

Clerk and Councillor Training Record

Attendee(s)	Training Course	Date of Course	Venue	Time	Notes / Course Content
Gail Boyle Lynne English	Being a Good Councillor	June 2011	Poole Court Yate		The essential course for new and experienced councillors on all the up to date duties and powers of a local council
Gail Boyle Lynne English	Planning, Emergency Planning	2011			Provided by South Gloucestershire Council
Gail Boyle Lynne English	Gypsy & Travellers		SGC Kingswood office		Provided by South Gloucestershire Council
The Clerk (J. Bailey)	ALCA Pensions Course	21/11/2014	Whitchurch		Pensions regulations
Rick Dunning	Being a Good Councillor	21/2/2015	M. Watson		The essential course for new and experienced councillors on all the up to date duties and powers of a local council
The Clerk (J. Bailey)	ALCA Audit Course	12 th March 2015	Hanham		Audit Regulations Grant Thornton
Lesley Putt	Link Support Services (UK) Ltd	4 th February 2016	Yate Council Offices	2.00pm	(a) Practical tips on how to deal with case work and action groups (processes, procedures and protocols) (b) Techniques to manage challenging people and difficult situations (c) Managing workloads and time
The Clerk (J. Bailey)	Grant Thornton UK LPP External Audit Briefing	15 th April 2016	Whitchurch Village Hall	10.30am	External Audit Local Councils.
Gail Boyle	Negotiate a better outcome in planning	26 th September 2016	Aztec West		Training delivered by Councillor Boyle to Councillors from across the ALCA area.
The Clerk (J. Bailey)	CiLCA Qualification	Date awarded 26 th September 2016	N/A	N/A	<ul style="list-style-type: none"> • Core Roles in Local Council Administration • Law and Procedures for Local Councils • Finance for Local Councils • Management for Local Councils • Community Engagement

The Clerk (J. Bailey)	ALCA – Transparency Code	18 th November 2016	Yate Parish Hall	9.30am	SLCC Branch Meeting - Transparency Code and defibrillators.
The Clerk (J. Bailey)	Information Governance	28 th November 2016	Brook Way Activity Centre, Bradley Stoke	2.00pm	Information Governance (Privacy, Security, Sharing & Transparency)
Gail Boyle Rick Dunning	Community Engagement for Local Councils	21 st January 2017	Tithe Barn Church Lane Nailsea BS48 4NG	9.45 – 12.45	Lemon Gazelle
Gail Boyle	E-learning Data Protection Act		Home Study	N/A	
Lesley Putt	Being a Good Councillor	18 th May 2019	Saltford	09:45- 12:30	The essential course for new and experienced councillors on all the up to date duties and powers of a local council
Caroline Phillips	Being a Good Councillor	18 th May 2019	Saltford	09:45 – 12:30	The essential course for new and experienced councillors on all the up to date duties and powers of a local council
Daphne Dunning (Clerk)	Community Governance Level 4 Certificate of Higher Education	November 2019	De Montfort distance learning		SLCC1010 Local Council Law & Procedures SLCC1002 Community Engagement SLCC1007 Managing Projects SLCC1001 Community Governance SLCC1011 Local Council Finance SLCC1005 The Planning System SLCC1008 Organisational Governance
Daphne Dunning (Clerk)	SLCC South Glos /Glos branch meeting	5 th December 2019	Gloucester		Positive Psychology Ill Health Insurance