



COUNCILLOR TRAINING PROGRAMME

The following has been agreed as minimum training requirements for members of Lowestoft Town Council.

1. All Mayor, Deputy Mayor and Chairs of Committees should undertake relevant Chairpersons training
2. The Mayor and Chair of Personnel, and their respective deputies, must undertake training of the carrying out of performance reviews before the Clerk's annual performance review is due regardless of prior professional qualifications or experience. Training is to be undertaken annually, within three months of the Annual Meeting.
3. All Councillors should complete Equality and Diversity training in the year of local council elections and two years thereafter or on any changes in legislation and policy.
4. All Councillors should complete Safeguarding Training in the year of local council elections, two years thereafter or on any changes in legislation and policy.
5. All Councillors should complete Data Protection Training and this should be renewed on an annual basis.
6. Councillors sitting on the Planning Committee must undertake relevant training within three months of joining the committee.
7. Personnel Committee members may undertake training relating to employment law