

Appendix 11 Elected Members' Training Protocol

1. Forms of Training

Training (otherwise known as continuing professional development or CPD) for Elected Members may take place in a number of ways, both formal and informal. Informal methods include self-directed study, coaching and mentoring. Formal methods include in-house training sessions provided by the Council's Training and Development Team and other officers (including briefing or information sessions), training provided through attendance at conferences and seminars and training given on external courses provided by recognised organisations such as the Improvement Service, COSLA and a range of professional organisations linked to local government activities.

2. CPD Records

All CPD undertaken by Elected Members will be recorded centrally by Members' Support Staff on behalf of Members and stored electronically in the CPD Register held at [location on server]. The pro forma CPD Training Record is produced at Appendix I. Individual training records will be passed for review by Members on a six monthly basis.

3. In-House Training

In-house training will be provided by the Employee Training and Development Team who provide a program of training every year and this is accessible on the Members' Portal.

Other in-house training may also be provided by Officers from various departments across the Council as required.

An annual training plan for Members' is currently being developed which will provide Members with new and refresher training opportunities and will be flexible in its approach to allow the inclusion of additional training that may be required to address any new legislative changes that may impact on the role of the elected member.

4. External Training

External training will most commonly be obtained where training needs cannot be met satisfactorily in-house or at multi-agency or national training events.

APPENDIX 1

PERSONAL TRAINING AND DEVELOPMENT RECORD CARD
COUNCILLOR [INSERT NAME]

Date	Activity	Organised by	Theme/Topic