

**KIMPTON PARISH COUNCIL
STAFFING COMMITTEE**

Committee members:

Cllr David Reavell (Chairman), Cllr Neil Burns, Cllr Jon Marsh

Date of Meeting: 21st September 2021

Report Subject: Clerk's Continual Professional Development

Author: Carina Helmn

1. Purpose of the report

To appraise the Staffing Committee on training courses attended, training courses presented and other professional development opportunities.

2. Introduction

For the past three years the Staffing Committee asked the Clerk to provide details of courses either attended or delivered that would be of interest to Kimpton Parish Council. This report has been created to provide the information from October 2020 to September 2021.

3. Development Opportunities

- a) Regular Zoom meetings for Clerks in Hertfordshire.
- b) As County Officer fortnightly zoom meetings with NALC/CALCs
- c) Information received from NALC and HAPTC.
- d) Courses, "E" learning and webinars:

Monday 25th January: Employers Forum - LGPS

Tuesday 26th January: Internal Controls – Steve Parkinson Associates

Tuesday 16th February: Role on Internal Audit – Steve Parkinson Associates

Monday 22nd February: software accounting system - Scribe

Thursday 4th March: CiLCA Trainers Forum - SLCC

Friday 12th March: Elections - LGA

Monday 15th March: End of Year - LGPS

Friday 19th March: Personal Resilience – Breakthrough Communications

Tuesday 23rd March: Greening Campaign – Terena Plowright

Wednesday 31st March: Crisis Communications – Breakthrough Communications

Thursday 15th April: Microsoft 365 – Cloudy IT

Wednesday 28th April: Pension – LGPS

Thursday 20th May: Website Playbook - Aubergine

Wednesday 26th May: Managing Good Performance – HR Partnerships

Monday 7th June: Model LGA Code of Conduct – Paul Ainscough Associates Ltd

Thursday 10th June: Best practice and tips for webpage content and accessibility – Aubergine

Wednesday 14th July: Scribe online training

Tuesday 14th September: Freedom of Information Essentials for Councils

Wednesday 15th September: Allotment tenancies and policies

Courses Delivered

1. New Councillor Induction

Topics covered:

- Legal framework and purpose of a Parish/Town Council
- How do you get things done for your community?
- Council profile and Council documents
- Procedure for Council meetings, role of the Chairman and Councillors
- Standards of behaviour
- Understanding the role and responsibilities of the Clerk
- The Council as an employer
- Promoting the Council
- Working in partnership
- Financial management
- Local Councils and Planning

2. New Clerks Induction

Topics covered:

- Role of Councillor, Chairman, Council, Clerk and RFO
- Meeting processes
- Legislation applying to parish councils
- Finance
- Planning
- Community Engagement

3. End of Year Finance for Clerks

Topics covered:

- Closing the accounts
- Timetable
- Internal Review and audit
- Annual Return
- Public Rights
- End of year activities

SLCC hybrid National Conference 13/14th October 2021

The event aims to provide relevant training to keep up-to-date and network with sector colleagues and experts. Attendance can be in person, Jurys Inn Hinckley Island Hotel, Leicestershire or virtual.

4. Financial and Legal Implications

The SLCC Clerks National Conference Virtual ticket £100 plus VAT.

5. Recommendations

Council gives consideration to the Clerk attending the SLCC Conference virtually.

Report produced by:	Carina Helmn, Parish Clerk 8th September 2021
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