

The Town Hall
Market Street
Saffron Walden
CB10 1HR
Tel: 01799-516501



Training and Schedule

SWTC has adopted a training policy covering both employees and Councillors. The purpose of this policy is to provide a structure and framework for training, especially pertinent in an election year and with the election of new Town Councillors.

A copy of the policy is included within this welcome pack.

It is anticipated that most training will take place in house with Town Council officers, dates and schedule enclosed.

Being a Town Councillor for the first time can be daunting and a little overwhelming with lots of paperwork, policies, procedures and details being given to you. It is appropriate to carry out induction training at the earliest opportunity, but other training is often best left until Councillors have the opportunity to experience a little of Council life. This provides not only the opportunity to recognise training needs but provides you with some experience of the policies and procedures in practice.

Listed below are the upcoming training dates. The events in highlighted in green are external events (ie organised and run by Uttlesford District Council), all other training is directly delivered by SWTC Officers.

<p>Informal Councillor Induction</p>	<p>Forms:</p> <ul style="list-style-type: none"> • Declaration of Office • Contact details • Register of interests <p>Council aims, objectives, projects.</p> <p>Policies:</p> <ul style="list-style-type: none"> • Code of conduct • Financial Regulations • Standing orders • Terms of Reference <p>IT / Emails</p>	<p>Wednesday 10th May 7.30pm Town Hall, Court Room</p>
<p>Uttlesford District Council Planning Training</p>	<p>Session led by Dean Hermitage (Director of Planning) and Nigel Brown (Head of Development Management)</p> <p>Covering planning application process, responding as a consultee, S62a applications, S106 agreements, appeals and planning enforcement.</p> <p>This training is recommended for TWO Representatives, expected this will be the Planning Committee Chair and Deputy Chair</p>	<p>Thursday 1st June, 4pm</p> <p>District Council Offices, London Road, Saffron Walden</p>
<p>General Localised Planning Training</p>	<ul style="list-style-type: none"> • National Planning Policies • Local Plan • Neighbourhood Plan • Supplementary Planning Documents • Material considerations • S106 / CIL - UDC developer contribution policy 	<p>Thursday 1st June 7.30pm Town Hall, Committee Room</p>
<p>Staff and Councillor Lunch</p>	<p>Chance for SWTC Staff and Councillors to meet one another</p>	<p>Monday 5th June 12-1pm Town Hall, Assembly Hall</p>

Saffron Walden (SW) Planning & Transport	<ul style="list-style-type: none"> • SW significant developments • Conservation Areas • UDC shopfront design guide • SW transport requests • LHP • ECC report defects 	Thursday 8th June 6.30pm (prior to P&T) Town Hall, Court Room
Finance training	<ul style="list-style-type: none"> • Budget • Precept • Financial Regulations • F&E Delegated • AGAR • Audits • Signing cheques • Purchase / sales ledger • Cost centres 	Monday 12th June 6.30pm (prior to FC) Town Hall, Court Room
TBC SW Finance training	TBC <ul style="list-style-type: none"> • Pending 12th June 	TBC Monday 19th June 6.30pm (prior to F&E) Town Hall, Court Room
Uttlesford District Council Standards Training 40 spaces available to be booked via the link at the bottom of this page	Delivered by an external trainer Covering Local Government Act 1972, Code of Conduct, Register of Interests and disclosable pecuniary interests	Monday 19th June, 2pm OR 6pm District Council Offices, London Road, Saffron Walden
Assets and services training	<ul style="list-style-type: none"> • SWTC owned / leased properties. • Public Open Space (POS) maintenance • Services: Weddings, Markets, POS, events and activities 	Monday 26th June 6.30pm (prior to A&S) Town Hall, Court Room
Councillor training	<ul style="list-style-type: none"> • Powers of Authority • H&S • Reiterate Policies • Establishment element: Staff training, recruiting and appraisals 	Monday 3rd July 7.30pm Town Hall, Court Room

Uttlesford District Council Highways Briefing	This briefing will be delivered virtually by Essex County Council Highways Officers and will be open to both District and Town/Parish Councillors. UDC has asked one representative attends, it is likely this will be the Planning Committee Chair.	Tuesday 4th July, 2pm (Zoom)
---	--	-------------------------------------

UDC Standards Training to be booked at

<https://forms.office.com/pages/responsepage.aspx?id=PwjxROzyvEm5E5wmaKm6Zv8RtxMOYNRAk7qf-EowCnRUOE1HSzkyNTFXNloySUdWRUxHQVMYNUdRTi4u>

Optional External Training, as follows:

1. Essex Association Local Councils - Rural Affordable Housing Briefing

Delivered by the Rural Community Council of Essex

7th June via zoom, 7.30-9.30pm

8th June in person EALC Offices Great Dunmow, 7.30-9.30pm

Details regarding affordable housing at <https://www.essexrcc.org.uk/our-work/rural-affordable-housing>

2. The Essex Association of Local Councils (EALC) also provides training for staff and Councillors. Most of this training takes place in Great Dunmow (where their offices are based) or via Zoom and is perhaps best suited for specific requirements. Their training schedule can be found online at <https://ealc.gov.uk/training-2023/> and any Councillor wishing to access this training should book via the Town Clerk. Before booking an EALC course, please check if the training will be covered in the range of courses offered by Town Council officers.