

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

Compulsory Training Course (Inc. Clerk)	OVW Module	Who?	When?	Paul Baker	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	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		16/03/2023					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	All	18m / Every 5 years	20/06/2023	24/01/2023		19/01/2023			20/07/2023	17/05/2022	29/10/2020 17/05/2022
The Council	1	All	Every 5 years							19/07/2023		
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							28/06/2022	12/11/2020
Understanding LG Finance Advanced	21	All	Every 5 years	26/06/2023			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	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		23/02/2023	02/08/2022		
Other Provider												
Planning Aid Wales - Understanding 106 Planning Obligations				06/03/2023								
Training Course	OVW Module	Who?	When?	Paul Baker	Peter Gibson	Mike Glover	Sharon Phillips	Jamie Jewell	Julie Rees	Adrian Roberts	Mark Tribe	Huw Evans

Items in Red - Training provided by Swansea Council