

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

Compulsory Training Course (Inc. Clerk)	OVW Module	Who?	When?	Paul Baker	Peter Gibson	Mike Glover	Daniel Lorey	Sharon Phillips	Jamie Jewell	Julie Rees	Adrian Roberts	Mark Tribe	Huw Evans
Code of Conduct	9	All Cllrs	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 Cllrs	Every 5 years	04/03/2024	20/10/2022			16/03/2023					06/11/2020
Chairing Skills	10	Chair / Vice Chair	Every 5 years					27/10/2022		19/03/2024		01/12/2021	
The Council Meeting	5	All Cllrs	Every 5 years	29/10/2024	25/10/2022		12/03/2024	24/03/2025				21/06/2022	
Local Government (LG) Finance	6	All Cllrs	Every 5 years	05/02/2024	24/01/2023			01/02/2023		05/02/2024	20/07/2023	17/05/2022	29/10/2020 17/05/2022
The Council	1	All Cllrs	Every 5 years					09/03/2023			19/07/2023		
The Councillor	2	All Cllrs	Every 5 years	09/12/2024				03/11/2022					
Effective Staff Management	18	Personnel Cttee	Every 5 years										
The Council as an Employer	3	Personnel Cttee	Every 5 years	12/07/2022	22/03/2022							28/06/2022	12/11/2020
Understanding LG Finance Advanced	21	All Cllrs	Every 5 years					23/02/2023					30/10/2020
Certificate in Local Council Administration (CILCA)	-	Clerk	Within 5 years	-	-	-	-	-	-	-	-	-	26/06/2023
Optional Training Courses	OVW Module	Who?	When?	Paul Baker	Peter Gibson	Mike Glover	Daniel Lorey	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					18/03/2024			
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					14/03/2024	13/07/2022	28/06/2022	23/02/2023	02/08/2022		
Other Provider													
Planning Aid Wales - Understanding 106 Planning Obligations				06/03/2023								12/02/2025	
Principal Membership of SLCC	-	Clerk	Ongoing	-	-	-	-	-	-	-	-	-	Ends 31/12/25
Financial Introduction to Local Council Administration (FILCA)	-	Clerk	Once	-	-	-	-	-	-	-	-	-	29/05/2024
Training Course	OVW Module	Who?	When?	Paul Baker	Peter Gibson	Mike Glover	Daniel Lorey	Sharon Phillips	Jamie Jewell	Julie Rees	Adrian Roberts	Mark Tribe	Huw Evans

Items in Red - Training provided by Swansea Council