



## **Protocol - Elected Members Training and Development**

Clackmannanshire Council recognise that effective elected member development is essential to ensure that Councillors update their knowledge and learn new skills to be able to carry out their duties.

This Protocol aims to ensure consistency in the Councils approach to member training and development. It will also ensure that Councillors have opportunities to build on the range of skills and knowledge recommended in the General Competency Framework recommended in by the Improvements Service in April 07.

- The Council will provide each Councillor with a role description detailing the duties, demands and typical activities that are expected when undertaking assigned responsibilities.
- Each Councillor will participate in an annual training needs assessment that will inform a personal development plan and the proposals for a council wide programme of training and development for elected members.
- There will be additional recommended training to provide guidance in a range of topics where members are required to take part in appeals, are appointed as directors to an outside body and to keep members informed of guidelines on new/amended legislation
- The programme of training offered to all elected members will include mandatory training opportunities for Clackmannanshire Licensing Board Members.
- It is Council policy that Selection and Recruitment training is compulsory for all elected member taking part in the recruitment of officers.
- Opportunities exist for Members to take part in the short course programme delivered through the Council's Human Resource Services. Course outlines with details of the venues and dates are published on the Council's intranet site Coin and are available from the Service.
- A realistic budget will be allocated to meet the training and development identified within the members' training programme.
- Training and Development opportunities will be evaluated to ensure that the delivery meets the identified need and that the time spent has been worthwhile.

- All Councillor training and development activities will be recorded and published annually - at the same time as information on members' expenses is communicated.
- A secure area for member information will be developed within the Council website. This enhancement will allow electronic access to training handouts, guidance papers, and conference papers. This information will eventually build into a training and development reference site that will allow members to 'search' for information by topic.
- Expenditure for attendance at conferences and seminars will be approved by the relevant Director or the Chief Executive.
- Delegates attending conferences and seminars will be expected to submit a report, with relevant hand-outs, to Members' services staff for publication on the members' area of the website.