

**Admin Team**

<b>Team Member</b>	<b>Course Title</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Qualification Obtained (if Applicable)</b>	<b>Comments</b>
Administration officer	Introduction to Local Council Administration (ILCA)	N/A	Apr-22	Pass	
Administration officer	Emergency first aid at work	N/A	Jan-22	Completed	
Administration officer	Agenda & Minutes	N/A	Jun-22	Attendance	
Receptionist and planning Administrator	SLCC Agenda and Minutes	N/A	06/07/2022, 13/07/2022	Attendance	
Receptionist and planning Administrator	Breakthrough Communications - Freedom of Information for Local Councils	N/A	11/07/22	Attendance	
Receptionist and planning Administrator	Breakthrough Communications - Data Protection/GDPR for Officers.	N/A	18/07/22	Attendance	
Receptionist and planning Administrator	Introduction to Local Council Administration (ILCA)	Jan-23	19/03/23	Pass	
Receptionist / Mayors Secretary	Operation London Bridge	n/a	Aug-22	Attendance	
Receptionist / Mayors Secretary	Emergency first aid at work	N/A	Feb-22	Completed	
Receptionist / Mayors Secretary	Building a social media strategy	n/a	Aug-22	Attendance	
Receptionist / Mayors Secretary	Building a two way conversation on social media	n/a	Aug-22	Attendance	
Receptionist / Mayors Secretary	Introduction to Local Council Administration (ILCA)	Jan-23	17/03/23	Pass	
Senior Policy & Data Compliance Monitoring Officer	SLCC Personal Devices Webinar	N/A	27/10/22	Attendance	
Senior Policy & Data Compliance Monitoring Officer	GDPR: Principles and Policies, Protecting Practices webinar	N/A	06/12/22	Attendance	
Senior Policy & Data Compliance Monitoring Officer	Masterclass on GDPR Compliance	N/A	20/02/23	Attendance	