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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Crai Community Council Training Plan** | | | |  | | **Module No** | **Module** | **Timescale** | **Requirement** |  | | 0 | New Councillor Induction | Once within first 3 months | Mandatory |  | | 1 | The Council |  | Non mandatory |  | | 2 | The Councillor |  | Non mandatory |  | | 3 | The Council as an Employer |  | Non mandatory |  | | 4 | Understanding the Law |  | Non mandatory |  | | 5 | The Council Meeting |  | Non mandatory |  | | 6 | Local Government Finance | Once within first 6 months | Mandatory |  | | 7 | Health & Safety | Within first 3 months and every 3 years | Mandatory for Chair, Clerk and HS rep |  | | 8 | Introduction to Community Engagement |  | Non mandatory |  | | 9 | Code of Conduct | Within first 3 months and every 3 years | Mandatory |  | | 10 | Chairing Skills | Once within first 3 months | Mandatory for new Chair |  | | 11 | Left intentionally blank |  |  |  | | 12 | Creating a Community Place Plan |  | Non mandatory |  | | 13 | Community Engagement Part ll |  | Non mandatory |  | | 14 | Equality & Diversity |  | Non mandatory |  | | 15 | Information Management | Within first 3 months and every 3 years | Mandatory for Clerk |  | | 16 | Use of IT, Websites and Social Media | Once within first year | Mandatory |  | | 17 | Making Effective Grant Applications |  | Non mandatory |  | | 18 | Effective Staff Management |  | Non mandatory |  | | 19 | Devolution of Services / CAT |  | Non mandatory |  | | 20 | Sustainability/Well Being of Future Generations Act |  | Non mandatory |  | | 21 | Advanced Local Government Finance | Within first 3 months and every 3 years | Mandatory for Clerk |  | | 22 | Left intentionally blank |  |  |  | | 23 | Community Asset Transfer |  | Non mandatory |  | | 24 | Finance and Government Toolkit | Once within first year | Mandatory |  | |  |  |  |  |  | |