**CLYDACH COMMUNITY COUNCIL TRAINING PLAN/RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Julian Nicholds | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  The Council as an Employer  Advanced Finance  Chairing Skills | Mandatory for all members  Recommended for all members  Recommended for all members  Recommended for all members  Recommended for all members  Recommended for all members  Recommended for all members  Member of Human Resources  Member of Finance & Audit  Chair of Council |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Sue Powell | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  The Council as an Employer  Biodiversity Part 1  Biodiversity Part 2  Community Asset Transfer  Chairing Skills | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Member of Human Resources  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Deputy Chair of Council |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Eve Jackson | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  The Council as an Employer  Community Engagement  Chairing Skills  Health & Safety Use of IT, Websites & Social Media | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Member of Human Resources  Member of Events & Projects  Chair of Events & Human Resources Member Choice Member Choice | √  √  √  √ √  √  √  √  √  √ | 18/04/2024 08/05/2024 16/05/2024 23/04/2024 13/04/2024    25/06/2024 24/06/2024 01/08/2024 20/06/2024 18/06/2024 |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Richard Bevan | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  Advanced Finance  The Council as an Employer  Chairing Skills | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Member of Finance & Audit  Member of Human Resources  Chair of Finance & Audit |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr John Hill | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  Community Engagement  Biodiversity Part 1  Biodiversity Part 2  Community Asset Transfer | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Member of Events & Projects  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Steve Weller | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  Biodiversity Part 1  Biodiversity Part 2  Community Asset Transfer  Community Engagement  Chairing Skills | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Events & Projects  Chair of Open Spaces & Buildings |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Dylan Williams | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  Community Asset Transfer  Biodiversity Part 1  Biodiversity Part 2  Community Engagement | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Events & Projects |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Katrina Davies | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  Advanced Finance  Community Engagement | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Member of Finance & Audit  Member of Events & Projects |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Jason Price | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  Advanced Finance  The Council as an Employee | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Recommended for all members  Member of Finance & Audit  Member of Human Resources |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Siubhan  Evans-Jones | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  Community Asset Transfer  Biodiversity Part 1  Biodiversity Part 2 Community Engagement | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Events & Projects | Booked | 21/07/2025 |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Caiden Thomas | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  Biodiversity Part 1  Biodiversity Part 2  Community Asset Transfer Community Engagement | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Events & Projects | Booked Booked Booked  Booked | 07/07/2025  21/07/2025  14/07/2025  01/07/2025 |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Melissa Farr | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  Biodiversity Part 1  Biodiversity Part 2  Community Asset Transfer Community Engagement | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Events & Projects | Booked Booked Booked  Booked | 07/07/2025  21/07/2025  14/07/2025  01/07/2025 |
| Name | Training Session | Reason | Undertaken | Date |
| Cllr Leah Haines | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Understanding the Law  Biodiversity Part 1  Biodiversity Part 2  Community Asset Transfer Community Engagement | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Recommended for all members  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Events & Projects |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Vacancy | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Biodiversity Part 1  Biodiversity Part 2  Community Asset Transfer Community Engagement | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Events & Projects |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Vacancy | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Biodiversity Part 1  Biodiversity Part 2  Community Asset Transfer Community Engagement | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Events & Projects |  |  |
| Name | Training Session | Reason | Undertaken | Date |
| Vacancy | Code of Conduct  New Councillor Induction  The Councillor  The Council  The Council Meeting  Local Government Finance  Biodiversity Part 1  Biodiversity Part 2  Community Asset Transfer Community Engagement | Mandatory for all members  Recommended for all members Recommended for all members Recommended for all members Recommended for all members  Recommended for all members  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Open Spaces & Buildings  Member of Events & Projects |  |  |
| Name | Training | Reason | Undertaken | Date |
| Cathy Kennedy | CiLCA  FiLCA  COSHH  First Aid  The Principles of Internal Auditing (PIALC) | Recommended for Clerks  Recommended for RFO’s  Recommended for all staff Recommended for all staff  Recommended for RFO’s | √  √  √ | 30/07/2021  31/03/2024  05/06/2025 |
| Name | Training | Reason | Undertaken | Date |
| Camille Griffiths | COSHH  First Aid Introduction to Local Council Admin (ILCA)  Finance in Local Council Admin (FILCA) | Recommended for all staff  Recommended for all staff Recommended for new Clerks  Recommended for new RFO’s | √ | 05/06/2025 |
| Name | Training | Reason | Undertaken | Date |
| Esther Crocombe | COSHH  First Aid  Introduction to Local Council Admin (ILCA) | Recommended for all staff Recommended for all staff  Recommended for council administrators | √ | TBC |
| Name | Training | Reason | Undertaken | Date |
| Bev Feltham | COSHH  First Aid  Manual Handling | Recommended for all staff  Recommended for all staff Recommended for caretakers | √ | 05/06/2025 |
| Name | Training Session | Reason | Undertaken | Date |
| Dave Jenkins | COSHH  First Aid  Manual Handling | Recommended for all staff  Recommended for all staff  Recommended for caretakers | √ | 05/06/2025 |
| Name | Training Session | Reason | Undertaken | Date |
| Dom Tidmarsh | COSHH  First Aid  Manual Handling | Recommended for all staff Recommended for all staff  Recommended for caretakers | √ | 05/06/2025 |