

COUNCILLOR TRAINING & INDUCTION TIMETABLE 2026



INDUCTION

These sessions will provide crucial information about what the Parish Council does and will help Councillors to understand local governance, meetings format etc.

Date	Time	Who for?	Description
12th May	6.00pm	Optional	Informal meet-and-greet with fellow councillors and officers and understand more about the committee structure before choosing which to sit on.
19th May	6:00pm	Mandatory - All	Mandatory Head & Shoulder and Group photos taken for communication purposes
19th May	6:30-7:15pm	Mandatory - All	Information Session 1 - will provide an overview of the Council, key roles, responsibilities, standing orders, summons, apologies, meeting etiquette & more
26th May	6:00-7:00pm	Mandatory - All	Information Session 2 - will provide more in-depth training and awareness the key policies and framework underpinning being a HWPC Councillor

COMMITTEE SESSIONS

Date	Time		Description
2nd June	6:00-7:00pm	Mandatory - All	Parks & Open Spaces - prior to the meeting - Tour #1 (Venues tbc e.g. play parks recently refurbished: Voyager Outdoor Gym, Skatepark, KGV, Trent Road)
9th June	6:00-7:00pm	Mandatory - All	Finance & Policy - non-meeting date, an in depth induction into the budget and financial regulations/procurement procedures
16th June	6:00-7:00pm	Mandatory - CD Cttee	Community Development - non meeting date, an introduction to our community cafes, bus, events, communication
23rd June	6:00-7:00pm	Mandatory - P&H Cttee	Planning & Highways - prior to the meeting, review boundary maps, review recent applications/topics of concern to residents
7th July	6:00-7:00pm	Mandatory - All	Parks & Open Spaces - prior to Community Development - Tour #2 (Venues tbc e.g. event spaces & community partnerships: Tadpole, Clary, Trent Road...)

FURTHER TRAINING

Date	Time		Description
TBA	TBA	Mandatory - All	Code of Conduct training provided by Swindon Borough Council (SBC)
TBA	TBA	Mandatory - P&H Cttee	Planning training from Swindon Borough Council and Wiltshire Association of Local Councils (WALC)
TBA	TBA	Mandatory - Any new Chairs	Chairmanship provided by WALC
TBA	TBA	Mandatory - Personnel Sub Cttee	HR & the Councillor as an Employer (tbc)