



**Liss Parish Council**

**Officer Training Record to July 2022**

\*Training booked but not undertaken at time of updating record

| <b>Staff</b>        | <b>Training Course</b>                                  | <b>Date</b>         | <b>Provider</b>          |
|---------------------|---------------------------------------------------------|---------------------|--------------------------|
| Sarah Smith (Clerk) | Officer Update                                          | 08.06.22            | HALC                     |
|                     | GDPR Training Session                                   | 12.05.22            | GDPR Registered Trainer  |
|                     | Budgeting for officers                                  | 03.10.21            | HALC                     |
|                     | Volunteering: Building Social Action and Busting Myths  | 23.06.21            | Community First          |
|                     | RBS Financial Software Training                         | 14.06.21 & 18.06.21 | Rialtas Busines Software |
|                     | RBS Financial Software Training                         | 09.09.20            | Rialtas Busines Software |
|                     | Safely Back to Public Spaces (Risk Assessment)          | 29.07.20            | Community First          |
|                     | Parish Precept Workshop                                 | 19.11.19            | EHDC                     |
|                     | GDPR Training Session                                   | 30.10.19            | GDPR Registered Trainer  |
|                     | GDPR Training Seminar                                   | 20.03.18            | HALC                     |
|                     | An Introduction to VAT                                  | 28.02.18            | HALC                     |
|                     | External Audit                                          | 18.01.18            | PKF Littlejohn LLP       |
|                     | Local Council Finance                                   | 23.11.17            | HALC                     |
|                     | SLCC Regional Training Seminar                          | 01.11.17            | SLCC                     |
|                     | Sage Accountancy Software                               | 03.10.17            | Sage                     |
|                     | The Transparency Code - Making it Work for your Council | 19.01.17            | HALC                     |
|                     | Certificate in Local Council Administration             | 14.10.16            | SLCC                     |

|                                                                |                                                               |                     |                          |
|----------------------------------------------------------------|---------------------------------------------------------------|---------------------|--------------------------|
|                                                                | PG 2013 awarded                                               |                     |                          |
|                                                                | Introduction to Appraisals                                    | 23.6.16             | HALC                     |
|                                                                | The Planning Framework                                        | 21.4.15             | HALC                     |
|                                                                | CiLCA Portfolio Preparation                                   | 14.10.17 & 25.11.17 | HALC                     |
|                                                                | Minute Taking for Local Councils                              | 10.09.14            | HALC                     |
|                                                                | What You Need to Know                                         | 30.06.14            | HALC                     |
| Lizzy Keeling (Assistant Clerk)                                | GDPR Training Session                                         | 12.05.22            | GDPR Registered Trainer  |
|                                                                | SLCC South-East Training Seminar                              | 11.05.22            | SLCC                     |
|                                                                | RBS Financial Software Training                               | 14.06.21 & 18.06.21 | Rialtas Busines Software |
|                                                                | Risk Assessment                                               | 30.09.20            | BHIB/HALC                |
|                                                                | RBS Financial Software Training                               | 09.09.20            | Rialtas Busines Software |
|                                                                | What You Need to Know                                         | 25.02.20 & 03.03.20 | HALC                     |
| Sandra Humphrey<br>(Responsible Finance Officer)               | GDPR Training Session                                         | 12.05.22            | GDPR Registered Trainer  |
|                                                                | Budgeting for officers                                        | 03.10.21            | HALC                     |
|                                                                | RBS Financial Software Training                               | 14.06.21 & 18.06.21 | Rialtas Busines Software |
|                                                                | What You Need to Know                                         | 06.07.21 & 20.07.21 | HALC                     |
|                                                                | Internal Controls                                             | 28.09.21            | HALC                     |
|                                                                | Budgeting                                                     | 06.10.21            | HALC                     |
| Katrina Burns<br>(Project and Community<br>Engagement Officer) | Climate Change Webinar                                        | 13.07.22            | SDNPA                    |
|                                                                | How to Turn Your Venues into Revenue<br>Generating Businesses | 28.06.22            | Scribe                   |
|                                                                | GDPR Training Session                                         | 12.05.22            | GDPR Registered Trainer  |
|                                                                | Simple Tips to Cut Your Climate Impact                        | 11.05.22            | Scribe                   |
|                                                                | What You Need to Know                                         | 27.04.22            | HALC                     |
| Paul Knibbs<br>(Groundsman)                                    | /                                                             |                     |                          |
| Julie Ryan (Caretaker)                                         | /                                                             |                     |                          |
| Jed Deane (Caretaker)                                          | /                                                             |                     |                          |
| Michael Jarman (Litter Picker)                                 | /                                                             |                     |                          |

