



Tenterden Town Council

Councillor Training Policy

Reviewed	Adopted
Revised and adopted by Internal Committee	9 th January 2023
Policy version reference	Version 1
Next review	January 2025

The following policy sets out the town council's commitment to councillor training.

Newly appointed councillors

1. On being elected, all councillors will be invited to attend an 'Introduction to Tenterden Town Council' training session.
2. Newly elected councillors will be provided with access to town council policies – with particular attention drawn to the Code of Conduct, Standing Orders and Financial Regulations.
3. New councillors will be invited to attend a general councillor training session provided by the Kent Association of Local Councils.
4. Newly appointed councillors will be appointed a mentor for their first six months of office.
5. New councillors will be invited to the Town Hall to meet informally with the Town Clerk once a month during their first six months of office.

All councillors

6. Chairs of standing committees will be encouraged to attend chairmanship training, with new chairs in particular supported through regular meetings with the Mayor/chair of other committees/Town Clerk.
7. An annual training needs analysis of councillors will be undertaken after each Annual Meeting of the town council. Councillors will be encouraged to consider any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have with regards to any committees and sub-committees to which they have been appointed. On completing the training needs analyses, the results will be collated and reviewed by the Town Clerk. The Town Clerk will then take steps, to arrange any training required.
8. All councillors will be provided with the opportunity to attend topic based training, details of relevant courses will be circulated by Town Hall officers. This includes courses and conferences offered by the Kent Association of Local Councils, National Association of Local Councils and Local Government Association.
9. That an annual exercise be undertaken by the Town Clerk as a reminder and to reinforce the importance of key council policies – in particular, the Code of Conduct and Standing Orders.
10. Records of councillor training will be maintained by the Town Hall.

The town council

11. The town council will review annually its training budget, to ensure it is sufficient to meet demands.