

Llanrhidian Higher Community Council – Training Programme		
<u>Topic</u>	<u>Required</u>	<u>Timescale</u>
Code of Conduct	All Councillors/ Clerk	Within 6 months of being elected
Understanding the Law	All Councillors/ Clerk	Within 6 months of being elected
Chairing Skills	All Chairs / Vice Chairs / Clerk	Within 6 months of being elected
The Council Meeting	All Councillors/ Clerk	Within 6 months of being elected
Local Government Finance	All Finance Committee Members / Clerk	Within 6 months of being elected to the Finance Committee
The Council	All Councillors/ Clerk	Once in the Council Term
The Councillor	All Councillors/ Clerk	Once in the Council Term
Effective Staff Management	All Members of Personnel Committee	Within 6 months of being elected
The Council as an Employer	All Members of Personnel Committee	Within 6 months of being elected
Advanced Local Government Finance	All Finance Committee Members / Clerk	Before the end of 2 nd Year of Council Term
Introduction to Community Engagement	Two Councillors	Once during the Council term
Community Engagement Part 2	Two Councillors	Once during the Council term
Health & Safety	Clerk / Two Councillors	Once during the Council term
Creating a Community Plan	Two Councillors	Once during the Council term
Information Management	Clerk / Two Councillors	Once during the Council term
Equality & Diversity	Two Councillors	Once during the Council term
Mediation and Conciliation	Clerk / Two Councillors	Once during the Council term
Planning	Two Councillors	Once during the Council term