

**COMPETENCY TRAINING 2004/05 (Part 1)**

<b>DATE</b>	<b>SUBJECT</b>	<b>VENUE</b>	<b>R/O</b>
<b>13 October</b>	<b>Freedom of Information Act</b>		<b>R</b>
<b>20/22 October</b>	<b>New Licensing Functions</b> (20 October 9 am – 5 pm for all Members; 22 October 9 am – 1 pm for Members of the Appeals & Licensing Committee)		<b>R</b>
<b>27 October</b>	<b>Rules of Procedure/Code of Conduct</b>		<b>R</b>
<b>3 November</b>	<b>Planning</b>		<b>R</b>
<b>10 November</b>	<b>Press/Public Relation Skills</b>		<b>O</b>
<b>17 November</b>	<b>Investors in People</b>		<b>O</b>
<b>24 November</b>	<b>Housing Benefit Process</b>		<b>O</b>

**COMPETENCY TRAINING 2004/05 (Part 2)**

<b>DATE</b>	<b>SUBJECT</b>	<b>VENUE</b>	<b>R/O</b>
<b>2 February</b>	<b>E-Government and the delivery of Council Services</b>		<b>O</b>
<b>23 February</b>	<b>Internal/External Audit</b>		<b>R/O*</b>
<b>2 March</b>	<b>Planning</b>		<b>R</b>
<b>9 March</b>	<b>Identifying/Managing Stress</b> (to include an element of time management)		<b>O</b>
<b>16 March</b>	<b>Environmental Health/Waste/Cleansing</b>		<b>O</b>
<b>23 March</b>			

\* Recommended for Members of the Finance & Procedures Overview & Scrutiny Committee and Optional for other Members.