

NAME:	ORGANISATION:	COUNTY:	12 MONTH PERIOD TO: DEC 2008	SLCC MEMBERSHIP NO (if any):	
Date Completed	Activity	Why was this important?	What did you achieve/learn?	Any further action required?	CPD Points Value
TRAINING & DEVELOPMENT EVENTS and QUALIFICATIONS – Mandatory					
FEB 2008	Attend training (1/2 day)	Time Management – to stop working lengthy hours	How to manage ‘time-stealers’	Further personal skills training	2
JUN 2008	Attend presentation – XYZ District Council	To try to improve quality of council’s decision-making on planning	Lots – learned how to make better observations	Attend another presentation in ‘09 & strengthen District partnership	1
OCT 2008	Attend presentation – XYZ District Council	To provide quality advice to Councillors with issues on Code of Conduct	Better advised when asked, should be able to offer guidance on new regs	Attend annually to keep updated, learn from their ‘case studies’	1
WORK-RELATED ACTIVITIES – Mandatory					
SEP 2008	Project management – complete funding application to provide covered meeting area for teenagers	To gain external funding on a priority project	Learnt the ‘buzz-words’ to use on applications – only achieved 50% of funding	To find remainder of funding externally from another funder, failing which fund internally from precept	3
READING					
DEC 2008	Read sector journal ‘The Clerk’ (SLCC)	To keep abreast of technical developments	Many new practical issues and challenges ahead!	Needs to become an ongoing activity	2
SUPPORTING OTHERS					
DEC 2008	Networking – Participate in Branch Meetings (SLCC)	Primarily networking, to establish local contacts	Fellow clerks were very willing to share their expertise	Become an active member, even help to organise a 2009 event	2
DEC 2008	Networking – Be a regular egroup member (National)	Didn’t know where to look for everyday advice – tendency to ‘reinvent the wheel’	Plenty of friendly guides – it took courage to ask my first question	Increase activity, check daily, even offer a suggestion or two!	1
Total CPD POINTS accumulated during current year – minimum value of 12 CPD points required					12
NEED HELP? – Please see guidance notes.					