

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk
Website: <https://toft-newton.parish.lincolnshire.gov.uk>

Training Skills Matrix

Name:	Parish Council Clerk, Responsible Financial Officer and Proper Officer
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This form is split into the three component areas of the Parish Clerk's role.

Please highlight your current levels of knowledge / experience in the tables below using the following scale.

Fill out the comment box to explain your grading if necessary or give any additional details that your trainer should know before your training begins.

Scale Grade	
1	I have only just joined the local council sector and would benefit from a basic introduction.
2	I have a basic understanding and therefore need to deepen my technical or legal knowledge.
3	I have some knowledge and experience of this subject from other roles but would value discussing how to apply that knowledge.
4	I have a good level of knowledge and experience in this area of work and would benefit from limited support and mentoring.

Parish Council Clerk	1	2	3	4
Customer service skills				
Administration and ICT skills				
Research and report writing skills				
Organisational skills				
Experience of providing a meeting secretariat service				
Experience of working with communities, groups and other committees				

Comments**Responsible Financial Officer**

	1	2	3	4
Experience of managing finances, using excel or similar software				
Experience of managing public money				
Experience, knowledge and / or understanding of financial planning and budgeting processes				
Experience of auditing procedures				
Experience of VAT claims and knowledge of public procurement laws				

Comments**Proper Officer**

	1	2	3	4
Understanding of the role, duties and powers of local councils				
Knowledge and / or understanding of the Local Government Act 1894 and 1972, and the Localism Act 2011				
Ability to advise Councillors and implement decisions made by the Council				
Understanding of employment, health and safety, freedom of information, data protection and equality laws				

Experience of creating and implementing policies				
Experience of facilitating a range of meetings				
Understanding of local politics				
Knowledge of planning laws, consultation and appeals processes				
Experience of partnership working				
Comments				

Any other skills that you have that might be of benefit to your role as the Parish Council Clerk	1	2	3	4

Comments

Signature:

Date:

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Training Skills Matrix

Name:	Playground Warden
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Please highlight your current levels of knowledge / experience in the tables below using the following scale.

Fill out the comment box to explain your grading if necessary or give any additional details that your trainer should know before your training begins.

Scale Grade	
1	I have only just joined the local council sector and would benefit from a basic introduction.
2	I have a basic understanding and therefore need to deepen my technical or legal knowledge.
3	I have some knowledge and experience of this subject from other roles but would value discussing how to apply that knowledge.
4	I have a good level of knowledge and experience in this area of work and would benefit from limited support and mentoring.

Playground Warden	1	2	3	4
Ability to work in a safe manner				
Experience of undertaking risk assessments				
Experience of inspecting playground equipment				
Ability to undertake minor repairs				
Customer service skills				
Any other skills that you have that might be of benefit to your role as the Playground Warden				

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Training Skills Matrix

Name:	Councillor
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Please highlight your current levels of knowledge / experience in the tables below using the following scale.

Fill out the comment box to explain your grading if necessary or give any additional details that your trainer should know before your training begins.

Scale Grade	
1	I have only just joined the local council sector and would benefit from a basic introduction.
2	I have a basic understanding and therefore need to deepen my technical or legal knowledge.
3	I have some knowledge and experience of this subject from other roles but would value discussing how to apply that knowledge.
4	I have a good level of knowledge and experience in this area of work and would benefit from limited support and mentoring.

Councillor	1	2	3	4
Experience of serving on committees of various kinds				
Experience of chairing committees				
Experience of working with / within communities				
Knowledge of local councils and their functions				
Knowledge and / or understanding of budgeting processes				
Experience of managing people or organisations				
Understanding of legislation and law-making processes				
Knowledge of freedom of information and data protection legislation				

Knowledge of safeguarding of vulnerable people procedures				
Knowledge and / or understanding of the Local Government Act 1894 and 1972, and the Localism Act 2011				
Knowledge of planning rules				
Knowledge of health and safety processes				
Customer service skills				
IT skills				
Media skills				
Knowledge and understanding of equality, diversity and inclusion legislation				
Human Resources / personnel management experience				
Analytical and reflective practice skills				
Any other skills that you have that might be of benefit to your role as a Councillor				
Any other skills that you have that might be of benefit to your role as a Councillor				
Any other skills that you have that might be of benefit to your role as a Councillor				
Comments				

Signature:	Date:
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