

Continuing Professional Development

Clerk's Proposed Induction Training Plan – 2018/19

I have identified the following courses as necessary to meet my initial training needs following appointment as Clerk and Responsible Financial Officer to the Council:

Course Title	Course aims	Dates	Cost
What you need to know Part 1 and 2	This two part, small-group course gives new and inexperienced officers an introduction to some of the key aspects of the role, and highlights many support mechanisms and signposts for further information. Topics include introduction to legislation, things to do before, during and after meetings, sharing initial experiences, problem-solving and trouble-shooting, signposts and support and recommended publications	Part 1 - 6/11/18 Part 2 - 22/11/18	£37.50 £37.50
Minute taking – Essential hints and tips	To outline the regulation, guidance and practice concerned with Minute taking in the local council sector and to allow the exploration of guidance available, and how councils use it practically	10/10/18	£40
Local Council Finance for Officers	This session is designed to give practitioners a greater understanding of their duties with regard to the council's finances. Topics include legislation and the national Governance and Accountability Guidance, banking and accounting, VAT, preparing for end-of year, working with your internal auditor and further support.	21/11/18	£75
Basic Planning for Local Councils	This session is designed to give delegates an understanding of the statutory frameworks that make up planning law and then looks at responding effectively to applications. Topics include the role of the local council, spatial planning (local plans and neighbourhood plans), managing development (the application process and appeals) and effective input from parish councils (responding to your planning authority)	TBC	£40
Officers Update	These sessions are designed for information sharing and networking	30/10/18	£40
		Dates shown are subject to places being available on advertised courses	

Total cost of this proposed training programme: £270. The costs fall well within the remaining budget provision for training (£340) which should allow flexibility to accommodate additional training if necessary.

I would like to present this to the Council as my proposed training plan for the current financial year.

Suzanne Middleton

Parish Clerk and Responsible Financial Officer.