



Tenterden Town Council

Councillor Training Policy

Reviewed	Adopted
Reviewed by Policy and Procedure sub-committee	14/05/2025
Revised and adopted by Finance & General Purposes Committee	09/06/2025
Policy version reference	Version 2
Next review	May 2027

Review and revisions	
May 2025	<p>A policy created by Tenterden Town Council.</p> <p>Reviewed by Policy & Procedure sub-committee.</p> <p>Revisions:</p> <ul style="list-style-type: none"> a) Aims of the Policy - new paragraph. b) The importance of councillor training - new paragraph.

1. Aims of the Policy

Tenterden Town Council is committed to the ongoing training and development for councillors to support their effectiveness in carrying out their roles. The following policy sets out the town council's commitment to councillor training.

2. The importance of councillor training

Councillor training is important in order to:

- a) gain understanding of council procedures and decision making processes;
- b) to gain understanding of the roles, expectations and duties of the council, councillors and officers;
- c) understand the legal duties and responsibilities of Town Councils.

3. Newly appointed councillors

- a) On being elected, all councillors will be invited to attend an 'Introduction to Tenterden Town Council' training session.
- b) 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.
- c) New councillors will be expected to attend a general councillor training session provided by the Kent Association of Local Councils.
- d) Newly appointed councillors will be appointed a mentor for their first six months of office.
- e) 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.

4. All councillors

- a) 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.
- b) 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.

- c) All councillors will be provided with the opportunity to attend topic based training, details of relevant courses will be circulated by council officers. This includes courses and conferences offered by the Kent Association of Local Councils, National Association of Local Councils and Local Government Association. 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.
- d) Records of councillor training will be maintained by the Town Hall.

5. The town council

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