

## Record of Continuous Professional Development

**Name:** Roy Balgobin  
**Council:** Painswick Parish  
**Position:** Clerk / RFO  
**Covering the period from:** May 16  
**To:** April 17



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
Apr 16 to present	Mentoring the Clerk to Nailsworth Town Council	Developed my training / mentoring skills	To undertake local training	6
February 17	Cilca Module	General Power of Competence	Allow the Council the power to adopt the General Power of Competence	2
September 16	Refresher Training	Updated my knowledge on changes in current legislation.	Ensuring that the Council has a Clerk who is knowledgeable in regards to recent legislation changes	1
May 16	Learning at work – Transparency Code	All of the details regarding the Transparency Code.	Ensure that the Council is fully compliant with the Transparency Code.	4
December 16	Prepared an article for the GAPTC Website	Improved my Public Relations knowledge	Promote Painswick Parish Council through the GAPTC.	2
			<b>Total</b>	<b>15</b>



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