

# Brixham Town Council

## Member Development and Training ‘Statement of Intent’



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<b>Written by</b>	Tracy Hallett, Town Clerk

## **Purpose of Member Development**

Member development related activities include on and off the job learning, using an appropriate balance of in-house and external facilitators, and providing as much flexibility as possible in terms of location and times, to allow for individual needs. It must however, be acknowledged that resources may limit the options available, and individual needs must always be balanced with those of the Councils.

This document forms the Council's Training Statement of Intent for its Members. A separate Training Strategy identifies employees development.

## **Commitment to Training**

Brixham Town Council is committed to

- Ensure that Members are trained to levels appropriate to their roles in order to perform legally and effectively in the best interest of themselves, of the people they represent and of the Town Council.
- Ensure provision of development and training which extends knowledge, competence and capability to meet on-going service delivery needs.
- Facilitate the implementation of Council procedures.
- Assist in the development of good practice.
- Develop improved performance, both of the individual and the Council.
- Ensure personal development of the individual.

## **Programme of development and training**

The Town Council will provide a comprehensive raft of development and training opportunities for all members. Whilst the opportunities are non-compulsory, members are positively encouraged to participate.

### Induction

Presentation by the Town Clerk and Deputy Town Clerk to newly elected members giving an overview of the Town Council, its roles and responsibilities, procedures, finance and Best Value, to include projects and issues of the day.

### Professional Development Day(s)

Annual course(s) to develop and train members in their role and responsibilities including:

*Making good decisions* - duties, responsibilities and best practice in meetings. The role of the Member, the Chairman and the Town Clerk. Achieving policy objectives through productive meetings. The cycle of meetings, committees, delegation and policy making. The importance of the Agenda, Minutes and Standing Orders.

*Achieving the Council's vision for the future* - how best to achieve the Council's objectives, the Best Value Performance Plan and the Medium Term Financial Strategy. Prioritising, policy, budget and precept. Working in partnership with other bodies.

*Issues of the day* - for instance, White Paper - a new national agenda for town and parish councils, Local Council Award Scheme, delivering more services locally, partnership working with principal authorities, and the local planning framework, legislation and law etc.

### *Devon Association of Local Councils training courses*

- Chairmanship
- Roles and Responsibilities
- Finances
- Law
- Planning
- Community Activities etc

*Individual training* - Identification of development and training requirements to enable each member to succeed in their job, sourced as required.

### *Publications*

- The Good Councillor Guide
- Code of Conduct
- Chairmanship
- Local Council Review

### **Short Courses/Workshops/Residential Weekends (including conferences)**

Members attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fee (usually invoiced following the event)
- Travelling expenses will be reimbursed at cost for public transport and parking on presentation of a receipt at the next F&GP Committee
- Fuel expenses will be reimbursed at the HMR&C rate recommended
- Subsistence at a rate of £15 per day only if away overnight

### **Evaluation of Training**

Records of all training undertaken by members will be kept on file. Member development and training opportunities should be discussed on an annual basis and an allocation will be made in the budget each year to fund training fees and travel expenses.

It is important to note that all training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

Members attending courses are expected to inform the Town Clerk immediately of any absences.

As part of Brixham Town Council's continuing commitment to training and development, members are encouraged to share information received and circulate training presentation papers for in-house training use. They are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the on-going efficiency and effectiveness of the authority.

### **Linking with other Council Policies**

How will this link to the Council's other policies?

- Equality of opportunity in all aspects of member development;
- A policy for training members is a requirement of the Accreditation of Local Council Award Scheme;
- Undertaking training is a clear indication of Continuing Professional Development.

**Conclusion**

The adoption of a training policy should achieve many benefits for the Council.

Training will:

- Widen skills and experience
- Provide opportunities to network
- Provide the skills to confront challenges
- Encourage innovation
- Raise the standards of Brixham Town Council