

## **COPELAND BOROUGH COUNCIL**

### **MEMBER TRAINING AND DEVELOPMENT STRATEGY**

#### **1 INTRODUCTION**

1.1 Copeland Borough Council is committed to continuous improvement, innovation and best value in all services it provides and to encouraging both Councillors and employees to develop their full potential in their respective roles.

1.2 The Council is committed to the following principles in supporting the training and development of Councillors:

- (i) A recognition of the fundamental importance to the Council of supporting, developing and retaining Councillors
- (ii) Recognition of identifying individual needs as the key to a successful training and development programme
- (iii) A supportive, flexible and multi-option approach to both assessment of needs and delivery of training
- (iv) Complete confidentiality.

#### **2 SCOPE**

2.1 Training and development is available to, and its take-up will be encouraged for, all Councillors irrespective of seniority, length of service or political affiliation and will be provided in accordance with the council's commitment to equal opportunities.

#### **3 ROLES AND RESPONSIBILITIES**

3.1 The Individual Councillor – whilst the Council will offer practical support and encouragement and where possible and appropriate, resources for training and development, the Council expects each individual Councillor to take a personal responsibility for their own learning and self-development.

3.2 The Member Training and Development Panel – will oversee all Councillor training and development on behalf of the Council and will agree all training and development strategies and programmes for Councillors. The

Panel will support and encourage Councillors in the identification of training needs and the provision of training opportunities. In particular the Panel will:

- Ensure that all new Councillors receive comprehensive induction training in all appropriate Council functions and services and in local government generally.
- Encourage and monitor progress in Councillors' individual development.
- Ensure that appropriate and comprehensive training and development opportunities are provided and delivered which adequately meet identified training needs and reflect individual learning style preferences.
- Monitor effectiveness of training provided against the Council's key objectives.
- Facilitate new approaches to learning and development and encourage a culture of lifelong learning.

3.3 Officers – Democratic Services will support training and development of Councillors by:

- Providing the main support officer for all Councillor training and development, who is the Democratic Services Manager, and ensuring all Councillors are aware of training and development opportunities
- Devising and delivering in consultation with the Member Training and Development Panel a programme of induction training for new Councillors.
- Devising and a comprehensive training and development programme for Councillors based on needs identified in Personal Development Plans and other essential training.
- Arranging delivery of training included in the programme, either externally or internally, and for external delivery ensuring an internal contact is provided for all externally provided modules.
- Providing administrative support for all training including communication with Members and feedback to providers.
- Controlling the Member Training Budget.

#### **4. TRAINING**

4.1 The training and development listed in the Schedule to this strategy is designed to:

- Meet training and development needs which are essential for all Members or a group of Members
- Meet training and development needs which have been identified in Personal Development Plans
- Provide a standard level of induction training to be provided to all new Councillors.
- Contribute to succession planning in the Council.