



## Professional Development Scheme

### Step by Step Guide to making a 'Significant Contribution' to the Sector



**Applicants at SLCC Fellow Level** are required to demonstrate a “significant contribution” to the sector.

You are required to provide details of your significant contribution which you have made to the sector in sufficient detail, including any relevant dates, to allow the Professional Development Officer to make an appraisal.

This can be done by uploading the relevant proof (see below) when making your application.

If you are unable to prove documented evidence then you need to provide a signed statement who can confirm your relevant contribution. This can be done by your referee completing the form at the end of this document and uploading again when making your application.

Examples of ‘significant contributions’ and relevant evidence are shown below.

These should be within the following categories:

- Written work
- Presentations
- Branch Activities
- Trainer / Advisor
- Responsibility for major project / event in the parish or community

This list is not exclusive and if you feel you have made a significant contribution outside these guidelines then the Professional Officer is very happy to discuss this with you before you make your application. Contact Lesley Swinbank FSLCC ([Lesley.swinbank@slcc.co.uk](mailto:Lesley.swinbank@slcc.co.uk))

# Professional Development Scheme

## ‘Significant Contribution to the Sector’

### 1. Written work

This includes a quality published technical article in a recognised sector publication e.g. The Clerk, Local Council Review etc.

- **Article in LCR**

*‘Copy article from Local Council Review Winter 2014 as evidence of Significant Contribution to the Sector. I have also given presentation at the SLCC Conference.’*

**Julie Shirley**

**Evidence : Copy / screenshot of the article**



- **Article in The Clerk**

*‘Article published in the November 2016 Edition of The Clerk’*

**Chris Dawson**

**Evidence : Screenshot of the article.**



### 2. Presentations

This could be at national or regional conferences or to branches.

- **Presentation to the Branch**

*‘2017 – Presentation delivered to the Cleveland and Durham Branch regarding the Morpeth Neighbourhood Plan. The presentation shared the experience of the process and also the impact the plan has had on the planning process in Morpeth.’*

**Tracey Bell**

**Evidence : Extract from the Branch Minutes**

Tracey Bell (Morpeth Town Clerk) gave a detailed presentation on her work with the Morpeth Neighbourhood Plan. The Plan went to referendum on Thursday 25th February 4099 electors (93.4%) voted in favour of the Plan on a 29.5% turnout. NCC, as the local planning authority, formally ‘made’ the Morpeth Neighbourhood Plan on 10th May 2016. Tracey answered all questions and was thanked for her presentation by the Chairman. *Extract from Co Durham and Cleveland Branch Minutes January 2017*

- **Presentation to SLCC and NALC Conferences**

*‘I have chaired a number of sessions at the Larger Councils Conference, have been an active member of my local branch and in December 2014 made presentations at the NALC Larger Councils conference on 3<sup>rd</sup> in London and at the Our Place review session on 4<sup>th</sup> at the LGA.’*

**Lance Allen**

Lance Allen, the Trowbridge TC will be delivering his paper on the CIL which he also gave to the SLCC’s Larger Council’s Conference in March. Information is being released all the time, and in the light of the forthcoming election, it is recommended that this be deferred to later in the year.

**Evidence: Extract from minutes / Conference Agenda**

**3. Branch activities**

Playing an active part over a period of time. Evidence can be a copy of the minutes or confirmation from a referee. Examples include:-

**• Branch Officer**

*‘ I have been an (active) Secretary of the Wiltshire branch for 6 years since September 2011’*

**Catherine Purves**

**Evidence : Statement and Reference / extract from minutes**

*‘I cannot endorse this application highly enough. Catherine is a very pro-active secretary to our branch, always looking for opportunities to get the most out of our meetings.’*

**Linda Roberts - SLCC President 2014/15**

**• Representing the Branch**


*‘February 2015 : Appointed to the Board of the Norfolk Parish Training Partnership , an initiative in collaboration with Norfolk ALC to provide training for Clerks in Norfolk.’*

**Catherine Moore**

**Evidence : Statement and Reference / Or example of the branch agenda or minutes**

Declaration by Referee:

I confirm that I have seen an original copy of the membership application form to be submitted by the above and can confirm that the information supplied in support of the significant contribution element of the application process is accurate and truthful.

Signed: 

Date: 25 February 2016

**• Innovative Ideas for your Branch**

**Creating an electronic newsletter.**

*‘The Branch newsletter now ensures everyone is fully informed not only about our meetings but also includes important information and training events.’*

**Lesley Swinbank**

**Evidence : Example of newsletter**



**4. Trainer / Advisor i.e. mentor, trainer, tutor, assessor, advisor**

**• LCAS Assessor**

*‘I am an assessor for the Local Council Award Scheme and have reviewed a number of applications over the last twelve months.’*

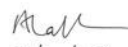
**Donna Johnston**

**Evidence : Statement Reference**

Name of Applicant: DONNA JOHNSTON

Declaration by Referee:

I confirm that I have seen an original copy of the membership application form to be submitted by the above and can confirm that the information supplied in support of the significant contribution element of the application process is accurate and truthful.

Signed: 

Date: 8/2/17

- **Employment Support Officer a/ Mentor**

*'In 2015 I became an Employment Support Officer. In 2016 I instigated a Smaller Councils Group within the Cornwall branch. I organise quarterly meetings and these are open to non-members of the SLCC as well as members, with a view to encourage the non-members to join the Society.'*

**Julie Larter**

**Evidence from SLCC Website**



- **Training Development Officer**

*'From 1st June 2014 to 3rd March 2016 I was the Training Development Officer for NPTP and organised a full training programme throughout Norfolk, working with and organising eight other tutors. I delivered training courses for Norfolk during those two years, covering topics such as introductory, appraisal, new clerks' networking day and chairmanship.. Last year I taught 63 newly elected chairmen'*

**Luisa Cantera**

**Evidence from the NPTP Website**



## 5. Local Policy dissertation

Sharing your dissertation with colleagues on the SLCC website.

### CPD Dissertations

Research and dissertations  
Community Governance Students are required to complete a dissertation as part of their degree. These present the author's research and findings in a specific area of parish and town council work.

The Institute is looking to establish a library of such work from current and past Community Governance Students. All work should be forwarded in the first instance to Lesley Seabrook. These will then be published and available on this site. Both submitting and reading a dissertation carries CPD points.

Current Work

- The Role of Political Parties in Parish and Town Councils Dominic Stapleton, April 2011
- Dates Quality Control Status Produce Quality Council? Bruce Poole, April 2010
- What is the Role of the Norfolk Museum in the Community of St Ives? Alison Matyuska, April 2010
- Social Capital: A Study of Stallholders at Five Farmers Markets in the East Riding of Yorkshire, Kathryn Richmond, April 2008
- Parish Councils: an asset or a liability? Are they ready and willing to utilise their full potential and regenerate local government in the 21st century? Sharon Clayton, April 2007
- English Market Towns in the 21st Century. What are they for? Helen Bell, April 2007

## 6. Responsibility for major project / event in the parish or community

- **Neighbourhood Plan**

*'2015 – Extensive work with the Community on the development of the Morpeth Neighbourhood Plan (MNP) this involved extensive consultation and engagement with a wide variety of the community and professional partners. This resulted in the overwhelming support of the plan at referendum with a turnout of over 30% and a supporting vote of 93% '*

**Tracey Bell**

**Evidence : The Morpeth NP Website**



- **Quality Gold Status in the Local Council Award Scheme**

**Evidence**

**Scan the certificate /forward link to the council website**



- **Finding, refurbishing and developing a facility**

*'I was tasked with and achieved the following three objectives:-*

1. *Find council a permanent home ( council had been renting a small commercial unit since forming in 2004*
2. *Return and conserve the Town Council's Heritage Collection to the people of Folkestone (the collections had been in unsuitable storage around the county since 1974*
3. *Develop a facility to display the heritage collections.'*



**Jennifer Childs**

**Evidence : Website and reference**

- **Taking over a Day Centre**

*'I have completed a number of major projects for the Town Council in the 9 years I have been there but I sight just one – the taking over of the Westwood Day Centre. The Town of Welshpool has a profile of 6,700 residents of which over 30% are elderly or infirm. There is also a significant number of disabled as well. To date all is working well and running to budget.'*



**Robert Robinson**

**Evidence : Screenshot of the website**

- **Establishing a Christmas Community Market**

*'Establishing Surrey's first Farmers' Market (winner of the South East Region Best farmers' Market in 2001 and 2007 and winner of the national Best farmers Market in 2010. Initiating a Community Christmas Market in Haslemere which attracts over 250 stalls and 10,000 people (now in its 16<sup>th</sup> year it has since been successfully replicated in Farnham). Best regional project for Action for Market Towns in 2004.'*



**Iain Lynch**

**Evidence : Screenshot of Facebook Page**

- **Organising a large one-off event.**

*'When the regiment went on tour to Afghanistan they made a request to the Council to exercise their Freedom within the town. I was tasked with preparing the road closure, signage, invitations to VIP, including A Royal visit, and liaison with police requirements and security. I was presented with a silver regimental badge and also awarded a Commanders Certificate of Merit from Wiltshire Police.'*



**Heather Abernethie**

**Evidence Press release and link to radio interview.**

- **NALC Star Award**

*'Achieving 'Helston and the Lizard Works' Project  
Runner Up 2016*

**Chris Dawson**

**Evidence Press Release / Nalc website**



**Example of your evidence / form to upload.**

- **Create a new word document as below**
- **Make sure you provide a direct link or screenshot of appropriate evidence**
- **Upload**

**Name : A.N.Other**

**I have made a significant contribution to the sector in the following category / categories**

- **Written work** ✓
- **Presentations**
- **Branch Activities**
- **Trainer / Advisor**
- **Responsibility for major project / event in the parish or community** ✓

<b>Date</b>	<b>Category (from above)</b>	<b>Details</b>	<b>Evidence</b>
<b>May 2019</b>	<b>Written Work</b>	<b>Article in the Clerk</b>	<b>Link <a href="#">here</a></b>
<b>Nov 2019</b>	<b>Major project</b>	<b>Electronic newsletter</b>	<b>Screenshot attached</b>

If you are unable to provide a direct link / screenshot then you may ask a referee to complete the form as below and upload this as evidence



## **Referee Support Form – Significant Contribution**

**Name of Referee:**

**Position**

**Address:**

Tel no.

E mail:

Name of Applicant:

### **Declaration by Referee:**

I confirm that the applicant as above has made a significant contribution to the sector.

This includes:- *(Please give brief details.)*

Signed:

Date