

Record of Continuous Professional Development

Name: Joanne L. Hebden

Council: Micklegate Parish Council

Position: Clerk and Responsible Financial Officer

Covering the period from: 1 April 2019

To: 31 December 2020



The National Training Strategy
for Town & Parish Councils

Key dates	What did you do?	What did you learn from this?	How have/will you use this? How will your council change or improve?	Points allocated
10/10/2019	RPII Routine Play Inspection Training and Examination	How to undertake a systematic check of various pieces of standard play equipment	To undertake weekly inspections of the Council's two playgrounds, multi-use games area, youth shelters and other sporting facilities (football stand, ball stop fencing)	2
16/01/2020	YLCA Webinar – Duties, Powers and Policies	The basics of Parish Council duties, powers and policies	Identified a policy need in some areas of the Parish Council's work and formulated a draft internal control policy	1
03/03/2020	YLCA Webinar – Structuring, Appointing and Using Committees	The rules, regulations and good practice of setting up and using a committee	To evaluate the Parish Council's current system (which includes one committee and one advisory committee) and make and recommendations for improvement	1
15/04/2020	YLCA Webinar – Contracts and Specifications for Goods and Services	The basic requirements for Parish Council contracts and specifications for Goods and	To improve the Parish Council's procurement system (by formulating and recommending	1

		Services and the importance of financial regulations and financial standing orders	a 'points system' is implemented to help choose a contractor, for example). Encouraged me to refresh my familiarity with the financial regulations. Gave me confidence that the Parish Council's systems are already very robust	
29/04/2020	YLCA Webinar – Charities: An Overview for Trustees	The basics of charity law, the differences between different types of charity and outlined the duties and responsibilities of a Parish Council as sole trustee	I downloaded YLCA's, SLCC's and the Charity Commission's fact sheets about many different aspects of Charity management and law to educate myself further and would like to organise an in-house training session for members, so they understand their responsibilities and duties as sole trustee	1
15/07/2020	YLCA Webinar – Introduction to the Planning System	The basics of how the planning systems works and the role of the Parish Council within the system	Can advise the Parish Council about making effective consultation responses to planning applications. Gave me confidence that the Parish Council's understanding of planning matters and approach to planning issues are already very good	1

03/09/2020	YLCA Webinar – Risk Assessments	The basics of risk assessment and an understanding of the place of risk assessment in the local council sector	Gave me confidence that my risk assessment attitude and ability to formulate assessments are on the right track	1
23/09/2020	YLCA Webinar – Planning Enforcement and Appeals	How planning enforcement and the appeals system work (in law and pragmatically) and the Parish Council’s role within the system	Can advise the Parish Council on planning enforcement and appeals issues. Gave me confidence that the Parish Council’s understanding and approach to planning enforcement and appeals is already very good	1
01/12/2020	Parkinson Partnership Financial Training – Budget	Learned the role and importance of budgets, including their need throughout the year, in Parish Council financial planning, development and business	Can advise the Parish Council on budget issues including precept and general finance issues.	1
02/12/2020	YLCA Webinar – Planning: Spreading your Wings	How the planning system works in more depth, including more about consultation responses (material considerations), planning obligation, and proposed changes to legislation	I fell more confident about responding, by delegation, to minor planning consultations and advising members.	1
21/04/21 to 22/04/21	YLCA – Remote 2-day Conference	Duties, powers and responsibilities regarding neighbourhood plans, procurement rules and regulations, highways laws, play equipment inspections and	Gave me a deeper insight into the topics covered, which filled holes in my knowledge. Increased my confidence to advise the Parish Council and undertake my own work	8

		<p>maintenance, risk assessments for open spaces, Microsoft 365 for Council business, GDPR demonstrating compliance and the current legal situation regarding remote meetings legislation</p>	<p>responsibilities.</p>	
28/07/21	YLCA Webinar – Public Rights of Way	<p>Various laws and procedures regarding different types of public rights of way</p>	<p>To advise the Parish Council on its duties and powers in regard to various public rights of way, which will help the Parish Council and the public understand the responsibilities of maintaining etc. PROW and also help in other areas, such as planning</p>	1
04/08/2021	Rialtas Webinar – Earmarked Reserves in Alpha R&P Software	<p>How to deal with ear marked reserves in Alpha receipts and payments software, including creation and removal during and after input of data</p>	<p>Use the financial software to a greater capacity, which will help the Parish Council with its finances</p>	1
March 2020- August 2021	YLCA, NALC, Gov.uk, legislation.gov.uk	<p>Laws, rules and regulations and best practice to continue operating as a Parish Council (meetings etc.) and service provider during the coronavirus pandemic</p>	<p>Gave me the knowledge, tools and confidence to operate the Parish Council’s business safely and legally during a difficult time and predominantly alone</p>	3
20/10/2021	Scribe Webinar Budgets and Forecasting	<p>An overview of the different approaches to setting a budget</p>	<p>I’ve never had to draw up a draft budget for the Parish Council and was concerned that</p>	2

			should the need arise, I wouldn't have the skills or knowledge to be able to do so. The information in the webinar has given me more confidence to draw up a draft budget for the Council and a few ideas for improving the current process	

Total

All clerks whose councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the council's application for an award. For this there are some types of activity that carry a maximum point allowance per year. Plus, at least three points must come from a qualification, in-house assessment or a training event.

The grid below can help you assess how many points you have achieved and clearly illustrate this to the accreditation panel if you choose to apply for a Local Council Award.

	Maximum points	Points achieved
Qualifications	12	
In-house assessment	12	
Learning at work	6	
Attendance at conferences and training events	12	
Reading and e-learning	6	
Developing the sector	4	
Total CPD points		

At least three points have come from a qualification, in-house assessment or a training event?	Yes/No (delete as appropriate)
--	--------------------------------