

Certificate of Undertaking

Adopted by Personnel, Policy and Strategy Committee 17 January 2023 minute reference PPS/2023/069.

I [insert name] agree that in return for the financial assistance granted to me to undertake [insert name of qualification] in connection with my position as [insert role] at Wimborne Minster Town Council, I will :

1. Complete the course of studies; and
2. Remain in the employment of Wimborne Minster Town Council, throughout my course of studies and for a period of not less than two years from the date of notification of the result of the examination.

I further agree that if I do not fulfil the obligations at 1 and 2 above Wimborne Minster Town Council has the right to recover such part of the financial assistance granted to me on a pro-rata basis, decreasing every month over the 2 years period. as it deems appropriate in the circumstances. I authorise Wimborne Minster Town Council to recover any sums repayable by deduction from my salary or any other monies due to me.

I acknowledge that nothing in this undertaking shall affect the right of Wimborne Minster Town Council to terminate my employment in accordance with my Contract of Employment.

Employee:

Signed

.....

Name (in full)

.....

Dated

.....

Town Clerk / Line Manager :

Signed

.....

Name (in full)

.....

Dated

.....