023, comprises both those who have previously served on the Town Council and a number of Councillors who are new to Council work. The Council's training strategy will therefore take account of the range of skills and experience that exists on the Council and over the life of this Council to 2027, will aim to ensure that all Councillors are equipped with the skills to perform their duties with due diligence, and to be able to take on the range of roles and responsibilities that the Council requires in the execution of its duties.

Kington Town Council is mindful of the need to balance effective training and development of its Councillors with the costs that could be incurred by the Council. It will seek, where possible, cost effective training provision.

COSTS

- An appropriate budget will be set aside for training for councillors each year
- Requests for training must be made to the Town Clerk who will present requests for approval by full council before booking places on any course
- Approved training for councillors will be paid in full by the Town Council, including where necessary, agreed travel and subsistence costs
- Where agreed training is not attended and the course has not been cancelled in advance, the Town Council reserves the right to require the councillor to reimburse the Town Council with the cost of the course.

COUNCILLOR INDUCTION TRAINING

All Councillors to be provided with an induction pack that includes Council's Standing Orders, Financial Regulations, Council Policies and Procedure, Terms of Reference of Committees and such other materials as will be appropriate at the time.

All Councillors to attend a briefing session with the Clerk.

Approved at a meeting held on 3rd July 2023

COUNCILLOR TRAINING NEEDS ASSESSMENT AND TRAINING RECORDS

- All Councillors will complete a training needs form, which will then form part of the Councillor's training record.
- Training records will be kept for each Councillor.
- Prior approval from the Town Council will be required for any training undertaken in connection with the Councillors role as a town councillor.
- All Councillors will be expected to attend training that is provided for them, and to keep their specific training needs under review
- All Councillors attending training, whether online or face to face, are expected to provide a report to Full Council or Council committee (as appropriate) on the course(s) attended.

TRAINING PROVISION

All Councillors to be provided with details of on-line training provision and encouraged to complete these courses. Where Councillors do not have home access to the internet, arrangements will be made to provide access to online courses.

Where specific training is required, and appropriate courses are available, the Council will arrange for attendance at such courses. Where more than one Councillor requires training in a specific area, KTC will investigate the provision of in-house training. KTC as a Council will also identify where general training is required for the whole Council.

Where skills and experience in specific areas exist within the Council itself, this will be used as far as possible to provide training and mentoring for Councillors.

Specific training will be provided to Chairs of Committees, where it has been identified that this training is required. The Council will also consider such training for Councillors with little or no experience of chairing committees, to ensure that there is a pool of trained Councillors who take on a Chairing role.

All Councillors will be provided with such materials as may be appropriate for the development of their skills and knowledge in areas of the Council's interest.