

Member Training Matrix

Mandatory Training	Who Needs To Attend	Timeframe	Refresher Period
Welcome Event	Newly elected	ASAP following appointment	On Election
Becoming an Effective Member/Code of Conduct	All	ASAP following appointment	On Election
Becoming an Effective Member/Code of Conduct Refresher	All	Annually	Annually
Induction - IT	Newly elected	ASAP following appointment	On Election
Planning Committee Induction/Site Visit/Workshop	New Planning Member	Before Committee	None
Planning Committee Refresher	All Planning Members	Annually	Annually
Licensing Committee Induction	New Licensing Member	Before Committee	None
Licensing Committee Refresher	All Licensing Members	Annually	Annually
How to Conduct a Hearing (Licensing)	All Licensing Members	Before Committee	None
Chairing Committee Skills	Chair	Before Committee	None
Standards Committee	New Standards Members	Before Committee	None
Standards Committee Refresher	All Standards Members	Annually	Annually
Audit Committee	New Audit Members	Before Committee	None
Audit Committee Refresher	All Audit Members	Annually	Annually
HR Induction	New HR Member	Before Appeal	None
Human Resources Committee - Appeals	All HR Members	Before Appeal	None
Human Resources Committee Refresher- Appeals	All HR Members	Annually	Annually
Overview and Scrutiny Committee	New O&S Members	Before Committee	None
Introduction to Public Sector Finance	All	Within 6 Month of appointment	3 years
GDPR	All	Within 6 Month of appointment	3 years
FOI and Data Management	All	Within 6 Month of appointment	3 Years
Equality & Diversity	All	Within 6 Month of appointment	3 years
PREVENT	All	Within 6 Month of appointment	1 Year
Safeguarding Children Level 1	All	Within 6 Month of appointment	2 Years
Safeguarding Adults	All	Within 6 Month of appointment	2 Years
Optional training			
Meet SMT	All	-	
IT Induction	New Members	-	
Lake Admin Committee	All	-	
Risk Management	All	-	
Fraud	All	-	
Procurement	All	-	
Housing	All	-	
Customer Connect Updates	All	-	
Emergency Planning	All	-	
Know your Ward	All	-	
Homelessness	All	-	
Modern Slavery	All	-	
Risk Management	All	-	
Emergency Planning	All	-	
Skype/Teams	All	-	
Sharepoint	All	-	
ModGov	All	-	
Word	All	-	
Excel	All	-	
Social Media and Web skills	All	-	
LGA - The Effective Ward Councillor	All	-	
LGA - Supporting your Constituents	All	-	
LGA - Stress management and Personal Resilience	All	-	
LGA - Scrutiny for Councillors	All	-	
LGA - Police and Crime Panels	All	-	
LGA - Planning	All	-	
LGA - Licensing and Regulation	All	-	
LGA - Influencing Skills	All	-	
LGA - Handling Complaints for Service Improvement	All	-	
LGA - Facilitation and Conflict Resolution	All	-	
LGA - Councillor Induction	All	-	
LGA - Community Engagement and Leadership	All	-	