Camborne Town Council
Councillor Training & Development Policy

1. Introduction

Camborne Town Council is committed to the development and training of both employees and councillors. The Council ensures that all 18 Councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities and are up to date with all current legislation.

The Council is committed to encouraging the enhancement of Councillor knowledge and qualification through appropriate training and development.

A training budget is allocated to enable attendance at any relevant training and conferences throughout the year.

2. Policy Statement

The Clerk, and through delegation to other Officers, is ultimately responsible for procuring or occasionally providing the necessary training to ensure Councillors are suitably equipped with the skills and knowledge needed to fulfil their dutires to the Parish and residents.

3. Memberships

The Council will retain membership to Cornwall Association of Local Councils (CALC), the National Association of Local Councils (NALC) and the Society of Local Council Clerks in order that all training opportunities can be accessed.

4. Training & Development Activity

All Councillors will be:

- Issued with links to websites, electronic folders and platforms such as iBABS in order to be able to access copies of Standing Orders, Financial Regulations, Code of Conduct, polices of the Council and any other information that is deemed relevant.
- Issued electronic copies and links of the 'Good Councillor Guide'.
- Expected to attend CALC Code of Conduct Training Session at the earliest opportunity in their Councillor term (within 6 months) and Sexual Harassment in the Workplace Training.
- Encouraged to attend additional supplementary training sessions such as 'Chairmanship Training', 'Social Media Training', 'GDPR Training ', 'Climate Literacy' and others offered by NALC, CALC and SLCC.

Adopted: Full Council, 9th October 2026

- Role-specific training such as 'HR Training' for Staffing & Governance Committee Members, 'Planning & Material Considerations' Training for all members of the Planning & Development Committee, 'Finance Training' for members of the Finance & Strategy Committee, and 'Safeguarding Training' for members of the Engagement & Operations Committee.
- Circulated any other training course details which may enhance their position.

Chairs and Vice Chairs of committees are also encouraged to attend relevant Chairmanship courses and opportunities.

5. Training Needs Identification

Training requirements for Councillors will usually be identified by themselves, the Chair and the Clerk. Opportunities to attend courses will be investigated by Officers with oversight from the Clerk and brought to the attention of the Staffing & Governance Committee or Full Council.

6. Resourcing Training

A review will be undertaken annually during the budget process to ascertain any weaknesses or potential areas of improvement that the Town Council could enhance through training.

Budgets will be agreed to include costs of training courses, annual subscriptions and purchasing of relevant publications.

7. Evaluation and Review of Training

The Clerk will maintain an updated training record for all Councillors and staff.

Following attending any training, it is anticipated that Councillors will report back to the Council on the relevance and effectiveness of the training supplied.

POLICY DATED: September 2026

REVIEW DATE: 2 years after date of policy

Version number	Date	Description of changes	Author/Responsible party
1	14.09.2026		