



## **WELLINGTON TOWN COUNCIL** **COUNCILLOR TRAINING AND DEVELOPMENT POLICY**

### **1. Introduction**

- 1.1. Wellington Town Council recognises the importance of training and development for all Councillors in order to ensure effective governance, lawful decision-making and high standards of conduct.
- 1.2. Councillors are elected to represent the community and are responsible for making decisions that affect the town. It is essential that they have the appropriate knowledge and skills to carry out these duties
- 1.3. The Council is committed to supporting Councillors in developing their understanding of their role and keeping up to date with changes in legislation, policy and best practice.

### **2. Scope**

- 2.1. This policy applies to all elected and co-opted Councillors of Wellington Town Council.
- 2.2. This policy should be read in conjunction with other documents within the Council's Constitution including the Code of Conduct, Standing Orders, Financial Regulations and relevant Council policies.

### **3. Objectives**

- 3.1. The aims of this policy are to:
  - Ensure Councillors understand their roles and responsibilities
  - Promote effective and lawful decision-making
  - Maintain high standards of conduct
  - Support continuous development of knowledge and skills
  - Enable the Council to respond to changing legislation and local needs

### **4. Induction Training**

- 4.1. All newly elected or co-opted Councillors will be expected to undertake an induction programme as soon as practicable after taking office.

- 4.2. The induction programme will include:
- The role of the Town Council and its structure
  - Roles and responsibilities of Councillors
  - The Code of Conduct
  - Standing Orders and Financial Regulations
  - Key policies and procedures
  - Legal and statutory obligations

## **5. Ongoing Training**

5.1. Councillors are encouraged to undertake ongoing training throughout their term of office.

- 5.2. Training opportunities may include:
- Courses and seminars
  - Workshops and briefings
  - Conferences and networking events
  - Online training and webinars

5.3. Attendance at training events will be subject to approval and budget provision.

## **6. Mandatory Training**

6.1. The Council may identify certain training as mandatory where it is necessary for the effective discharge of Councillor duties.

6.2. This may include:

- Code of Conduct training
- Planning training for members of the Planning Committee
- Finance and governance training

6.3. Councillors are expected to attend mandatory training within a reasonable timeframe.

## **7. Identification of Training Needs**

- 7.1. Training needs may be identified through:
- Induction processes
  - Changes in legislation or Council functions
  - Committee requirements
  - Feedback from Councillors

## **8. Roles and Responsibilities**

- 8.1. Councillors will:
- Take responsibility for their own development
  - Attend relevant and mandatory training
  - Keep up to date with issues affecting their role
  - Share knowledge gained where appropriate

- 8.2. The Town Council will:
- Promote a culture of continuous learning
  - Provide access to appropriate training opportunities
  - Allocate a budget for training

- Maintain appropriate records

8.3. The Town Clerk will:

- Maintain records of Councillor training
- Advise on training opportunities
- Support the organisation of induction and development activities

## **9. Training Records**

9.1. A record of all Councillor training will be maintained by the Town Clerk.

9.2. Records will include:

- Training attended
- Date and provider
- Subject matter

9.3. These records will be used to identify skills and any gaps in knowledge.

## **10. Financial Provision**

10.1. The Council will make reasonable provision within its annual budget to support Councillor training and development.

10.2. All expenditure will be in accordance with the Council's Financial Regulations

## **11. Review**

11.1. This policy will be reviewed periodically to ensure it remains effective and up to date.

Adopted in May 2026.