

Required Training 2019/20

Mandatory Training	Who	By	Current Delivery Method
Welcome Event	Newly elected	Within 1 Month of Election	Face to Face
Becoming an Effective Member/Code of Conduct	All	Within 1 Month of Appointment	Face to Face
Induction - IT	Newly equipped	Within 1 Month of receiving equip	Face to Face
Planning Committee Induction/Site Visit/Workshop	New Planning Member	Before Committee	Face to Face
Licensing Committee Induction	New Licensing Member	Before Committee	Face to Face
How to Conduct a Hearing (Licensing)	Licensing CMs	Before Committee	Face to Face
Standards Committee	CM	Before Committee	Face to Face
Audit Committee	CM	Before Committee	Face to Face
HR Induction	New HR Member	Before Appeal	Face to Face
Human Resources Committee - Appeals	HR CMs	Before Appeal	Face to Face
Overview and Scrutiny Committee	CM	Before Committee	Face to Face
GDPR	All	Within 6 Month of appointment	Face to Face
FOI and Data Management	All	Within 6 Month of appointment	Face to Face
Equality & Diversity	All	Within 6 Month of appointment	Face to Face
Prevent	All	Within 6 Month of appointment	E-learning
Safeguarding Children Level 1	All	Within 6 Month of appointment	E-learning
Safeguarding Adults	All	Within 6 Month of appointment	TBC

H&S Training	Cabinet	Within 6 Month of appointment	Face to Face
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*CM = Committee Member

Proposed Optional Training 2019/20

Optional Training	Applicable to	Delivery Method
Chairing Committee Skills	All	Face to Face
Lake Admin Committee	All	Face to Face
Risk Management	All	Face to Face
Fraud	All	Face to Face
Procurement	All	Face to Face
Customer Connect Updates	All	Face to Face
Emergency Planning	All	Face to Face
Know your Ward	All	Face to Face
Homelessness	All	Face to Face
Modern Slavery	All	Face to Face
Skype	All	Face to Face
SharePoint	All	Face to Face
ModGov	All	Face to Face
Word	All	Face to Face
Excel	All	Face to Face
Social Media and Web skills	All	Face to Face
Mapping Tools Training	All	Face to Face
Know Your Ward	All	Face to Face
LGA - The Effective Ward Councillor	All	E-Learning
LGA - Supporting your Constituents	All	E-Learning
LGA - Stress management and Personal Resilience	All	E-Learning
LGA - Scrutiny for Councillors	All	E-Learning
LGA - Police and Crime Panels	All	E-Learning
LGA - Planning	All	E-Learning
LGA - Licensing and Regulation	All	E-Learning
LGA - Influencing Skills	All	E-Learning
LGA - Handling Complaints for Service Improvement	All	E-Learning
LGA - Facilitation and Conflict Resolution	All	E-Learning
LGA - Councillor Induction	All	E-Learning
LGA - Community Engagement and Leadership	All	E-Learning