**CLYDACH COMMUNITY COUNCIL TRAINING PLAN/RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Julian Nicholds | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawThe Council as an EmployerAdvanced FinanceChairing Skills | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersMember of Human ResourcesMember of Finance & AuditChair of Council |  |  |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Sue Powell | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawThe Council as an EmployerBiodiversity Part 1Biodiversity Part 2 Community Asset TransferChairing Skills | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersRecommended for all membersMember of Human Resources Member of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsDeputy Chair of Council |  |  |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Eve Jackson | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawThe Council as an EmployerCommunity EngagementChairing SkillsHealth & SafetyUse of IT, Websites & Social Media | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersMember of Human Resources Member of Events & ProjectsChair of Events & Human ResourcesMember ChoiceMember Choice | √√√√√√√√√√ | 18/04/202408/05/202416/05/202423/04/202413/04/2024 25/06/202424/06/202401/08/202420/06/202418/06/2024 |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Richard Bevan | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawAdvanced FinanceThe Council as an EmployerChairing Skills | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all membersRecommended for all members Recommended for all membersRecommended for all membersMember of Finance & AuditMember of Human ResourcesChair of Finance & Audit |  |  |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr John Hill | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawCommunity EngagementBiodiversity Part 1Biodiversity Part 2 Community Asset Transfer | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersMember of Events & ProjectsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & Buildings |  |  |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Steve Weller | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawBiodiversity Part 1Biodiversity Part 2 Community Asset TransferCommunity EngagementChairing Skills | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Events & ProjectsChair of Open Spaces & Buildings |  |  |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Dylan Williams | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawCommunity Asset TransferBiodiversity Part 1Biodiversity Part 2 Community Engagement | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Events & Projects |  |  |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Katrina Davies | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawAdvanced Finance Community Engagement | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersMember of Finance & AuditMember of Events & Projects |  |  |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Jason Price | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawAdvanced FinanceThe Council as an Employee | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all members Recommended for all membersMember of Finance & AuditMember of Human Resources  |  |  |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Siubhan Evans-Jones | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawCommunity Asset TransferBiodiversity Part 1Biodiversity Part 2Community Engagement | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Events & Projects | Booked | 21/07/2025 |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Caiden Thomas | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawBiodiversity Part 1Biodiversity Part 2Community Asset TransferCommunity Engagement | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Events & Projects | BookedBookedBookedBooked | 07/07/202521/07/202514/07/202501/07/2025 |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Melissa Farr | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawBiodiversity Part 1Biodiversity Part 2Community Asset TransferCommunity Engagement | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Events & Projects | BookedBookedBookedBooked | 07/07/202521/07/202514/07/202501/07/2025 |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Cllr Leah Haines | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceUnderstanding the LawBiodiversity Part 1Biodiversity Part 2Community Asset TransferCommunity Engagement | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersRecommended for all membersMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Events & Projects |  |  |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Vacancy | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceBiodiversity Part 1Biodiversity Part 2Community Asset TransferCommunity Engagement | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Events & Projects |  |  |
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| Vacancy | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceBiodiversity Part 1Biodiversity Part 2Community Asset TransferCommunity Engagement | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Events & Projects |  |  |
| Name  | Training Session | Reason  | Undertaken  | Date |
| Vacancy | Code of ConductNew Councillor InductionThe Councillor The Council The Council MeetingLocal Government FinanceBiodiversity Part 1Biodiversity Part 2Community Asset TransferCommunity Engagement | Mandatory for all membersRecommended for all members Recommended for all members Recommended for all members Recommended for all members Recommended for all membersMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Open Spaces & BuildingsMember of Events & Projects |  |  |
| Name  | Training  | Reason  | Undertaken  | Date |
| Cathy Kennedy  | CiLCAFiLCACOSHHFirst AidThe Principles of Internal Auditing (PIALC) | Recommended for ClerksRecommended for RFO’sRecommended for all staffRecommended for all staffRecommended for RFO’s | √√√ | 30/07/202131/03/202405/06/2025 |
| Name  | Training  | Reason  | Undertaken | Date |
| Camille Griffiths  | COSHHFirst AidIntroduction to Local Council Admin (ILCA)Finance in Local Council Admin (FILCA) | Recommended for all staffRecommended for all staffRecommended for new ClerksRecommended for new RFO’s | √ | 05/06/2025 |
| Name  | Training  | Reason  | Undertaken | Date |
| Esther Crocombe | COSHHFirst AidIntroduction to Local Council Admin (ILCA) | Recommended for all staffRecommended for all staffRecommended for council administrators | √ | TBC |
| Name  | Training  | Reason  | Undertaken | Date |
| Bev Feltham | COSHHFirst AidManual Handling | Recommended for all staffRecommended for all staffRecommended for caretakers | √ | 05/06/2025 |
| Name  | Training Session | Reason  | Undertaken | Date |
| Dave Jenkins | COSHHFirst AidManual Handling | Recommended for all staffRecommended for all staffRecommended for caretakers | √ | 05/06/2025 |
| Name  | Training Session | Reason  | Undertaken | Date |
| Dom Tidmarsh | COSHHFirst AidManual Handling | Recommended for all staffRecommended for all staffRecommended for caretakers | √ | 05/06/2025 |