

| Staff Member                    | Course                                                       | Date Completed | Renewal required | Training Body                | Column1            | Column2                                                         |
|---------------------------------|--------------------------------------------------------------|----------------|------------------|------------------------------|--------------------|-----------------------------------------------------------------|
| Planning and Democratic Officer | J9                                                           | 05.11.2020     | n/a              | SETDAB                       |                    |                                                                 |
|                                 | Menopause Awareness Training                                 | 24.06.2021     | n/a              | The Menopause Support Group  |                    |                                                                 |
|                                 | Health and Safety Awareness and Fire Training                | 19.05.2022     |                  | Acacia Business Services Ltd |                    |                                                                 |
|                                 | Traffic Management for Community Events (LANTRA)             | 19.10.2023     | Oct-28           | Lantra                       |                    |                                                                 |
|                                 | Display Screen Equipment (DSE) Awareness                     | Feb-25         |                  | Vital Skills                 |                    |                                                                 |
|                                 | Fire Safety Awareness                                        | Jul-25         |                  | Vital Skills                 |                    |                                                                 |
|                                 | Diversity and Inclusion: Engaging with Others (UK)           | Nov-25         |                  | Astute                       |                    |                                                                 |
|                                 | How to be an Ally                                            | Nov-25         |                  | Astute                       |                    |                                                                 |
|                                 | Introduction to UK Equality Legislation                      | Dec-25         |                  | Astute                       |                    |                                                                 |
|                                 | Menopause at Work                                            | Nov-25         |                  | Astute                       |                    |                                                                 |
|                                 | Mental Health: Managing Stress                               | Dec-25         |                  | Astute                       |                    |                                                                 |
|                                 | Neurodiversity                                               | Dec-25         |                  | Astute                       |                    |                                                                 |
|                                 | Phishing Awareness                                           | Nov-25         |                  | Astute                       |                    |                                                                 |
|                                 | Recognising Sexual Harassment                                | Dec-25         |                  | Astute                       |                    |                                                                 |
|                                 | Spotting Mental Health Red Flags                             | Nov-25         |                  | Astute                       |                    |                                                                 |
|                                 | What is Unconscious Bias                                     | Nov-25         |                  | Astute                       |                    |                                                                 |
|                                 | Display Screen Equipment Refresher                           | 31.03.2026     |                  | Astute                       |                    |                                                                 |
|                                 | ACT Awareness e-Learning                                     | 22.06.2026     |                  | Protect UK                   |                    |                                                                 |
|                                 |                                                              |                |                  |                              |                    |                                                                 |
| Open Spaces Operative (K)       | Brushcutters/Trimmers Maintenance & Operation (LANTRA)       | 24.07.2019     |                  | Writtle University           |                    |                                                                 |
|                                 | Ride on Rotary and Cylinder Mowers (LANTRA)                  | 21.10.2019     |                  | Writtle University           |                    |                                                                 |
|                                 | J9                                                           | 12.11.2020     | n/a              | SETDAB                       |                    |                                                                 |
|                                 | Emergency First Aid in the Workplace                         | 17.11.2020     | 17.11.2023       | Save Lives at Work           |                    |                                                                 |
|                                 | Basic Tree Survey Inspection (LANTRA)                        | 25.03.2021     |                  | Writtle University           |                    |                                                                 |
|                                 | Using a Powered Pole Pruner (LANTRA)                         | 09.04.2021     |                  | Writtle University           |                    |                                                                 |
|                                 | Menopause Awareness Training                                 | 24.06.2021     | n/a              | The Menopause Support Group  |                    |                                                                 |
|                                 | Working at Heights Training                                  | 07.07.2021     | 21.01.2025       | High Speed Training          |                    |                                                                 |
|                                 | Traffic Management for Community Events (LANTRA)             | 26.04.2023     | 26.04.2028       | Lantra                       |                    |                                                                 |
|                                 | Health and Safety Awareness and Fire Training                | 19.05.2022     | 19.05.2025       | Acacia Business Services Ltd |                    |                                                                 |
|                                 | Bystander Intervention Training                              | 24.04.2023     | n/a              | Essex County Council         |                    |                                                                 |
|                                 | Tourniquets & Haemostatic Dressings Level 2 (VTQ)            | 03.10.2023     | 01.10.2026       | ProTrainings.uk              |                    |                                                                 |
|                                 | First Aid at Work 18 Hour L3 (VTQ) - FAW                     | 04.10.2023     | Oct-26           | ProTrainings.uk              | 1st Update         | Oct 24, 2nd Update Oct 25                                       |
|                                 | Hate Crime Ambassador Training                               | 19.10.2023     | n/a              | Essex Police                 |                    |                                                                 |
|                                 | Working at Heights Training Refresher                        | 22.02.2023     |                  | High Speed Training          |                    |                                                                 |
|                                 | Chainsaw Maintenance and Cross-cutting                       | 17.04.2024     | 17.04.2029       | Writtle University           |                    |                                                                 |
|                                 | Manual handling                                              | Jan-25         |                  | High Speed Training          | High Speed         | advise that organisation decides when training to be refreshed. |
|                                 | Fire Safety Awareness                                        | Feb-25         |                  | Vital Skills                 |                    |                                                                 |
|                                 | Phishing Awareness                                           | 31.10.2025     |                  | Astute                       |                    |                                                                 |
|                                 | Spotting Mental Health Red Flags                             | 31.10.2025     |                  | Astute                       |                    |                                                                 |
|                                 | Diversity and Inclusion: Engaging with Others (UK)           | 19.11.2025     |                  | Astute                       |                    |                                                                 |
|                                 | How to be an Ally                                            | 19.11.2025     |                  | Astute                       |                    |                                                                 |
|                                 | Mental Health: Managing Stress                               | 01.12.2025     |                  | Astute                       |                    |                                                                 |
|                                 | Recognising Sexual Harassment                                | 01.12.2025     |                  | Astute                       |                    |                                                                 |
|                                 | What is Unconscious Bias                                     | 01.12.2025     |                  | Astute                       |                    |                                                                 |
|                                 | Menopause at Work                                            | 02.12.2025     |                  | Astute                       |                    |                                                                 |
|                                 | Neurodiversity                                               | 02.12.2025     |                  | Astute                       |                    |                                                                 |
|                                 | Introduction to UK Equality Legislation                      | 15.01.2026     |                  | Astute                       |                    |                                                                 |
|                                 | Working at Height Essentials                                 | 11.03.2026     |                  | Astute                       |                    |                                                                 |
|                                 | Fire Safety Awareness                                        | 11.03.2026     |                  | Astute                       |                    |                                                                 |
|                                 | Manual Handling Safety                                       | 17.04.2026     |                  | Astute                       |                    |                                                                 |
|                                 | COSHH                                                        | 17.04.2026     |                  | Astute                       |                    |                                                                 |
|                                 |                                                              |                |                  |                              |                    |                                                                 |
| Operations Manager              | Ride on Rotary and Cylinder Mowers (LANTRA)                  | 05.02.2019     | 05.02.2024       | Writtle University           |                    |                                                                 |
|                                 | Basic Tree Survey Inspection (LANTRA)                        | 04.10.2017     |                  | Writtle University           |                    |                                                                 |
|                                 | Powered Pole Pruner (LANTRA )                                | 01.10.2017     |                  | Writtle University           |                    |                                                                 |
|                                 | Chainsaw Maintenance & Cross Cutting (LANTRA)                | 17.10.2017     | 17.10.2022       | Writtle University           |                    |                                                                 |
|                                 | Safe Operation of Mowers (LANTRA)                            | 05.02.2019     |                  | Writtle University           |                    |                                                                 |
|                                 | Brushcutters/Trimmers (LANTRA)                               | 27.02.2019     | 27.02.2024       | Writtle University           |                    |                                                                 |
|                                 | Streetworks - Signing, lighting and guarding (City & Guilds) | 03.09.2019     |                  | Project Skills Solutions     | Renewed 26.10.2024 |                                                                 |

|                            |                                                                    |            |            |                              |            |                           |
|----------------------------|--------------------------------------------------------------------|------------|------------|------------------------------|------------|---------------------------|
|                            | J9                                                                 | 12.11.2020 | n/a        | J9                           |            |                           |
|                            | Emergency First Aid in the Workplace                               | 17.11.2020 | 12.11.2023 | Save Lives at Work           |            |                           |
|                            | Felling and Processing of Trees up to 380mm (LANTRA)               | 10.12.2020 | 10.12.2025 | Writtle University           |            |                           |
|                            | Working at Heights Training                                        | 07.07.2021 |            | High Speed Training          |            |                           |
|                            | Menopause Awareness Training                                       | 24.06.2021 | n/a        | The Menopause Support Group  |            |                           |
|                            | Health and Safety Awareness and Fire Training                      | 19.05.2022 | 18.05.2025 | Acacia Business Services Ltd |            |                           |
|                            | Welding for Beginners                                              | 24.10.2022 |            | Writtle University           |            |                           |
|                            | Traffic Management for Community Events (LANTRA)                   | 26.04.2023 | 26.04.2028 | Lantra                       |            |                           |
|                            | Tourniquets & Haemostatic Dressings Level 2 (VTQ)                  | 03.10.2023 | 01.10.2026 | ProTrainings.uk              |            |                           |
|                            | First Aid at Work 18 Hour L3 (VTQ) - FAW                           | 04.10.2023 | 02.10.2026 | ProTrainings.uk              | 1st Update | Oct 24, 2nd Update Oct 25 |
|                            | Hate Crime Ambassador Training                                     | 19.10.2023 | n/a        | Essex Police                 |            |                           |
|                            | Working at Heights Training Refresher                              | 22.02.2023 |            | High Speed Training          |            |                           |
|                            | Renewal - Streetworks - Signing, lighting and guarding             | 24.10.2024 | Oct-29     | Project Skills Solutions     |            |                           |
|                            | Manual handling                                                    | Dec-24     | Dec-26     | High Speed Training          |            | Suggested 2 years         |
|                            | Control of Substances Hazardous to Health                          | Sep-25     |            | High Speed Training          |            |                           |
|                            | Phishing Awareness                                                 | 19.11.2025 |            | Astute                       |            |                           |
|                            | Spotting Mental Health Red Flags                                   | 19.11.2025 |            | Astute                       |            |                           |
|                            | How to be an Ally                                                  | 25.11.2025 |            | Astute                       |            |                           |
|                            | Legionella and Water Safety                                        | 25.11.2025 |            | Astute                       |            |                           |
|                            | Effective Questioning                                              | 27.11.2025 |            | Astute                       |            |                           |
|                            | Tackling Problem Behaviour                                         | 27.11.2025 |            | Astute                       |            |                           |
|                            | Managing Change                                                    | 27.11.2025 |            | Astute                       |            |                           |
|                            | Informal Disciplinary Conversations                                | 27.11.2025 |            | Astute                       |            |                           |
|                            | Developing Emotional Intelligence                                  | 28.11.2025 |            | Astute                       |            |                           |
|                            | Handling Difficult Conversations                                   | 28.11.2025 |            | Astute                       |            |                           |
|                            | Diversity and Inclusion: Engaging with Others (UK)                 | 03.12.2025 |            | Astute                       |            |                           |
|                            | Menopause at Work                                                  | 04.12.2025 |            | Astute                       |            |                           |
|                            | Mental Health: Managing Stress                                     | 04.12.2025 |            | Astute                       |            |                           |
|                            | Neurodiversity                                                     | 04.12.2025 |            | Astute                       |            |                           |
|                            | How to Give Feedback                                               | 08.12.2025 |            | Astute                       |            |                           |
|                            | What is Unconscious Bias                                           | 22.12.2025 |            | Astute                       |            |                           |
|                            | Recognising Sexual Harassment                                      | 12.01.2026 |            | Astute                       |            |                           |
|                            | Managing Performance Effectively                                   | 26.01.2026 |            | Astute                       |            |                           |
|                            | Managing Sickness Absence                                          | 05.03.2026 |            | Astute                       |            |                           |
|                            | Working at Height Essentials                                       | 11.03.2026 |            | Astute                       |            |                           |
|                            | Manual Handling Safety                                             | 11.03.2026 |            | Astute                       |            |                           |
|                            | Fire Safety Awareness                                              | 11.03.2026 |            | Astute                       |            |                           |
|                            | Introduction to UK Equality Legislation                            | 17.04.2026 |            | Astute                       |            |                           |
|                            |                                                                    |            |            |                              |            |                           |
| Information Centre Manager | J9                                                                 | 16.10.2020 | n/a        | SETDAB                       |            |                           |
|                            | Menopause Awareness Training                                       | 24.06.2021 | n/a        | The Menopause Support Group  |            |                           |
|                            | Social Media Training                                              | 11.07.2023 | n/a        | MBCG Media                   |            |                           |
|                            | Traffic Management for Community Events (LANTRA)                   | 19.10.2023 | Oct-28     | Lantra                       |            |                           |
|                            | Virtual Dementia Tour                                              | 06.03.2024 | n/a        | Experience Training Ltd      |            |                           |
|                            | Fire Safety Awareness                                              | Feb-25     |            | Vital Skills                 |            |                           |
|                            | Display Screen Equipment (DSE) Awareness                           | Feb-25     |            | Vital Skills                 |            |                           |
|                            | Assertion 10                                                       | 15.01.2026 |            | Shelly Winters               |            |                           |
|                            | Phishing Awareness                                                 | 27.11.2025 |            | Astute                       |            |                           |
|                            | Menopause at Work                                                  | 27.11.2025 |            | Astute                       |            |                           |
|                            | Spotting Mental Health Red Flags                                   | 27.11.2025 |            | Astute                       |            |                           |
|                            | Effective Questioning                                              | 27.11.2025 |            | Astute                       |            |                           |
|                            | Fire Wardens/Fire Warden 2026                                      | 09.07.2026 |            | Astute                       |            |                           |
|                            | DSE Display Screen Equipment Refresher Annual Display Screen Equip | 26.06.2026 |            | Astute                       |            |                           |
|                            | Managing Change - Management Training                              | 09.07.2026 |            | Astute                       |            |                           |
|                            | How to be an Ally - All Staff Training                             | 10.07.2026 |            | Astute                       |            |                           |
|                            | Informal Disciplinary Conversations - Management Training          | 13.07.2026 |            | Astute                       |            |                           |
|                            | ACT Awareness e-Learning - Core Module                             | 28.07.2026 |            | PortectUK                    |            |                           |
|                            | Disciplinary and Grievance - Management Training                   | 14.08.2026 |            | Worknest                     |            |                           |
|                            |                                                                    |            |            |                              |            |                           |
| Town Clerk                 | Certificate in Local Council Administration                        | 15.08.2020 | n/a        | SLCC                         |            |                           |
|                            | J9                                                                 | 06.10.2020 | n/a        | SETDAB                       |            |                           |

|                   |                                                                                                                                |            |        |                              |  |  |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------|------------|--------|------------------------------|--|--|
|                   | Emergency First Aid in the Workplace                                                                                           | 17.11.2020 |        | Save Lives at Work           |  |  |
|                   | Mental Health First Aid                                                                                                        | 27.11.2020 |        | MHFA England                 |  |  |
|                   | Dementia Friends                                                                                                               | 03.06.2021 | n/a    | EALC                         |  |  |
|                   | Menopause Awareness Training                                                                                                   | 24.06.2021 | n/a    | The Menopause Support Group  |  |  |
|                   | Advanced Dementia Training                                                                                                     | 28.09.2021 |        | EALC                         |  |  |
|                   | Suicide Awareness Training                                                                                                     | 21.09.2021 |        | Zero Suicide Alliance        |  |  |
|                   | Health and Safety Awareness and Fire Training                                                                                  | 19.05.2022 |        | Acacia Business Services Ltd |  |  |
|                   | Local Elections Briefing                                                                                                       | 26.01.2023 | n/a    | EALC                         |  |  |
|                   | Level 4 Certificate of Higher Education in Community Governance                                                                | 24.03.2023 | n/a    | SLCC                         |  |  |
|                   | Traffic Management for Community Events (LANTRA)                                                                               | 26.04.2023 | Oct-28 | Lantra                       |  |  |
|                   | Social Media Training                                                                                                          | 11.07.2023 | n/a    | MBCG Media                   |  |  |
|                   | Tourniquets & Haemostatic Dressings Level 2 (VTQ)                                                                              | 03.10.2023 |        | ProTrainings.uk              |  |  |
|                   | First Aid at Work 18 Hour L3 (VTQ) - FAW                                                                                       | 04.10.2023 | Oct-26 | ProTrainings.uk              |  |  |
|                   | Hate Crime Ambassador Training                                                                                                 | 19.10.2023 | n/a    | Essex Police                 |  |  |
|                   | Community Safety Accreditation                                                                                                 | 09.11.2023 |        | Essex Police                 |  |  |
|                   | Mental Health First Aid Refresher                                                                                              | 06.12.2023 |        | MHFA England                 |  |  |
|                   | Virtual Dementia Tour                                                                                                          | 06.03.2024 | n/a    | Experience Training Ltd      |  |  |
|                   | Display Screen Equipment (DSE) Awareness                                                                                       | 28.07.2025 |        | Vital Skills                 |  |  |
|                   | Fire Warden (Fire Marshall) training                                                                                           | 28.07.2025 |        | Vital Skills                 |  |  |
|                   | Foundation Degree in Community Governance                                                                                      | Jan-25     |        | De Montfort University       |  |  |
|                   | Overview of Data Protection for Council Staff                                                                                  | 10.10.2025 |        | Breakthrough Communications  |  |  |
|                   | LASER Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry at First Security Training | 16.10.2025 |        | Laser Learning Awards        |  |  |
|                   | Phishing Awareness                                                                                                             | 14.11.2025 |        | Astute                       |  |  |
|                   | Spotting Mental Health Red Flags                                                                                               | 14.11.2025 |        | Astute                       |  |  |
|                   | Effective Questioning                                                                                                          | 14.11.2025 |        | Astute                       |  |  |
|                   | Managing Change                                                                                                                | 14.11.2025 |        | Astute                       |  |  |
|                   | How to be an Ally                                                                                                              | 25.11.2025 |        | Astute                       |  |  |
|                   | What is Unconscious Bias                                                                                                       | 25.11.2025 |        | Astute                       |  |  |
|                   | Tackling Problem Behaviour                                                                                                     | 25.11.2025 |        | Astute                       |  |  |
|                   | Informal Disciplinary Conversations                                                                                            | 19.12.2025 |        | Astute                       |  |  |
|                   | Menopause at Work                                                                                                              | 23.12.2025 |        | Astute                       |  |  |
|                   | Mental Health: Managing Stress                                                                                                 | 23.12.2025 |        | Astute                       |  |  |
|                   | Neurodiversity                                                                                                                 | 23.12.2025 |        | Astute                       |  |  |
|                   | Developing Emotional Intelligence                                                                                              | 23.12.2025 |        | Astute                       |  |  |
|                   | Handling Difficult Conversations                                                                                               | 23.12.2025 |        | Astute                       |  |  |
|                   | How to Give Feedback                                                                                                           | 23.12.2025 |        | Astute                       |  |  |
|                   | Managing Performance Effectively                                                                                               | 07.01.2026 |        | Astute                       |  |  |
|                   | Legionella and Water Safety                                                                                                    | 07.01.2026 |        | Astute                       |  |  |
|                   | Witham Town Council Martyn's Law Conference                                                                                    | 16.07.2026 |        | EALC                         |  |  |
|                   |                                                                                                                                |            |        |                              |  |  |
| Deputy Town Clerk | Risk Assessment (RQF)                                                                                                          | 01.07.2019 |        | EALC                         |  |  |
|                   | J9                                                                                                                             | 06.10.2020 |        | SETDAB                       |  |  |
|                   | Certificate in Local Council Administration                                                                                    | 20.03.2021 | n/a    | SLCC                         |  |  |
|                   | Menopause Awareness Training                                                                                                   | 24.06.2021 | n/a    | The Menopause Support Group  |  |  |
|                   | Traffic Management for Community Events (LANTRA)                                                                               | 26.04.2023 | Oct-28 | Lantra                       |  |  |
|                   | Health and Safety Awareness and Fire Training                                                                                  | 19.05.2022 |        | Acacia Business Services Ltd |  |  |
|                   | Introduction to the Planning System                                                                                            | 16.11.2022 | n/a    | SLCC                         |  |  |
|                   | Social Media Training                                                                                                          | 11.07.2023 | n/a    | MBCG Media                   |  |  |
|                   | Hate Crime Ambassador Training                                                                                                 | 19.10.2023 | n/a    | Essex Police                 |  |  |
|                   | Fire Warden (Fire Marshall) training                                                                                           | Feb-25     |        | Vital Skills                 |  |  |
|                   | Display Screen Equipment (DSE) Awareness                                                                                       | Feb-25     |        | Vital Skills                 |  |  |
|                   | Legionella and Water Safety                                                                                                    | 03.11.2025 |        | Astute                       |  |  |
|                   | Phishing Awareness                                                                                                             | 17.11.2025 |        | Astute                       |  |  |
|                   | Spotting Mental Health Red Flags                                                                                               | 17.11.2025 |        | Astute                       |  |  |
|                   | How to be an Ally                                                                                                              | 17.11.2025 |        | Astute                       |  |  |
|                   | Effective Questioning                                                                                                          | 17.11.2025 |        | Astute                       |  |  |
|                   | Managing Change                                                                                                                | 27.11.2025 |        | Astute                       |  |  |
|                   | Informal Disciplinary Conversations                                                                                            | 27.11.2025 |        | Astute                       |  |  |
|                   | Menopause at Work                                                                                                              | 01.12.2025 |        | Astute                       |  |  |

|                           |                                                        |            |            |                              |  |  |
|---------------------------|--------------------------------------------------------|------------|------------|------------------------------|--|--|
|                           | What is Unconscious Bias                               | 01.12.2025 |            | Astute                       |  |  |
|                           | Mental Health: Managing Stress                         | 02.12.2025 |            | Astute                       |  |  |
|                           | Developing Emotional Intelligence                      | 02.12.2025 |            | Astute                       |  |  |
|                           | COSHH: Control of Substances That are Hazardous        | 02.12.2025 |            | Astute                       |  |  |
|                           | Tackling Problem Behaviour                             | 04.12.2025 |            | Astute                       |  |  |
|                           | Handling Difficult Conversations                       | 04.12.2025 |            | Astute                       |  |  |
|                           | Managing Performance Effectively                       | 09.12.2025 |            | Astute                       |  |  |
|                           | Managing Sickness Absence                              | 09.12.2025 |            | Astute                       |  |  |
|                           | How to Give Feedback                                   | 09.12.2025 |            | Astute                       |  |  |
|                           | Neurodiversity                                         | 12.12.2025 |            | Astute                       |  |  |
|                           | Introduction to UK Equality Legislation                | 12.12.2025 |            | Astute                       |  |  |
|                           | Diversity and Inclusion: Engaging with Others (UK)     | 18.12.2025 |            | Astute                       |  |  |
|                           | Recognising Sexual Harassment                          | 18.12.2025 |            | Astute                       |  |  |
|                           | Conflict Resolution                                    | 18.12.2025 |            | Astute                       |  |  |
|                           | Disciplinary and Grievance                             | 18.12.2025 |            | Astute                       |  |  |
|                           | Display Screen Equipment (DSE) Refresher               | 09.04.2026 |            | Astute                       |  |  |
|                           | GDPR Essentials for Local Councils                     | Apr-26     |            | Council Hive                 |  |  |
|                           | Fire Warden training                                   | 12.05.2026 |            | Astute                       |  |  |
|                           | ACT Awareness e-Learning                               | 24.06.2026 |            | Protect UK                   |  |  |
|                           |                                                        |            |            |                              |  |  |
| Open Spaces Operative (H) | Brushcutters/Trimmers Maintenance & Operation (LANTRA) | 21.01.2020 | 21.01.2025 | Writtle University           |  |  |
|                           | Ride on Rotary and Cylinder Mowers (LANTRA)            | 06.10.2020 | 06.10.2025 | Writtle University           |  |  |
|                           | J9                                                     | 12.11.2020 | n/a        | SETDAB                       |  |  |
|                           | Basic Tree Survey Inspection (LANTRA)                  | 25.03.2021 | 25.03.2026 | Writtle University           |  |  |
|                           | Using a Powered Pole Pruner (LANTRA)                   | 09.04.2021 | 09.04.2026 | Writtle University           |  |  |
|                           | Working at Heights Training                            | 07.07.2021 | 20.02.2025 | High Speed Training          |  |  |
|                           | Traffic Management for Community Events (LANTRA)       | 26.04.2023 | 26.04.2028 | Lantra                       |  |  |
|                           | Chainsaw Maintenance and Cross-cutting                 | 20.04.2021 | 20.04.2026 | Writtle University           |  |  |
|                           | Menopause Awareness Training                           | 24.06.2021 | n/a        | The Menopause Support Group  |  |  |
|                           | Health and Safety Awareness and Fire Training          | 19.05.2022 | 19.05.2025 | Acacia Business Services Ltd |  |  |
|                           | Bystander Intervention Training                        | 03.04.2023 |            | Essex County Council         |  |  |
|                           | Hate Crime Ambassador Training                         | 19.10.2023 |            | Essex Police                 |  |  |
|                           | Working at Heights Training Refresher                  | 21.02.2024 | 20.02.2025 | High Speed Training          |  |  |
|                           | Manual handling                                        | Dec-24     |            | High Speed Training          |  |  |
|                           | Fire Safety Awareness                                  | Feb-25     |            | Vital Skills                 |  |  |
|                           | Phishing Awareness                                     | 13.11.2025 |            | Astute                       |  |  |
|                           | Spotting Mental Health Red Flags                       | 13.11.2025 |            | Astute                       |  |  |
|                           | How to be an Ally                                      | 13.11.2025 |            | Astute                       |  |  |
|                           | What is Unconscious Bias                               | 13.11.2025 |            | Astute                       |  |  |
|                           | Menopause at Work                                      | 19.11.2025 |            | Astute                       |  |  |
|                           | Mental Health: Managing Stress                         | 19.11.2025 |            | Astute                       |  |  |
|                           | Recognising Sexual Harassment                          | 19.11.2025 |            | Astute                       |  |  |
|                           | Introduction to UK Equality Legislation                | 28.11.2025 |            | Astute                       |  |  |
|                           | Diversity and Inclusion: Engaging with Others (UK)     | 01.12.2026 |            | Astute                       |  |  |
|                           | Neurodiversity                                         | 03.12.2025 |            | Astute                       |  |  |
|                           | COSHH: Control of Substances That are Hazardous        | 11.03.2026 |            | Astute                       |  |  |
|                           | Working at Height Essentials                           | 17.04.2026 |            | Astute                       |  |  |
|                           | Manual Handling Safety                                 | 17.04.2026 |            | Astute                       |  |  |
|                           | Fire Safety Awareness                                  | 17.04.2026 |            | Astute                       |  |  |
|                           |                                                        |            |            |                              |  |  |
| Open Spaces Operative (R) | Brushcutter and Line Trimmer Refresher                 | 22.11.2022 |            | Writtle University           |  |  |
|                           | Traffic Management for Community Events (LANTRA)       | 26.04.2023 | 26.04.2028 | Lantra                       |  |  |
|                           | Hate Crime Ambassador Training                         | 19.10.2023 |            | Essex Police                 |  |  |
|                           | Powered Pole Pruner (LANTRA )                          | 21.09.2023 |            | Writtle University           |  |  |
|                           | Working at Heights Training                            | 22.02.2023 | 20.02.2025 | High Speed Training          |  |  |
|                           | Domestic Abuse Awareness                               | Feb-23     |            |                              |  |  |
|                           | J9                                                     | Feb-23     | n/a        | SETDAB                       |  |  |
|                           | Ride on Rotary and Cylinder Mowers (NPTC)              | Feb-24     |            | Writtle University           |  |  |
|                           | Manual handling                                        | Dec-24     |            | High Speed Training          |  |  |
|                           | Fire Safety Awareness                                  | Feb-25     |            | Vital Skills                 |  |  |
|                           | Basic Tree Survey Inspection (LANTRA)                  | Mar-25     |            | Writtle University           |  |  |

|                        |                                                    |            |     |                              |  |  |
|------------------------|----------------------------------------------------|------------|-----|------------------------------|--|--|
|                        | Diversity and Inclusion: Engaging with Others (UK) | 19.11.2025 |     | Astute                       |  |  |
|                        | Phishing Awareness                                 | 19.11.2025 |     | Astute                       |  |  |
|                        | Menopause at Work                                  | 19.11.2025 |     | Astute                       |  |  |
|                        | Spotting Mental Health Red Flags                   | 19.11.2025 |     | Astute                       |  |  |
|                        | Mental Health: Managing Stress                     | 19.11.2025 |     | Astute                       |  |  |
|                        | How to be an Ally                                  | 19.11.2025 |     | Astute                       |  |  |
|                        | What is Unconscious Bias                           | 19.11.2025 |     | Astute                       |  |  |
|                        | Recognising Sexual Harassment                      | 27.11.2025 |     | Astute                       |  |  |
|                        | Introduction to UK Equality Legislation            | 27.11.2025 |     | Astute                       |  |  |
|                        | COSHH                                              | 17.04.2026 |     | Astute                       |  |  |
|                        | Fire Safety Awareness                              | 17.04.2026 |     | Astute                       |  |  |
|                        | Working at Height Essentials                       | 17.04.2026 |     | Astute                       |  |  |
|                        | Manual Handling Safety                             | 17.04.2026 |     | Astute                       |  |  |
|                        |                                                    |            |     |                              |  |  |
| PA to the Council (J)  | Display Screen Equipment (DSE) Awareness           | Jun-25     |     | Vital Skills                 |  |  |
|                        | Fire Safety Awareness                              | Jun-25     |     | Vital Skills                 |  |  |
|                        | ILCA                                               | 07.10.2025 | n/a | SLCC                         |  |  |
|                        | J9                                                 | 14.10.2025 | n/a | Alpha Vesta CIC              |  |  |
|                        | Diversity and Inclusion: Engaging with Others (UK) | 28.10.2025 |     | Astute                       |  |  |
|                        | Phishing Awareness                                 | 28.10.2025 |     | Astute                       |  |  |
|                        | Menopause at Work                                  | 28.10.2025 |     | Astute                       |  |  |
|                        | Spotting Mental Health Red Flags                   | 28.10.2025 |     | Astute                       |  |  |
|                        | Mental Health: Managing Stress                     | 28.10.2025 |     | Astute                       |  |  |
|                        | Neurodiversity                                     | 28.10.2025 |     | Astute                       |  |  |
|                        | How to be an Ally                                  | 28.10.2025 |     | Astute                       |  |  |
|                        | Recognising Sexual Harassment                      | 28.10.2025 |     | Astute                       |  |  |
|                        | What is Unconscious Bias                           | 28.10.2025 |     | Astute                       |  |  |
|                        | Introduction to UK Equality Legislation            | 28.10.2025 |     | Astute                       |  |  |
|                        | Traffic Management for Community Events (LANTRA)   | 29.10.2026 |     | Lantra                       |  |  |
|                        | GDPR Essentials for Local Councils (January 2025)  | 17.03.2026 |     | Council Hive                 |  |  |
|                        | Data Protection and Civic Events (October 2024)    | 17.03.2026 |     | Council Hive                 |  |  |
|                        | ACT Awareness e-Learning                           | 16.06.2026 |     | Protect UK                   |  |  |
|                        | DSE - Display Screen Equipment Refresher           | 13.07.2026 |     | Astute                       |  |  |
|                        | Fire Safety Awareness - Fire Safety 2026           | 15.07.2026 |     | Astute                       |  |  |
|                        |                                                    |            |     |                              |  |  |
| Events Coordinator (V) | Health and Safety Awareness and Fire Training      | 19.05.2022 |     | Acacia Business Services Ltd |  |  |
|                        | ILCA                                               | 05.09.2022 | n/a | SLCC                         |  |  |
|                        | Traffic Management for Community Events (LANTRA)   | 26.04.2023 |     | Lantra                       |  |  |
|                        | Social Media Training                              | 11.07.2023 | n/a | MBCG Media                   |  |  |
|                        | J9                                                 | Feb-23     |     |                              |  |  |
|                        | Fire Safety Awareness                              | Feb-25     |     | Vital Skills                 |  |  |
|                        | Display Screen Equipment (DSE) Awareness           | Feb-25     |     | Vital Skills                 |  |  |
|                        | FILCA                                              | Nov-25     |     | SLCC                         |  |  |
|                        | Diversity and Inclusion: Engaging with Others (UK) | Nov-25     |     | Astute                       |  |  |
|                        | Phishing Awareness                                 | Nov-25     |     | Astute                       |  |  |
|                        | Menopause at Work                                  | Nov-25     |     | Astute                       |  |  |
|                        | Spotting Mental Health Red Flags                   | Nov-25     |     | Astute                       |  |  |
|                        | Mental Health: Managing Stress                     | Nov-25     |     | Astute                       |  |  |
|                        | Neurodiversity                                     | Nov-25     |     | Astute                       |  |  |
|                        | Enrolled                                           | Dec-25     |     | Astute                       |  |  |
|                        | How to be an Ally                                  | Dec-25     |     | Astute                       |  |  |
|                        | Recognising Sexual Harassment                      | Dec-25     |     | Astute                       |  |  |
|                        | What is Unconscious Bias                           | Dec-25     |     | Astute                       |  |  |
|                        | Introduction to UK Equality Legislation            | Dec-25     |     | Astute                       |  |  |
|                        | Data Protection and Civic Events (October 2024)    | Dec-25     |     | Council Hive                 |  |  |
|                        | Fire Safety Awareness                              | 21.04.2026 |     | Astute                       |  |  |
|                        | Display Screen Equipment (DSE) Refresher           | 21.04.2026 |     | Astute                       |  |  |
|                        | ACT Awareness e-Learning                           | 12.06.2026 |     | Protect UK                   |  |  |
|                        | Witham Town Council Martyn's Law Conference        | 16.07.2026 |     | EALC                         |  |  |
|                        |                                                    |            |     |                              |  |  |
| Finance Assistant (N)  | ILCA                                               | 02.06.2025 | n/a | SLCC                         |  |  |

|                                        |                                                    |            |            |                      |  |  |
|----------------------------------------|----------------------------------------------------|------------|------------|----------------------|--|--|
|                                        | FILCA                                              | 05.06.2025 | n/a        | SLCC                 |  |  |
|                                        | Fire Safety Awareness                              | Jun-25     |            | Vital Skills         |  |  |
|                                        | Display Screen Equipment (DSE) Awareness           | Jun-25     |            | Vital Skills         |  |  |
|                                        | J9                                                 | 14.10.2025 | n/a        | Alpha Vesta CIC      |  |  |
|                                        | Traffic Management for Community Events (LANTRA)   | 29.10.2026 |            | Lantra               |  |  |
|                                        | Diversity and Inclusion: Engaging with Others (UK) | 30.10.2025 |            | Astute               |  |  |
|                                        | Phishing Awareness                                 | 30.10.2025 |            | Astute               |  |  |
|                                        | Menopause at Work                                  | 31.10.2025 |            | Astute               |  |  |
|                                        | Spotting Mental Health Red Flags                   | 31.10.2025 |            | Astute               |  |  |
|                                        | Neurodiversity                                     | 31.10.2025 |            | Astute               |  |  |
|                                        | How to be an Ally                                  | 31.10.2025 |            | Astute               |  |  |
|                                        | Recognising Sexual Harassment                      | 31.10.2025 |            | Astute               |  |  |
|                                        | What is Unconscious Bias                           | 03.11.2025 |            | Astute               |  |  |
|                                        | Mental Health: Managing Stress                     | 04.11.2025 |            | Astute               |  |  |
|                                        | Introduction to UK Equality Legislation            | 06.11.2025 |            | Astute               |  |  |
|                                        | GDPR Essentials for Local Councils (January 2025)  | 19.03.2026 |            | Council Hive         |  |  |
|                                        | CCTV Compliance Best Practice (May 2025)           | 19.03.2026 |            | Council Hive         |  |  |
|                                        | Fire Safety Awareness                              | 16.07.2026 |            | Astute               |  |  |
|                                        | Display Screen Equipment (DSE) Refresher           | 16.07.2026 |            | Astute               |  |  |
|                                        |                                                    |            |            |                      |  |  |
| Open Spaces Administrative Assistant   | Bystander Intervention Training                    | 04.04.2023 |            | Essex County Council |  |  |
|                                        | Traffic Management for Community Events (LANTRA)   | 26.04.2023 | Oct-28     | Lantra               |  |  |
|                                        | ILCA                                               | 02.02.2023 | n/a        | SLCC                 |  |  |
|                                        | J9                                                 | Feb-23     |            | SETDAB               |  |  |
|                                        | Tourniquets & Haemostatic Dressings Level 2 (VTQ)  | 03.10.2023 |            | ProTrainings.uk      |  |  |
|                                        | First Aid at Work 18 Hour L3 (VTQ) - FAW           | 04.10.2023 | Oct-26     | ProTrainings.uk      |  |  |
|                                        | Social Media Training                              | 11.07.2023 | n/a        | MBCG Media           |  |  |
|                                        | How to use Graphic Design Software (CANVA)         | 11.12.2024 |            | SLCC                 |  |  |
|                                        | Fire Safety Awareness                              | Feb-25     |            | Vital Skills         |  |  |
|                                        | Display Screen Equipment (DSE) Awareness           | Feb-25     |            | Vital Skills         |  |  |
|                                        | Memorial Management Inspection                     | 14.04.2025 |            | ICCM                 |  |  |
|                                        | Phishing Awareness                                 | 25.11.2026 |            | Astute               |  |  |
|                                        | Spotting Mental Health Red Flags                   | 25.11.2025 |            | Astute               |  |  |
|                                        | How to be an Ally                                  | 25.11.2025 |            | Astute               |  |  |
|                                        | Menopause at Work                                  | 04.12.2025 |            | Astute               |  |  |
|                                        | Neurodiversity                                     | 15.12.2025 |            | Astute               |  |  |
|                                        | What is Unconscious Bias                           | 15.12.2025 |            | Astute               |  |  |
|                                        | Diversity and Inclusion: Engaging with Others (UK) | 16.12.2025 |            | Astute               |  |  |
|                                        | Mental Health: Managing Stress                     | 16.12.2025 |            | Astute               |  |  |
|                                        | Recognising Sexual Harassment                      | 16.12.2025 |            | Astute               |  |  |
|                                        | Introduction to UK Equality Legislation            | 06.01.2026 |            | Astute               |  |  |
|                                        | GDPR Essentials for Local Councils (January 2025)  | 26.03.2026 |            | Council Hive         |  |  |
|                                        | Display Screen Equipment (DSE) Refresher           | 02.04.2026 |            | Astute               |  |  |
|                                        | Fire Safety Awareness                              | 16.04.2026 |            | Astute               |  |  |
|                                        | ACT Awareness e-Learning                           | 17.06.2026 |            | Protect UK           |  |  |
|                                        | CILCA                                              | 22.06.2026 | n/a        | SLCC                 |  |  |
|                                        |                                                    |            |            |                      |  |  |
| Street Warden                          | Community Safety Accreditation                     | 09.11.2023 |            | Essex Police         |  |  |
|                                        | Traffic Management for Community Events (LANTRA)   | 19.10.2023 | Oct-28     | Lantra               |  |  |
|                                        | First Aid at Work                                  | 04.03.2025 | 03.03.2028 | British Red Cross    |  |  |
|                                        | J9                                                 | 14.10.2025 | n/a        | Alpha Vesta CIC      |  |  |
|                                        | What is Unconscious Bias                           | 27.01.2026 |            | Astute               |  |  |
|                                        | Phishing Awareness                                 | 27.01.2026 |            | Astute               |  |  |
|                                        | Spotting Mental Health Red Flags                   | 27.01.2026 |            | Astute               |  |  |
|                                        | How to be an Ally                                  | 27.01.2026 |            | Astute               |  |  |
|                                        | Neurodiversity                                     | 05.02.2026 |            | Astute               |  |  |
|                                        | Recognising Sexual Harassment                      | 05.02.2026 |            | Astute               |  |  |
|                                        | Fire Safety Awareness                              | 16/07/2026 |            | Astute               |  |  |
|                                        |                                                    |            |            |                      |  |  |
| Facilities & Community Support Officer | Diversity and Inclusion: Engaging with Others (UK) | 05.01.2026 |            | Astute               |  |  |
|                                        | Phishing Awareness                                 | 05.01.2026 |            | Astute               |  |  |

|  |                                          |            |  |            |  |  |
|--|------------------------------------------|------------|--|------------|--|--|
|  | Menopause at Work                        | 05.01.2026 |  | Astute     |  |  |
|  | Spotting Mental Health Red Flags         | 05.01.2026 |  | Astute     |  |  |
|  | Mental Health: Managing Stress           | 05.01.2026 |  | Astute     |  |  |
|  | Neurodiversity                           | 05.01.2026 |  | Astute     |  |  |
|  | How to be an Ally                        | 05.01.2026 |  | Astute     |  |  |
|  | Recognising Sexual Harassment            | 05.01.2026 |  | Astute     |  |  |
|  | What is Unconscious Bias                 | 05.01.2026 |  | Astute     |  |  |
|  | Introduction to UK Equality Legislation  | 05.01.2026 |  | Astute     |  |  |
|  | COSHH: Control of Substances             | 05.01.2026 |  | Astute     |  |  |
|  | Legionella and Water Safety              | 05.01.2026 |  | Astute     |  |  |
|  | Fire Safety Awareness                    | 05.01.2026 |  | Astute     |  |  |
|  | Fire Warden (Fire Marshall) training     | 05.01.2026 |  | Astute     |  |  |
|  | Working at Height Essentials             | 05.05.2026 |  | Astute     |  |  |
|  | ACT Awareness e-Learning                 | 17.06.2025 |  | Protect UK |  |  |
|  | DSE - Display Screen Equipment Refresher | 15.07.2026 |  | Astute     |  |  |