

**OFFICER
DEVELOPMENT
FRAMEWORK**

OFFICER
DEVELOPMENT
FRAMEWORK

OFFICER
DEVELOPMENT
FRAMEWORK
ESSENTIAL



OFFICER
DEVELOPMENT
FRAMEWORK
SKILLED



OFFICER
DEVELOPMENT
FRAMEWORK
MASTER





INTRODUCTION FROM DANNY MOODY, NORTHANTS CALC CEO

Welcome to the parish council sector. I hope that you find your new role enjoyable and rewarding. I tell people that there is never a dull day in the world of parish councils, which always raises a bit of a smile, but it's true! The Clerk's job is very varied and always interesting.

Northants CALC is the membership organisation for parish and town councils and your council has always been in membership. We supply information and guidance, legal support, training, representation and a free-at-the-point-of-use enquiry service. We're here to help you!

Northants CALC is here to help you, so please do let us know how we can be of assistance as you settle in to your new role.

Let me know if there's anything I can do to be of assistance. Whatever you need, just shout.

Best regards,

Danny Moody

Chief Executive

Northamptonshire County Association of Local Councils

Complete the council profile. Use the drop-downs and checkboxes where appropriate.

Number of electors

Current budget

Current precept

Band D rate

Council seats

Meeting pattern

Unitary council

Unitary ward(s)

Ward councillor(s)

Local MP(s)

Police area and PLR

Chair/Mayor and deputy

Council structure

Committees

Working parties

Transparency code

Assets and services

☐ Burial grounds

☐ Village hall / community centre

☐ Allotments

☐ Community library

☐ Playground

☐ Streetlights

☐ NCALC membership

☐ Internal Audit Service

Other assets or notes

OFFICER DEVELOPMENT FRAMEWORK ESSENTIAL

Priority learning for new-to-sector clerks, ideally within the first 12 months.

Required learning

- The New Clerk Development Programme
- Planning Nuts and Bolts
- Responding to Planning Applications
- Data Protection Part One
- Year End - choose the course relevant to your council
- GDPR e-learning
- Information Security Awareness e-learning
- Standing Orders
- Financial Regulations

The New Clerk Development Programme

• Planning Nuts and Bolts

• Responding to Planning Applications

• Data Protection Part One

• Year End - choose the course relevant to your council

• GDPR e-learning

• Information Security Awareness e-learning

• Standing Orders

• Financial Regulations

EMAIL COMPLETED WORKBOOK



Recommended learning to prioritise after the Essential stage.

Required learning

- Budgeting for Clerks
- Freedom of Information
- Social Media for Councils Part One
- Communicating with Your Community Part One
- Year End - choose the course relevant to your council
- VAT - choose the course relevant to your council
- Freedom of Information e-learning
- Health and Safety e-learning
- Revisit Standing Orders and Financial Regulations

• Budgeting for Clerks

• Freedom of Information

• Social Media for Councils Part One

• Communicating with Your Community Part One

• Year End - choose the course relevant to your council

• VAT - choose the course relevant to your council

• Freedom of Information e-learning

• Health and Safety e-learning

• Revisit Standing Orders and Financial Regulations

EMAIL COMPLETED WORKBOOK

OFFICER DEVELOPMENT FRAMEWORK MASTER

The final framework stage, while continuing the wider learning journey.

Required learning

- Procurement
- Community Infrastructure Levy and Section 106
- An Introduction to Employment Law
- Social Media for Councils Part Two
- Communicating with Your Community Part Two
- Equality and Diversity e-learning
- Team Leadership e-learning
- Revisit Standing Orders and Financial Regulations

• Procurement

• Community Infrastructure Levy and Section 106

• An Introduction to Employment Law

• Social Media for Councils Part Two

• Communicating with Your Community Part Two

• Equality and Diversity e-learning

• Team Leadership e-learning

• Revisit Standing Orders and Financial Regulations

EMAIL COMPLETED WORKBOOK

OFFICER DEVELOPMENT FRAMEWORK

Council-specific topics

- Cemetery Management
- Management of Memorials - Inspection Workshop
- Planning for Elections

Qualifications and next steps

CiLCA is the sector-specific Level 3 qualification. You do not need to complete all stages of the Officer Development Framework before completing CiLCA.

Community Governance offers higher education routes at Levels 4, 5 and 6.

Professional development notes

Use this page to identify your next priorities after reviewing the three framework stages.

My next three learning priorities

List the courses, reading or e-learning to complete next.

Support or resources needed

Note any budget, time, mentoring or specialist support required.

Target dates and review notes

Record target dates and review progress regularly.