



**Clackmannanshire
Council**

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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 approach to Elected Member training and development.

- 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 which will inform a personal development plan for a wide programme of training and development for Elected Members.
- There will be additional recommended training in a range of topics where Elected Members are required to take part in appeals, where appointed as Director to an Outside Body and to keep Elected 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 Recruitment and Selection training is compulsory for all Elected Members taking part in the recruitment of Officers.
- A budget will be allocated to meet the training and development identified within the Elected Members Training Programme.
- All Councillor training and development activities will be recorded and published annually, at the same time as information on Elected Members' expenses is communicated.