



# DARTMOUTH TOWN COUNCIL

## **Councillors Training and Development Policy 2023**

**Approved at Finance & General Purposes Committee 18<sup>th</sup> September 2023**

### **INTRODUCTION**

Dartmouth Town Council (DTC) is committed to the ongoing training and development of all members to ensure the highest standard of representation and services for the residents of Dartmouth.

This policy sets out:

- DTC's commitment to training and development
- the identification of training and development needs
- the monitoring of the policy.

### **COMMITMENT TO TRAINING AND DEVELOPMENT**

The objectives of this policy are to:

- encourage members to undertake appropriate training and development
- allocate training in a fair manner
- ensure that training and development is evaluated in order to judge its value to both the Council and individuals

DTC is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

To support this, funds will be allocated to a training budget each year to enable members to attend training events and conferences.

### **IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS**

The Town Clerk will identify training and development for all members.

They will identify appropriate training and development opportunities to meet the ascertained training and development needs.

Approval of the payment of training and development opportunities for officers will be made by the Town Clerk, in line with DTC's adopted Financial Regulations. Any additional approval will be made in line with DTC's adopted Financial Regulations.

### **DTC complies with the General Data Protection Regulation**

Copies of the Council's Data Protection Privacy Policy and Notices can be found online on DTC website.

Appropriate training and development will be necessary to ensure that members are aware of their legal duties and responsibilities.

### **NEW MEMBER INFORMATION**

As soon as practicable after joining DTC, members will attend appropriate training sessions to familiarise themselves with the general work of DTC

The Town Clerk will provide an folder to all new members. The pack will include:

- Welcome and council information
- Adopted Code of Conduct
- Standing Orders
- Financial Regulations
- Meetings calendar
- Register of Interests form for completion
- Any other relevant and current information.

### **FUNDING TRAINING AND DEVELOPMENT**

All DTC-approved training must be appropriate to the needs of DTC, be relevant to the role of the individual, and is subject to availability of financial resources. Members can expect to receive reimbursement for travelling and subsidiary costs, subject to appropriate receipts being provided.

### **DTC complies with the General Data Protection Regulation**

Copies of the Council's Data Protection Privacy Policy and Notices can be found online on the DTC website.

### **EFFECTIVENESS OF TRAINING AND DEVELOPMENT**

Members who undertake training and development activities will be required to evaluate their effectiveness after the event.

Training and development logs will be held for all members.

The monitoring of the effectiveness of this policy will be the responsibility of the Finance and General Purposes Committee.