

Staff Member	Course	Date Completed
Planning and Democratic Officer	J9	05.11.2020
	Menopause Awareness Training	24.06.2021
	Health and Safety Awareness and Fire Training	19.05.2022
	Traffic Management for Community Events (LANTRA)	19.10.2023
	Display Screen Equipment (DSE) Awareness	Feb-25
	Fire Safety Awareness	Jul-25
	Diversity and Inclusion: Engaging with Others (UK)	Nov-25
	How to be an Ally	Nov-25
	Introduction to UK Equality Legislation	Dec-25
	Menopause at Work	Nov-25
	Mental Health: Managing Stress	Dec-25
	Neurodiversity	Dec-25
	Phishing Awareness	Nov-25
	Recognising Sexual Harassment	Dec-25
	Spotting Mental Health Red Flags	Nov-25
	What is Unconscious Bias	Nov-25
Open Spaces Operative (K)	Brushcutters/Trimmers Maintenance & Operation (LANTRA)	24.07.2019
	Ride on Rotary and Cylinder Mowers (LANTRA)	21.10.2019
	J9	12.11.2020
	Emergency First Aid in the Workplace	17.11.2020
	Basic Tree Survey Inspection (LANTRA)	25.03.2021
	Using a Powered Pole Pruner (LANTRA)	09.04.2021
	Menopause Awareness Training	24.06.2021
	Working at Heights Training	07.07.2021
	Traffic Management for Community Events (LANTRA)	26.04.2023
	Health and Safety Awareness and Fire Training	19.05.2022
	Bystander Intervention Training	24.04.2023
	Tourniquets & Haemostatic Dressings Level 2 (VTQ)	03.10.2023
	First Aid at Work 18 Hour L3 (VTQ) - FAW	04.10.2023
	Hate Crime Ambassador Training	19.10.2023
	Working at Heights Training Refresher	22.02.2023
Chainsaw Maintenance and Cross-cutting	17.04.2024	

	Manual handling	Jan-25
	Fire Safety Awareness	Feb-25
	Phishing Awareness	31.10.2025
	Spotting Mental Health Red Flags	31.10.2025
	Diversity and Inclusion: Engaging with Others (UK)	19.11.2025
	How to be an Ally	19.11.2025
	Mental Health: Managing Stress	01.12.2025
	Recognising Sexual Harassment	01.12.2025
	What is Unconscious Bias	01.12.2025
	Menopause at Work	02.12.2025
	Neurodiversity	02.12.2025
	Introduction to UK Equality Legislation	15.01.2026
	Working at Height Essentials	11.03.2026
	Fire Safety Awareness	11.03.2026
Operations Manager	Ride on Rotary and Cylinder Mowers (LANTRA)	05.02.2019
	Basic Tree Survey Inspection (LANTRA)	04.10.2017
	Powered Pole Pruner (LANTRA)	01.10.2017
	Chainsaw Maintenance & Cross Cutting (LANTRA)	17.10.2017
	Safe Operation of Mowers (LANTRA)	05.02.2019
	Brushcutters/Trimmers (LANTRA)	27.02.2019
	Streetworks - Signing, lighting and guarding (City & Guilds)	03.09.2019
	J9	12.11.2020
	Emergency First Aid in the Workplace	17.11.2020
	Felling and Processing of Trees up to 380mm (LANTRA)	10.12.2020
	Working at Heights Training	07.07.2021
	Menopause Awareness Training	24.06.2021
	Health and Safety Awareness and Fire Training	19.05.2022
	Welding for Beginners	24.10.2022
	Traffic Management for Community Events (LANTRA)	26.04.2023
	Tourniquets & Haemostatic Dressings Level 2 (VTQ)	03.10.2023
	First Aid at Work 18 Hour L3 (VTQ) - FAW	04.10.2023
	Hate Crime Ambassador Training	19.10.2023
	Working at Heights Training Refresher	22.02.2023

	Renewal - Streetworks - Signing, lighting and guarding	24.10.2024
	Manual handling	Dec-24
	Control of Substances Hazardous to Health	Sep-25
	Phishing Awareness	19.11.2025
	Spotting Mental Health Red Flags	19.11.2025
	How to be an Ally	25.11.2025
	Legionella and Water Safety	25.11.2025
	Effective Questioning	27.11.2025
	Tackling Problem Behaviour	27.11.2025
	Managing Change	27.11.2025
	Informal Disciplinary Conversations	27.11.2025
	Developing Emotional Intelligence	28.11.2025
	Handling Difficult Conversations	28.11.2025
	Diversity and Inclusion: Engaging with Others (UK)	03.12.2025
	Menopause at Work	04.12.2025
	Mental Health: Managing Stress	04.12.2025
	Neurodiversity	04.12.2025
	How to Give Feedback	08.12.2025
	What is Unconscious Bias	22.12.2025
	Recognising Sexual Harassment	12.01.2026
	Managing Performance Effectively	26.01.2026
	Managing Sickness Absence	05.03.2026
	Working at Height Essentials	11.03.2026
	Manual Handling Safety	11.03.2026
	Fire Safety Awareness	11.03.2026
Information Centre Manager	J9	16.10.2020
	Menopause Awareness Training	24.06.2021
	Social Media Training	11.07.2023
	Traffic Management for Community Events (LANTRA)	19.10.2023
	Virtual Dementia Tour	06.03.2024
	Fire Safety Awareness	Feb-25
	Display Screen Equipment (DSE) Awareness	Feb-25

	Assertion 10	15.01.2026
	Phishing Awareness	27.11.2025
	Menopause at Work	27.11.2025
	Spotting Mental Health Red Flags	27.11.2025
	Effective Questioning	27.11.2025
Town Clerk	Certificate in Local Council Administration	15.08.2020
	J9	06.10.2020
	Emergency First Aid in the Workplace	17.11.2020
	Mental Health First Aid	27.11.2020
	Dementia Friends	03.06.2021
	Menopause Awareness Training	24.06.2021
	Advanced Dementia Training	28.09.2021
	Suicide Awareness Training	21.09.2021
	Health and Safety Awareness and Fire Training	19.05.2022
	Local Elections Briefing	26.01.2023
	Level 4 Certificate of Higher Education in Community Governance	24.03.2023
	Traffic Management for Community Events (LANTRA)	26.04.2023
	Social Media Training	11.07.2023
	Tourniquets & Haemostatic Dressings Level 2 (VTQ)	03.10.2023
	First Aid at Work 18 Hour L3 (VTQ) - FAW	04.10.2023
	Hate Crime Ambassador Training	19.10.2023
	Community Safety Accreditation	09.11.2023
	Mental Health First Aid Refresher	06.12.2023
	Virtual Dementia Tour	06.03.2024
	Display Screen Equipment (DSE) Awareness	28.07.2025
	Fire Warden (Fire Marshall) training	28.07.2025
	Foundation Degree in Community Governance	Jan-25
	Overview of Data Protection for Council Staff	10.10.2025

	LASER Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry at First Security Training	16.10.2025
	Phishing Awareness	14.11.2025
	Spotting Mental Health Red Flags	14.11.2025
	Effective Questioning	14.11.2025
	Managing Change	14.11.2025
	How to be an Ally	25.11.2025

	What is Unconscious Bias	25.11.2025
	Tackling Problem Behaviour	25.11.2025
	Informal Disciplinary Conversations	19.12.2025
	Menopause at Work	23.12.2025
	Mental Health: Managing Stress	23.12.2025
	Neurodiversity	23.12.2025
	Developing Emotional Intelligence	23.12.2025
	Handling Difficult Conversations	23.12.2025

	How to Give Feedback	23.12.2025
	Managing Performance Effectively	07.01.2026
	Legionella and Water Safety	07.01.2026
Deputy Town Clerk	Risk Assessment (RQF)	01.07.2019
	J9	06.10.2020
	Certificate in Local Council Administration	20.03.2021
	Menopause Awareness Training	24.06.2021
	Traffic Management for Community Events (LANTRA)	26.04.2023
	Health and Safety Awareness and Fire Training	19.05.2022
	Introduction to the Planning System	16.11.2022
	Social Media Training	11.07.2023
	Hate Crime Ambassador Training	19.10.2023
	Fire Warden (Fire Marshall) training	Feb-25
	Display Screen Equipment (DSE) Awareness	Feb-25
	Legionella and Water Safety	03.11.2025
	Phishing Awareness	17.11.2025
	Spotting Mental Health Red Flags	17.11.2025
	How to be an Ally	17.11.2025
	Effective Questioning	17.11.2025
	Managing Change	27.11.2025
	Informal Disciplinary Conversations	27.11.2025

	Menopause at Work	01.12.2025
	What is Unconscious Bias	01.12.2025
	Mental Health: Managing Stress	02.12.2025
	Developing Emotional Intelligence	02.12.2025
	COSHH: Control of Substances That are Hazardous	02.12.2025
	Tackling Problem Behaviour	04.12.2025
	Handling Difficult Conversations	04.12.2025
	Managing Performance Effectively	09.12.2025
	Managing Sickness Absence	09.12.2025
	How to Give Feedback	09.12.2025
	Neurodiversity	12.12.2025
	Introduction to UK Equality Legislation	12.12.2025
	Diversity and Inclusion: Engaging with Others (UK)	18.12.2025
	Recognising Sexual Harassment	18.12.2025
	Conflict Resolution	18.12.2025
	Disciplinary and Grievance	18.12.2025
Open Spaces Operative (H)	Brushcutters/Trimmers Maintenance & Operation (LANTRA)	21.01.2020
	Ride on Rotary and Cylinder Mowers (LANTRA)	06.10.2020
	J9	12.11.2020
	Basic Tree Survey Inspection (LANTRA)	25.03.2021
	Using a Powered Pole Pruner (LANTRA)	09.04.2021
	Working at Heights Training	07.07.2021
	Traffic Management for Community Events (LANTRA)	26.04.2023
	Chainsaw Maintenance and Cross-cutting	20.04.2021
	Menopause Awareness Training	24.06.2021
	Health and Safety Awareness and Fire Training	19.05.2022
	Bystander Intervention Training	03.04.2023
	Hate Crime Ambassador Training	19.10.2023
	Working at Heights Training Refresher	21.02.2024
	Manual handling	Dec-24
	Fire Safety Awareness	Feb-25

	Phishing Awareness	13.11.2025
	Spotting Mental Health Red Flags	13.11.2025
	How to be an Ally	13.11.2025
	What is Unconscious Bias	13.11.2025
	Menopause at Work	19.11.2025
	Mental Health: Managing Stress	19.11.2025
	Recognising Sexual Harassment	19.11.2025
	Introduction to UK Equality Legislation	28.11.2025
	Diversity and Inclusion: Engaging with Others (UK)	01.12.2026
	Neurodiversity	03.12.2025
	COSHH: Control of Substances That are Hazardous	11.03.2026
Open Spaces Operative (R)	Brushcutter and Line Trimmer Refresher	22.11.2022
	Traffic Management for Community Events (LANTRA)	26.04.2023
	Hate Crime Ambassador Training	19.10.2023
	Powered Pole Pruner (LANTRA)	21.09.2023
	Working at Heights Training	22.02.2023
	Domestic Abuse Awareness	Feb-23
	J9	Feb-23
	Ride on Rotary and Cylinder Mowers (NPTC)	Feb-24
	Manual handling	Dec-24
	Fire Safety Awareness	Feb-25
	Basic Tree Survey Inspection (LANTRA)	Mar-25
	Diversity and Inclusion: Engaging with Others (UK)	19.11.2025
	Phishing Awareness	19.11.2025
	Menopause at Work	19.11.2025
	Spotting Mental Health Red Flags	19.11.2025
	Mental Health: Managing Stress	19.11.2025
	How to be an Ally	19.11.2025
	What is Unconscious Bias	19.11.2025
	Recognising Sexual Harassment	27.11.2025
	Introduction to UK Equality Legislation	27.11.2025

PA to the Council (J)	Display Screen Equipment (DSE) Awareness	Jun-25
	Fire Safety Awareness	Jun-25
	ILCA	07.10.2025
	J9	14.10.2025
	Diversity and Inclusion: Engaging with Others (UK)	28.10.2025
	Phishing Awareness	28.10.2025
	Menopause at Work	28.10.2025
	Spotting Mental Health Red Flags	28.10.2025
	Mental Health: Managing Stress	28.10.2025
	Neurodiversity	28.10.2025
	How to be an Ally	28.10.2025
	Recognising Sexual Harassment	28.10.2025
	What is Unconscious Bias	28.10.2025
	Introduction to UK Equality Legislation	28.10.2025
	Traffic Management for Community Events (LANTRA)	29.10.2026
	GDPR Essentials for Local Councils (January 2025)	17.03.2026
	Data Protection and Civic Events (October 2024)	17.03.2026
Events Coordinator (V)	Health and Safety Awareness and Fire Training	19.05.2022
	ILCA	05.09.2022
	Social Media Training	11.07.2023
	J9	Feb-23
	Fire Safety Awareness	Feb-25
	Display Screen Equipment (DSE) Awareness	Feb-25
	FILCA	Nov-25
	Diversity and Inclusion: Engaging with Others (UK)	Nov-25
	Phishing Awareness	Nov-25
	Menopause at Work	Nov-25
	Spotting Mental Health Red Flags	Nov-25
	Mental Health: Managing Stress	Nov-25
	Neurodiversity	Nov-25
	Enrolled	Dec-25

	How to be an Ally	Dec-25
	Recognising Sexual Harassment	Dec-25
	What is Unconscious Bias	Dec-25
	Introduction to UK Equality Legislation	Dec-25
	Data Protection and Civic Events (October 2024)	Dec-25
Finance Assistant (N)	ILCA	02.06.2025
	FILCA	05.06.2025
	Fire Safety Awareness	Jun-25
	Display Screen Equipment (DSE) Awareness	Jun-25
	J9	14.10.2025
	Traffic Management for Community Events (LANTRA)	29.10.2026
	Diversity and Inclusion: Engaging with Others (UK)	30.10.2025
	Phishing Awareness	30.10.2025
	Menopause at Work	31.10.2025
	Spotting Mental Health Red Flags	31.10.2025
	Neurodiversity	31.10.2025
	How to be an Ally	31.10.2025
	Recognising Sexual Harassment	31.10.2025
	What is Unconscious Bias	03.11.2025
	Mental Health: Managing Stress	04.11.2025
	Introduction to UK Equality Legislation	06.11.2025
	GDPR Essentials for Local Councils (January 2025)	19.03.2026
	CCTV Compliance Best Practice (May 2025)	19.03.2026
Open Spaces Administrative Assistant	Bystander Intervention Training	04.04.2023
	Traffic Management for Community Events (LANTRA)	26.04.2023
	ILCA	02.02.2023
	J9	Feb-23
	Tourniquets & Haemostatic Dressings Level 2 (VTQ)	03.10.2023
	First Aid at Work 18 Hour L3 (VTQ) - FAW	04.10.2023
	Social Media Training	11.07.2023

	How to use Graphic Design Software (CANVA)	11.12.2024
	Fire Safety Awareness	Feb-25
	Display Screen Equipment (DSE) Awareness	Feb-25
	Memorial Management Inspection	14.04.2025
	Phishing Awareness	25.11.2026
	Spotting Mental Health Red Flags	25.11.2025
	How to be an Ally	25.11.2025
	Menopause at Work	04.12.2025
	Neurodiversity	15.12.2025
	What is Unconscious Bias	15.12.2025
	Diversity and Inclusion: Engaging with Others (UK)	16.12.2025
	Mental Health: Managing Stress	16.12.2025
	Recognising Sexual Harassment	16.12.2025
	Introduction to UK Equality Legislation	06.01.2026
	GDPR Essentials for Local Councils (January 2025)	26.03.2026
Street Warden	Community Safety Accreditation	09.11.2023
	Traffic Management for Community Events (LANTRA)	19.10.2023
	First Aid at Work	04.03.2025
	J9	14.10.2025
	What is Unconscious Bias	27.01.2026
	Phishing Awareness	27.01.2026
	Spotting Mental Health Red Flags	27.01.2026
	How to be an Ally	27.01.2026
	Neurodiversity	05.02.2026
	Recognising Sexual Harassment	05.02.2026
Facilities & Community Support Officer	Diversity and Inclusion: Engaging with Others (UK)	05.01.2026
	Phishing Awareness	05.01.2026
	Menopause at Work	05.01.2026
	Spotting Mental Health Red Flags	05.01.2026
	Mental Health: Managing Stress	05.01.2026

	Neurodiversity	05.01.2026
	How to be an Ally	05.01.2026
	Recognising Sexual Harassment	05.01.2026
	What is Unconscious Bias	05.01.2026
	Introduction to UK Equality Legislation	05.01.2026
	COSHH: Control of Substances	05.01.2026
	Legionella and Water Safety	05.01.2026
	Fire Safety Awareness	05.01.2026
	Fire Warden (Fire Marshall) training	05.01.2026

Councillor	Course	Date Completed
E. Adelaja		
L. Barlow		
P. Barlow	Virtual Dementia Tour	06.03.2024
J.C. Coleman		
J.M. Coleman		
B. Fleet		
L. Headley	Advanced Councillor Training	10.02.2024 & 17.02.2024
P. Heath	Tourniquets & Haemostatic Dressings Level 2 (VTQ)	03.10.2023
	First Aid at Work 18 Hour L3 (VTQ) - FAW	04.10.2023
	Virtual Dementia Tour	06.03.2024
T. Hewitt		
J. Martin		
R. Playle		
R. Ramage		
A. Sloma		
B. Taylor		
E. Williams		

Renewal required	Training Body
n/a	SETDAB
n/a	The Menopause Support Group
	Acacia Business Services Ltd
Oct-28	Lantra
	Vital Skills
	Vital Skills
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Writtle University
	Writtle University
n/a	SETDAB
17.11.2023	Save Lives at Work
	Writtle University
	Writtle University
n/a	The Menopause Support Group
21.01.2025	High Speed Training
26.04.2028	Lantra
19.05.2025	Acacia Business Services Ltd
n/a	Essex County Council
01.10.2026	ProTrainings.uk
Oct-26	ProTrainings.uk
n/a	Essex Police
	High Speed Training
17.04.2029	Writtle University

	Shelly Winters
	Astute
	Astute
	Astute
	Astute
	n/a SLCC
	n/a SETDAB
	Save Lives at Work
	MHFA England
	n/a EALC
	n/a The Menopause Support Group
	EALC
	Zero Suicide Alliance
	Acacia Business Services Ltd
	n/a EALC
	n/a SLCC
	Oct-28 Lantra
	n/a MBCG Media
	ProTrainings.uk
	Oct-26 ProTrainings.uk
	n/a Essex Police
	Essex Police
	MHFA England
	n/a Experience Training Ltd
	Vital Skills
	Vital Skills
	De Montfort University
	Breakthrough Communications

	Astute
	Astute
	Astute
	Astute
	Council Hive
n/a	SLCC
n/a	SLCC
	Vital Skills
	Vital Skills
n/a	Alpha Vesta CIC
	Lantra
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Council Hive
	Council Hive
	Essex County Council
Oct-28	Lantra
n/a	SLCC
	SETDAB
	ProTrainings.uk
Oct-26	ProTrainings.uk
n/a	MBCG Media

	SLCC
	Vital Skills
	Vital Skills
	ICCM
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Council Hive
	Essex Police
Oct-28	Lantra
03.03.2028	British Red Cross
n/a	Alpha Vesta CIC
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute
	Astute

