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Councillor Training

Policy Reference Number: 049

Author: Town Clerk

Responsibility: Human Resources Committee

Grade: Two – Medium

Date adopted: 13th December 2022

Review date: Every 3 years – December 2025

Amendments:

| Topic | Who | How often |
|--|---|---|
| Resilience and Emotional Intelligence – What it means in practice for clerks and council officers | Councillors Officers | As required by the individual |
| Leadership in Challenging Situations – Dealing with challenging situations and working with others effectively | Committee and Council Chairs Clerk and Deputy Clerk | Once upon taking a chairmanship position, refresh as desired by individual |
| Respectful Social Media – How to deal with attacks and negative engagement | Councillors Officer | Every 2 - 3 years |
| Civility and respect – Uncovering the issues for the public sector | Councillors Officers (note, these sessions are run as clerk only and councillor only) | As required by the individual. Councillors may consider how they might recommend individuals attend this course |

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| What makes people become challenging? | Councillors Officers (note, these sessions are run as clerk only and councillor only) | As required by the individual. Councillors may consider how they might recommend individuals attend this course |
| Understanding psychopathic and narcissistic behaviour | Councillors Officers (note, these sessions are run as clerk only and councillor only) | As required by the individual. Councillors may consider how they might recommend individuals attend this course |
| Code of Conduct | Councillors Officers (note, these sessions are run as clerk only and councillor only) | As required by the individual. Councillors may consider how they might recommend individuals attend this course |
| Chairmanship training | Chairs of committees and council | Upon taking office in each electoral term |
| Role Specific | Councillors Officers | For Councillors, as new roles are undertaken, training to meet specific needs such as planning, finance, fundraising, community engagement (this list is not exhaustive). For officers, as identified during the appraisal process or as matters arise during the year. |
| Equality and Diversity | Councillors Officers | As required by the individual. Councillors may consider how they might recommend individuals attend this course |
| Councillor Essentials: Bitesize | Councillors | Video training/webinar Aimed at new councillors and refreshers for more experienced members |
| Crucial Conversations | Councillors Officers | Recommended training for all. |