

**Llangyfelach Community Council
Training Matrix 2022-2027**

Compulsory Training Course (Inc. Clerk)	OVW Module	Who?	When?	Paul Baker	Phil Crayford	Peter Gibson	Mike Glover	Sharon Phillips	Jamie Jewell	Julie Rees	Adrian Roberts	Mark Tribe	Huw Evans
Code of Conduct	9	All	12m / Every 5 years	20/06/2022	29/06/2022	20/06/2022	29/06/2022	29/06/2022	29/06/2022	07/02/2023	20/06/2022	16/05/2022	25/11/2020 16/05/2022
Understanding the Law	4	All	18m / Every 5 years			20/10/2022							06/11/2020
Chairing Skills	10	Chair / Vice Chair	18m / Every 5 years					27/10/2022				01/12/2021	
The Council Meeting	5	All	18m / Every 5 years			25/10/2022						21/06/2022	
Local Government (LG) Finance	6	Finance Cttee	18m / Every 5 years			24/01/2023		19/01/2023				17/05/2022	29/10/2020 17/05/2022
The Council	1	All	Every 5 years										
The Councillor	2	All	Every 5 years					03/11/2022					
Effective Staff Management	18	Personnel Cttee	18m / Every 5 years										
The Council as an Employer	3	Personnel Cttee	18m / Every 5 years	12/07/2022	15/03/2021							28/06/2022	12/11/2020
Understanding LG Finance Advanced	21	Finance Cttee	Every 5 years					23/02/2023					30/10/2020
Certificate in Local Council Administration (CILCA)	-	Clerk	Within 5 years	-	-	-	-	-	-	-	-	-	Ongoing
Optional Training Courses	OVW Module	Who?	When?	Paul Baker	Phil Crayford	Peter Gibson	Mike Glover	Sharon Phillips	Jamie Jewell	Julie Rees	Adrian Roberts	Mark Tribe	Huw Evans
Introduction to Community Engagement	8												
Community Engagement (Part 2) - (Tools & Techniques)	13												
Health & Safety	7					27/09/2022							
Creating a Community Place Plan	12												
Information Management	15												
Equality & Diversity	14												
Understanding Mediation	22												
Use of IT, Social Media & Websites	16												
Devolution of Services / Community Asset Transfer	19												
Making Effective Grant Applications	17												
Wellbeing of Future Generations Act 2015 / Sustainability	20												
New Councillor Induction		All						13/07/2022		06/02/2023	02/08/2022		
Other Provider													
Planning Aid Wales - Understanding 106 Planning Obligations				06/03/2023									
Training Course	OVW Module	Who?	When?	Paul Baker	Phil Crayford	Peter Gibson	Mike Glover	Sharon Phillips	Jamie Jewell	Julie Rees	Adrian Roberts	Mark Tribe	Huw Evans

Items in Red - Training provided by Swansea Council