

Training and Development Policy for Councillors

May 2026 reviewed

Next review May 2027

1. Warminster Town Council is committed to providing Members with the necessary training and development opportunities to ensure that the council can meet its aims and objectives. The council will ensure that Members are provided with the means to develop and enhance their skills and abilities to carry out their roles to the public and to the council.

While training for councillors can't be mandatory, it should be understood that it is essential for all councillors to commit to appropriate training.

2. **Instilling individuals' skills and knowledge could:**

- (a) raise awareness of the ways in which the council operates, its processes, and funding opportunities
- (b) ensure awareness of the Code of Conduct and Member/ Officer Protocol
- (c) raise awareness of future community needs and projects
- (d) increase awareness of partnership working
- (e) enable all Members to communicate effectively with the public, who they represent.

3. **Identifying training needs**

- (a) Induction training will be provided for all new Members giving an overview of the council, its roles and responsibilities, procedures, finance and relevant issues.
- (b) New Members will also be provided with information setting out the council's policies and procedures.
- (c) Training requirements for Members will usually be identified by the Town Clerk and opportunities to attend courses will be investigated by the Town Clerk, taking into consideration budget allocation.
- (d) Training requests will be authorised by the Town Clerk and should be appropriate to the position of the Member and Committees they sit on.
- (e) If a Member becomes Chairman of the Finance and Audit Committee or the Planning Advisory Committee for the first time, that Member is required to attend an appropriate training to assist in this transition.
- (f) All Members sitting on the Planning Advisory Committee are requested to undertake appropriate training.
- (g) Members who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.

4. Delivery of training and development may include the following methods:

- (a) Accredited courses (including extension or refresher)
- (b) Workshops
- (c) 1-2-1
- (d) In-house
- (e) Events/ Seminars
- (f) Online courses

There is a need for an ongoing assessment of individuals' qualifications, knowledge, and skills as well as individuals' learning styles to ensure that the best possible option can be chosen.

5. Measuring Impact of Training

When a Member has attended a course, feedback on the content, standard, benefits and relevance of that course should be provided to the Town Clerk.

A register of Member training is kept.