

DISS TOWN COUNCIL



MEMBER TRAINING AND DEVELOPMENT POLICY

Adopted at Executive Committee Meeting on 1st March 2017

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1.0 Policy Statement

1.1 Diss Town Council is committed to developing its elected members in order to assist the council in achieving its aims and objectives in accordance with the council's Corporate Structure. Member development and training is a joint commitment between the town clerk and members and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

1.2 It is essential that members are given equal opportunity to develop their knowledge and learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive town council of the future. Member development should be recognised as an integral part of the council's business.

1.3 Diss Town Council recognises:-

1.3.1 the need to provide appropriate training development and learning opportunities for all members identified through self assessment, the council aims and objectives and changes in legislation;

1.3.2 that continued investment and commitment to training and development are essential to Diss Town Council if quality services are to be provided, maintained and continually improved;

1.3.3 that it has a responsibility to provide equal access to training and development for all members in accordance with equal opportunities legislation and existing policies.

1.4 Diss Town Council will:-

1.4.1 identify resources to provide training and development to maximise the potential of its members;

1.4.2 conduct an annual self assessment of training needs for members Training needs will be assessed and determined in accordance with the council's strategy plan. **by the Town Clerk in conjunction with the Council Leader on an annual basis.**

1.4.3 encourage all members to actively participate and ensure that training and development needs are identified to enable the appropriate investment of the council's resources in the training and development of all members;

2.0 Resources

2.1 The council will provide a training and development budget and in particular, the council will take into account the following factors:-

2.1.1 the identified training and development needs of members, based on a needs assessment of all members, reviewed annually;

2.1.2 training and development needs that are essential to improve and progress the agreed policies and strategies of the council, reviewed annually;

2.1.3 the costs of training, development and learning.

3.0 Best Practice

3.1 The council will develop best practice based on the following principles:

- 3.1.1 developing elected members in order to achieve the council's aims and objectives
- 3.1.2 adopting a member led strategic approach to member development, through regular discussion of training needs at council meetings
- 3.1.3 refreshing members training needs via self assessment annually
- 3.1.4 ensuring that learning and development is effective in building capacity

4.0 **Conclusion**

- 4.1 Diss Town Council is committed to providing opportunities for all elected members to further develop the necessary skills and competencies to not only help the council to deliver on its strategy plan and to strive for Quality Gold status in the Local Council Award Scheme, but for members' own personal development.
- 4.2 This Policy Statement provides elected members with the confidence that they are elected to a council that values them as individuals and is actively encouraging a partnership approach to training and development to ensure that the council continues to provide high quality services for the residents of Diss and the successful delivery of the council's strategy plan.

At a Meeting of Diss Town Council's Executive Committee, held on 1st March 2017, the aforementioned procedures were approved.

Clerk of the Council.....

Date.....

Date of next review.....