

TRAINING & CONFERENCE **BURSARY POLICY**



The Cheshire Branch of the SLCC offers a training bursary to enable its members to access training opportunities they may otherwise not have access to. Applications will be determined in accordance with this policy.

1. The scheme is only open to full members of the society who are affiliated to the Cheshire Branch.
2. The Branch shall agree the maximum annual fund from which bursaries may be drawn.
3. Applications for the bursary can be made throughout the year to the Branch Secretary.
4. Applications will be determined by the Branch Executive.
5. Members of the branch executive are entitled to apply but will be excluded from the decision panel.
6. Applications will be accepted towards the cost of attendance at any relevant training event or conference. This may include travel expenses.
7. The bursary is intended to be a last resort and it is important to note that councils should provide adequate training for their clerks. Applicants should explain why their council is not funding their attendance.
8. A maximum of one application may be submitted per council per calendar year.
9. The bursary may be awarded in full or a contribution towards the costs may be offered
10. Applicants should allow three weeks for the determination of their application.
11. Applicants are expected to have attended at least one branch meeting in the preceding six months.
12. Successful applicants are expected to write a short review of the event they attended for potential publication in the Clerk magazine and on the Cheshire SLCC website. Successful applicants should attend the next branch meeting to present their article/review.
13. Receipts to demonstrate the funding has been appropriately spent should be provided without undue delay.

Cheshire Branch - part of Society of Local Council Clerks
The Professional Body for Local Council Managers

The Cheshire Branch is part of the Society of Local Council Clerks, a company limited by guarantee, registered in England and Wales, number 10566132. Registered office: 8 The Crescent, Taunton, Somerset, TA1 4EA
